

PEN ARGYL AREA HIGH SCHOOL BE NICE, BE KIND, BE A KNIGHT

1st Day of School: Monday, August 28th

Student schedules will be available in Skyward student access on Thursday, August 10th at 3:00PM. Once you have viewed your schedule in Skyward any course change requests must be submitted to the Guidance Office in writing using the enclosed, *Schedule Change Course Request Form*, no later than Monday, August 21st at 3:00PM (also available on the High School website in the Parent and Student Resources tab). Please **do not** email schedule requests to your school counselor.

As educators, our goal is to assist students in the development and practice of establishing habits of success. Academic excellence, discipline, respect, and acceptance for others are all traits and characteristics attributed to reaching personal goals and being a Green Knight. The faculty and administration of Pen Argyl Area High School are committed to setting high expectations for your child so they are well prepared for the obstacles and challenges ahead. It is with great anticipation that we look forward to the start of the 2017/2018 school year. Carefully read the items below in preparation for the start of the school year. Enjoy the remainder of your summer - Mr. Domchek



A committee of students and teachers spent the 16/17 school year developing the Code of the Green Knights. This Code is the foundation of our Character Education Program grounded in the principles of universality (Would you want all persons to act this way in a similar situation) and reversibility (Would you want to be treated this way). The four core ethical values decided upon by the committee are:

Protect Integrity, **A**ccept Challenges, **H**onor Diversity, and **S**alute Kindness. In schools of character, adults embrace their critical role as models. Teachers work together as professionals- and with parents and community members as partners-to positively shape the social, emotional, and character development of the young people entrusted to them each day. Students in these schools feel safe, respected, and connected to those around them, allowing them to thrive academically and socially and be motivated to give back to their communities. Our mission is to instill these character traits into the culture and climate of our school so everyone can be more self-aware, resilient, and respectful of themselves and others.

The Pen Argyl Area School District uses Skyward for the management of student data including demographic, grade, and attendance information. Skyward provides parents with valuable information and data about their child's academic performance and progress with the opportunity to receive daily, weekly or monthly academic progress reports, if you already have an account simply click on the *My Accounts* tab in the top right corner to set up when you want your email notifications. If you need assistance with your login or password please contact the high school main office at 610-863-1293 and someone will help you.



The Skyward notification system is also used to inform parents of important reminders and events, report card distribution, emergency situations, early dismissals, school closings, and verify student absences just to name a few! As a result, it is essential you provide us with all up to date phone numbers and email addresses in your *My Accounts* tab. Skyward can be accessed from the homepage of our website www.penargylschooldistrict.org by clicking on the link in the bottom right hand corner labeled *Skyward*.

If you have not yet registered for a Skyward account, you will want to do so as soon as possible.

Instructions for creating an account can be found in the Parent Resources tab of the Pen Argyl High School website homepage labeled *Skyward Parent Access Instructions*. If you are a first time user you will need to contact the high school main office at 610-863-1293 for your username and temporary password.

Pen Argyl
website



The school district website provides all the information you need, including the 2017/2018 school calendar, upcoming News & Events, Knightly News, Green Echo Newspaper, Student, Parent, Athletic & Club resource pages, Student Assistance Program (SAP) information, and "Quick Links" all of which you will find easy to use and navigate. The Student & Parent Resource tabs include our Student/Parent Handbook which provides everything you need to know, including academics, attendance, discipline and numerous other topics. Please visit our website at www.penargylschooldistrict.org/penargyl/HS/ . **See other side for additional information >>>**



If you are not sure of your child's AM & PM bus location and time you can find this information in Skyward Family Access by clicking on the Student Info tab on the left hand side of the screen. Once you are there click on the View Bus Schedule link then select View Pickup Bus Stops or View Drop Off Bus Stops. Please review this information carefully. If you need to make a change, please contact our transportation coordinator, Dana Farace, at 610-863-3191 ext 1385 or by email at farace.dana@penargylsd.org.



Often teens at the high school level encounter barriers to school success as a result of problems or situations/events in life that interfere with academic, social or emotional success. SAP is a systemic process using techniques to mobilize school resources to remove barriers to learning. The core of the program is a professionally trained team, including school staff and community liaison agencies. SAP team members are trained to identify barriers ("red flags") and determine the degree to which they can support the student and parent with appropriate recommendations. If the problem lies beyond the scope of the school, the SAP team will assist the parent and student so that they may access services within the community.

