

**NORTHERN LEHIGH MIDDLE SCHOOL**  
**GRADES 7 & 8**  
**2022-2023**

***“Living, Learning, and Leading to Make Every Story Better”***



This Handbook Belongs To: \_\_\_\_\_

Grade: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

# TABLE OF CONTENTS

## **GENERAL INFORMATION:**

|                                                        |        |
|--------------------------------------------------------|--------|
| District and Middle School Mission & Vision Statements | Page 5 |
| District and Middle School Contact Information         | Page 6 |
| District Calendar                                      | Page 7 |
| Middle School Bell Schedules                           | Page 8 |
| Weather Closings, Virtual & Traditional Closings       | Page 9 |

## **ATTENDANCE:**

|                                                        |         |
|--------------------------------------------------------|---------|
| Excused/Lawful Absence                                 | Page 10 |
| Mandated Attendance                                    | Page 11 |
| Unlawful Absence & Truancy, Tardiness, Early Dismissal | Page 12 |
| Educational Trips, Missed Worked During Absence        | Page 13 |

## **STUDENT SERVICES & ACADEMICS:**

|                                                             |         |
|-------------------------------------------------------------|---------|
| Homebound Instruction                                       | Page 13 |
| School Registration and Withdrawal                          | Page 13 |
| Home Language Service                                       | Page 14 |
| English Language Development Program                        | Page 14 |
| Student Assistance Program (SAP)                            | Page 14 |
| Cafeteria Service                                           | Page 14 |
| Non-discrimination Policy – IDEA Notice                     | Page 15 |
| School Counselor Office                                     | Page 17 |
| Gifted Education                                            | Page 17 |
| Grading and Reporting, Honor Roll, Summer School, Retention | Page 18 |
| School Wide Positive Behavior Supports / INSPIRE            | Page 19 |
| MTSS                                                        | Page 20 |
| Late Work Procedures                                        | Page 21 |

## **OPERATIONAL POLICY AND PROCEDURES:**

|                                         |         |
|-----------------------------------------|---------|
| Family Educational Rights and Privacy   | Page 22 |
| Use of District Technology, Chromebooks | Page 23 |
| Nurse Services                          | Page 26 |
| Wellness Policy                         | Page 28 |
| Insurance                               | Page 28 |
| Bus Emergency                           | Page 29 |

**STUDENT GUIDELINES:**

|                                               |          |
|-----------------------------------------------|----------|
| Activities                                    | Page 28  |
| Extra-curricular Eligibility, Attendance      | Page 29  |
| Activity Bus                                  | Page 29  |
| Dances & Team Activities / INSPIRE Incentives | Page 30  |
| Cafeteria Expectations                        | Page 30  |
| Dress and Grooming                            | Page 32  |
| Electronic Devices                            | Page 33  |
| Lavatory Passes, Water Bottles                | Page 34  |
| Lockers                                       | Page 35  |
| Financial Obligation                          | Page 35  |
| Discipline Code                               | Page 36  |
| * Infraction Levels / Responses               |          |
| * Detention                                   |          |
| * Restricted Movement                         |          |
| * Suspensions                                 |          |
| Definitions of Offenses                       | Pages 41 |
| Audio and Video Surveillance                  | Page 44  |
| Visitors                                      | Page 45  |

**SCHOOL SAFETY:**

|                      |         |
|----------------------|---------|
| Multi-hazard Plan    | Page 46 |
| Safety Drills        | Page 46 |
| Safe 2 Say Something | Page 46 |
| Threat Assessment    | Page 47 |

### **Online Handbook**

“The rules you are about to read in this student handbook are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority.” This handbook may be accessed via the district’s website: <http://www/nlsd.org>

#### **Relationship to Board Policy**

Please Note: If a situation should arise where provisions of the handbook are in contradiction to school board policy, the policy shall prevail. School board policy is often under update/revision but student handbooks may not yet have been altered to reflect recent changes. Board policies can be found <https://go.boarddocs.com/pa/nleh/Board.nsf/Public>

Welcome to Northern Lehigh Middle School! Seventh and eighth grades are often seen as a bridge between elementary school and high school. These are the years that students should become independent, responsible young adults. There are a variety of opportunities to get involved in the school community, try something new, expand your horizons and grow not only academically but emotionally.

You may access NLMS-specific information on the district website by clicking the Middle School tab. Here you will find a calendar of events and other important school information.

## **Northern Lehigh School District Mission Statement**

The mission of the Northern Lehigh School District is to provide a safe school climate where everyone is valued, respected, and included. Our community promotes a collaborative and supportive learning culture that meets students at their level and challenges all to learn and grow. We prepare and motivate our students for their future endeavors by teaching them essential skills, civic responsibility, and an appreciation for life-long learning. We encourage pride in ourselves, schools, and community. We strive for excellence in all we do.

## **Northern Lehigh School District Vision Statement**

Our vision is that every one of us embraces our dual role as teachers and learners. It is our vision that we find the courage and empathy to hold each other accountable and ensure that the impact of our actions is shared and heard. It is our vision that we cultivate shared trust through words and actions. While not insulated from the effects of the world around us, and absolutely determined to impact it, we do not accept disrespect, nor contempt as a norm. By eliminating these distractions, we can face the challenges and help each member of this community live, learn, and lead. We envision a community with countless untold stories that seeks to understand and support each other under the core commitments.

## **Northern Lehigh Middle School is a Career Pathways School**

Middle School students are encouraged to explore their interests by gathering information about careers, including their requirements and the lifestyles they represent. Teachers, guidance counselors and parents motivate the students to discover their abilities, to use decision-making skills and more. The 8<sup>th</sup> grade students are also encouraged to tour Lehigh Career & Technical Institute (LCTI) to see the opportunities offered there.

## **Working Papers**

Working papers are issued in the high school's guidance office. Any individual who seeks employment is required to hold working papers. The steps for obtaining working papers are as follows:

1. Obtain an application from the high school's guidance office.
2. Parent/Guardian and student must sign the application.
3. In lieu of a parent signature, the applicant may execute a statement before a notary public attesting to the accuracy of the facts set forth in the application. The statement must be on a form prescribed by the Pennsylvania Department of Labor and Industry. The statement is then attached to the application.
4. Upon receipt of the completed application form and evidence of date of birth, formal working papers will be issued in the High School's Guidance Office.

Please note that under the current Pennsylvania Child Labor Act, if in the issuing officer's judgment, the applicant cannot maintain adequate academic achievement if permitted to work during the school year, the application can be denied. Similarly, an issuing officer may revoke a work permit if it is the issuing officer's judgment that the applicant cannot maintain adequate academic achievement if permitted to work during the school year.

## **BOARD OF EDUCATION**

|                           |                |
|---------------------------|----------------|
| Mr. Mathias J. Green, Jr. | President      |
| Mr. Robin Distler         | Vice President |
| Mrs. Gale Husack          | Secretary      |
| Mrs. Donna M. Kulp.       | Treasurer      |
| Mr. Chad Christman        |                |
| Mr. Gary Fedorcha         |                |
| Mrs. Michelle Heckman     |                |
| Mr. Robert J. Keegan, Jr. |                |
| Mr. Robert Kern, Jr.      |                |

## **DISTRICT OFFICE ADMINISTRATION**

**(610) 767-9800**

|                            |                               |
|----------------------------|-------------------------------|
| Mr. Matthew Link.....      | Superintendent                |
| Dr. Tania Stoker.....      | Assistant Superintendent      |
| Mrs. Sherri Molitoris..... | Director of Business Affairs  |
| Mr. Greg Derr.....         | Director of Support Services  |
| Mr. Eric Hill.....         | Director of Technology        |
| Mrs. Michele Dotta...      | Director of Special Education |
| Mr. Gene Marks.....        | School Psychologist           |
| Mrs. Nichole Fink.....     | Director of Food Services     |
| Ofc. Frank Gnas.....       | Safety/Security Coord./SPO    |
| Ofc. Dave Jones.....       | School Police Officer         |

### **Other District Phone Numbers**

|              |                       |
|--------------|-----------------------|
| Bus Garage:  | Phone: (610) 767-7706 |
|              | Fax: (610) 767-6310   |
| Food Service | Phone: (610) 767-9811 |

### **MIDDLE SCHOOL OFFICE**

Main Office Phone (610) 767 – 9812  
Guidance Office Phone: (610) 767-9815  
Fax: (610) 767-9850

Mr. David T. Hauser– Principal  
Mr. Michael Strohl – Assistant Principal  
Mrs. Linda Brown – School Counselor  
Mrs. Tricia Waylen – Administrative Secretary  
Mrs. Jacqueline Schuck – Office Paraprofessional  
Mrs. Dawn Tulio –Nurse

## 2022-23 NLSD Calendar

| NORTHERN LEHIGH SCHOOL DISTRICT 2022-2023 SCHOOL CALENDAR                                 |  |
|-------------------------------------------------------------------------------------------|--|
| August 16 - 18 - New Teacher Orientation Days at District Office/CLIU #21                 |  |
| August 23-25 - Mandatory Teacher In-Service Days                                          |  |
| August 26 - Schools Closed                                                                |  |
| August 29 - Teachers and Pupils Report                                                    |  |
| September 2-5 - Schools Closed-Labor Day Break                                            |  |
| October 10 - Schools Closed -- Mandatory Teacher In-Service                               |  |
| November 17-22 - Elementary School Conference Dates                                       |  |
| (Elementary students are dismissed after lunch to accommodate parent conferences)         |  |
| November 23 - Schools Closed -- Mandatory Teacher In-Service                              |  |
| November 24- November 28 - Schools Closed - Thanksgiving Break                            |  |
| December 22 - Schools Closed - Mandatory Teacher In-Service                               |  |
| December 23 - January 2 - Schools Closed - Winter Recess                                  |  |
| January 16 - Schools Closed - Martin Luther King Holiday/Mandatory Teacher In-Service Day |  |
| February 17-20 - Schools Closed - President's Holiday                                     |  |
| March 10 - Schools Closed - Mandatory Teacher In-Service                                  |  |
| April 5 - Elementary School Conference Date                                               |  |
| (Elementary students are dismissed after lunch to accommodate parent conferences)         |  |
| April 6-10 - Schools Closed - Spring Break                                                |  |
| April 24-28 - PSSA English Language Arts Grades 3-8                                       |  |
| May 1-12 - PSSA Mathematics, Science and Make-ups Grade 3-8                               |  |
| May 15 - Schools Closed - Mandatory Teacher In-Service Day                                |  |
| May 29 - Schools Closed - Memorial Day                                                    |  |
| June 8 (June 15) - Last Day for All Students                                              |  |
| June 9 (June 16) - Last Day for Teachers                                                  |  |

