

Palmyra Area High School

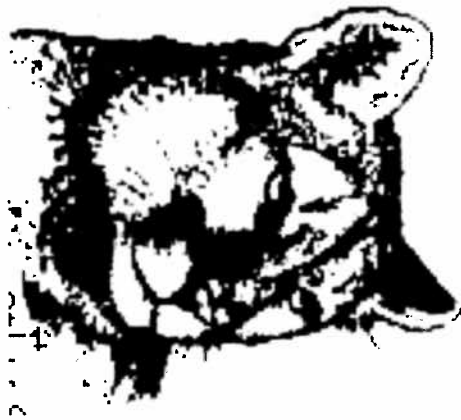
Student Schedule

Period	Semester I	Semester II
1		
2		
3,4,5		
6		
7		

Palmyra Area High School

Student Handbook

2011-12



"Home of the Cougars"

**www.pasd.us
717-838-1331**

High School Administration

- Mr. David R. Jones, M.Ed. – Principal
- Mr. Paul Steigerwald, M.Ed. – Assistant Principal
- Mr. Daryl Reisinger, M.Ed. – Assistant Principal
- Mr. Brian Weidler – Athletic Director

High School Guidance

Counselors are assigned by the first letter of a student's last name.

- Mrs. Jennifer Kulas, M.Ed. – (A-F)
- Mr. David Watson, M.Ed. – (G-K)
- Mrs. Jennifer Hilbert, M.Ed. – (L-R)
- Ms. Teresa Markulike, M.Ed. – (S-Z)
- Mr. Wayne Trotta, M.Ed. – Psychologist
- Mrs. Rachiele Peters – Secretary

Mission of the Palmyra Area School District

We are committed to providing a positive, safe learning environment in which all students are empowered to develop their unique potential to become lifelong learners and responsible citizens in a rapidly changing world.

Vision

PASD: Performance. Achievement. Success with Dignity for All

Parent pick-up and drop-off

Beginning with the 2011-12 school year we are changing the parent/bus pick up and drop off locations to greater ensure safety and efficiency.

We are now asking all parents to drop off and pick up students in the rear of the building to allow for buses to drop off and pick up in the front circle of the building.

At no time should anyone be parked in the front circle or you may get “trapped” until the buses depart the school grounds. It is important that we secure everyone’s cooperation to ensure a safe and efficient process for the unloading and loading of students from bus transportation.

This should also create a smoother and safer environment in the rear parking lot by separating vehicular traffic from buses from pedestrians. Thank you in advance for your cooperation and support.

A MESSAGE FROM THE ADMINISTRATION

On behalf of the administration, faculty and staff, welcome to a new year at Palmyra Area High School.

Your handbook/planner has been designed to help you set goals, manage your time and understand student expectations to reach our goal of academic excellence. Please familiarize yourself with the procedures and school rules contained in this handbook. This information was carefully prepared to help you be successful in school and to become an integral part of it's academic and extracurricular programs.

You are expected to have your planner with you at all times during the school day. Student planners should remain intact for the entire school year. In order to assure that all students and parents are aware of our school rules and procedures, each student and at least one parent/guardian are required to print and sign the form at the bottom of this page and return it to the high school office.

The administration, faculty and staff wish you every success for a rewarding school year.

NOTE: TO PARENTS AND STUDENTS

ACCORDING TO TITLE 22 - EDUCATION, PART 1 - PENNSYLVANIA STATE BOARD OF EDUCATION, SUBPART A - MISCELLANEOUS PROVISIONS, CHAPTER 12 - STUDENTS - "EACH

BOARD OF SCHOOL DIRECTORS SHALL ADOPT A CODE OF STUDENT CONDUCT WHICH SHALL INCLUDE POLICIES GOVERNING STUDENT DISCIPLINE AND A LISTING OF STUDENT RIGHTS AND RESPONSIBILITIES. THIS CONDUCT CODE AND THE STUDENTS RIGHTS AND RESPONSIBILITIES SHALL BE PUBLISHED AND DISTRIBUTED TO STUDENTS AND PARENTS."

I acknowledge I have reviewed the students handbook

PARENT/GUARDIAN SIGNATURE

STUDENT NAME/SIGNATURE

DATE

STUDENT RIGHTS AND RESPONSIBILITIES

Student's responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most importantly, students share a responsibility with teachers and administration to develop a climate within the school that is conducive to learning.

No student has the right to interfere with the educational process of his or her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the school community.

Students should express their ideas and opinions in a respectful manner.

Students have the responsibility to conform to the following:

Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that until a rule is waived, altered or repealed in writing, it is in effect.

Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.

Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational process or attempt to draw undue attention to one self.

Assist the school staff to operate a safe school for all students enrolled therein.

Comply with Commonwealth and local laws.

Exercise proper care when using public facilities and equipment.

Attend school daily and be on time for classes and other school functions.

Make up work when absent from school.

Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.

Report accurately and use appropriate language in student newspapers and publications.

CURRICULUM INFORMATION

Schools in the Commonwealth of Pennsylvania must be in compliance with curriculum regulations established in Chapter 4, Academic Standards and Assessment. Counselors and teachers will work with students concerning course selections that meet these regulations. It is the responsibility of the student to meet graduation requirements.

In addition to providing pathway information and course descriptions, the Palmyra Area High School Course Catalog is a valuable resource in understanding the credit values of courses and the weighted factor of particular courses.

GRADING POLICY/GRADE EQUIVALENCY

A	93-100%	C	73-76%
A-	90-92%	C-	70-72%
B+	87-89%	D+	67-69%
B	83-86%	D	63-66%
B-	80-82%	D-	60-62%
C+	77-79%	F	59% and below

HONOR ROLL:

Distinguished Honor Roll : Grade point average of 3.70 or higher. Students must have earned grades of 90% or higher.

Regular Honor Roll : Grade point average of 3.0 to 3.699. Students must have earned grades of 80% or higher.

INAPPROPRIATE LANGUAGE OR GESTURES

Proper language is expected within our school setting. Appropriate actions and manners are rules that have been established by society. Profanity, vulgarity and obscene gestures will not be tolerated. Disciplinary action will be taken.