The SAP team members do not diagnose, treat, or refer to treatment, but they may refer for a screening or an assessment for treatment. To read more about SAP or submit an online referral select the "Student Assistance Program" button in the bottom left hand corner on the high school home page at www.penargylschooldistrict.org

Chromebook Distribution Night: Will take place on Wednesday, August 16th, from 4:00 to 8:00PM in cafeteria 2. Please enter through the B-Wing doors. All you need to bring is a check for \$30 made out to Pen Argyl Area School District and a completed Chromebook Financial Form which can be found on the high school website at www.penargylschooldistrict.org/penargyl/HS/ in the Learning to Learn folder under News & Events or in the Parent Resources folder. Taking advantage of this opportunity ensures your child will have their Chromebook prior to the start of the school year.



Will take place on Thursday, August 24th starting at 5:00PM in the high school auditorium. Please enter through the A-Wing doors. Please arrive between 4:30PM and 4:55PM for a copy of your child's schedule. Stepping Up is an orientation program for our incoming 9th grade students and parents where we focus on policies and procedures essential to success at the high school. Students and parents are encouraged to attend together. Stepping Up will be immediately followed by Meet the Teacher from 6:00 to 8:20PM where you will have the opportunity to follow your schedule and meet all of your teachers.

Will take place on Thursday, August 24th starting at 6:00PM, following Stepping Up for our 9th grade students, please enter through the A-Wing doors and arrive between 5:30PM and 5:55PM for a copy of your child's schedule. My opening message will begin promptly at 6:00PM.



Emergency Card Information: The Pen Argyl Area School District uses an electronic format through Skyward. A paper copy of your current emergency card information has been included in this mailing. Please verify this information, if there are no changes, sign and return this form and send it with your child on the first day of school. If the information is incorrect or needs to be updated, log onto your Skyward account to make the necessary changes, sign the form indicating you have made updates and return it to school with your child on the first day. If you do not have computer access, please make the necessary changes directly on the form, sign it and send it back to school with your child on the first day so that our office may update your information. To make changes directly in Skyward log into your Skyward account, click on the *Online Forms* tab of the toolbar on the left side of the screen, click on *not completed* and make changes. Click on *custom screen>view full screen>edit step one*. Once you have made all the necessary changes select *next step>submit form*. Please note that you will not be able to submit the form unless you have filled in **BOTH** the parent signature consent line and medication/allergy box. Please complete this process by Monday, August 21st.



The Pennsylvania Department of Health is making changes to the school immunization law. These changes will be implemented for the 2017-2018 school year. You will be notified (email/letter) if your child does not meet these new requirements. The new regulations stipulate the following:

Parents must provide proof of immunizations or a written plan from their child's doctor before the start of school. If this documentation is not provided within the first five days of school, the student will be excluded from school. We certainly do not want to exclude any student, so we are committed to work with all families to support them in ensuring requirements are met. Please complete necessary immunizations in a timely fashion. Exemptions for moral, medical and religious reasons remain in place under the new regulations.

OTHER

Important
FORMS

In addition to the Emergency Card you will also complete the necessary paperwork for the Student/Parent Handbook and Computer Acceptable Use Policy all of which are available on the *Online Forms* tab of Skyward Family Access. Simply follow the directions listed above for completion of the Emergency Card information. Remember help is only a phone call away! If you have any questions or require assistance call 610-863-3191 and ask for the Technology Department or the high school at 610-863-1293 and someone will provide you with support.

Opt-Out for Release of Information Form: This form only needs to be signed and returned if you do not want your child to be included in the activities/events listed on the enclosed form. This form is also available in the Parent Resources tab on the High School website.

A Scheduling Message from Guidance: Every attempt has been made to follow your course requests, however, in some cases, classes have been changed due to Keystone Exam scores and conflicts with required graduation credits. Once you have viewed your schedule in Skyward any course change requests must be submitted to the Guidance Office in writing using the enclosed, *Schedule Change Course Request Form*, no later than Monday, August 21st at 3:00PM (also available on the High School website in the Parent and Student Resources tab). Additional changes will be considered during the first 8 days (full year course) or 5 days (semester course) of school starting Monday August 28th. Course change requests once the school year begins require the signature of the teacher for any class you choose to drop/add. Please note: there may be revisions made to schedules prior to the first day of school in order to assure balanced class sizes.