ADOPTED: MARCH 14, 2022

All Dates Are Inclusive

| Days  | Pupil | Teacher |
|-------|-------|---------|
| Aug.  | 3     | 6       |
| Sept. | 20    | 20      |
| Oct.  | 20    | 21      |
| Nov.  | 18    | 19      |
| Dec.  | 15    | 16      |
| Jan.  | 20    | 21      |
| Feb.  | 18    | 18      |
| Mar.  | 22    | 23      |
| Apr.  | 17    | 17      |
| May   | 21    | 22      |
| June  | 11    | 12      |
|       | 185   | 195**   |

| August-22 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    | 1  | 2  | 3  | 4  | 5  |
| 6         | 7  | 8  | 9  | 10 | 11 | 12 |
| 13        | 14 | 15 | 16 | 17 | 18 | 19 |
| 20        | 21 | 22 | 23 | 24 | 25 | 26 |
| 27        | 28 | 29 | 30 | 31 |    |    |

| December-22 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | T  | F  | S  |
|             |    |    |    | 1  | 2  | 3  |
| 4           | 5  | 6  | 7  | 8  | 9  | 10 |
| 11          | 12 | 13 | 14 | 15 | 16 | 17 |
| 18          | 19 | 20 | 21 | 22 | 23 | 24 |
| 25          | 26 | 27 | 28 | 29 | 30 | 31 |

| April-23 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    |    | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       |    |    |    |    |    |    |

| September-22 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              |    |    |    |    | 1  | 2  |
| 3            | 4  | 5  | 6  | 7  | 8  | 9  |
| 10           | 11 | 12 | 13 | 14 | 15 | 16 |
| 17           | 18 | 19 | 20 | 21 | 22 | 23 |
| 24           | 25 | 26 | 27 | 28 | 29 | 30 |

| January-23 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
| 1          | 2  | 3  | 4  | 5  | 6  | 7  |
| 8          | 9  | 10 | 11 | 12 | 13 | 14 |
| 15         | 16 | 17 | 18 | 19 | 20 | 21 |
| 22         | 23 | 24 | 25 | 26 | 27 | 28 |
| 29         | 30 | 31 |    |    |    |    |

| May-23 |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| S      | M  | T  | W  | T  | F  | S  |
|        |    | 1  | 2  | 3  | 4  | 5  |
| 6      | 7  | 8  | 9  | 10 | 11 | 12 |
| 13     | 14 | 15 | 16 | 17 | 18 | 19 |
| 20     | 21 | 22 | 23 | 24 | 25 | 26 |
| 27     | 28 | 29 | 30 | 31 |    |    |

| October-22 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
|            |    |    |    |    |    | 1  |
| 2          | 3  | 4  | 5  | 6  | 7  | 8  |
| 9          | 10 | 11 | 12 | 13 | 14 | 15 |
| 16         | 17 | 18 | 19 | 20 | 21 | 22 |
| 23         | 24 | 25 | 26 | 27 | 28 | 29 |
| 30         | 31 |    |    |    |    |    |

| February-23 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | T  | F  | S  |
|             |    |    |    | 1  | 2  | 3  |
| 4           | 5  | 6  | 7  | 8  | 9  | 10 |
| 11          | 12 | 13 | 14 | 15 | 16 | 17 |
| 18          | 19 | 20 | 21 | 22 | 23 | 24 |
| 25          | 26 | 27 | 28 |    |    |    |

| June-23 |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | T  | F  | S  |
|         |    |    |    |    |    | 1  |
| 2       | 3  | 4  | 5  | 6  | 7  | 8  |
| 9       | 10 | 11 | 12 | 13 | 14 | 15 |
| 16      | 17 | 18 | 19 | 20 | 21 | 22 |
| 23      | 24 | 25 | 26 | 27 | 28 | 29 |
| 30      |    |    |    |    |    |    |

| November-22 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | T  | F  | S  |
|             |    |    | 1  | 2  | 3  | 4  |
| 5           | 6  | 7  | 8  | 9  | 10 | 11 |
| 12          | 13 | 14 | 15 | 16 | 17 | 18 |
| 19          | 20 | 21 | 22 | 23 | 24 | 25 |
| 26          | 27 | 28 | 29 | 30 |    |    |

| March-23 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    | 1  | 2  | 3  |
| 4        | 5  | 6  | 7  | 8  | 9  | 10 |
| 11       | 12 | 13 | 14 | 15 | 16 | 17 |
| 18       | 19 | 20 | 21 | 22 | 23 | 24 |
| 25       | 26 | 27 | 28 | 29 | 30 | 31 |

Flex Days: November 23,  
December 22, June 9 (or  
last teacher day)

|  |                         |
|--|-------------------------|
|  | Teacher Day-No Pupils   |
|  | Schools Closed          |
|  | New Teacher Orientation |
|  | Late Start-2 hr         |

|  |                                                   |
|--|---------------------------------------------------|
|  | First Student Day - August 29                     |
|  | Last Student Day - June 8 (June 15)               |
|  | Snow Makeup Day                                   |
|  | Early Dismissal - HS/MS 10:00; SE 11:00; PE 12:00 |

|  |                                     |
|--|-------------------------------------|
|  | Last Teacher Day - June 9 (June 16) |
|  | School Closed-Weather               |
|  | Virtual Day                         |

### ANTICIPATED MARKING PERIODS and REPORT CARD ISSUE DATES

#### Elementary and Secondary Schools Marking Period Ends

November 2, 2022  
January 23, 2023  
March 30, 2023  
June 8, 2023

#### Elementary and Secondary Schools Report Cards Issued

November 11, 2022  
February 1, 2023  
April 13, 2023  
June 8, 2023 (Elementary)  
\*June 15, 2023 (Secondary)  
\*Mailed Home

\*\*The Northern Lehigh School District calendar contains 190 teacher days and 180 student days. If emergency closings force the closing of school during the set school term, days will be made up as follows:

1st Snow Make-up Day -- December 22  
Five Snow Make-up Days have been added to the calendar (June ,9, 12-15). They will be snow make up days 2-6  
7th Snow Make-up Day -- February 17  
8th Snow Make-up Day - April 6

Additional make-up days will be added to the end of the school year as needed.

Through board resolution Northern Lehigh School District has identified the following dates as Official Local School District Holidays in accordance with PA School Code Section 1502:

November 28, 2022  
December 26, 27, 28, 2022  
April 7, 2023

**Middle School Hours**  
**Middle School Master Schedule**

|                     |   |                                  |
|---------------------|---|----------------------------------|
| 7:10AM              | - | Bell to Enter Building           |
| 7:19 AM             | - | Homeroom Warning Bell            |
| 7:20 AM – 7:28 AM   | - | Homeroom                         |
| 7:31 AM – 8:19 AM   | - | Period 1                         |
| 8:22 AM – 9:10 AM   | - | Period 2                         |
| 9:13 AM – 10:01 AM  | - | Period 3                         |
| 10:04 AM – 10:52 AM | - | Period 4                         |
| 10:56 AM – 11:26 AM | - | Lunch – 8 <sup>th</sup> Grade    |
| 10:56 AM – 11:44 AM | - | Period 5 – 7 <sup>th</sup> Grade |
| 11:30 AM – 12:18 PM | - | Period 5 – 8 <sup>th</sup> Grade |
| 11:48 AM – 12:18 PM | - | Lunch – 7 <sup>th</sup> Grade    |
| 12:21 PM – 1:09 PM  | - | Period 6                         |
| 1:12 PM – 2:00 PM   | - | Period 7                         |
| 2:03 PM – 2:10PM    | - | Homeroom                         |

When inclement weather, road conditions, or other emergencies make it necessary to close our schools an announcement will be made over radio stations, television stations and through our Community Outreach System. Northern Lehigh School District uses a community outreach system to communicate important information with students, parents/guardians, and members of the community. Our community outreach system uses multiple forms of media to keep our Bulldog community informed, including phone calls, text messages, emails, and notifications on our NLSD website. Your contact information is automatically added to our community outreach system when your student is registered in the Northern Lehigh School District. You may choose to opt out of the community outreach system notifications at any time by following the opt-out instructions at the end of each message or by contacting your school building office.

**Radio Stations**

B104 FM (104)  
WZZO FM (95.1)  
KYW AM (1060)  
Cat Country FM (96.1)  
WYHM AM (1470)  
WAEB AM (790)

**TV Stations**

WFMZ (69)  
WCAU (10)  
WYOU (22)  
WBRE (28)  
Blue Ridge Cable (13)

**2 Hour Delay Schedule**

|                     |                        |
|---------------------|------------------------|
| 9:10AM              | Bell to enter building |
| 9:19 AM -           | Homeroom Warning Bell  |
| 9:20 AM – 9:25 AM   | Homeroom               |
| 9:27 AM – 10:02 AM  | Period 2               |
| 10:04 AM – 10:39 AM | Period 3               |



|                     |                                              |
|---------------------|----------------------------------------------|
| 10:41 AM – 11:16 AM | Period 4                                     |
| 11:18 AM – 11:48 AM | 8 <sup>th</sup> Grade Lunch                  |
| 11:50 AM – 12:25 PM | 8 <sup>th</sup> grade 5 <sup>th</sup> period |
| 11:18 AM – 11:53 AM | 7 <sup>th</sup> grade 5 <sup>th</sup> period |
| 11:55 AM – 12:25 PM | 7 <sup>th</sup> grade Lunch                  |
| 12:27 PM – 1:02 PM  | Period 6                                     |
| 1:04 PM – 1:39 PM   | Period 7                                     |
| 1:41 PM – 2:10PM    | Period 1                                     |

### **Early Dismissal**

When weather or emergency conditions warrant doing so, the decision to close schools early will be made. Students will be bussed in the following order: High School, Middle School, Slatington Elementary School and Peters Elementary School

PLEASE NOTE:

1. If you hear no radio announcement or do not receive a phone call, you will know that our school will operate as usual.
2. **DO NOT CALL** the homes of school employees.
3. When schools are closed for emergency reasons for one day, they will reopen the next day unless the radio stations and our community outreach system carry information that schools will remain closed.

### **School Closing**

Whenever the NLSD is closed due to inclement weather or other emergency conditions, all school events, i.e. extra-curricular activities shall be postponed. Interscholastic athletic contests over which the NLSD has control shall be rescheduled for the next mutually agreeable playing date. All other school events may be scheduled for the next earliest possible date.

Community use of school district buildings shall be cancelled for the day or days that schools are closed due to emergency or inclement weather conditions. Early dismissal of students on a district level due to emergency or inclement weather conditions shall constitute the same “conditions” that apply to school closings.

### **Traditional School Closing**

If a traditional school closing is announced for the safety and security of our students and staff, the previously listed radio and TV stations will announce that schools are closed for the day, and a message will be sent on the Community Outreach System. On a traditional school closing, no students or staff will report to the building. Instruction will not occur in a remote capacity for the day, and the day will be counted towards possible make-up requirements.

### **Virtual Instructional Day**

If a virtual instructional day is announced for the safety and security of our students and staff, the previously listed radio and TV stations will announce that schools are closed for the day, and a message will be sent on the Community Outreach System. A virtual instructional day is one that takes place at home, but the instruction is provided asynchronously which means that it can be done at any time of the day. During these days, teachers will have live office hours where students

can report and seek help with their assignments. Students can also receive this help by contacting their teacher directly through Google Classroom, email, or Canvas. The remainder of the day is structured by the student and/or family as needed. Teachers will communicate their schedule and assignments directly to students, in advance if possible. Virtual instructional days are days where instruction continues and therefore meets required hours. These days do NOT need to be made up later in the school year. The student expectation is that they are completing the work that is provided. That is how they get their attendance credit. Failure to complete work on a virtual instruction without proper excusal will result in an unexcused absence.

