



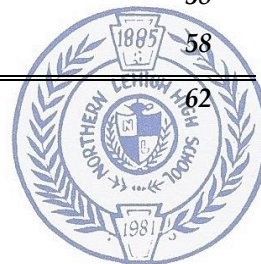
**NORTHERN LEHIGH
HIGH SCHOOL**

“College/ Career for Every Student”

**Student Handbook
2020-2021**

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I. GENERAL INFORMATION

Northern Lehigh School District Mission Statement

The mission of the Northern Lehigh School District is to create a challenging and supportive environment dedicated to the success of our diverse learning community.

Northern Lehigh High School's Goal

“To equip students with career ready essential skills while motivating them to set goals, lead by example, network with positive mentors, persevere through challenges, participate in effective teams, and demonstrate mental agility.”

Northern Lehigh High School has synthesized a rigorous curriculum, meaningful instruction, and student supports with the College/Career for Every Student (CFES) Brilliant Pathways Essential Skills. These essential skills are *Goal Setting, Teamwork, Leadership, Agility, Perseverance, and Networking*. Through this approach, the educators at NLHS strive to meet the needs of each individual student and create unique learning opportunities.

More information about CFES can be found at [CFES](#)



Alma Mater

*Just above the winding Lehigh,
Midst the mountains grand,
Stands our dear old Alma Mater,
Famed throughout the land.*

*High school, high school,
Our own high school,
Dear NLHS,
When afar from thee we wander,
Thy dear name we bless.*

*Far and wide though we may sojourn,
Still our hearts are true,
To our dear old Alma Mater,
Dear old white and blue.*

*High school, high school,
Our own high school,
Dear NLHS,
When afar from thee we wander,
Thy dear name we bless.*



HAVE A BULLDOG DAY!

COLORS: NAVY BLUE AND WHITE

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Homeroom: _____ Locker No: _____

Northern Lehigh School District is an equal opportunity educational institution and will not discriminate on the basis of race, religion, age, color, national origin, sex, handicap, or limited English proficiency in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504, and the Americans with Disabilities Act of 1990.

Physically and/or mentally handicapped individuals may qualify for special educational/ 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 information regarding civil rights or grievance procedures, and special services for physically and/or mentally handicapped individuals, contact the Assistant to the Superintendent and Coordinator of Title IX, Title VI, Section 504, and the American with Disabilities Act of 1990, at the Northern Lehigh School District Office, located at 1201 Shadow Oaks Lane, Slatington, PA 18080, 610-767-9800.

ONLINE HANDBOOK

The rules you are about to read in our 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. A copy of the Student Handbook is available online at [ONLINE HANDBOOK](#).

ONLINE SCHOOL POLICIES

[BOARD POLICIES](#)



LOCATION**Northern Lehigh High School**

1 Bulldog Lane

Slatington, PA 18080

Mr. Robert Vlasaty, Principal

Mr. David T. Hauser, Assistant Principal

Mr. Bryan Geist, Athletic Director

Main Office: 610-767-9832

Guidance Office: 610-767-9837

Athletic Office: 610-767-9640

Northern Lehigh School District

1201 Shadow Oaks Lane

Slatington, PA 18080

District Office 610-767-9800

District Food Services: 610-767-9811

District Transportation: 610-767-9846

District Bus Garage 610-767-7706

Administration Email:

Mr. Vlasaty: rvlasaty@nlsd.orgMr. Hauser: dhauser@nlsd.orgMr. Geist: bgeist@nlsd.org**BOARD OF EDUCATION**

Mr. Gary S. Fedorcha, President

Mr. Robin Distler, Vice-President

Mrs. Gale Husack, Secretary

Mrs. Donna M. Kulp, Treasurer

Mr. Mathias J. Green, Jr.

Mrs. Michelle Heckman

Mr. Robert J. Keegan, Jr.

Mr. Robert Kern, Jr.

Mrs. Michele Martineau

DISTRICT OFFICE ADMINISTRATION

Mr. Mathew Link, Superintendent

Dr. Tania Stoker, Assistant Superintendent

Mrs. Sherri Molitoris, Co-Director of Business Affairs – Human Resources

Mrs. Rhonda Frantz, Co-Director of Business Affairs – Payroll/Benefits

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. Susan Bahnick, Director of Food Services