SAFETY

Safety is of utmost importance in our school setting. Acting in an unsafe manner includes, but is not limited to, running, pushing open a door in a violent manner, pushing others, creating a situation which causes general alarm, etc. Such unsafe acts will result in consequences ranging from Level One to Level Three Infractions.

WEAPONS

The Board of School Directors recognizes that all students have a right to be educated in a safe environment, all employees have a right to work in a safe environment and the community has a right to expect a safe school environment; therefore, the policy of the Palmyra School Board prohibits weapons, facsimiles and look-alikes on school property.

TOBACCO

The School District policy prohibits the use and/or possession of tobacco products and tobacco paraphernalia in the school building, on school grounds, in school vehicles, and at school activities.

PALMYRA AREA SCHOOL DISTRICT

SMOKING/TOBACCO USE POLICY

The Board recognizes that smoking presents a health hazard, which can have serious consequences for both the smoker and the nonsmoker and is, therefore, of concern to the Board.

For purposes of this policy, **smoking** shall mean all uses of tobacco, including cigar, cigarette, pipe, chewing tobacco and snuff. **Tobacco** shall be defined as a lit or unlit cigarette; cigar or pipe; other lighted smoking product; and smokeless tobacco in any form.

The District has enacted a resolution based on Title 35 of Purdon's Statutes,

Palmyra Area High School
Two Hour Delay Schedule

Semester 1		Semester 2	
Period	Time	Period	Time
Homeroom	9:50 - 9:55 (5 min.)	Homeroom	9:50 - 9:55 (5 min.)
1		1	9:58 - 10:14 (16 min.)
2	10:17 - 10:32 (15 min.)	2	10:17 - 10:32 (15 min.)
3	10:32 - 11:02 (A lunch) (30 min.) 11:05 - 12:17 (Class) (72 min.)	3	10:32 - 11:02 (A lunch) (30 min.) 11:05 - 12:17 (Class) (72 min.)
4	10:35 - 11:06 (Class) (31 min.) 11:06 - 11:36 (B Lunch) (30 min.) 11:39 - 12:17 (Class) (38 min.) Total Class time is (69 min.)	4	10:35 - 11:06 (Class) (31 min.) 11:06 - 11:36 (B Lunch) (30 min.) 11:39 - 12:17 (Class) (38 min.) Total Class time is (69 min.)
5	10:35 - 11:47 (72 min.) 11:47 - 12:17 (C Lunch)	5	10:35 - 11:47 (72 min.) 11:47 - 12:17 (C Lunch)
6	12:21 - 1:31 (70 min.)	6	12:21 - 1:31 (70 min.)
7	1:35 - 2:45 (70 min.)	7	1:35 - 2:45 (70 min.)

Semester 1		Semester 2	
Period	Time	Period	Time
Homeroom	7:50 – 8:00 (10 min.)	Homeroom	7:50 – 8:00 (10 min.)
1	8:03 – 9:15 (72 min.)	1	8:03 – 9:15 (72 min.)
2	9:19 – 10:31 (72 min.)	2	9:19 – 10:31 (72 min.)
3	10:32 – 11:02 (A lunch) (30 min.) 11:05 – 12:17 (Class) (72 min.)	3	10:32 – 11:02 (A lunch) (30 min.) 11:05 – 12:17 (Class) (72 min.)
4	10:35 – 11:06 (Class) (36 min.) 11:06 – 11:36 (B Lunch) (30 min.) 11:39 – 12:17 (Class) (38 min.) Total Class time is (74 min.)	4	10:35 – 11:06 (Class) (36 min.) 11:06 – 11:36 (B Lunch) (30 min.) 11:39 – 12:17 (Class) (38 min.) Total Class time is (74 min.)
5	10:35 – 11:47 (72 min.) 11:47 – 12:17 (C Lunch)	5	10:35 – 11:47 (72 min.) 11:47 – 12:17 (C Lunch)
6	12:21 – 1:31 (70 min.)	6	12:21 – 1:31 (70 min.)
7	1:35 – 2:45 (70 min.)	7	1:35 – 2:45 (70 min.)

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Section 1223.5, which prohibits tobacco use by pupils in the schools, in any bus or van being operated by the school district and its employees, and /or at any school sponsored events and activities, such as sporting events or field trips. **Tobacco use** includes smoking and the use of smokeless tobacco in any form.

The Superintendent or designee shall annually notify students and parents about the district's tobacco use policy by publishing such policy in the student handbook and other efficient means. The Superintendent or designee shall develop procedures to implement this policy.

Violations of the Tobacco Use Policy by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

Direct observation of smoking or use is not required; any reasonable evidence of smoking, use, or possession shall justify punishment.

The purpose of this policy is to improve the health, safety and overall atmosphere of the school. Therefore, the following will occur if a student possesses tobacco, smokes, or uses smokeless tobacco on school property:

Infractions and Consequences

It has been proven that smoking and using smokeless tobacco are hazardous to a person's health. Furthermore, second-hand smoke is known to be injurious to the health. For these reasons, the use of tobacco and the possession of tobacco are prohibited on school property. Disciplinary action, fines, and learning packets will result for violating this rule.

First offense – Smoking

- 1 day In-School Suspension
- Completion of learning packet on effects of tobacco use.
- Fine of \$20.00*
- Administrative contact with parents.

Second offense - Smoking

- 3 days In-School Suspension
- Fine of \$50.00*

- Administrative meeting with parents, to assure that all understand the next step.

*Fines must be paid within ten (10) days. Failure to pay fines shall lead to the district's filing a complaint with the District Justice demanding payment. Refusal to pay will additionally be reported to the Palmyra Area Board of Directors. Any and all revenue from fines shall be placed in the school's Drug Free Schools' account for the benefit of that program.

Third Offense - Smoking

- 10 days Out of School Suspension.
- Referral to the Palmyra Area School District Board of Directors for further disciplinary action.
- The Superintendent or designee shall notify all students and parents of this policy.

LEVELS OF DISCIPLINE INFRACTIONS:

The following lists are **NOT** all inclusive, they serve as examples:

LEVEL ONE INFRACTION

Definition: **Behavior** on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school. These behaviors can usually be handled by an individual staff member. They are routine in nature.