### **Community Outreach System**

Parents/guardians should expect regular updates through the community outreach system (COS). Building- and district-level administration will use the COS to communicate upcoming event and important school information. As both email and phone calls will be used as part of the COS, it is important to keep your contact information up to date with the school district.

### **Attendance & Absence Excuses**

Please refer to [School Board Policy #204 – Attendance](#)

Regular attendance is a basic student responsibility, and students are expected to attend daily unless absent for valid reason. If a student is absent from school, a written, legal excuse signed by a parent or guardian is required. When the student returns to school he/she is required to submit such a written excuse to his/her homeroom teacher within three days.

Guidelines for a Written, Legal Excuse:

Per NLSd district policy, all absences must be excused in writing. Written excuses should include the following information—

1. The student's first and last name.
2. The reason for the excuse (see the following section for a list of legal absence situations).
3. The date(s) of the absence.
4. Signature of the parent/guardian or licensed medical provider.

Electronic Excuses: Parents/Guardians have the option to email absence excuses to [msattendance@nlsd.org](mailto:msattendance@nlsd.org). The substance of the email should be a picture or a scan of a signed excuse meeting the parameters above.

Hard-copy excuse blanks are available upon request from the main office.

### **Excused/Lawful Absence**

Pennsylvania attendance law and NLSD policy requires a child of compulsory school age to be in attendance at school, unless absent for an approved reason, and charges the parent of the child with the responsibility for such attendance. Compulsory school age refers to the period of a child's life from the time the child enters school as a beginner, which shall be no later than the age of six (6) years, until the age of eighteen (18), or until graduation from a regularly accredited senior high school, whichever occurs first.

The following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by district staff during school hours for health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner or the healing arts.
3. Quarantine
4. Family emergency
5. Recovery from accident
6. Required court attendance
7. Death in family
8. Participation in a project sponsored by a statewide or countywide group upon prior written request
9. Observance of a religious holiday upon prior written parental request.
10. Non-school-sponsored educational trips, if the following conditions are met.
  - a. The parent/guardian submits a written request for excusal prior to the absence.
  - b. The student's participation has been approved by the Superintendent or designee.

### **Excessive Absence/Mandating**

In accordance with NLSD policy #204 (Attendance) and guidance from the Pennsylvania Department of Education, students having ten (10) or more absences in a school year will be placed on mandated attendance status. Per policy, once a student has accrued ten (10) or more parent/guardian excused absences (including educational trips) or unexcused absences in a school year, documentation from a licensed medical practitioner must be provided for an absence to be excused.

Parents/Guardians shall be notified in writing when a student has reached this threshold. Failure to submit required documentation after this point shall result in any subsequent absences being deemed unlawful and all Pennsylvania truancy procedures will be followed.

Late arrivals to school count toward absences. Missed time accrues and will be used for attendance enforcement.

### **Unlawful Absences & Attendance Improvement (24 P.S. 1333)**

Absences shall be treated as unlawful until the school district receives a written excuse explaining the absence. In accordance with Pennsylvania attendance law and NLSD policy #204, the following protocols shall be in place regarding unlawful absences:

- All unlawful absences shall be documented in writing with the parent/guardian. Such documentation shall include the date of the unlawful absence, the cumulative unlawful absences, and an overview of the truancy process.
- Upon the third unlawful absence, administration shall schedule a School Attendance Improvement Conference with the student, parent/guardian, recommended service providers, and/or pertinent school personnel. The parent/guardian may identify and invite others who may serve as a resource for attendance improvement. The purpose of this conference is to draft a School Attendance Improvement Plan to identify causes of unlawful absenteeism and outline strategies to eliminate such absences. A student is considered “truant” upon the third unlawful absence.
- Upon the sixth unlawful absence, the student is considered “habitually truant.” The administration may make referrals to the following: the School Police Officer to file a citation with the local district magistrate, the county children and youth agency, and/or a school-based truancy elimination program.

### **Tardiness**

A student who is not in homeroom and seated by 7:20 A.M. will be considered late to school and should report directly to the office. They should have a note signed by a parent/guardian stating the reason for being tardy. The submitting of a note will not automatically guarantee classifying the tardy as an excused tardy.

Students will be allowed **two (2) unexcused tardies to school per marking period without penalty**. Beginning with the third tardy in each marking period, students may be assigned lunch detention for each offense.

Please note: Tardy minutes accrue throughout the year and may be counted toward unlawful absences and truancy.

### **Early Dismissal From School**

A written request from the parent or guardian must be presented to the main office stating the reason for an early dismissal. This request must be submitted prior to the homeroom period either the day before or the day of the appointment. The parent/guardian is required to report to the office and sign the student release register. Identification must be presented.

### **Educational Trip**

Upon receipt of a written request from the parents of the students involved, students may be excused from school attendance to participate in an educational trip provided during the school term at the expense of the parents when the trip is so evaluated by the District Superintendent. Pupil participants are subject to direction and supervision by an adult acceptable to the District Superintendent and to the parents of the pupils concerned. *A SPECIAL FORM IS AVAILABLE IN THE MAIN OFFICE* and should be turned into the main office at least two weeks prior to trip.

Approved educational trips will count toward a student's cumulative attendance. Please refer to the section above explaining Excessive Absences/Mandating for further information.

### **School Work Missed During Absence**

School Work Missed Due to Excused Absence: Students shall have the number of days absent +1 to make up assignments missed on excused absences. Additionally, teachers may update their virtual classrooms—Google or CANVAS—with learning materials. This grants the quickest and easy access.

School Work Missed Due to Medical Absence: Guidance from the medical practitioner shall be followed. If no academic limitations are reported, the protocols for excused absences shall be followed.

School Work Missed Due to Out-of-School Suspension: Students are expected to work from home during periods of OSS. Assignments may be picked up from school or virtual classrooms may be accessed. Students shall have the number of days suspended +1 to make up all missed assignments.

## **Student Services**

### **Homebound Instruction**

Homebound instruction is available to students who are unable to attend regular classes because of lengthy illness or disability. Parents should call the school nurse or guidance counselor for further information.

### **School Registration and Withdrawal**

For Registration and Withdrawals, contact Central Registration located at the District Office either by phone at 610-767-9800 ext. 1004/option 3 or email at [enrollment@nlsd.org](mailto:enrollment@nlsd.org). Appointments are needed. Further information can be found on the [Student Registration and Withdrawal](#) section of our website ([www.nlsd.org](http://www.nlsd.org)).

### **Change of Address/Information**

Pupils changing their residence, telephone number, or any other information on their registration card should report the same to the main office as soon as the change has been made.

### **Home Language Survey**

The Civil Rights Law of 1964 requires that school districts and charter schools identify limited English proficient (LEP) students. Pennsylvania has selected the Home Language Survey as the method for identification. The surveys are kept on file for all school district students. The forms are available from the middle school office. Parents should complete the forms, and submit the to the office.

### **English Language Development Program**

English Language Development (ELD) instruction is provided to students who qualify based upon the Home Language Survey. In order to develop the English proficiency of English Learners (ELs), the district provides them with both planned ELD instruction, provided by an ESL certified teacher, and modifications in content instruction and assessment for all curricular areas.

### **Student Assistance Program**

The Commonwealth of Pennsylvania's Student Assistance Program (SAP), is designed to assist school personnel in identifying issues which may pose a barrier to a student's success both in and out of school. The primary goal of SAP is to help students overcome these barriers in order for them to achieve, remain in school and advance.

The Student Assistance Program is comprised of staff members who want to help students with their problems. If an individual is having problems at home or school, with personal issues, with drugs or alcohol, or if she/he just wants to talk to someone, we are ready to listen. We are available to meet with students at their request or by referral. For more information, visit the Middle School's website.

### **Cafeteria service**

Lunch and Breakfast are provided to the student body. Meals are carefully prepared so that students may be served well-balanced, nutritious meals at nominal cost. There will be two 30-minute lunch periods. Students have the choice of bringing their lunch or buying the prepared lunch. Breakfast is a grab and go meal where the students should bring it to their homeroom.

2022-23 Cafeteria Pricing:

Breakfast - \$2.10

Reduced Breakfast - \$0.20

Lunch - \$3.10

Reduced Lunch - \$0.40

If you should need assistance or any information regarding free/reduced meals please contact the food services department at (610) 767-981.

**Parents/Guardians can access the application for Free/Reduced lunch on the Food Services page on the NLSD website. [Click here for the Food Services Page.](#)**

### **Non-Discrimination Policy – Special Education**

Section 504, Title IX, Title VI and Americans with Disabilities Act of 1990

Northern Lehigh School district is an equal opportunity educational institution and will not discriminate on basis of race, religion, age, color national origin, sex, handicap or limited English proficiency in its activities, programs or employment practices as required by the above mentioned laws.

Physically and/or mentally handicapped individuals may qualify for special education/employment services and equipment modifications. These services will assist students in successfully completing their educational program and in participating in school activities. On the other hand, these services will enable employees covered by this policy in the performance of their job-related duties.

For more information regarding civil rights, grievance procedures, and special services for physically and/or mentally handicapped individuals contact the Special Education Supervisor or school psychologists Mr. Gene Marks or Mr. Sidney Snyder at our district office. (610) 767-9800.

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

### **IDEA Notice**

NOTICE TO THE PARENTS OF CHILDREN WHO RESIDE IN NORTHERN LEHIGH SCHOOL DISTRICT

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

- (1) Intellectual disabilities
- (2) Hearing impairments including deafness
- (3) Speech or language impairments
- (4) Visual impairments, including blindness
- (5) Serious emotional disturbance
- (6) Orthopedic impairments
- (7) Autism, including pervasive developmental disorders
- (8) Traumatic brain injury

- (9) Other health impairment
- (10) Specific learning disabilities
- (11) Multiple disabilities
- (12) For preschool age children, developmental delays

#### Types of Service Available

- (1) Learning support, for students who primarily need assistance with the acquisition of academic skills
- (2) Life skills support, for students who primarily need assistance with development of skills for independent living
- (3) Emotional support, for students who primarily need assistance with social or emotional development
- (4) Deaf or hearing-impaired support, for students who primarily need assistance with compensatory skills to address deafness
- (5) Blind or visually impaired support, for students who primarily need assistance with compensatory skills to address blindness,
- (6) Physical support, for students who primarily require physical assistance in the learning environment
- (7) Autistic support, for students who primarily need assistance in the areas affected by autism spectrum disorders
- (8) Multiple disabilities support, for students who primarily need assistance in multiple areas affected by their disabilities.

If you believe that your school-age child may be in need of special education services and/or related services, the parent or guardian can contact the building guidance counselor, teacher, principal or director of special education. The district will provide an evaluation for eligibility of services at no cost. You may request screening and evaluation at any time, whether or not your child is enrolled in the district's public school program.

For further information on the rights of parents and children, provision of services, evaluation and screening you may contact Michele Dotta, Director of Special Education at 610-767-9848 or [mdotta@nlsd.org](mailto:mdotta@nlsd.org).

Confidentiality: All information gathered about your child is subject to the confidentiality provisions contained in federal and state law.