Ofc. Frank Gnas, School Police Officer



2020-2021 SCHOOL CALENDAR/SCHEDULES

NORTHERN LEHIGH SCHOOL DISTRICT 2020-2021 SCHOOL CALENDAR

August 19 - New Teacher Orientation Day at District Office
 August 20-21 - New Teacher Orientation Days at CLIU #21
 August 25-27 - Mandatory Teacher In-Service Days
 August 28 - Schools Closed
 August 31 - Teachers and Pupils Report
 September 4-7 - Schools Closed-Labor Day Break
 October 12 - Schools Closed - Mandatory Teacher In-Service
 November 19-24 - Elementary School Conference Dates
 (Elementary students are dismissed after lunch to accommodate parent conferences)
 November 25 - Schools Closed - Mandatory Teacher In-Service
 November 26-November 30 - Schools Closed - Thanksgiving Break
 December 23 - Schools Closed - Mandatory Teacher In-Service
 December 24 - January 1 - Schools Closed - Winter Recess
 January 18 - Schools Closed - Martin Luther King Holiday/Mandatory Teacher In-Service Day
 February 12-15 - Schools Closed - President's Holiday
 March 12 - Schools Closed - Mandatory Teacher In-Service
 March 31 - Elementary School Conference Dates
 (Elementary students are dismissed after lunch to accommodate parent conferences)
 April 1-5 - Schools Closed - Spring Break
 April 19 - 23 - PSSA English Language Arts Grades 3-8
 April 26 - May 7 - PSSA Mathematics, Science and Make-ups Grade 3-8
 May 17 - Schools Closed - Mandatory Teacher In-Service Day
 May 31 - Schools Closed - Memorial Day
 June 17 - Last Day for All Students
 June 18 - Last Day for Teachers

ADOPTED: 3/9/2020

All Dates Are Inclusive

Days	Pupil	Teacher
Aug.	1	4
Sept.	20	20
Oct.	21	22
Nov.	17	18
Dec.	16	17
Jan.	19	20
Feb.	18	18
Mar.	22	23
Apr.	19	19
May	19	20
June	13	14
	185	195**

August-20

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-20

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-21

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-20

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-21

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-21

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-20

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-21

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		

June-21

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					

November-20

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-21

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 25,
 December 23, June 18 (or last
 teacher day)**

- Teacher Day-No Pupils
- Schools Closed
- New Teacher Orientation
- Late Start-2 hr
- First Student Day - August 31
- Last Student Day - June 17
- Snow Makeup Day
- Early Dismissal - HS/MS 10:00; SE 11:00; PE 12:00
- Last Teacher Day - June 18
- School Closed-Weather

ANTICIPATED MARKING PERIODS and REPORT CARD ISSUE DATES

Elementary and Secondary Schools Marking Period Ends

November 4, 2020
 January 25, 2021
 April 6, 2021
 June 10, 2021

Elementary and Secondary Schools Report Cards Issued

November 11, 2020
 February 1, 2021
 April 13, 2021
 June 17, 2021 (Elementary)
 June 24, 2021 (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 23
 Five Snow Make-up Days have been added to the calendar (June 11,14-17) They will be snow make up days 2-6
 7th Snow Make-up Day - February 12
 8th Snow Make-up Day - April 1

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 30, 2020
 December 28, 29, 30, 2020
 April 2, 2021

DISTRICT CALENDAR



2020-2021 DAILY BELL SCHEDULE

7:10	Staff on Duty	
7:11	Students may enter locker commons area	
7:16	Warning bell	
7:17-7:38	Homeroom	** 7:38 AM LCTI Dismissal
7:42-9:08	Block 1	
9:12-10:38	Block 2	
10:43-12:44	Block 3	
	"A" Lunch - 10:43-11:13	*11:13 PM LCTI Dismissal
	"A" Class - 11:18-12:44	
	"B" Class - 10:43-11:26	
	"B" Lunch - 11:28-11:58	
	"B" Class - 12:01-12:44	**12:00 AM LCTI Arrival
	"C" Class - 10:43-12:09	
	"C" Lunch - 12:14-12:44	
12:49-2:15	Block 4	*3:05 PM LCTI Arrival

2020-2021 LCTI SCHEDULE

- AM LCTI Students HOMEROOM.....7:17 a.m. - 7:38 a.m.
 - AM LCTI students depart for LCTI at approximately 7:40 a.m. and will arrive at the LCTI at approximately 8:00 a.m.
 - AM LCTI students depart from LCTI at 11:45 a.m. and will arrive at NLHS by 12:00 p.m. Upon arrival, students will be escorted to their lockers and then to Civics.
 - AM LCTI students will have Block 3 Civics class from 12:05-12:44 p.m. and then report to block 4 class.
- PM LCTI students:
 - PM LCTI students will eat "A" lunch (10:43-11:13) and then board buses at the direction of cafeteria teachers and depart for LCTI shortly thereafter.
 - PM LCTI students will depart from the LCTI at 2:45 p.m. and will arrive at NLHS at approximately 3:05 p.m. to take the activity bus home.



2020-2021 TWO-HOUR DELAY BELL SCHEDULE

9:10	Staff on Duty	
9:11	Students may enter locker commons area	
9:16	Homeroom Warning Bell	
9:17-9:27	Homeroom	** 9:27 AM LCTI Dismissal
9:31-10:03	Block 1	
10:07-10:39	Block 2	
10:43-12:44	Block 3	
	"A" Lunch – 10:43-11:13	*11:13 PM LCTI Dismissal
	"A" Class 11:18-12:44	
	"B" Class - 10:43-11:26	
	"B" Lunch – 11:28-11:58	
	"B" Class - 12:01-12:44	**12:00 AM LCTI Arrival
	"C" Class 10:43-12:09	
	"C" Lunch – 12:14-12:44	
12:49-2:15	Block 4	*3:05 PM LCTI Arrival

It is the responsibility of students who attend classes at another site to make arrangements with his/her professor at the college and his/her NL teacher in the event of a change in schedule due to weather, school event, etc.