Examples of Infractions:

1. Violation of teacher's classroom procedures
2. Hall pass violations
3. Late to class
4. Tardy to school
5. Inappropriate behavior
6. Public display of affection
7. Non-permanent defacing of property
8. Parking violations
9. Inappropriate language or actions
10. Violation of dress code

June 12

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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- 11. Bus misconduct
- 12. Misuse of a student planner
- 13. Display or use of electronic devices during the school day without permission.
- 14. Cheating – In addition, please see Plagiarism in Library section as well.

Procedures:

- 1. Immediate intervention by the staff member who is supervising the student or observes the behavior.
- 2. Referral to Level Two for administrative involvement when necessary.
- 3. Bus driver uses form to notify principal of student behavior.

Examples of disciplinary actions for Level One infractions which can be used to correct inappropriate behavior include, but are not limited to, the following:

- 1. Verbal reprimand
- 2. Conference with student and/or parent/guardian
- 3. Notification of parent by phone and/or letter
- 4. School service work
- 5. Teacher-assigned detention
- 6. Administrator assigned detention
- 7. Bus riding infraction (parents will be notified)
- 8. Restitution
- 9. Behavioral contracts
- 10. Temporary loss of parking privileges
- 11. Time-out area
- 12. Guidance counseling intervention

LEVEL TWO INFRCTIONS

Definition: Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of Level One misbehaviors, require the intervention of the administration. Also included in this level are misbehaviors, which do not represent a direct threat to the health and safety of others.

examples of Infractions:

- 1. Includes unmodified Level One infractions
- 2. Class cut
- 3. Intimidation
- 4. Profanity/gestures to authority and peers
- 5. Leaving school without permission
- 5. Disrespect/Insubordination to authority
- 7. Disobedience (defiance) to authority
- 3. Truancy
- 2. Continuation of bus misconduct
- 0. Damage to school property and equipment
- 1. Physical contact with others - horseplay (example - pushing, shoving)
- 2. Smoking/possession of tobacco products - first and second offense
- 3. Interference/Obstruction of building security measures
- 4. Reckless driving on school property
- 5. Cheating – In addition, please see Plagiarism in Library section as well.

May 12

Su	M	Tu	W	Th	F	Sa
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20	21	22	23	24	25	26
27	28	29	30	31		

April 12

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29	30					

Procedures:

1. Staff person observing the continuation of behavior intervenes and refers to administration for action using discipline form.
2. Administrator meets with the student and/or teacher.
3. Teacher is informed of administrator's action.
4. Parents are sent written notice of student's misconduct.
5. A proper and accurate record of the offense and the disciplinary action is maintained by the administration.
6. Bus driver will use appropriate form to notify an administrator of the student's inappropriate behavior.

Examples of disciplinary action for Level Two infractions which can be used to correct inappropriate behavior include, but are not limited to, the following:

1. Any Level One option not used
2. Restitution
3. Time Out
4. Behavioral contract
5. Parent notification for truancy
6. Suspension of bus riding privileges
7. Suspension assignment
8. Guidance/Counseling intervention

March 12

LEVEL THREE INFRACTIONS

Definition: These are defined as acts which disrupt the educational process, result in violence to another person or property, and/or pose a direct threat to the safety of others in the school. Level Three infractions may require the intervention of law enforcement authorities and possible action by the Palmyra Board of School Directors.

Examples of Infractions:

1. Includes unmodified Level Two Infractions
2. Vandalism
3. Fighting
4. Controlled substances including all dangerous controlled substance prohibited by law: all look-alike drugs, all alcoholic beverages, anabolic steroids, drug paraphernalia, any prescription drug, patent drug or over the counter drug, except those for which permission for use in school have been granted pursuant to board policy.
5. Smoking/Possession of Tobacco - third offense
6. Continuation of Bus Misconduct
7. Truancy
8. Harassment
9. Terroristic Threats
10. Weapons including look-alikes, but not limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument, or implement capable of inflicting serious bodily injury
11. Theft/Stealing
12. Arson/Fire Alarm/Firecracker
13. Profanity/abusive/obscene/threatening language directed to authority or a peer.
14. Sexually explicit or lewd behavior
15. Cheating – In addition, please see Plagiarism in Library section as well.

Su	M	Tu	W	Th	F	Sa
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February 12

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12	13	14	15	16	17	18
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26	27	28	29			

Procedures:

1. Staff person observing behavior intervenes and refers student to administrator for action. Bus driver refers to principal.
2. The administrator verifies the offense, confers with the staff involved, and meets with the student.
3. The accused student is immediately removed from the area.
4. Parents are notified and law enforcement officials may be contacted.
5. Due process hearing - possible school board referral.

Examples of disciplinary action for Level Three infractions which can be used to correct inappropriate behavior include, but are not limited to, the following:

1. Suspension assignment
2. Parent conference
3. Alternative Education Program
4. Expulsion
5. Prosecution
6. Referral to LFT team
7. Guidance counseling intervention
8. Bus riding infraction: Suspension of bus riding privileges for 10-30 days or the duration of the school year.

ADMINISTRATIVE DETENTION

Administrative detention will be assigned on the first available detention day. If the detention hour must be changed, a parent has until 11:00 a.m. to change the date of the detention. Unless there is a call from a parent, there will be no change in the detention. If you miss an assigned detention, an additional disciplinary consequence will be assigned. Your parents will be noti-

fied, and you may still be responsible for your initial detention time. When assigned to detention, report to the assigned room by 2:55 p.m. Students who cause a disruption will be dismissed from the detention room and further disciplinary action will be taken. Students are encouraged to apply detention time to school assignments or reading.

Detention will take precedence over all school, home, and WORK activities.

The following rules will be enforced during detention:

- No sleeping
- No gum chewing
- Students are required to bring appropriate work to do quietly.