### **School Counselor Office**

The middle school counselor's office is the liaison for the following services:

- Student Scheduling
- Mediation
- Grading & Reporting
- Testing and Assessment
- Special Education
- Counseling
- Mental Health

Northern Lehigh School District has partnered with community based mental health services to be provided within the middle school during school hours.

### **Gifted Education**

In Pennsylvania, students qualify as exceptional if they are mentally gifted. "Mentally gifted" is defined as outstanding intellectual and creative ability, the development of which, requires specially designed programs or support services, or both, not ordinarily provided in the regular education program.

School districts are required to conduct child find activities for children who may be eligible for gifted services under 22 PA Code Chapter 16. For additional information regarding gifted services, parents/guardians may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

Parent/Guardians of identified students are afforded specific rights by law. These rights are not limited to annual program review and specific procedural rights in matters of dispute over educational programs and/or placements.

For further information, contact:

Dr. Tania Stoker, Assistant Superintendent

Northern Lehigh School District

1201 Shadow Oaks Lane

Slatington, PA 18080

Phone: 610-767-9800 opt 3

E-Mail: [tstoker@nlsd.org](mailto:tstoker@nlsd.org)

### **Grading and Reporting**

The school year is divided into four marking periods, each approximately nine weeks in length. A report card is issued to all students at the end of each marking period. Each core team will issue interim reports to all students midway through each marking period. It is the students' responsibility to provide their parents/guardians with the reports.

Students' grades may be accessed through the PowerParent portal of PowerSchool. **The same ID and password that they had last year will be used again this year. If you need your ID or password, please contact the main office at 610-767-9812 x1300.**

Grades will be reported as a numerical average on report cards (98%, 70%, 64%, etc.) A student will fail a course if he/she receives a yearly composite course average below 60%.

In order to achieve recognition for Honor Roll or High Honor Roll, a student must attain the following:

- High Honor Roll: composite average of 95% or above AND all individual course averages of 90% or above.
- Honor Roll: Composite average of 85% or above AND all individual course averages of 70% or above.

*A grade of Incomplete (I) makes a student ineligible for High Honor Roll and Honor Roll.*

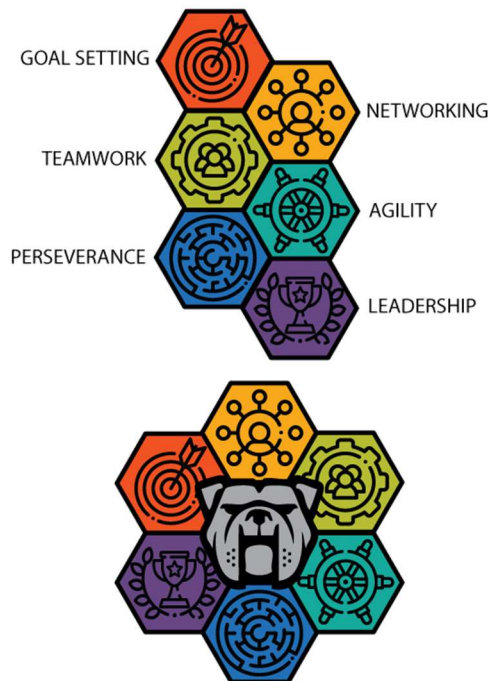
For a student to be "promoted" to the next grade level, he/she may NOT fail more than 1 core area class (ELA, Math, Science, Social Studies) and no more than two special area classes. Students earning failing grades more than this measure may attend summer school for credit recovery and grade promotion unless all four major subjects are failed.

A student who fails all four core subjects in a school year shall be retained; however, this student may attend summer school for the purpose of review and skill building.

Course changes are rarely considered and are only approved under highly extenuating circumstances. The dropping of any course from a student's schedule that is not school initiated will result in either a grade of "Withdraw/Pass" (W/P) or "Withdraw/Fail" (W/F) for that course. A student receiving a grade of W/F will not be eligible for any honor rolls for the marking period during which the course was dropped and for all subsequent marking periods during the school year.

## School Wide Positive Behavior System

Faculty, staff, and administration at Northern Lehigh Middle are committed to helping students prepare for the academic expectations of secondary school academics. A primary goal is to develop learners into the future student leaders of our district. Our school-wide positive behavior support slogan, used in conjunction with Northern Lehigh High School is “**Bulldogs INSPIRE: Innovate, Never Settle, Pursue Individuality and Responsibility Every day.**” To reach this goal, a framework of Essential Skills will be embedded into our routines and classroom practice. Students will be recognized for their achievements in these Essential Skills throughout their time in middle school. Each student is a unique individual with unique strengths and abilities. As such, we will recognize what success looks like for each student as they work to become Bulldogs of Distinction. The Essential Skills are:



- **Goal setting** – Identifying what you want, and how you can achieve it.
- **Networking/Teamwork** – The art of turning an acquaintance into a supporter. Collaborating with others to reach a common goal.
- **Agility** – Adapting and responding to changing circumstances.
- **Perseverance** – The determination to overcome challenges to achieve your goals.
- **Leadership** – Taking charge of your future and helping your peers do the same.

School Wide Positive Behavior Supports and Interventions is a tiered program where students will receive instruction and support based on their unique needs.

**Tier 1 – Universal Support.** All students will receive instruction in general school expectations based on the above essential skills. They will be taught how these skills function as part of a school community as well as how they can be used to provide more academic success. FLEX periods will be used periodically as learning time for instruction in the Essential Skills.

**Tier 2 – Targeted Support.** Groups of selected students will focus on specific behaviors and skills in a small group setting and discuss appropriate responses to given circumstances. Real world examples faced by students will be used. Additionally, students may participate in “Check and Connect.” This is a weekly meeting with an assigned mentor designed to give the student a time a place to discuss their individual

circumstances.

Tier 3 – Intensive Support. This is a tier of individualized and specialized supports for students in need. This may include counseling services, drug and alcohol assessments, behavior plans, attendance improvement plans, supports recommended by the Student Assistance Program (SAP), and other similar supports.

#### Essential Skills and Positive Behavior Matrix:

| <b>Essential Skill</b>                                                            | <b>Learning Areas</b><br>(Classroom, Gym, Library, Other)                                                                                                          | <b>Cafeteria</b><br>(All Eating Areas)                                    | <b>Transportation</b><br>(Bus & Personal)                                                                              | <b>Common Areas</b><br>(Hall, Lav, Lobby)                                                                                        | <b>School Grounds</b><br>(Fields, Events, Dance, Stadium)                  | <b>Virtual Settings</b><br>(Online Learning, Personal Devices)                                               |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <b>Goal Setting</b><br><i>Academic &amp; Behavioral Expectations</i>              | Hold yourself to high standards.<br>Set positive, attainable goals.                                                                                                | Do your part to follow established procedures in seating and cleanliness. | Plan ahead for transportation needs.                                                                                   | Utilize time wisely while transitioning from one place to another.                                                               | Understand team goals and contribute to a shared vision.                   | Recognize challenges and create a plan to rise above them.                                                   |
| <b>Networking &amp; Teamwork</b><br><i>Academic &amp; Behavioral Expectations</i> | Seek out peers with whom you can effectively collaborate.<br>Give and receive feedback with courtesy.                                                              | Enjoy your time with peers but keep control.                              | Work with others to advocate for safety.<br>Promote timely and regular attendance for yourself and others.             | Promote responsibility for a clean and safe environment.                                                                         | Motivate and encourage others.<br>Give and receive feedback with courtesy. | Participate in discussions and motivate others to do the same.                                               |
| <b>Agility</b><br><i>Academic &amp; Behavioral Expectations</i>                   | Confront confusion.<br>Ask clarifying questions.<br>Participate completely and meaningfully.                                                                       | Handle conflicts calmly and professionally.<br>Agree to disagree.         | Handle conflicts calmly and professionally.<br>Safety must be the top priority.<br>Drivers cannot focus if distracted. | Resist the pressure that comes with prohibited behaviors.<br>Know and use safety procedures and encourage others to do the same. | Apply expected in school behaviors to all school events.                   | Be prepared to adjust to new procedures and activities.<br>Advocate for your needs in a professional manner. |
| <b>Perseverance</b><br><i>Academic &amp; Behavioral Expectations</i>              | Utilize self-motivation to seek out answers.<br>Keep knowledge of goals.<br>Everyone deserves courtesy, but respect is earned.                                     | Seek assistance if disagreements are persistent.                          | Promote the safety and responsibility of yourself and others.                                                          | Self-monitor use of time to be your most efficient.                                                                              | Encourage others to contribute to events in a positive way.                | Maintain routine communication with teachers, counselors, and administrators.                                |
| <b>Leadership</b><br><i>The Outcome for Our Students</i>                          | <p align="center"><b>-- Bulldogs <u>INSPIRE</u> --</b></p> <p align="center"><b>Innovate. Never Settle. Pursue Individuality and Responsibility Every day.</b></p> |                                                                           |                                                                                                                        |                                                                                                                                  |                                                                            |                                                                                                              |

#### Parent & Community Involvement: Coffee & Conversation Meetings

Ultimately, a School-wide Positive Behavior program establishes and maintains a positive school climate. This goes beyond behavior management and touches upon all facets of education—attendance, academics, curriculum, and the like. As such, the principal will hold a monthly “Coffee & Conversation” for NLMS parents/guardians and community members.

## **MTSS**

Multi-tiered systems of support are used in an effort to meet the varied needs of all students in the areas of behavior, academics, and social-emotional learning. This tiered structure assumes that all students require instruction in these areas, while a small percentage require additional direct instruction and intervention, and an even smaller group require intensive instruction and intervention.

Because we believe all students can learn but also need appropriate support,

- To supplement classroom instruction, English and mathematics teachers will use FLEX periods twice per week for students to use the learning platform IXL. As students work through IXL, the program adjusts to provide practice at most appropriate levels for individual students. In short, it provides both remediation and enrichment. Students are expected to use IXL as assigned. IXL usage will be reflected in marking period grades.
- Teachers may require students to report to specific classrooms during FLEX periods for help, make-up work, re-teaching, and the like. Passes shall be issued to these students in homeroom, and any student receiving such as pass must report to that teacher in a timely manner. Further, students may request help passes from teachers for FLEX periods. Teachers will work to schedule help sessions during FLEX periods as needed.
- FLEX grading: Parents/Guardians can monitor their child's FLEX time use through the FLEX grade. In PowerSchool, the FLEX grade reflects student participation and completion of key tasks. This includes using FLEX time for IXL, completing career exploration activities as assigned by the guidance department, and generally being on task throughout the period. The FLEX grade does not count toward grade-level promotion—i.e. moving from seventh grade to eighth grade.

## **Late Work Protocols**

Teachers at Northern Lehigh Middle School will both promote accountability for assignment deadlines and reinforce the importance of assigned work. Late work will be subject to the following protocols:

- Students are expected to submit all classwork, homework, and other assignments on time. If work is submitted late, teachers shall deduct a full grade level for each day beyond the due date up to three days.
- If an assignment is not submitted within three days of the due date, a zero shall be entered into the gradebook. It shall be at the discretion of the teacher whether to give points on late assignments beyond this timeline. Teachers will communicate their expectations at the beginning of the year.
- Teachers are authorized to request an administrative detention from the principal or assistant principal when zeroes become excessive. It shall be at the discretion of the principal or assistant principal how to act on this request with the best academic interest of the student in mind.