In the event of excessive weather leading to an abundance of two-hour delays during the school year, the administration reserves the right to alter the above schedule.

COMMUNITY OUTREACH SYSTEM (FORMERLY CONNECT-ED)

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 web site. Your contact information is automatically added to our community outreach system when your student is registered in 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.

SCHOOL CLOSINGS/DELAYS/EARLY DISMISSALS

Whenever the Northern Lehigh School District is closed due to inclement weather or other emergency conditions, all school events, i.e., extra-curricular activities and inter-scholastic contests 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: All school events – extra-curricular activities, inter-scholastic contests, practices, etc. – shall be postponed.

RADIO/TV COMMUNICATIONS



When inclement weather, road conditions, or other emergencies make it necessary to close our schools, a Community Outreach System phone call will be sent and an announcement will be made over radio and TV stations in the Allentown and Lehigh areas. These radio and TV stations will repeat the announcement a number of times in the morning, usually before bus time.

Radio stations:

B104 FM
KYW NEWS RADIO 1060 AM
WYHM 1470 AM

WZZO 95 FM
CAT COUNTRY 96 FM
WAEB 790 AM

TV Stations:

WFMZ CHANNEL 69
WYOU CHANNEL 22
BLUE RIDGE CABLE CHANNEL 13

WNEP CHANNEL 16
WBRE CHANNEL 28 WCAU CHANNEL 10

WEB SITES - www.mcall.com (THE MORNING CALL)

DISTRICT OFFICE PHONE NUMBER - 610-767-9800

DELAYED OPENING/TIME SCHEDULE

Under certain conditions, it may be possible to avoid canceling school sessions for an entire day by opening later than the regularly scheduled time. If this condition should apply, announcement Community Outreach System phone call to the effect that all schools will open late will be sent out and an announcement will be made at the time of the early morning radio announcements. In that event, students are to be at their bus stops as announced. School sessions will then begin later than usual; however, students will be sent home at the normal time. (See Bell Schedule Page 6)

EARLY DISMISSAL FROM SCHOOL

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: Senior High, Middle School, Elementary Schools.

Parents are urged to anticipate closing early when weather conditions appear to warrant such action. If you wish to drive your child home, meet him or her at the bus stop; do not drive all the way to the school and create additional traffic problems for the police and school officials.

Please Note!

1. If you hear NO announcement from the aforementioned radio stations and do not receive a Community Outreach System phone call, you will know that our schools will be open.
2. Please DO NOT CALL THE SCHOOL or the homes of school officials and teachers regarding the closing of schools. This is important. We need our lines for outgoing calls.
3. When schools are closed for emergency reasons for one day, they will reopen the next day unless the radio stations carry information that the schools will remain closed.

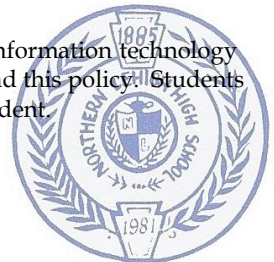
II. POLICY HIGHLIGHTS

ACCEPTABLE USE POLICY

(Please check our school district [website](#) for periodic updates)

INTERNET/NETWORK/SOFTWARE, HARDWARE, PERIPHERALS, AND OTHER INFORMATION TECHNOLOGY ACCESS AGREEMENT

The Northern Lehigh School District will provide access to the internet/network/software, peripherals, and other information technology equipment for students. A signature form is given to all students on the first day of school stating that you have read this policy. Students will not be permitted to use District equipment if this signature form is not returned signed by both parents and student.



The Acceptable Use Policy strictly prohibits the following activities and any other determined by district authorities to be unacceptable uses of the internet/network./software, hardware, peripherals, and other information technology equipment. These prohibitions are in effect any time school district resources are accessed in any way whether in school, directly from home, or indirectly through another Internet service provider.

- Allowing another person to use an account not assigned to them.
- Use of the Internet/network/software, hardware, peripherals, and other information technology equipment to transmit material likely to be offensive or objectionable to recipients.
- Use of Internet/network/software, hardware, peripherals, and other information technology equipment to participate in inappropriate and/or objectionable discussions of news groups.
- Use of the Internet/network/software, hardware, peripherals, and other information technology equipment to transmit hate mail, harassment, discriminatory remarks, and other antisocial communications on the network.
- Use of the Internet/network/software, hardware, peripherals, and other information technology equipment which results in a copyright violation.
- Use of the Internet/network/software, hardware, peripherals, and other information technology equipment to order or purchase in the name of the school district or the name of any individual type of merchandise or service. All costs to the district or any individual incurred because of this type of violation will be the responsibility of the user.
- Use of the Internet/network/software, hardware, peripherals, and other information technology equipment to access fee-based on-line/Internet service. All costs to the district or any individual incurred because of this type of violation will be the responsibility of the user.
- The illegal installation, distribution, reproduction or use of copyrighted software on district computers.
- Use of the Internet/network/software, hardware, peripherals, and other information technology equipment to intentionally obtain or modify files, passwords, or data belonging to other users.
- Use of the Internet/network/software, hardware, peripherals, and other information technology equipment to misrepresent other users on the network.
- Use of the Internet/network/software, hardware, peripherals, and other information technology equipment for fraudulent copying, communications or modifications of materials in violation of local, state, and federal laws.
- Use of the Internet/network to distribute games of files to other users.
- Using the Internet/network/software to obtain answers to tests or present others work as your own (academic dishonesty).
- Loading, downloading, or use of unauthorized games, programs, files or other electronic media.
- Malicious use of the Internet/network/software, hardware, peripherals, and other information technology equipment to develop programs that harass other users or infiltrate a computer system and/or damage the software components of a computer system.
- Destruction of district computer hardware or software.