IN-SCHOOL SUSPENSION (ISS) PROCEDURES

- ISS may be given by the Principal or Assistant Principals.
- ISS means that a student attends school but is placed in a restricted environment for the duration of the school day.
- ISS begins at 7:30 a.m. and ends at 2:45 p.m. Students are expected to report to the ISS room before 7:30 a.m.
- No student shall be placed in ISS until the student has been informed of the reason for the ISS placement and given an opportunity to respond.
- The parents/guardian shall be notified in writing when the student is placed in ISS.
- Students are expected to complete classwork assignments along with assignments relating to the reason for placement and community service work. Additional rules are posted in the ISS classroom. The student's return to his or her regular schedule is contingent upon student conduct and work completion while in ISS.
- Students who are absent on an assigned ISS day, must serve their ISS on the next day they are in attendance and ISS is available.

Su	M	Tu	W	Th	F	Sa
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22	23	24	25	26	27	28
29	30	31				

December 11

Su	M	Tu	W	Th	F	Sa
				1	2	3
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25	26	27	28	29	30	31

- Students will **not** be permitted to take any food or drink into the ISS room. A bagged lunch will be provided at the cost of the regular student lunch price. Free and reduced lunch prices will apply.
- ISS students will **not** be permitted to participate in any school activity or function held on the day(s) of the ISS placement (this includes athletic practices/contests and any extracurricular activity).
- Students are expected to bring all textbooks and materials with them when they report to ISS.

OUT-OF-SCHOOL SUSPENSION (OSS)

- Suspension is exclusion from school for a period of 1-10 days.
- Suspension may be assigned by the Principal or Assistant Principals.
- No student shall be suspended until the student has been informed of the reason for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
- The parents/guardian and the Superintendent of the district shall be notified in writing when the student is suspended.
- Suspensions may **not** be made to run consecutively beyond 10 school days.
- Classroom assignments will **not** be given during OSS. It is the student's responsibility to make-up exams and work missed when the student returns to school.
- Excessive OSS may result in a hearing in front of the Superintendent and/or school board and possible expulsion from school.

ATTENDANCE POLICY

Students who are healthy and active should not miss more than 10 days of school during the school year.

November 11

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
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27	28	29	30			

1. A parent or guardian should telephone the school by 7:50 AM and report an absence. A note from a parent is still required upon the student's return to school.
2. Report to the office immediately upon your return to school with a signed note stating the reason for your absence. Failure to produce a parental note within three days will cause the absence to be defined as an unexcused absence. Absences caused by religious holidays, student illness or death in the family are excusable. Excuses such as "visiting", "away from home", or "overslept" will not be accepted as excused and will be recorded as such.
3. **If a student is absent three or more consecutive days, a doctor's note is required.**
4. **If your absence is unlawful/unexcused, you may not receive grades for make-up work.**
5. Truancy and not reporting to school are serious offenses and may result in fines and/or suspension.
6. **If you are absent from school, you may not attend or participate in any extra-curricular activities without principal approval.**
7. Requests for educational trips must be submitted to the office at least three days prior to the day of the trip and must be submitted on the appropriate trip excusal form, which can be accessed from the high school office. Students are responsible for any missed work.
8. Three college visitations are excusable for seniors provided a parental note is submitted prior to the visit and dated proof of visitation is provided upon return.

EXCESSIVE ABSENCES

A student who is absent in excess of 10 days without a doctor's permission will receive a letter of notification. This letter informs the parents that future absences will require a doctor's excuse from your family physician. Failure to present a doctor's excuse will result in the absence being recorded as unexcused.

A student who has accumulated three unexcused days will receive a letter of notification indicating that any further absences being recorded unexcused will result in either of the following:

October 11

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23	24	25	26	27	28	29
30	31					

1. If the student is under the age of 17, the student's parents or guardians will be cited for violation of the compulsory education law.
2. If the student is 17 years of age or older, a parent/student/administrative conference may be held to determine the consequence.

TARDINESS TO SCHOOL

A student is tardy when not in Period 1 class by the 7:50 bell. Students who arrive after 7:50 must report to the office for an admission/tardy slip. Students will be allowed three unexcused tardies to school per semester. Beginning with the 4th unexcused tardy and thereafter, a student will be assigned an administrative consequence.

Tardies will be marked unexcused if not verified by a parent note as having reasonable cause. The criterion for determining a reasonable cause for tardiness is the same as the criteria for determining legal absence from school.

Any student with an unexcused tardy after 8:30 a.m. cannot participate in any athletic and/or extracurricular activity or practice scheduled for that day. PAHS athletes with an excused tardy must be in school by 10:30 to be eligible for participation that day without prior approval from the principal.

Failure to report to the office will be considered a Level One infraction as per the Student Code of Conduct.

EARLY DISMISSALS

Early dismissals from school are acceptable only for the following reasons:

1. Professional medical services (A note from the doctor or dentist is required upon a student's return to school.)
2. Personal illness approved by the school nurse or principal.
3. Emergencies approved by the school principal.

SCHOOL EMERGENCY

Announcements will be made on: "Alert Now" Automated Calling System

- WLBR-AM 1270 WNNK-FM 104
- WHP-AM 580 WRKZ FM 107
- WCTX FM 92.1 WGAL-TV 8
- WADV-AM 940 WLYH-TV 15

PLEASE DO NOT CALL THE SCHOOL

GENERAL INFORMATION

ASSEMBLIES/PEP ASSEMBLIES

Assemblies/Pep Assemblies are a regularly scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. Assemblies provide one of the few opportunities in school to learn formal audience behavior. Pep Assemblies allow for building school pride and enthusiasm.

Expectations for assemblies include:

- Proceed to the auditorium/gymnasium promptly
- Sit in your designated area.
- Be courteous and respectful.
- Do not leave the assembly/pep assembly until dismissed.

Su	M	Tu	W	Th	F	Sa
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Su	M	Tu	W	Th	F	Sa
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21	22	23	24	25	26	27
28	29	30	31			

BUS CONDUCT

Students who ride school buses for any reason are expected to remain seated and orderly at all times. Drivers are not expected to be disciplinarians. Driver attention should not be distracted from his/her responsibility to operate the vehicle safely. Bus discipline cards are in use on all buses. If a student receives a bus discipline card, he/she will be referred to the office, which may lead to suspension of bus privileges. Students and/or parents will be expected to furnish transportation when privileges have been removed.