## **Operational Policy and Procedures**

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days after the day the Northern Lehigh School District receives a request for access.

Parents or eligible students who wish to inspect their child’s or their education records should submit to the school principal [or Superintendent] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the Northern Lehigh School District to amend their child’s or their education record should write to the school principal [or Superintendent], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Northern Lehigh School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

The Northern Lehigh School District may disclose certain information designated as *directory information* without the parent's or eligible student's prior consent. Please refer to Policy #216 – Student Records for more detail regarding directory information. At Northern Lehigh, this information may include the following:

- Student's name
- Address
- Telephone number
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Grade level
- Enrollment status
- Dates of attendance
- Participation in officially recognized school activities or sports
- Weight and height if member of athletic team
- Degrees, honors, awards received
- Most recent educational agency or institution attended

A parent or eligible student may stipulate that this directory information not be disclosed by completing a Request to Withhold Directory Information. This form is available in the main office of each school building [and the district office] and can be obtained by contacting the school principal [or Superintendent] during normal business hours.

### **Use of Internet/Network Technology Equipment**

[NLSD Acceptable Use of Technology Policy #815](#)

## **NORTHERN LEHIGH SCHOOL DISTRICT AGREEMENT FOR CHROMEBOOK/LAPTOP USE**

In exchange for the Northern Lehigh School District allowing Students to use and possess a District-Owned Chromebook/Laptop, or any loaner or replacement Chromebook/Laptop provided at the discretion of the District, the Student, Parent/Guardian, and Northern Lehigh School District agree to the following:



1. The Student and Parent/Guardian understand and agree the Chromebook/Laptop, case and charger are the property of the Northern Lehigh School District and the Student has no right to alter, install or remove any hardware, software, or applications on the Chromebook/Laptop.
2. Student and Parent/Guardian acknowledge receipt of **School Board Policy 815: Acceptable Use of Internet and District Technology Resources** and **Policy 708: Lending of School Owned Equipment and Books** and understand and agree to abide by the procedures and rules set forth in these Policies and this Agreement. **NLSD school board policies may be found on-line at <http://www.nlsd.org>, click on the POLICIES icon at the right of the screen which will take you to the Board Doc Policy manual. Click on the POLICIES tab at the top right of the page, then choose the appropriate numbered category on the left side of the page.**
3. In some instances, it may be necessary for a Technology Department staff member to access the Chromebook/Laptop remotely to resolve a technical problem. If this is necessary, the student will be asked for verbal permission before the remote access is performed. If verbal permission for remote access is granted, a permanent record of the approval will be logged by the Technology Department staff member along with the time, date, and duration of the access. The student will not be asked for any permission prior to remote software or configuration changes sent out to all Chromebooks/Laptops.
4. The student will not permit individuals, other than District personnel, to access the Chromebook/Laptop. The student must follow all copyright laws. The student shall not use or allow the Chromebook/Laptop to be used for any illegal reasons or reasons prohibited by **School Board Policy 815: Acceptable Use of Internet and District Technology Resources**.
5. The Student and Parent/Guardian agree the Chromebook/Laptop is deemed to be in the custody of the student from the time the student receives the Chromebook/Laptop until the time the Chromebook/Laptop is returned to a designated school representative. If the Chromebook/Laptop is lost or stolen at school or on school property, which includes on the bus to and from school, the student must notify the principal immediately.

In the event the Chromebook/Laptop is lost, damaged or stolen while in the custody of the student, the student and parent/guardian agree they will be responsible to the district for the cost to repair or replace the Chromebook/Laptop. Students will be forgiven for one accidental incident of damage. Parents/Guardians will be billed for the repair cost for any additional incidents of damage. Parents/Guardians will also be billed for the replacement cost of a technology device in the event that a technology device is not returned at the end of the school year or upon unenrollment from Northern Lehigh School District.
6. The student and parent/guardian understand and agree they are not to attempt any repairs on the Chromebook/Laptop and that damaged Chromebooks/Laptops must be returned to the Technology Department for repair/service.
7. The student understands and agrees that at the end of the school year, or upon request from any school official, the Chromebook/Laptop will be returned to the district in the same condition the Chromebook/Laptop was originally provided, except for normal wear and tear as determined by the district. Any failure to return the Chromebook/Laptop to



the district in a timely manner or the continued use of the Chromebook/Laptop for non-school purposes without the district's written consent may be considered unlawful possession of district property and the district may pursue legal remedies to obtain the Chromebook/Laptop or its value.

8. Student and parent/guardian understand and consent the district may view student files stored on the Chromebook/Laptop under the following circumstances:
  - a. After the Chromebook/Laptop has been returned by the student to the district at the end of the school year or any other time the student is required to permanently return the Chromebook/Laptop and has prior notice and adequate opportunity to remove files.
  - b. If the district has reasonable suspicion the student is violating district rules or policies, an administrator may take custody of the Chromebook/Laptop and review student files. "Reasonable suspicion" means reasonable grounds exist that the search will uncover evidence the student violated the law, school rules or district policies. The scope of the search must be reasonably related to the violation which justified the search. Under no circumstances will the district access the Chromebook/Laptop remotely for the purpose of reviewing student files. Parent/Guardian will be notified if the Chromebook/Laptop is accessed under reasonable suspicion.
  - c. Teachers and other school personnel may provide assistance to the student in locating files in the presence of and at the request of the student.
  - d. If the student requests a Technology Department staff member access to the student's Chromebook/Laptop remotely to resolve a technical problem.
9. Student and Parent/Guardian understand and agree if the district determines the student failed to adequately care for the Chromebook/Laptop or violates district rules, policies, or this Agreement, the district may terminate the student's ability to use the Chromebook/Laptop. If the district determines the student acted with intent to damage the district's property, the district may refer the matter to the appropriate authorities for civil, criminal and/or juvenile proceedings. The Parent/Guardian will be notified if the student fails to adequately care for the Chromebook/Laptop or violates district rules, policies, or this agreement.
10. Students are responsible for completing all schoolwork assigned to be completed using the Chromebook/Laptop. The district assumes no responsibility for lost work due to computer issues.
11. The district will not be responsible for unauthorized financial obligations incurred through the use of the Chromebook/Laptop.

## **Nurse Services**

### **Accidents**

All injuries and illness should be reported to the school nurse where a report will be filed. Students should have passes to report to the nurse unless the situation is an emergency.

### **Medication**

Any medication brought to school must be kept in the nurse's office. If a prescribed medication must be administered, the school nurse may perform the administration with the written permission of the student's parent/guardian. A **special form** must be used for this purpose; it is available from the school nurse. (Reference: PA Dept. of Health #8116178.) *Students who do not follow this procedure will be considered in violation of the Northern Lehigh School District's Board Policy #227 – [Controlled Substances/Paraphernalia](#).*

Students are NOT permitted to carry over the counter medications, vitamins, etc., and/or use such medications on their own during the school day or as part of any school functions. Any such medications must be given by the school nurse. Emergency medications such as asthma inhalers and epi pens are exempted from this rule; however, proper written notification must be submitted to the school nurse. Students who violate this protocol are subject to disciplinary action and any other reasonable protocols to ensure health and safety.

### **Screenings and Exams**

Health services are mandated by the State of Pennsylvania. All children in grades K thru 12 are required to have vision screening. Students in grade 7 are required to have hearing screenings and mandated to have Scoliosis screenings. Dental exams are required on original entry into grade 7. Vision, hearing, height and weight are scheduled throughout the school year by the school nurse. After the screenings are complete, parents will be notified of the results. Physical and dental exams can be done by the parent's own doctor and dentist at the parent's own expense and provided to the health office. With parental permission, the school doctor and dentist can provide the required physical and dental exams at no expense to the parents. Parents may be present for these exams if they wish. Parents will be notified of the date and time of the exams.

Scoliosis screenings in the seventh grade are done initially by the school nurse with signed permission of the parent. Any student with effects noted, the school nurse will notify their parents.

If parents have concerns or would like to be present for any of the screenings, please contact the health office immediately.

### **Epinephrine Auto-injector Exemption**

The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form in the presence of the school nurse.

### **Wellness and Fitness Excuses/Adaptive Wellness & Fitness**

An approved excuse from wellness and fitness class can be obtained by presenting a note from parents to the school nurse (one day to one week). A physician's excuse is necessary for any period longer than one week—either consecutive or cumulative days. The note must then be given to your wellness and fitness instructor. A student must take Adaptive Wellness and Fitness even if the student provides a statement from the doctor indicating absolutely no physical activity of any type. An appropriate educational program must be adapted even if it entails all written-type work/assignments or spectator-type activities.

### **Physical Examinations (Inter-Scholastic Sports)**

All students who wish to participate in any interscholastic sport must have a physical examination before any practice sessions. Physicals given by a student's personal physician at the physician's office are the responsibility of the student and the parent. [PIAA CIPPE: Section 6: Certification of Authorized Medical Examiner](#) . This hard copy must be submitted to Northern Lehigh Athletic trainers.

### **Wellness Policy**

#### **[Northern Lehigh School Board Policy #246](#)**

Our Wellness Committee's approach to our district's policy is that we as educators should teach good nutritional habits and physical education to our students in all aspects of the school day. Further information on this policy and the Wellness Committee can be obtained by contacting our Assistant Superintendent.

### **Insurance**

The school makes group insurance available to all students at a nominal cost. All students are urged to purchase this protection. More information on student accident insurance is available on the District's website. Participants in sports, band, and cheerleading are covered by school insurance during the activity. Participants who have their own coverage must indicate this fact on a form which is provided. All students incurring injuries should report immediately to the teacher in charge who will submit a school accident form to the school nurse.

PLEASE NOTE THAT THE INSURANCE COMPANY IS RESPONSIBLE FOR PAYMENT UNDER THE TERMS OF THE POLICY. THE SCHOOL DISTRICT PROVIDES THE INSURANCE THROUGH A CARRIER AS A CONVENIENCE ONLY, AND MAINTAINS NO RESPONSIBILITY FOR PAYMENT. PLEASE CALL THE INSURANCE COMPANY FOR ASSISTANCE WHEN REQUIRED. WE ARE AVAILABLE FOR FURTHER HELP, IF NECESSARY.