CONSEQUENCES FOR INAPPROPRIATE USE

The Internet/network/software, hardware, peripherals, and other information technology equipment user shall be responsible for all costs for damages to the equipment, systems, hardware and software resulting from deliberate or willful acts. Illegal use of Internet/network/software, hardware, peripherals, and other information technology equipment; intentional deletion or damage to files of date belonging to others; copyright violations or theft of services may be reported to the appropriate legal authorities for possible prosecution under Pennsylvania and/or U.S. Crimes code and/or school authorities for possible prosecution under School Policy and/or Pennsylvania School Code.

General rules for behavior and communications apply when using the Internet/network/software, hardware, peripherals, and other information technology equipment, in addition to the stipulations of this policy. Loss of access and other disciplinary actions in accordance with other school board policies and state law may be consequences for inappropriate use.

Vandalism may result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks. This includes but is not limited to the uploading or creation of computer viruses. Vandalism may also result in school or criminal prosecution as stated above.

LAPTOP INSURANCE & DEDUCTIBLE

- Students will be given the opportunity to take their laptops home but will need to have to pay a premium for insurance.
- Students who receive free lunch can receive laptop insurance for free, but will be required to pay 50% of any deductible for incidents that result in damage to the laptop.



- Students who receive reduced lunch can receive laptop insurance at 50% of the cost, and will be required to pay 50% of any deductible for incidents that result in damage to the laptop.

WELLNESS POLICY

The N.L.S.D. Wellness Committee invites you to participate in the development and updating of the district's wellness policy.

The N.L.S.D. Wellness Policy is at least annually reviewed for compliance with the federal regulations continuously used to determine operational compliance with in the district. This review is completed by the members of the Wellness committee and the Wellness policy is approved by the N.L.S.D. Board of Directors annually.

The N.L.S.D. Wellness Committee invites all parents, students, teachers, administrators and community members to participate in this process. To share your ideas or thoughts please feel free to email me Sue Bahnick, Food Service Director at sbahnick@nlsd.org.

CHEATING/PLAGIARISM

Plagiarism/Cheating is the claiming of another person's work as your own. Plagiarism/Cheating will be monitored at the department level and penalties will be as follows:

1. A zero will be assessed if the student is found to be cheating on any test by the teacher, project, or assignment.
2. Parental notification by the teacher.

CORPORAL PUNISHMENT

Corporal punishment shall be defined as physically punishing a student for an offense. The Northern Lehigh School District does not permit the use of corporal punishment as a means of chastisement or discipline. However, reasonable force may still be used by teachers and school authorities under any of the following circumstances:

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

DANCES

Students must present ID cards on request. Student guests are permitted provided that they are purchased in advance of the dance along with a completed Guest Registration Form and picture ID. Students' guests must be under 21. Guest Registration Forms must be turned in no later than 9 am on the Friday before the dance. Smoking or drinking on school premises or prior to the dance is forbidden. The premises of the school are defined as all school property, both buildings and grounds. Any student who violates this rule shall be subject to the same penalties as if the violation was committed during a regular School day. Middle School students are not permitted at school dances. Chaperones are delegated full authority to remove, reprimand, or report any student who violates any regulation. There is no loitering outside the building. No one can be readmitted after leaving the building.

DESTRUCTION OF PROPERTY/VANDALISM

Students should feel responsible for keeping our building and fixtures in good condition. Moreover, they should respect school property as they would their own. Students apprehended destroying/defacing the building, its contents, or any school property outside the building, will be suspended and the parent/guardian will receive a bill for damages. Payment must be made before the student is reinstated. **(PA. State law requires that a student pay the cost of equipment damaged or destroyed, plus labor. Willful acts of vandalism will result in suspension and referral to Juvenile Court.)**

DRESS CODE

Northern Lehigh School District is of the opinion that good grooming and dress are, first and foremost, the responsibility of the parents and students. We recognize the need on the part of the student to display maturity and good judgment. Nonetheless, our school also, to a lesser degree, shares this responsibility and thus must actively cooperate. We, therefore, offer these guidelines in a helpful way. We are also strongly interested in the health, safety, and well-being of all students. Proper dress is conducive to maintaining a positive educational atmosphere.