CAFETERIA

Students are expected to:

1. Use a tray for any food or drink.
2. Deposit all lunch litter in wastebaskets and recyclables in the proper bins.
3. Return all trays to the dishwashing area.
4. Leave coats and/or backpacks at lunch tables.
5. Leave the table and floor clean for others.
6. Keep all food and drink in the cafeteria.

CAREER AND TECHNOLOGY CENTER

The Lebanon County Career and Technology Center (CTC) is an extension of Palmyra Area High School.

Bus transportation is provided for students from Palmyra to the Lebanon County Area Career Technology Center and return. Students are expected to use this provided transportation. An official permission procedure is to be followed when students need to drive. Students are expected to be on time to ride the CTC bus. Repeatedly missing the bus will be considered a Level One infraction.

EXTRA CURRICULAR CODE OF CONDUCT

All students participating in extracurricular programs are required to abide by regulations in the Extracurricular Conduct Code governing general behavior and the use of tobacco products, alcoholic beverages, controlled substances, anabolic steroids and/or look-alike substances. Copies are provided to participants and are available on request. **Drug testing of students in extra curricular activities is currently under review and may be implemented in the 2011-12 school year.**

FIRE/EMERGENCY EVACUATION DRILLS

Fire/emergency evacuation drills will be practiced on a regular basis. The purpose of these drills is to establish an organized system in order to prevent casualties in case of a real fire.

FOOD AND DRINK

Food or drink is not permitted outside the cafeteria during the school day without permission from the nurse or an administrator. A doctor's note to carry water or drink may be required.

GUEST AT PALMYRA EVENTS

Guests are invited to attend Palmyra events under the following conditions:

1. May not have reached the age of 21 or older.
2. Are in good standing in their home school and community (no police record).
3. Submits a copy of their driver's license as well as the Guest Permission Form.
4. Receive permission from an administrator with a signature on the Guest Permission Form.

Examples of Events:

- Prom

Procedures:

- Regardless of the dismissal reason, pre-dismissal hearing is held where the student must be notified of the following **prior** to the dismissal hearing:
 - The action being contemplated.
 - The reasons for the action.
 - Date and time of the hearing.
 - Opportunity for member to respond either in writing or orally.
- A student cannot be dismissed without a majority vote of the faculty council.- A student may appeal the faculty decision to the administration.

Senior Sign Out:

Any senior who has tested proficient or advanced on their entire PSSA test from their junior year and have not received any ISS or OSS assignments may apply for senior "sign in late" or "sign out early" privilege. Please secure a Senior Sign-Out form in the office and submit a completed form to the office with all the appropriate signatures for approval. Seniors who qualify may either come in late at the end of 1st period or leave early at the end of 6th period if approved. Students can have this privilege removed quarterly if they go on the weekly eligibility list.

All teachers are given eligible student ballots where they vote yes or no regarding a student's selection based on their leadership, character and service.

A faculty council, which is comprised of five faculty members, assumes responsibility for final membership selection and dismissal procedures.

The faculty council will review student applications and faculty ballots.

Upon membership to the NHS, the student must participate in 1 of 3 community service projects per school year in order to maintain membership. When a student is selected to NHS, his/her membership is permanent.

DISMISSAL PROCEDURES:

A student can be dismissed from the NHS for one or more of the following reasons:

Disciplinary Infractions:

One or more level III disciplinary infractions, which include police involvement. Outside legal violations of which the high school administration becomes aware (i.e.; criminal or juvenile charges, participation in the Gate-keeper or A.R.D. (Accelerated Rehabilitative Disposition programs).

Grade Point Average:

Falling below the cumulative 3.7 GPA for more than a semester or receiving a failing grade.

A probationary period will be implemented for falling below the 3.7 GPA or receiving a failing grade.

At the end of each marking period, the advisor will conference with any NHS member whose cumulative GPA is below 3.7 and inform him/her of the probationary time period.

Community Service:

Failure to complete at least one of the community service projects.

- Homecoming Dance

- School Dances

- Mini-Thon

GUIDANCE DEPARTMENT

The main purpose of the Guidance Department is to help students with any concerns they may have. Students may visit the guidance office anytime during free time between 7:50 A.M. - 3:15 P.M. Students should feel free to use the computer, college catalogs, books, career information, etc. Students who wish to talk to a counselor should make an appointment, but this is not always necessary. The counselors try to schedule an appointment with every student, every year, but students may request one before being called.

LIFT TEAM

Life Intervention for Teens (LIFT) is a student-assistance program to identify high-risk students who are experiencing difficulty in school because of emerging mental health problems or alcohol or drug involvement. LIFT is an intervention program, not a treatment program or disciplinary alternative.

HEALTH AND PHYSICAL EDUCATION/AQUATICS INSTRUCTIONS

Physical education and wellness programs provide each student with various opportunities - from assessment of fitness levels and appropriate activities that will help to overcome personal weaknesses to the acquisition of lifetime fitness skills. **Successful completion of physical education is a graduation requirement.**

PREPARATION: A standard uniform is not required for physical education class; however a change of clothing is needed daily unless indicated by the instructor. Acceptable attire for physical education or aquatics class shall include: a bathing suit for aquatics; for physical education, shirt, gym shorts, athletic socks and sneakers with support for athletic movement. Warm-up suits will also be acceptable for activity. Attire not acceptable: cut-off or frayed shirts or shorts, jean shorts, bare midriffs, graphics on clothing which imply offensive, obscene, or drug/sex/alcohol related gestures, slogans or

signs. Clothing items should be clean and fit properly. A towel and personal toiletries should be a part of each student's preparation. Shower facilities and time for showering are available. Students are reminded to establish and maintain proper personal habits of hygiene and cleanliness. **No jewelry is permitted, including body piercings.**

ATTENDANCE/PARTICIPATION:

- Regular attendance and active participation is required. Note the following:

No make-ups allowed:

- Unprepared for class/class cut/unexcused absence

Make-ups required:

- Nurse's excuse
- Absences from school

Make-ups not required:

- Physician's excuse (re-evaluation recommended every semester).
- Sports excuses during class time, school sponsored activities excuses. If you are a member of a sports team, you must participate in P.E. on the day of the sporting event.