Please utilize the following link for information regarding insurance and insurance claims:  
[www.amastudentplans.com](http://www.amastudentplans.com)

Also available is the Children's Health Insurance Program (CHIP); Pennsylvania's program to provide health insurance to uninsured children and teens who are not eligible for or enrolled in

Medical Assistance. Information on this program can be found underneath the Contact tab on the NLSD homepage in a navigation button labeled, Chip covers PA

[Pennsylvania's Children's Health Insurance Program \(CHIP\)](#)  
[AXIS Insurance Information](#)

**Bus Emergency**

If you would like Northern Lehigh School District Bus/Van drivers to be aware of any medical needs your child may have in the event of a medical emergency, please go to our website: and complete the [TRANSPORTATION EMERGENCY CONTACT](#) form, and return to the District Office – Transportation Department by the following methods:

- Student may return form to the Homeroom teacher
- Email: <mailto:transportation@nlsd.org>

- Mail: NLSD

Transportation Department  
1201 Shadow Oaks Lane  
Slatington, PA 18080

**Student Guidelines**

**Activities**

The school activity program being offered at the Middle School is an important part of the middle school program. Students are encouraged to become involved in at least one or more extra-curricular activities. There are activities for everyone. These include the following:

|                                    |                                               |                            |                                      |                    |
|------------------------------------|-----------------------------------------------|----------------------------|--------------------------------------|--------------------|
| Academic Challenge Eighth          | Band                                          | Chorus                     | Girls Softball                       | Girls Basketball   |
| Boys Basketball                    | Co-ed Soccer                                  | Intramurals                | Student Council                      | Football           |
| School Newspaper                   | Wrestling                                     | National Jr. Honor Society | Weightlifting                        | Girls Field Hockey |
| Yearbook                           | Sons of Liberty                               | Foreign Language Club      | Math Counts                          | Math 24            |
| What's So Cool About Manufacturing | DNN – Dawg News Network Morning Announcements | Aevidum                    | Bulldogs: INSPIRE Student Leadership |                    |

The following guidelines must be adhered to in relation to all after-school activities:

- All students must report to their assigned activity immediately after dismissal and remain in that area.
- Students remaining for extra help with a teacher shall report to that designated area immediately after dismissal and leave the building when finished in a prompt manner.
- Students assigned to intramurals or weightlifting shall remain in those areas until the end of the activity.

### **Extra-curricular Eligibility**

In conjunction with the PIAA Eligibility Policy, the following Northern Lehigh Policy governs students wishing to participate or perform publicly in a sport or extra-curricular activity which meets after regular school hours.

During the school year, a weekly evaluation of students' eligibility will be conducted. If a student fails to pass four full credits or the equivalent on a weekly basis, the student is allowed to practice but not compete interscholastically or perform publicly. At the end of each marking period, if a student fails to pass four full credits or the equivalent, the student is allowed to practice but not compete interscholastically or perform publicly for a period of twenty school days. At the end of the school year, the student's final grades and credits, rather than his/her grades and credits for the marking period, shall be used to determine his/her eligibility for the next year.

Students must pass the eligibility standards in order to leave school hours for non-required, school related activities. For singular activities such as the Spring Musical, etc. a student's eligibility will be determined at the beginning of the activity's practice/tryout period. It will only be determined once; therefore, a student who is not eligible at that time will not be permitted to participate.

### **Extra-curricular Activities and Attendance**

All coaches and advisors will enforce the regulation that students must be present in school, unless excused by a doctor, by 8:00 AM in order to be a participant in any school-related event on that day (excepting practice.) For example: if a student arrives any time after 8:00 AM, he/she may not participate in choir, athletics, A.C.E, etc., unless excused by a doctor.

### **Activity Bus**

An activity bus shall leave the High School Monday through Friday at 3:00 PM. This is the only bus available for transportation following after-school activities. Students must get an Activity Bus Pass from the teacher who sponsored the activity/detention or from the administration. Students will not be allowed on the activity bus without this pass. ***Regular bus students only*** may ride the activity bus.

### **School Dances, Team Activities, and INSPIRE Incentives**

To attend school dances and team/INSPIRE activities, students must be in good standing with academics, behavior, and attendance. Any student who meets one or more of the following descriptors may be excluded from a school dance:

1. The student has been suspended (either OSS or ISS) in the same marking period as the dance or activity.
2. The student is failing two or more classes in the same marking period as the dance or activity. This applies to both core and special subjects.
3. The student accrues three or more unlawful absences in the same marking period as the dance or activity. Unlawful tardies shall accumulate and the missed time will count toward this provision.

Student dress at dances should have the ability to comply with student dress code.

In the event that a team activity and school dance occur in the same marking period, students are protected from a double consequence when appropriate. For example, should the middle school schedule both a dance and team activity in the same month, a student is not automatically excluded from both events if an infraction occurs. The exclusion would apply to the first event. Should that student earn another infraction or continue to have poor grades and/or attendance violations in the time between events, then a second exclusion may be assigned.

### **Cafeteria Expectations**

Students are expected to conduct themselves in the cafeteria in the same manner as would be required in polite society. Students are expected to treat peers, building monitors, cafeteria staff, and custodians with courtesy.

As part of our Tier 1 School Wide Positive Behavior Interventions and Support plan, all students will be taught cafeteria expectations. Failure to abide by these expectations may result in a behavioral referral and/or disciplinary consequence.

#### *Cafeteria Expectations for Students:*

As the safety of students and adults is the highest goal,

1. No students may leave the building during lunch; however, the courtyard area will be opened for student seating weather permitting. Courtyard access may be restricted by the principal or assistant principal based on student academics, behavior, and attendance.
2. Students should leave their book bags, jackets, computer cases, and other personal items in their lockers. This promotes clean and open walkways.
3. Food from outside establishments may not be ordered and/or delivered to the building at any time.
4. Glass bottled beverages and other glass containers are NOT permitted in the cafeteria.

To promote students working together with peers and adults to provide a safe and appropriate lunchtime setting,

1. Games may be permitted but only when they do not cause a substantial disruption to the lunch period. Gambling of any kind is prohibited. Supervising adults may direct students to cease game playing on a case-by-case basis.
2. Building monitors oversee the cafeteria when the principal or assistant principal is not present. Students are expected to follow all reasonable directives of the building monitors.
3. Students are expected to keep their areas clean. We all share in the responsibility to maintain a clean building; therefore, students may be asked to clean up after themselves. Accidents happen and a custodian is available to help with spills; however, deliberate messes may be met with disciplinary action and/or an assigned lunch seat.
4. Students are expected to remain in their seats unless they received permission to leave their areas. Monitors will dismiss tables at the end of lunch. Seats may not be “saved” by students. Students may use the lavatory during lunch without receiving a mark on their hall pass; however, students must get permission from a supervising adult and sign out of the cafeteria.

#### Breakfast Guidelines:

1. The cafeteria will be open for breakfast from 7:05 – 7:20 each morning.
2. Students attending breakfast must remain in the cafeteria until dismissed by the supervising adult at 7:20.
3. Food and drinks must be finished or disposed of before leaving the cafeteria. No café items may be brought back to classrooms.
4. Students make sure they clean up after themselves in the cafeteria and will be asked to do so before being dismissed to homeroom.

#### **Authority to Enforce School Rules**

The principal has authorized all supervising adults—paraprofessionals, teachers, building monitors, custodians, and front office staff—to enforce school rules and procedures.

- These supervising adults may assign cafeteria seats to students who misbehave during lunch times. Teachers may assign lunch detention for classroom disruptions.
- Students who are found misusing cell phones may have phones confiscated by any supervising adult and turned into the main office.
- Failure to comply with the reasonable directive of a supervising adult can be referred to the principal or assistant principal for insubordination—this offense typically carries higher disciplinary consequences than the original infraction.

If a student feels as though redirection from a supervising adult is rooted in a misunderstanding, he or she should comply with the reasonable directive and later speak with the principal or assistant principal.

### **Bicycles/skateboards/skates**

Bicycles, skateboard, skates, and the like are to be placed in the racks provided upon arrival at school and are not to be used until the end of the school day. They may not be brought into the building. Students assume full responsibility for the safety of their bicycles, skateboard, skates, and the like. At no time may a student operate this equipment on district property in a manner that interrupts the flow of traffic or impedes safe transportation.

### **Dress and Grooming**

The Northern Lehigh School District is of the opinion that good grooming and dress are, first of all, the responsibility of the parents/guardians and students. While NLSD supports the notion that student dress and grooming are reflective of personal style and individual preference, we recognize the need on the part of the student to display maturity and good judgment.

The NLMS student dress code was revised with input from student leadership teams and parents during the 2021-22 school year. Our goal in writing this dress code was to promote school attire that is suitable for an educational setting for ALL students.

It is our belief that the dress of students is one of the factors which determines their general behavior and attitude. Our guidelines suggest that all clothing be clean, neat, and conducive to the school setting or learning environment. Examples of unacceptable clothing could include, but are not limited to:

- All tops should reach a student's waistline when standing or sitting.
- Shirts / tops that are sleeveless or otherwise permit the torso and/or undergarments to be visible.
- Skirts shorts, and the like that do not reach mid-thigh.
- Pants with holes that are above mid-thigh and/or reveal undergarments.
- Clothing that displays or promotes the use of alcohol, drugs, tobacco, illegal substances, weapons, violence, gang affiliation, or other suggestive imagery.
- Head coverings such as hoods, hats, caps, certain types of scarves or bandanas. Students may be asked to remove these articles and place them in their lockers should infractions become pervasive. This shall not apply to head coverings worn for religious, cultural, or medical reasons.
- All outdoor articles including coats, hoodies, hats, gloves, and the like shall be placed in lockers.
- For safety reasons, open-toe or open-backed shoes may not be permitted in certain classes.
- Sunglasses, unless worn for medical reasons.

School officials do reserve the right to individually review student dress and if found unacceptable, attempt to solve the problem. When deemed necessary, a student will be asked to call home for a change of clothes or other appropriate actions will be taken to correct the situation. Noncompliance is subject to disciplinary measures.



Dress code infractions shall be handled in a manner best fitting the age of the student involved.

Aerosol and other spray deodorants or cosmetic substances may not be used in common areas.

Should we need to comply with CDC guidelines, personal face coverings are to be worn in the proper manner and be made of a variety of materials.

### **Electronic Devices**

Northern Lehigh Middle School recognizes that personal cell phones are now commonplace with teens and pre-teens. We are, however, committed to providing a learning environment focused on high levels of student engagement free from distraction. As such, the following expectations for students shall apply to cell phone possession and use:

In order to promote full, meaningful participation in classes in a manner that allows students to ask questions, focus on texts, and engage with teachers and peers,

1. All personal electronic devices—including but not limited to cell phones, smart watches, ear buds, air pods, and headphones—are prohibited in hallways and classrooms. This does not apply to adaptive technology assigned to students under IDEA and/or Section 504.
2. All such personal electronic devices should be secured in lockers during the school day. Students may not keep devices in their pockets or on their person in any manner. Students are encouraged to keep items of value at home. NLMS assumes no responsibility for personal items that are lost, damaged, or stolen. All NLSD lockers have operating locking mechanisms. Also, students may add their own locks if keys/combinations have been supplied to the main office.
3. Teachers may permit students to use personal devices for learning activities as they deem appropriate. Devices must be returned to lockers before the end of that class period.
4. Students may use personal device during lunch periods and afternoon homeroom provided that the following protocols are followed:
  - a. Video and/or audio recording another student or adult is strictly prohibited.
  - b. The camera may not be used.
  - c. Cyberbullying is strictly prohibited and will be enforced upon as described in NLSD policy and this handbook.
  - d. The device may not be used in a way that causes a disruption to the orderly operation of the cafeteria or classroom. Usage in the hallway is prohibited.
  - e. All supervising adults have the authority to confiscate personal devices if they find inappropriate usage. Failure to comply with such a request will result in a discipline referral for insubordination.
  - f. The device must be returned to the student's locker immediately after lunch.

The use of a personal device in a lavatory is strictly prohibited.