Our guidelines suggest that all clothing be clean, neat, and in good taste. Student dress should not distract from the educational process, nor should it focus attention on the wearer due to **indecent or disruptive clothing choice**. Examples of unacceptable clothing could include, but are not limited to the following:

- Any clothing that displays, advertises, and/or promotes drugs, alcohol, or tobacco/electronic smoking products
- Beads, bandanas, or anything that could be perceived as gang affiliation.
- Any clothing that displays or suggests derogatory and/or inappropriate messages
- See-through or revealing blouses/shirts that expose undergarments/upper torso/midriff; No tank tops/spaghetti straps
- Cut-off shorts/tops/etc. including cut-off sleeves
- Pants/tops that expose midriff (all tops should be able to be tucked in)
- Pants/skirts/dresses worn in a manner that expose/could expose undergarments
- Hats, caps, and bandanas (Remove upon entering building)
- Sunglasses and/or contact lenses that significantly alter the appearance of the eyes
- Chains and studded/spiked clothing/accessories
- **For safety reasons, open-toe or open-backed shoes may not be permitted in certain classes**

School officials reserve the right to individually review student dress and, if found unacceptable, attempt to remediate the problem. When necessary, articles deemed as inappropriate will be confiscated and/or parents will be notified to arrange for a change of clothes for the student. Chronic violations may result in disciplinary consequences for defiance.

In making these guidelines, we have given the opportunity to the individual to use his/her good judgment and that of his/her parents. The Board of Education, through its administrators, reserves the right to make reasonable judgments as they affect student dress – giving full consideration to health, sanitation, and safety of the pupils.

ELECTRONIC DEVICE AND CELL PHONE USAGE (please check our school district [website](#) for periodic updates)

General Information

Access to the NLSAD Wi-Fi, with private devices is filtered in compliance with the Children's Internet Protection Act (CIPA). To gain access to the NLSAD Wi-Fi, students must log in by entering their NLSAD Network login and password.

Guidelines for use

Use of personal devices is prohibited and should not be seen or heard during class time.

Students may use personal devices in non-instructional areas (i.e. cafeteria, hallways) excluding phone calls unless otherwise directed by staff. The use of personal devices falls under NLSAD Internet, Network and Internet Technology found in the student Handbook, and NLSAD Board Policy #237 Electronic Devices.

Students shall make no attempts to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.

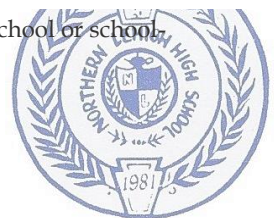
Electronic Images and Photographs

The taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing is prohibited.

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

Such prohibited activity shall also apply to student conduct that occurs off school property if:

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.



2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement made on school property to complete a transaction outside of school that would violate the Code of Student Conduct

Consequences for Misuse/Disruption (one or more may apply). Failure to adhere to this policy will result in the following:

1st offense – Staff/administration will hold device until the end of the block.

2nd offense – Staff will report the violation to administration where the device will be held until the end of the school day when it will be returned to the owner. The student will receive a warning for defiance. Written notice will be sent to the parent/guardian.

3rd offense – Staff will report the violation to administration where the device will be held until the end of the school day when it will be returned to the owner. The student will receive an administrative detention for defiance. Parent/Guardian will be contacted and may be required to pick the device up at school.

4th offense – Administration may require behavioral plan for the student including but not limited to a sign-in/sign-out system for the student. Additional infractions will result in appropriate disciplinary infractions up to and including in-school suspension.

Further infractions will be considered insubordination and may lead to out-of-school suspension.

NOTE: *Failure to turn over an electronic device listed above when requested by high school faculty, staff or administration will be considered insubordination and will result in appropriate disciplinary consequences including out of school suspension.*

School Liability Statement

Students bring their devices to use at the NLSD at their own risk. It is their duty to be responsible in the upkeep and protection of their devices.

Northern Lehigh School District is in no way responsible for:

- Personal devices that are broken while at school or during school-sponsored activities
- Personal devices that are lost or stolen at school or during school-sponsored activities
- Maintenance or upkeep of any device(keeping it charged, installing updates or upgrades ,fixing any software or hardware issues)

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 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

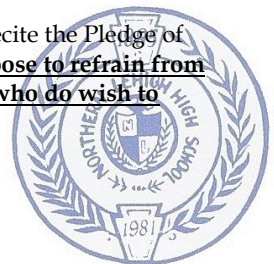
A parent or eligible student may stipulate that this directory information not be disclosed by completing a Request to Withhold Directory Information. This form is available in the main office of each school building [and the district office] and can be obtained by contacting the school principal [or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

FIELD TRIPS

Students who have been mandated according to the NLHS attendance policy and/or have a D or F average in any class on the day of the trip will not be permitted to attend field trips that will cause them to miss more than the class sponsoring the field trip.