First Day of School Schedule



- 7:30-7:57am Homeroom Announcements & Attendance (AM CIT students will report directly to their bus)
- 8:00-8:21am Period 1 for 9th, 10th, & 11th grade students
 - **Seniors** only will report to the A-Gym for their Senior Class Picture at 8:00am
- 8:24-9:12am Period 2 for 9th, 10th, & 11th grade students
 - **Seniors** only will report to the auditorium for their class assembly
- 9:15-10:00am Period 3 for 9th, 10th, & 12th grade students
 - **Juniors** only will report to the auditorium for their class assembly
- 10:03-10:48am Period 4 for 10th, 11th, & 12th grade students
 - **Freshman** only will report to the auditorium for their class assembly
- 10:51-12:57pm Regular lunch and class schedule for all students
 - PM CIT students will be dismissed from lunch at 11:15AM and leave through the B-Wing doors to report to their bus.
- 1:00-1:47pm Period 9 for 9th, 11th, & 12th grade students
 - **Sophomores** and any 11th & 12th grade AM CIT students will report to the auditorium for their class assembly
- 1:50-2:30pm All students will return to homeroom for a practice lockdown drill followed by a fire drill.



Enclosed: Summer Schedule Change Course Request Form, Drop & Add Policy, Opt-Out for Release of Information Form, 16/17 Emergency Information Form

See other side for additional information >>>



A MESSAGE FROM MR. OAKLEY

I hope you are all enjoying your summer. As we rapidly approach the start of a new school year I wanted to take an opportunity to remind you of some important rules/policies at Pen Argyl Area High School in hopes that it will avoid difficult situations and avoidable consequences throughout the school year. These and all of the school's rules/policies can be found in the Student/Parent handbook found on our website: <http://www.penargylschooldistrict.org/penargyl/HS/>. We ask that you review it prior to the start of the school year to familiarize yourselves with our policies and use it as a reference throughout the school year.



Please dress in a professional manner by following the guidelines of the district dress code which can be found in its entirety on the school's website. Remember that all shorts and skirts must come to the knee, pants must remain at the waist, and that tight fitting clothing like leggings, tights, and yoga pants must not be worn unless covered by shorts or skirts that come to the knee. Flip flops are also not allowed per the district dress code. Any student dressed in attire that does not adhere to the district dress code policy or in a manner determined to be a distraction to the educational environment will be required to remain in the main office until a parent can bring a change of clothes to the school.

Cell phones and headphones can be useful tools in the classroom but can also serve as distractions and impede on educational opportunities. We ask that these devices always be turned off and secured out of view unless a classroom teacher directly gives permission for their use for an educational purpose within the classroom. If your phone is seen or heard at any other time, it will be confiscated and turned into the office until consequences are met. Cell phones and headsets are never allowed to be used in the hallways, bathrooms, lunchrooms, or any other common area of the school. Refusal to turn over your phone or headset when asked is considered defiant insubordination and will result in out of school suspension. If a parent needs to speak with their child during the school day, they should call the main office and we will be glad to help.



Students are permitted to carry and consume water during the school day. However, only water in a clear, plastic bottle is permitted. Students consuming anything other than water or carrying water in any other container will be referred to the assistant principal for disciplinary action.



School Attendance & Absenteeism

School begins promptly each day at 7:30am. Students arriving after that time are marked tardy. Students entering the building after 8am will be marked with a ½ day unexcused absence. Pen Argyl Area School District policy, in compliance of PA State Law, states that students/parents have 3 school days to submit a note into the main office or on Skyward following a school absence. After 3 school days the absence is deemed unexcused/unlawful if an excuse is not received. Once an absence is marked unexcused/unlawful, any work missed from that day is given a zero grade and the absence may be reported to the Northampton County Truancy Prevention Officer and/or District Magistrate. (See Student/Parent Handbook for more specific details) Please avoid a loss of grades and other sanctions by making sure a note is turned in promptly after an absence.



Medical appointments are often times difficult to schedule around school hours. We ask that you make every attempt to do so with the understanding that the time missed in school will have a negative impact on our student's education. In the event of an unavoidable appointment during the school day, we ask that you send an early dismissal note to school with your student, that pickup be made within an hour of the appointment, and the student returned to school with a doctor's note promptly after the appointment unless specified in writing by the doctor. In closing, I thank you for your attention and your cooperation. If you should have questions during the school year about any of our policies, please call our office and we will be happy to assist you. Don't guess, call.

I hope you all enjoy the last few days of your summer vacation. We are all excited to see you back here for the 2017-2018 school year. I am looking forward to seeing you all again soon, Mr. Oakley