Make-ups are required for nurse or parental excuses. The student will have one cycle to make-up the class or a "0" grade will occur.

Please notify the instructor prior to an event so that a class cut for an absence will not be charged. Students will be responsible for completing any assignments (fitness tests, skill tests, written assignments, etc.) missed as a result of absence. However, work missed as a result of a class cut or unexcused absence may not be made up. When a student has a slight ailment and can participate, discuss the problem with the instructor. The teacher may then make allowance for the condition during the class period and modify activity. The school district does not make provisions for a formal rehabilitative program in physical education. However, when accident, injury, or other physic-

- All prescription drugs shall be kept in their original labeled container for those medications self-administered by the student.

- If the prescription drug is administered by the school nurse, the school nurse shall maintain a record of the name of the student to whom medication may be administered, the prescribing physician, the dosage and timing of medication, and a notation of each instance of administration of the medication.

- If the prescription drug is administered by the student him/herself, the school nurse shall maintain a record of the name of the student, the medication to be administered, the prescribing physician, the prescribing physician's letter directing that the student may self-administer, and the dosage and timing of medication.

- Violation of these procedures will result in disciplinary action.

- Distribution of a prescription drug or patent drug (over-the-counter drug) is a violation of the controlled substance police.

STUDENT INSURANCE

Student insurance is available at a nominal cost and is optional. The school merely acts as a medium in supplying the insurance and assumes no liability in subsequent claims by the student/family.

PHS NATIONAL HONOR SOCIETY

SELECTION PROCEDURES:

The NHS advisor will hold a meeting for all eligible junior and senior students in September of each year.

To be considered eligible, a PAHS student may not have had a Level III disciplinary infraction, which included police involvement or have been found guilty of criminal or juvenile charges within the last twelve months.

If a junior or senior meets the cumulative 3.7 GPA and eligibility requirements regarding discipline, students are given an application that asks students to list activities, sports, work, community service and to write a paragraph about why they should be selected.

SEARCH OF VEHICLES: School administrators may search motor vehicles at any time when suspicion related to personal property makes such a search necessary. When criminal prosecution may be necessary, police assistance will be utilized. Students should also be aware that cars parked in the parking lot may be subject to searches by drug-sniffing dogs.

HALL PASSES

Students are expected to use the hall pass section located within this handbook/planner whenever possible.

REASONABLE FORCE (PA School Code)

Reasonable force may be used by teachers and school authorities under any of the following circumstances:

1. To quell a disturbance.
2. To obtain possession of weapons or other dangerous objects.
3. For the purpose of self-defense.
4. For the protection of persons or property.

RECORD CONFIDENTIALITY

Your school record is confidential, and its confidentiality is carefully controlled by stated policy of the Palmyra Area School District. Students are responsible for signing for records release as directed by guidance personnel when records request are made.

USE OF MEDICATION

- All prescription drugs shall be administered by the school nurse, the parent, or, where the family physician so directs in writing, by the student.

- All prescription drugs administered by the school nurse shall be securely stored and kept in their original labeled container in the nurse's office.

cal condition prohibits a student from carrying out the regular program, a modified program may be developed in conjunction with the student's physician. Classes missed, except as stated above, must be made up if credit is to be received. Making arrangements for make-ups is the sole responsibility of the student.

STUDENT ASSESSMENT: Student assessment will be based on the following criteria: preparation (change of clothing), participation (being on task), and skill mastery (skill tests, observation, application). Personal locks and lockers are available for security of individual's property in physical education classes. Care and protection of valuables is the student's responsibility. All locks must be returned at the end of the school year or a replacement fee will be charged. A failure of physical education for the year may result in additional classes scheduled during the following year. Students are reminded that they must attempt all areas of activity unless they are medically excused from participation. Failure to complete required units will be interpreted as failure to complete the required program or course.

INTERNET

Internet access is available to users in the Palmyra Area School District. The internet offers vast, diverse and unique resources to both students and staff. The goal in providing this service is to promote educational excellence in the Palmyra Area School District by facilitating resource sharing, innovation and communication.

INTERNET, E-MAIL AND NETWORK ACCESS

PURPOSE:

Internet access, electronic mail (e-mail) and network resources are available to teachers, administrators and students in the school district solely for educational and instructional purposes and other purposes consistent with the educational mission of the school district.

Use of the internet and e-mail network is a privilege. This Acceptable Use Policy (AUP) establishes guidelines for such use.

With internet and e-mail comes the availability of material that may not be considered appropriate in a school setting. The school district cannot regulate and monitor all the information received or sent by persons who use the internet or e-mail; and the school district cannot ensure that students who use the internet or e-mail will be prevented from accessing inappropriate materials or

sending or receiving objectionable communications. The school district believes, however, that the availability and value of the internet and e-mail far outweigh the possibility that users may produce inappropriate or offensive material.

PROCEDURES:

Monitoring: The school district reserves the right to log, monitor and review internet, e-mail and other network use of each user. This logging, monitoring and review may be conducted without cause and without notice. Each user of a school district's computer therefore agrees and consents to such logging, monitoring and review, and also acknowledges that he/she has no right or expectation of confidentiality or privacy with respect to internet, e-mail or other network usage. Network storage areas may be treated like school lockers. Network administrators may review student and staff files and communications to maintain system integrity and ensure that students and staff are using the system only for appropriate purposes. Users should expect that files stored on district servers or computers will not be private. The school district does not maintain archives of e-mail messages.

Filter: The school district, through the Lancaster-Lebanon Intermediate Unit No. 13 Computer Consortium, will employ the use of an internet "Filter" as a technology protection measure pursuant to the Children's Internet Protection Act. The filter may be disabled by the network administrator at the workstation level for use by an adult administrator or teacher for bona fide research or other lawful purposes. The filter may not be disabled for use by students or other minors for any reason.

Access Agreement: All students, administrators, and teachers who use the internet, e-mail and other network facilities must agree to and abide by all conditions of this policy. Each user must sign the school district's internet, e-mail and network access agreement, which is attached to this policy as Appendix A. In the case of a student, the student's parent(s)/guardian(s) must sign the agreement and "Notice to Parents/Guardians."