FLAG SALUTE/PLEDGE OF ALLEGIANCE

It is the responsibility of every citizen to show proper respect for his country and its flag. Students may decline to recite the Pledge of Allegiance and may refrain from standing on the basis of personal belief or religious convictions. **Students who choose to refrain from such participation are required to remain in respectful silence as to respect the rights and interest of classmates who do wish to participate.**



FOOD AND DRINK PROCEDURES

Food or drink is to be consumed in the cafeteria. However, students may obtain breakfast and eat in their classroom during Homeroom.

GRADE PROMOTION REQUIREMENTS

SOPHOMORE:

A student will become a sophomore if they successfully complete a minimum of 6 total courses by the end of grade nine.

JUNIOR:

A student will become a junior if they successfully complete a minimum of 13 total courses by the end of grade ten.

SENIOR:

A student will become a senior if they successfully complete a minimum of 18 total courses by the completion of grade eleven.

GRADUATION REQUIREMENT

In order to graduate from Northern Lehigh High School a student must:

- Pass 26 credits of coursework in grades 9-12.

HEALTH SCREENINGS

Health services are mandated by the State of Pennsylvania. All children in grades K through 12 are required to have vision screening and height and weight measurement yearly. Grades K through 3, 7 and 11 are required to have hearing screening. Scoliosis screening is mandated in grades 6 (as part of the sixth grade physical) and 7. Physical exams are required on original entry into school, for grades 6 and 11. Dental exams are required on original entry into school, for grades 3 and 7.

Vision, hearing, and body mass index (BMI) screenings are scheduled throughout the school year by the school nurse. Parents/guardians will be notified of the results of the BMI screening and will be notified if vision or hearing concerns are detected. Physical and dental exams can be completed by a student's own doctor and dentist at the family's expense and provided to the Health Office. With parental/guardian permission, the school doctor and dentist can provide the required physical and dental exams at no expense. Parents/Guardians may be present for these exams if so desired and will be notified of the date and time of the exams.

Scoliosis screening in the seventh grade is done initially by the school nurse with signed permission of the parent. A second screening of any student with defects noted by the school nurse is done by the school doctor before a referral is made.

If parents/guardians have concerns or would like to be present for any of the screenings, please contact the Health Office immediately.

IDENTIFICATION CARDS

Student ID cards are issued to each student. Students may be required to present ID cards upon request at school events in order to purchase a student ticket. REPLACEMENT ID CARDS ARE NOT AVAILABLE. ID cards that are issued by LCTI to LCTI students shall be used for ID purposes when bus transportation is provided to and from the school.

INCOMPLETE GRADE(S)



Students whose required work for any grading period is not complete when due may be given an Incomplete (I) on their report card (depending upon the circumstances and discretion of the teacher). The **incomplete grade (I) may remain for a period of time determined by the Principal. Any incomplete work that is not completed by the end of this time period will be assessed a grade of "0" and averaged into the student's marking period grade.**

LEGAL AUTHORITY/SCHOOL COOPERATION

While the Student's Rights and Responsibilities addresses discipline measures concerning student behavior, there are those situations where severe discipline problems involving harassment, criminal mischief, criminal trespass, disorderly conduct, and related offenses will be handled under the Pennsylvania Crimes Code, Title 18, Chapter 55, Sections 2709, 3304, 3503, and 5503, as well as other appropriate sections. A decision on the involvement of the Northern Lehigh High School in the pressing of charges of harassment, disorderly conduct, criminal mischief, or criminal trespass is to be made by the administration. The person who witnesses the incident will not be the person bringing the charges if it is decided that the Northern Lehigh High School is to press charges. However, all school personnel who are involved in any way will give their full support and the person who witnesses the incident will appear at the hearing if requested by the magistrate.

Charges of harassment, disorderly conduct, criminal mischief, and criminal trespass may be brought against a student or any other individual whether on school property, at school-related functions, or on school buses.

The Northern Lehigh High School will utilize the Pennsylvania Criminal Code and Criminal Procedures through the local magisterial court system for infractions of the Northern Lehigh High School discipline policies, when in the opinion of the administration, this is the most effective procedure to remedy a problem, correct an unacceptable behavior or to recover costs incurred as a result of the misbehavior of students, visitors, or others covered by these policies. The initiation and continuation of criminal proceedings may take place in addition to disciplinary procedures and actions warranted by the Northern Lehigh High School Policy on Student Rights and Responsibilities. These procedures are applicable to problems involving students and/or visitors in school buildings or on school grounds, students on buses, persons other than students who attempt to use school transportation improperly and students attending school-related functions.