If a student is found to have violated these protocols, progressive disciplinary consequences will be followed—see Levels I-III in the code of conduct. Additionally, on a first offense, the device will be confiscated and returned to the student at the end of the school day. On a second offense, a parent or guardian will be contacted and asked to pick up the device. On all subsequent offenses, progressive discipline will be followed, and the device will be confiscated and returned only to the parent/guardian.

Should a parent or guardian need to contact their child during the school day, office staff can provide a quiet location in the main office to do so. If a student needs to contact his or her parent/guardian, office staff can make a similar arrangement.

### **Lavatory Passes**

At the beginning of each marking period, students will be issued a lavatory pass. Students may use this pass to sign out of classes twice per school day. They may also sign out for the lavatory during lunch without the pass being marked. Medical conditions requiring lavatory usage more frequently should be reported to the school nurse. This will be discreetly noted on the student's pass. If a student forgets or loses his or her lavatory pass, one replacement shall be issued. Continued need for replacement passes may result in a detention.

### **Water Bottles & Beverages**

Students may carry resealable, unbreakable bottles of water or sports drink throughout the school day. Containers which are easily spillable are not permitted. Energy drinks are not permitted. Beverages which are not water or sports drink shall be confiscated and disposed of. In order to protect district property and promote student safety, teachers may restrict student use of drink bottles on a classroom-by-classroom basis—i.e. computer labs, library, etc.

Use of drink containers may be restricted should they be a source of disruption or mess. Students are expected to clean up after themselves should a spill occur.

An administrator may inspect a bottle and its contents should there be a reasonable suspicion that the container holds a prohibited substance.

### **Pledge of Allegiance**

It is the responsibility of every citizen to show proper respect for his or her country and its flag. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

### **Lost Items**

For information on lost articles, student should contact the Middle School health office. Any item found by students should be taken to the health office. Unclaimed items will be periodically discarded.

## **Lockers**

Lockers are the property of the Northern Lehigh School District. As such, students have no expectation of privacy in their lockers. Each student is assigned a locker. The administration reserves the right to inspect any locker and its contents at any time and may confiscate prohibited material. Lockers may be subject to canine sniff searches.

It has been established by case law (Commonwealth of PA v. Cass, 1994) that “there is no reasonable expectation of privacy for belongings in the lockers.”

All lockers contain combination locks. The following guidelines are provided to help alleviate locker problems and maintain student safety:

- Lock your locker
- Lockers that are open or have their combination set will be emptied of their contents and locked. Should a student continue to not comply they will lose their locker privilege.
- **Do not share with another student.**
- Report damage or vandalism immediately.
- No stickers, pictures, postings on the outside of the lockers.
- Bookbags and personal items should be kept in lockers. This limits tripping hazards in classrooms.
- Cell phones and personal devices must be kept in lockers unless a teacher authorizes use for a learning activity.

**The school can assume NO responsibility for books or other articles lost or stolen. Personal valuables should not be brought to school.**

## **Financial Obligations**

The district needs a way to protect itself from students who do not pay the financial obligations they have accumulated.

Students will be charged for the total cost of replacement, including shipping costs when applicable, of library books, textbooks, and school property or supplies. Students owing obligations will be notified by the principal or designee about the obligation due. If the student does not meet a financial obligation within one month of being notified, parents/guardians will be contacted. Three (3) documented contacts will be made to parents, the final being a certified receipt requested letter.

A \$25 assessment penalty will be placed on fines that remain unpaid by October 1 of the following school year. This penalty is cumulative and will continue to be added each year until the fine is paid. If a student terminates his/her relationship with NLSD unpaid fine(s) will be referred to the District Magistrate. If the student is a senior who has not made restitution, the student will be prohibited from participating in the senior class trip and/or graduation ceremonies and the unpaid fines will be referred to the District Magistrate.

## **Discipline Code**

The goal of the disciplinary policy is to achieve an efficient and orderly operation of the school. It attempts to eliminate disruptive behavior through a code that has a built-in rehabilitative component. The infractions cited below are to inform students and parents as to what is considered unacceptable behavior. This is not an all-inclusive list, and the **administration reserves the right to judge actions and behavior which are not on this list but may be a threat to the safety of the school and our students.**

## **PROGRESSIVE DISCIPLINE PROCEDURES**

To achieve an efficient and orderly operation of the school, we expect all students to meet certain responsibilities with respect to behavior. The following regulations are cited below with the appropriate disciplinary action to inform students and parents as to what is considered unacceptable behavior. Every effort has been made to develop an approach to discipline which embodies fairness, firmness, and consistency. Every attempt will be made to resolve individual problems which originate within the classroom by an approach involving teacher, counselor, administrator, and student. Should this prove unsuccessful, parents will be involved immediately.

Outside resources may also be utilized (school psychologist, child guidance services, etc.). The stages of progressive discipline are divided into four levels, indicating the severity of the violation and the type of consequences. Below are the descriptions, examples, and potential staff/administrative interventions/responses for each level. The Northern Lehigh Middle School is not limited to following the specific disciplinary actions listed. More information and descriptions are also provided for most types of infractions.

### **LEVEL I**

Description: Designed to provide support and interventions for students who display at risk behavior and may be disenfranchised from school or commit minor infractions on an infrequent basis. The student's behavior disrupts the classroom learning environment and/or orderly operations of the school.

Examples: Behaviors that disrupt the classroom learning environment and/or orderly operations of the school:

- Disruption to the Learning Process.
- Dress Code Violation
- Tardy – Unexcused / Late to Class
- Inappropriate Display of Affection
- Hall/Lavatory Pass Violation
- Out of Assigned Area.
- Failure to Follow Location-specific Protocols –i.e. Cafeteria, Auditorium, Courtyard, Nurse's Office, etc.

- Possession of Personal Electronic Device During Unauthorized Time
- Miscellaneous Minor Disruptive/Defiant Behaviors

Possible Responses to Level I infractions:

- Teacher / Adult redirection and conference with student.
- Lunch Detention may be assigned at the discretion of the teacher, school counselor, principal, or assistant principal.

## **LEVEL II**

Description: Designed to provide interventions for students who chronically commit infractions of the NLHS Code of Conduct and/or student behavior that based on frequency, intensity, or seriousness obstructs the learning environment and/or orderly operation of the school.

Examples:

- Continued Level I Infractions or Level I infraction(s) pervasive enough to cause substantial disruption.
- Insubordination.
- Academic Dishonesty.
- Foul Language / Profanity.
- School Technology Violation.
- Minor Vandalism.
- Minor Safety Protocol Violation.
- Verbal Altercation.
- Skipping Class.
- Bullying / Cyberbullying (based on severity and frequency).
- Use of electronic device to record and/or photograph a classmate or adult without proper authorization. This applies to all school settings.
- Lavatory Misuse.
- Miscellaneous Behaviors that impair the orderly operation of the school.

Possible Responses to Level II Infractions:

- Conference with student and parent/guardian.
- Teacher or Administrative / After-school Detentions
- Athletic Honor Code Referral (Made in conjunction with the Athletic Director)
- One day in-school suspension (based on severity)
- Suspension of privileges
- Restricted Movement
- SAP Referral
- Behavior Contract

Additionally, students with multiple Level I and/or Level II infractions may be placed on a PBIS action plan to identify problematic behaviors and incentivize positive changes.

### **LEVEL III**

Description: Designed to provide interventions for students who commit more serious infractions of the NLHS Code of Conduct and/or have repeat offenses.

Examples:

- Continued or pervasive Level I and/or Level II infractions.
- Abusive Language and/or Intimidation on the basis of race, ethnicity, religion, gender, and/or orientation.
- Verbal Altercation with Higher Level of Aggression.
- Minor Physical Altercation (pushing, shoving, etc.).
- Major Infraction of Acceptable Use of Technology Policy.
- Use of electronic device to distribute audio/video recordings or photographs of students and/or adults without prior authorization in any school setting.
- Profanity Toward Adult.
- Leaving School Without Permission.
- Possession and/or Use of Vape Devices or Tobacco Products
- Major Vandalism.
- Theft.
- Gambling.
- Major Safety Protocol Violation.
- Bullying / Cyberbullying / Harassment (based on severity and frequency).
- Other Violations Meeting the Definition of a Level IV infraction based on Evaluation of School Administration

Possible Responses to Level III Infractions:

- 1-3 Days Out of School Suspension (OSS) or In-School Suspension (ISS)
- Referral to SAP
- Referral for Psychological Evaluation
- Restitution
- Suspension of Privileges
- Referral to NLSD Police
- Charges under PA Civil Criminal Code
- Athletic Honor Code Referral (Made in conjunction with the Athletic Director)
- Restricted Movement
- Intensive Restricted Movement

## **LEVEL IV**

Description: Designed as an intervention for students who commit serious offenses and whose conduct seriously threatens the safety of students, staff, or visitors or threatens to substantially disrupt the educational environment.

Examples:

- Continued or pervasive Level I, Level II, and/or Level III infractions.
- Mutual Fighting.
- Assault.
- Major Physical Altercation.
- Destructive Vandalism.
- Arson.
- Possession, Use, Distribution or Under the Influence of a Controlled Substance, Alcohol, and/or Paraphernalia.
- Terroristic Threat
- False Alarm / Improper Emergency Call
- Weapons Violation – This includes common items like pocketknives and look-alike / toy items.
- Other Violations Meeting the Definition of a Level IV infraction based on Evaluation of School Administration

Possible Responses to Level IV Infractions:

- 3+ Days Out of School Suspension with Informal Hearing
- Intensive Restrictive Movement
- Suspension of Privileges
- Referral to SAP
- Referral for Psychological Evaluation
- Restitution
- Referral to NLSD Police
- Charges under the PA Civil Criminal Code
- Recommendation for Expulsion

### **Lunch Detention and Teacher Detention**

In response to Level I infractions, students may be assigned a lunch detention or teacher detention.

### Lunch Detention:

- Students will be served lunch but remain in the main office (or another designated area) and away from peers during the assigned lunch period. Additionally, cafeteria monitors may assign a lunch seat in the detention area in response to cafeteria misconduct.

### Teacher Detention:

- Teacher detention is held in the assigning teacher's classroom from 2:20 – 3:00PM. Teachers shall contact parents/guardians to inform them if a student has been assigned this consequence.
- Teacher detention is not a requirement for teachers. Instead, it is an optional strategy that teachers may use to reinforce classroom behavior expectations. It shall be at the teacher's discretion whether to use teacher detention or refer students to building administration. If a student fails to attend teacher detention, that student shall be reported to the administration. Two administrative detentions shall be issued.
- It is the responsibility of the student to sign up for the after school bus (3:00PM) if assigned detention.

### **Administrative Detention**

Assigned administrative detentions are held every Monday and Wednesday during the school year. Detentions are held in room 14 from 2:20 PM – 3:00 PM. It is the responsibility of the student to sign up for the after school bus (3:00PM) if assigned detention. The administration's expectation of behavior is that the student attends detention prepared with schoolwork to complete, a book to read, or classroom materials to study. They are not allowed food or drink.

Level II disciplinary infractions may lead to an after-school, administrative detention. Any student failing to report to administrative detention will be issued a second detention. Failure to report to administrative detention a second time may result in suspension.

### **Restricted Movement**

Any student who becomes involved in certain discipline infractions maybe put on restricted movement. The length of restricted movement is at the discretion of the administrator.