Students may not use the school district's computers for access to the internet or for e-mail without the approval or supervision of a teacher or school district staff member.

Procedure for student use of production equipment: Students who use any production equipment that is the property of PASD, such as digital cameras, video cameras, microphones, jump drives, etc....outside of the classroom will be liable for the equipment until it is returned to the classroom instructor and inspected. In the event that the item is lost or damaged while in their

style. For a more in-depth look at the MLA format, please consult your personal MLA handbook, which is posted on the schools website.

DRIVING TO SCHOOL/PARKING LOT

1. In addition to standard driving and parking regulations a few rules are needed for equitable use and maximum safety.
2. All students who drive to school (including occasionally) will be required to register their vehicle with the office and provide vehicle information, as well as a copy of their driver's license.
3. A annual \$25 parking fee will be charged for all students parking in the lot. Registration of vehicles is required. Students will be required to display their vehicle registration tag on the rear view mirror at all times while parked.
4. Students are to use only **UNMARKED** spaces and **one space per car/truck only**.
5. CTC students who arrive back at PAHS prior to 2:45 may leave prior to 2:45 otherwise they must wait for all buses to exit prior to their departure.
6. Students are not permitted to congregate in the parking lot before school.
7. Students must enter the building upon their arrival on campus.
8. Any violation of the above may result in driving privileges being suspended as well as other consequences being assigned, including, but not limited to administrative detention, suspensions and/or police notification.

Student Pick up and Drop off:

Beginning with the 2011-12 school year all bus drop off and pick up will take place in the circle in front to the main school entrance. All parent drop off and pick up will be in the rear of the building. If everyone follows this procedure it should limit the number of vehicle, pedestrian and bus interactions and permit the buses to vacate the school grounds more efficiently.

Journals: Current Issues do not circulate. Back Issues may be checked out for one week. Software may not be taken from the library media center.

FINES:

A fine of ten cents **per item/per day** will be charged for overdue materials. Reference materials, which are not returned by 1st period, will be considered overdue. Students may not sign out additional materials until fines are paid in full. A fine of twenty-five cents per day will be charged for overdue reference books.

LIBRARY/MEDIA CENTER ETIQUETTE:

The library media center is a place for research and study; consideration for others should be shown by being quiet. Eating and drinking in the library media center is prohibited.

UNAUTHORIZED REMOVAL OF RESOURCES FROM THE LIBRARY MEDIA CENTER IS CONSIDERED A SERIOUS BREACH OF SCHOOL POLICY.

RESEARCH PAPER DOCUMENTATION

Throughout the high school experience, students are assigned research papers in various subject areas. Research papers are those which **require students** to prove a point by using information that is beyond **his/her** own knowledge. **Because other people's words and ideas are being used in proving a point, students MUST give proper credit. Using another person's words or ideas without giving him/her credit, is plagiarism. A student may receive a failing grade for his/her paper, and in some cases, for the course. There are even some colleges and universities who expel students for serious plagiarism.**

To prevent such serious consequences, the Modern Language Association (MLA) has created a uniform way of giving people credit for their work. Please understand that there are other organizations that have their own documentation formats, but Palmyra Area High School will be using the MLA

possession, students will be responsible for the cost to either repair or replace it.

PALMYRA AREA SCHOOL DISTRICT

Responsible Use of Internet and Network Resources Procedures

Internet, E-mail and Network Access Agreement

All PASD Students

Purpose:

The Palmyra Area School District supports the use of the Internet and other technological resources in the district's instructional and operational programs in order to facilitate learning and teaching through interpersonal communications, access to information, research and collaboration.

Procedures:

Palmyra School District reserves the right to log and monitor Internet use, computer network activity, and fileserver space utilization by district users. Network storage areas may be treated like school lockers. Network administrators, school administrator & or faculty may review student and staff files and communications to maintain system integrity and ensure that students and staff are using the system responsibly. Users should not expect that files stored on district servers or computers will be private. Palmyra School District reserves the right to remove a user account from the network to prevent further unauthorized or illegal activity. Palmyra School District reserves the right to log and monitor E-mail.

Students and staff must sign the Responsible Use Agreement in order to have E-mail, Internet access, and access to the network. All signed permission forms will be kept on file.

Responsible Use Policy:

Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with district policy, professional code of conduct, accepted use network etiquette, and federal and state law. Use of the Internet, E-mail and network technology must be in support of the educational mission and instructional program of the School District. Students and staff bear the burden of responsibility to inquire with administration, the Technology Department, or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in use. With respect to all users, the following are prohibited.

1. Use for inappropriate or illegal purposes and activity.
2. Use for commercial, private advertisement or for-profit purposes.
3. Use for lobbying or political purposes.
4. Use to infiltrate or interfere with a computer system and/or damage the data, files, operations, software, or hardware components of a computer or system.
5. Hate mail, harassment, discriminatory remarks, threatening statements and other inflammatory communication.
6. The unauthorized or illegal installation, distribution, reproduction or use of copy-righted software.
7. Use to access, view, or obtain material that is obscene, pornographic or child pornography or is deemed harmful and inappropriate for minors.
8. Use to transmit material likely to be offensive or objectionable to recipients.
9. Impersonation of another user or anonymity. Use to obtain, copy or modify files, passwords, data or information belonging to other users.
10. Intentional obtaining or modifying of e-mail, files, passwords, and data belonging to other users.
11. Loading or use of unauthorized games, programs, files, music or other electronic media.
12. Use to disrupt the work of other persons (the hardware or software of other persons shall not be destroyed, modified or abused in any way).

1. Submitting as one's own an assignment written (in part or as a whole) by someone else.
2. Copying someone else's words and/or ideas and representing them as one's own.
3. Using material from another source without citations.
4. Omitting quotation marks from material that is quoted verbatim from another source.