MAKE-UP WORK (From School Absence)

- Upon returning to school following an excused absence, (includes absences from class due to school activities) regardless of length, the student's duty is to request work from the teacher that may have been missed during the absence.
- Students must complete the work missed within a time period equal to but not more than one plus the number of school days missed due to an absence.
- Students will not receive credit for any work not requested and/or completed by the due date.
- Students may receive a "ZERO" for any graded assignments given during an UNEXCUSED absence. This will be determined at an attendance improvement conference for cases of truancy.
- **"WORK MISSED" DOES NOT INCLUDE LONG-TERM ASSIGNMENTS, SUCH AS TERM PAPERS, BOOK REPORTS, ETC., THAT ARE DUE ON THE DAY OF AN ABSENCE; IN FACT, SUCH LONG-TERM ASSIGNMENTS ARE DUE ON THE SCHEDULED DATE OR THE NEXT DAY THE STUDENT IS IN SCHOOL. IN ADDITION, IF A STUDENT IS ABSENT ON THE DAY OF A SCHEDULED ASSESSMENT (TEST, QUIZ, ORAL PRESENTATION, ETC.) THE STUDENT SHOULD EXPECT TO TAKE THAT ASSESSMENT ON THE DAY HE/SHE RETURNS TO SCHOOL.**

MAKE-UP WORK (Suspension)

Students who are suspended from school must also make up the work/tests required by the teacher. Make-up work may be given to a student while on suspension. However, if it is given, it is expected that the student complete it and hand it in when he/she returns to class. Students not completing the work under those circumstances should receive a "0" at that point. Students or parents must request work assignments through the guidance office. It is the student's responsibility to have his/her work picked up. Work given to a student who is on out-of-school suspension should be expected to be handed in when the student returns to class. Failure to complete this could result in a "0" (not one day plus the length of the suspension).

MAKE-UP WORK/WITHDRAWAL POLICY

1. If a student withdraws from school during the school year and decides to register for school, he/she should understand the following work makeup policy is in effect.



2. The student will be allowed the number of school days of absence plus one to make up the work. In the event the aforementioned number of school days is greater than the number of days remaining in the school year, the student will be required to make up all of the work missed prior to the end of the school year.
3. It will be the student's responsibility to see all of his/her teachers about make-up work (not vice versa).
4. Any work that is not made up within the specified number of days will result in a '0' for each of those assignments.
5. If a student is a senior and the make-up time takes him/her beyond graduation, the work would have to be completed satisfactorily by the graduation date. Otherwise, the student would not be permitted to participate in graduation ceremonies.

NON-DISCRIMINATION POLICY SECTION 504, TITLE IX, TITLE VI, AND AMERICANS WITH DISABILITIES ACT OF 1990

Northern Lehigh School District is an equal opportunity educational institution and does not discriminate on the basis of race, religion, age, color, national origin, sex, handicap or limited English proficiency in its activities, programs or employment practices as required by Title VI, Title IX, Section 504, and the Americans with Disabilities Act of 1990.

Physically and/or mentally handicapped individuals may qualify for special educational 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 information regarding civil rights, grievance procedures, and special services for physically and/or mentally handicapped individuals, contact the Northern Lehigh School District Office, located at 1201 Shadow Oaks Lane, Slatington PA 18080, (610) 767-9800.

NOTICE TO THE PARENTS OF CHILDREN WHO RESIDE IN NORTHERN LEHIGH SCHOOL DISTRICT 1201 SHADOW OAKS LANE, SLATINGTON, PENNSYLVANIA 18080

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 children who are determined to need specially designed instruction due to the following conditions:

1. Autism/pervasive developmental disorder
2. Blindness or visual impairment
3. Deafness or hearing impairment
4. Developmental delay
5. Mentally gifted
6. Intellectually Disabled
7. Multi-handicapped
8. Neurological impairment
9. Other health impairments
10. Physical disability
11. Serious emotional disturbance
12. Specific learning disability
13. Speech and language impairment

If you believe that your school-age child may be in need of special education services and related programs, or young child (age 3 to school-age) may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the Districts public school program. Requests for evaluation and screening are to be made in writing to the District Office.

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location), you may contact in writing the person listed above or any building principal.



Confidentiality: All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The District has policies and procedures in effect governing the collection, maintenance, destruction, and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact in writing the person named above or any building principal.

NORTHERN LEHIGH SCHOOL DISTRICT WEBSITE

The Northern Lehigh School District website contains district information as well as links to specific schools for additional details. Links also include cafeteria menus, school board meeting dates, agendas and minutes, career guides, NL community pages and other educational information and resources. The URL for the website is www.nlsd.org

PARKING PRIVILEGE

1. Due to limited parking space in the High School parking lot, student parking spaces will be assigned to licensed seniors first and then, if spots are still available, to licensed juniors as determined by a lottery.
2. Student drivers must register for a parking permit in the Main Office. Registration will include a \$10.00 registration fee, the license number, color, year, make and model of the vehicle and proof of insurance. The parking permit grants a student the privilege of driving to school and parking in the student's parking area in front of the High School.
3. A student's parking permit is to be displayed on the vehicle's rear view mirror or on the dashboard.
4. Students must register the vehicle that will be driven to school on a regular basis. If a student drives a different vehicle, the change is to be reported to the parking lot monitors. Parking permits should always be displayed in the vehicle that the student has driven to school that day.
5. Students will be issued a specific parking space with their parking permit. All students **MUST** park in their assigned parking space. A student may not allow another student to park in his/her assigned parking space for any reason (including if another student is driving you to school).
6. Loitering in the vehicle by the driver or passengers is forbidden. Prompt entrance into the High School building or departure from the parking lot is expected.
7. All student drivers are expected to follow the school district speed limit (10 MPH) and to drive according to the guidelines as specified by Penn Dot and the Pennsylvania Driver's Manual at all times.
8. Violation of any driving/ parking rules may result in disciplinary consequence and/or loss of parking privilege.