There are two levels of restricted movement: classroom and intensive.

1. Classroom Restricted Movement – The student must be escorted from the classroom when leaving to report to another area—i.e. lavatory, main office, etc.
2. Intensive Restricted Movement – The student must be escorted whenever out of the classroom, including during hallway transitions. The student may be asked to remain in a classroom after the conclusion of instruction so that an escort may arrive.



### **In-School Suspension (ISS)**

For some discipline infractions of Level II or III, a student may be assigned in-school suspension. The principal or assistant principal (or another supervising administrator) shall determine whether to use ISS or OSS as a corrective action.

During in-school suspension, students shall be removed from the traditional classroom setting and restricted to the main office (or another designated location). Teachers will provide access to learning materials either in hard copy form or through Google Classroom. Also, teachers shall check-in with students in ISS throughout the school day.

A student in ISS may not use his or her cell phone. All personal electronic devices must be turned over to the main office at the beginning of the day.

A student who commits a disciplinary infraction during ISS shall be issued OSS.

### **Out-of-School Suspension (OSS)**

For discipline infractions of Level III or higher, a student may be suspended out of school.

A student, under an out-of-school suspension is returned temporarily to his home and placed in the custody of parent(s) or guardian(s). During the period of suspension, the student is also barred from involvement in any school sponsored activity, either as a participant or a spectator. Furthermore, the student must remain away from the school grounds throughout the duration of the suspension. Students who come onto school property may be arrested or cited for trespassing. The cooperation of the parents is requested in the enforcement of this policy.

For a suspension of 1-3 consecutive school days, the student will have an opportunity to respond to the suspension and parents will be notified in writing and by telephone. When a suspension is over the 3 consecutive days, an informal hearing will be held with the appropriate school officials, where the student has the right to speak and provide witnesses.

During the period of suspension, students will have access to learning activities. Teachers will use Google Classroom/CANVAS to post all materials. At parent request, teachers can also provide printed hard copies of materials for pick up. Please allow teachers until 2:15PM to gather such materials. Students are expected to complete all missed learning activities while on suspension. They will have a time period equal to the days of suspension +1 to submit missed work. This +1 day allows students to seek any needed help during class or during FLEX period.

## **Definitions of Offenses**

### **Disrespect/Defiant/Insubordination**

The educational experience at Northern Lehigh includes training in citizenship through development of respect for one's self, respect for one's fellow man- students, teachers, and

administrators- and respect for law, all necessary ingredients for a successful democracy. Any student who verbally displays behavior which is offensive, challenges authority, shows blatant disrespect to a teacher or refuses to follow a reasonable request will result in appropriate interventions/consequences.

### **Drugs and Alcohol Policy**

The possession, use or sale of alcohol, drugs, drug paraphernalia or narcotics, including hallucinogens, look-alike drugs, and inhalants, on school property is strictly forbidden. It is forbidden to misuse prescription or nonprescription drugs. It is also forbidden to come onto school property while under the influence of any of these substances. Any student violating this rule will be removed from the classroom for administrative action. Refer to Northern Lehigh School District's Board Policy #227 - [Controlled Substances/Paraphernalia](#).

### **Fighting/Assault**

Aggressors who harass other students or initiate fights will be suspended from school and school-related activities. In cases when it is impossible to determine the identity of the aggressor, the responsibility for the fight will be shared by the participants involved. Consistent with state and local statutes, it is the policy of the Northern Lehigh School District to ensure the health, safety, and welfare of all students in school, on school property, on buses, at bus stops, etc. In keeping with PA Crime Code Statutes #2709 & #5503, aggressors and/or participants in fighting and harassment incidents will be referred to the NLSD Police to be charged with the summary offense(s) of harassment and/or disorderly conduct.

### **Gambling**

Gambling playing in any form is strictly forbidden in school. Violators face disciplinary actions of detentions and/or suspensions with confiscation of gambling materials.

### **Harassment**

The PA Statute # 2709 states that “a person commits a summary offense when with the intent to harass, annoy, or alarm another person:

1. He/she strikes, shoves, kicks or otherwise subjects him to physical contact, or attempts or threatens to do the same; or
2. He/she follows a person in or about a public place; or
3. He/she engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such person and which serve no legitimate purpose.

Harassment includes verbally, physically, or sexually threatening or intimidating another student. The term “harassment” includes but is not limited to slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age or disability.

When a student believes that he/she is being harassed, the student should immediately inform the harasser that his/her behavior is unwelcomed, offensive or inappropriate. If the behavior continues, the student shall report substantiated complaints of harassment, orally or in writing, to the building principal or a designated employee, who shall inform the student of his/her rights and of the complaint process.

A substantiated charge against a district student shall subject such student to administrative interventions/responses, consistent with the student discipline code.

### **Bullying & Cyberbullying**

[NLSD Policy #249 “Bullying / Cyberbullying”](#)

[NLSD Bullying Prevention Presentation \(January 2022\)](#)

Bullying (as defined also includes cyberbullying) means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting (school setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school) that is **severe, persistent or pervasive** and has the effect of doing any of the following:

- Substantial interference with a student’s education.
- Creation of a threatening environment.
- Substantial disruption of the orderly operation of the school.

### **Smoking/Tobacco products**

The possession and or use of tobacco/nicotine products and paraphernalia (lighters, matches, pipes, papers, e-cigarettes, pods, vapes, vape juices, etc.) on school property are prohibited. Possession of tobacco/nicotine products will result in appropriate administrative interventions and responses, as well as referral to NLSD police.

### **Terroristic Threats or Acts**

The School Board recognizes the importance of a safe school environment to the educational process. Terroristic threats or school environment or activity are threats to the safety of students and staff and are prohibited by law.

- A “terroristic threat” is defined as a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.
- A “terroristic act” is defined as an offense against property or involving danger to another person.

A student guilty of terroristic threats or acts may be suspended, may be reported to law enforcement officials, and may be recommended to the School Board for expulsion depending on the individual circumstances. If a student is expelled for making terroristic threats or committing

terroristic acts, the Bard may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others. Upon returning to school, the student shall be subject to random searches.

### **Theft**

Theft is not only a violation of school regulations, but also a violation of the law. Anyone found guilty of stealing will be subject to the consequences of the student code of conduct as well as a referral to the NLSD police.

### **Weapons**

A “weapon” is defined as any object which could be used to injure another person and which has no school-related purpose for being in school or on school grounds. The term “weapon” shall include but not be limited to any knife, cutting tool, nunchaku stick, brass or metal knuckles, firearm, shotgun, rifle, bb or pellet gun, look-alike gun, chemical agent, explosive device, lead pipe, chains, throwing stars, darts, black-jack, and /or other tool, instrument or implement capable of inflicting serious bodily injury. Articles designed for other purposes but which are used to inflict bodily harm and/or to intimidate other persons will be treated as weapons (examples: laser pointer, scissors, lighters, belts).

A student is in “possession” of a weapon when the weapon is found on the person of the student; in the student’s locker; under the students control while they are on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on their way to or from school.

A student who possesses, used, and/or distributes any of the above-named items or who aids in the concealment of an article construed to be a weapon shall be referred to NLSD police and may face expulsion from NLSD. Such expulsion shall be given on a case-by-case basis. All incidents will be reported to the proper law enforcement agencies. In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Act.

### **Audio and Video Surveillance**

To discourage misconduct, to protect the security, safety and property of students and others, and to maintain safety and order on school property and in school vehicles, audio and/or video surveillance may be used. Recordings from surveillance equipment shall become property of the school district and may be used for review of any incident or as evidence for disciplinary action.

### **Visitors**

Visitors are welcome on campus only for the purpose of conducting official business and are required to register at the middle school front office in accordance with the Trespass Laws of the State of Pennsylvania. All visitors must provide a photo ID and obtain a visitor's badge for easy identification by school staff. All guests must wear a visitor's badge as identification. The administration reserves the right to exclude anyone that they deem potentially disruptive to the normal educational process.

### **School Safety**

#### **School District Multi-Hazard Plan**

The district has adopted a comprehensive emergency response plan designed to aid district personnel in responding to any emergency. Developed in coordination with local first responders and with an emphasis on best practice, this plan is reviewed and updated regularly to best ensure the safety and security of all members of the school community. Safety drills are conducted monthly to assess preparedness for a variety of possible emergencies

#### **Safety Drills**

The state requires regular safety drills. These are indicated by the sounding of a special alarm or through announcements.

#### **Fire Drills**

During a drill, everyone should move in a single file as quickly and as orderly as possible to the designated exit and area for the room in which he/she is having class at the time. The first person to reach the door should hold it open until all students have passed and then follow the last person out.

#### **Weather Drills**

The weather drill requires all students to exit the classroom, and their teacher will direct them to their assigned area where they will sit against the wall with their heads down.

#### **Security Drills**

During a lock-down drill, students remain in their classes under the teachers' guidance behind locked doors. There are two types of lockdowns used at the middle school:

1. Working Lockdown – normally used for medical emergencies during which the hallways need to be kept clear for medical personnel and first responders. During working lockdown, classroom instruction may continue; however, students may not enter the hallways.
2. Enhanced Lockdown – implemented as part of our ALICE security procedures (see below).

### **A.L.I.C.E. Security Protocols:**

ALICE is a research-based proactive approach that provides additional options to traditional responses to security threats to students and staff. It assumes that every event is not the same, safety steps are NOT sequential, and adherence to these protocols increases the odds of survival. ALICE is an acronym for Alert, Lockdown, Inform, Counter, Evacuate:

**A- Alert** - Tell everyone what is going on.

**L- Lockdown** - Shelter in place, enhanced lockdown, barricade.

**I- Inform** - Keep telling people what is going on.

**C- Counter** - LAST resort, Do what you can to stay safe.

**E- Evacuate** - Get out of the building!

We will conduct monthly drills to practice these protocols. These drills will be appropriate for the age and developmental level of the students.

### **Safe 2 Say Something**

For information on the [Safe2Say Something](#) program click on the link.

From the Safe2Say Something website:

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

Safe2Say Something Phone Number: **(844) 723-2729**

Tips may also be submitted through the Safe2Say Something website or through its smartphone application.

### **School Police Officers**

The school district has employed two officers to create a safe learning environment for all.

### **Threat Assessment Teams**

In accordance with School Board Policy 218.2, each building has a trained Threat Assessment Team that is led by the building principal and overseen by the superintendent and school safety coordinator.

A threat is a communication of intent to harm someone that may be spoken, written, gestured, or expressed in some other form, such as via text messaging, email, or other digital means. An expression of intent to harm someone is considered a threat regardless of whether it is communicated to the intended target(s) and regardless of whether the intended target is aware of the threat. Threats may be implied by behavior that an observer would reasonably regard as threatening, planning, or preparing to commit a violent act. Threats that are not easily recognized as harmless (e.g., an obvious joke that worries no one) should be reported to the school administrator or other team members.

Threat assessment is a five-step process of evaluating the threat and the circumstances surrounding the threat to uncover any facts utilizing a systematic evidence-based format to gather information and make decisions.

A threat can be reported directly to the building principal, school guidance counselor or school safety coordinator. Anyone can also report a threat through the anonymous Safe to Say Something.