Consequences: Once plagiarism is proved (i.e., the original source is located, or the student admits the offense), the following consequences will ensue:

- The student will be assigned a "failing" grade for the original assignment.
- Student will be required to "honestly" complete the original assignment (redo) with a parent signature.
- The final grade will be an average between the two grades.
- Parents will be notified by the teacher.
- The administration will be notified via a disciplinary referral.
- First offense = Level I or II infraction
- Second offense = Level II or III infraction
- Third Offense = Level III infraction

Borrowed in part from: Harris, Robert A. *The Plagiarism Handbook. Los Angeles: Pyszak Publishes, 2001. Harrisburg High School Harrisburg, IL Also from O'Conner. Ken from various references.*

CIRCULATION POLICY:

Circulating books may be checked out for four weeks. These books may be renewed one time.

Reference materials may be checked out for overnight use. These materials may be checked out at the end of the school day and must be returned by 1st period the next day.

Hours: Library/Computer Lab: Monday-Friday 7:30 AM to 3:30 PM

LIBRARY/MEDIA CENTER USAGE:

First priority for library and computer lab usage will be given to classes. Faculty members must schedule in advance to reserve the library media center. Students coming to the library media center to work on individual projects must have a pass from the teacher whose class they are leaving. The librarian reserves the right to send students back to class if the library is full and no seating is available.

RESOURCES:

The library houses circulating and reference books, journals and course-reserve materials. Computers are available in the library, which enable students and faculty to access the on-line catalog, journal databases, and the internet. The library media center is a member of the ACCESS PA network. The network provides access to school academic, public and special libraries across the Commonwealth of Pennsylvania. Interlibrary-loan materials may be requested via ACCESS PA. Please see the librarian for interlibrary-loan assistance.

The free-use computer lab houses a number of laptop MAC computers, which have internet access and word processing capabilities.

PLAGIARISM PROCEDURE:

Definition: Plagiarism is the **unaccredited** use of another's words or *ideas*. If a student uses someone else's words, he/she must put quotation marks around them and credit the source in a parenthetical citation and on the "Works Cited" page. If a student *paraphrases* the words of others, or puts those ideas in his/her own words, it still must be made clear (by way of citations) that the ideas belong to and originate from another person. Information considered to be common knowledge, does not require a citation. This will ultimately be determined as such by the teacher. Failure to credit borrowed words or ideas is a serious breach of academic integrity, which undermines this educational institution.

Plagiarism may include any of the following:

13. Attempting to circumvent any security system or filter employed by the district, including the use of websites or proxy servers to tunnel around firewalls and filtering software, or utilizing the district network or Internet to circumvent any school policy.
14. Use to upload, create or attempt to create a computer virus.
15. The unauthorized disclosure, use or dissemination of personal information regarding minors.
16. Inappropriate language and profanity.
17. Bullying, cyber bullying, or harassment.
18. Fraudulent copying, communications, or modification or materials in violation of copyright laws.
19. Posting of someone else's intellectual property, including but not limited to text, photographs, and video; this includes intellectual property that the user was given permission to use personally, but not publicly.

Consequences / Disciplinary Action for Inappropriate Use By Students:

Failure to follow the procedures and prohibitions listed above may result in the loss of the right of access to network resources. Other appropriate student disciplinary procedures may take place including, but not limited to, parent conference, In-School Suspension / Out of School Suspension, and / or other school-related consequences, as needed. The severity of the infraction will determine the appropriate disciplinary action.

Illegal use of the network, intentional deletion or damage to files or data belonging to others, copyright violations, or theft of services may be reported to the appropriate legal authorities for possible prosecution.

Other Issues:

- A. **Disclaimer:** The school district makes no warranties of any kind whether express or implied, for the service it is providing. The school district is not responsible, for any damages, including loss of data resulting from delays, non-deliveries, missed deliveries, or service interruption. Use of any information obtained through the use of the school district's computers is at the user's risk. The school

district disclaims responsibility for the accuracy or quality of information obtained through the internet or e-mail.

B. Charges: The school district assumes no responsibility or liability for any charges incurred by a user. Under normal operating procedures, there will be no cost incurred.

COMPUTER AND INTERNET USE

TERMS AND CONDITIONS

Acceptable Use: The purpose of the backbone network to the internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. User access must be in support of education and research and consistent with the educational objectives of the Palmyra Area School District. Use of other organization's networks or computing resources must comply with the rules appropriate for that network. Use of the internet shall be limited to educational and instructional purposes. Use of the internet shall be subject to the policies of Palmyra Area School District governing expression and permissible uses of school district facilities generally. Palmyra Area School District and IU13 reserve the right to update the list and definition of such non-permitted internet uses from time to time.

Privileges and Code of Conduct: The use of the internet and any school district computer is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student user who receives access will be part of a discussion with a Palmyra faculty member pertaining to the proper use of the network. The building administrators will deem what is inappropriate use, and their decision is final. Also, the system administrators may restrict access at any time as required by Palmyra Area School District or IU13.

The administration, faculty, and staff of the Palmyra Area School District may request the system administrators to deny, revoke, or suspend specific user accounts or access.

Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the internet or any school district computer, you must notify an administrator. Do not demonstrate the problem to other users. Do not seek information on, obtain copies or modify files, other data, or passwords be-

longing to other users, or misrepresent other users on the network. Attempts to log in to the internet as a system administrator will result in the cancellation of user privileges. Any user identified as a security risk or having a history of problems with computer use may be denied access to the internet or school district computer.

Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, internet, or school district computers any of the above listed agencies or other networks that are connected to the internet backbone. This includes, but not limited to, the uploading or creation of computer viruses, bypassing and disabling any protection program.

Listserves - Subscriptions to listservers must be preapproved by Palmyra and/or Lancaster-Lebanon Intermediate Unit network administration.

Disk Space Use - Diligent effort must be made to delete mail daily from all personal mail directories to avoid unnecessary use of storage space.

Acceptance of Terms and Conditions - All terms and conditions as stated in this document are applicable to the Palmyra Area School District. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the Commonwealth of Pennsylvania and the United States of America. Students will abide by the above terms and conditions for the internet and use of any school district computer. Any violation of the regulations is unethical and may constitute a criminal offense. Should any violation be committed, access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action taken.

LIBRARY/MEDIA CENTER

GENERAL INFORMATION:

The "Ross W. Watts" Library/Media Center includes the library, the PAHS Alternative Education *BlendedSchools* Academy and several computer user labs.