PUBLIC DISPLAYS OF AFFECTION

We recognize that caring for others and showing affection are important. Public displays of affection are not wrong, they simply are not appropriate in a school setting. There is nothing wrong with a simple show of affection such as holding hands; however, kissing and close physical contact in public school are out of place. In order to avoid offending or embarrassing others, students are to confine displays of affection to hand holding while on school property. Affectionate behavior not appropriate in school may result in disciplinary action.

STUDENT DEPARTURE - EVENING ACTIVITIES

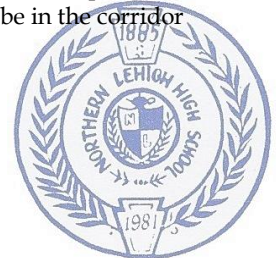
Students must be picked up by a parent/guardian after a school-sponsored activity/event within 15 minutes of the advertised conclusion of that event/ activity. Students who fail to comply with this regulation will be denied permission to attend future school sponsored events/activities.

STUDENT HALL PASS/STUDENT PASSPORT

Students will be issued a passport card to leave class to visit the lavatory or their locker. A student will be permitted to leave class for lavatory or locker privileges twice a day. When students are leaving class to use the lavatory they must sign-out and use the lavatory on the same floor as the class they are leaving.

NLHS ADMISSION PASS

A student leaving a classroom at the request of faculty/staff must secure an accurately completed NLHS Admission Pass. Upon return, the student will present the pass to the teacher with the bottom portion of the pass properly signed. A student may not be in the corridor without an appropriately signed pass.



SCHOOL PROPERTY/STUDENT OBLIGATION

Textbooks and Library Materials remain the property of the school district. The student is solely and totally responsible for the same numbered book issued to him/her and will be responsible for its loss and/or damages. Students will be charged for the total cost of replacement, including shipping costs. The same policy is applied to all other school district property including, but not limited to, choir gowns, band uniforms, and athletic equipment and supplies.

A \$25.00 assessment penalty will be placed on obligations that remain unpaid by October 1st of the following school year. All financial obligations must be met before a student transfers to another district.

Senior students who have not made restitution of financial obligations are prohibited from participating in the end of year senior activities including but not limited to Senior Class Trip, Senior farewell, Senior Picnic, Baccalaureate and/or Graduation Ceremonies, and diplomas will be withheld until all obligations have been fulfilled.

STUDENT RECORDS

The School keeps three record folders for each student. The **Cumulative** folder, on file in the guidance office, includes such items as the school registration form, report cards, and other non-confidential information. The **Personal** folder, on file in the counselor's office, contains confidential information such as anecdotal counseling records, test results, individual education plans, etc. The student's **Health** record is maintained in a folder in the nurse's office.

A child's school records are open to the student and/or parent. If you wish to see any or all of these records, send a request in writing to the principal or school counselor and an appointment will be made within 30 days. During the appointment, the counselor and/or other professional personnel will be present to answer any questions you might have.

Other than school personnel with legitimate reasons for seeing a child's records, no one is permitted to see the folders without your written permission (except in the case of a court subpoena). This policy protects your right to privacy.

At the end of 12th grade, your child's personal folder is reviewed by the school counselor, and materials no longer necessary are destroyed. Official administrative records will be maintained in perpetuity by the school district. Personal records will be destroyed six years after graduation or upon withdrawal from school, with the possible exception of certain special education records.

Copies of the complete Student Record Policy, Board Policy No. 216 are available for your review in every school office.

ACT/SAT/PSAT TESTING PROGRAMS

Students planning to attend institutions of higher learning plan to take the PSAT in their junior year. We will facilitate this in October during the school day. This test prepares students for SAT examinations. You must register for the SAT/ACT:

[SAT](#)
[ACT](#)

WORK PERMITS/WORKING PAPERS (Employment Certificates)

Working papers are issued in the 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 guidance office.
2. Parent and student must sign the application in the guidance office or in the presence of a notary.
3. **Upon receipt of the completed application form and evidence of date of birth**, formal working papers will be issued in the Guidance Office.

III. ATTENDANCE PROCEDURES/POLICIES (Policy 204)



Regular attendance is a basic student responsibility, and students are expected to attend daily unless absent for a valid reason. When 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 written excuse to his/her homeroom teacher. *Students who attend Lehigh Career Technical Institute are expected to return a separate excuse to LCTI for their absences.*

EXCESSIVE ABSENCES/MANDATED ATTENDANCE

In accordance with guidelines from the PA Department of Education and NLS policy #204, students having at least ten (10) absences from school will be placed on "mandated attendance." This status requires all subsequent absences to be excused by a medical provider with proper documentation sent to the school. Any absences beyond the ten days not excused by a medical provider shall be marked as unlawful/unexcused. Please note the following parameters regarding mandated attendance:

1. Mandated attendance is based on a student's cumulative attendance record. As per the PA Department of Education, any absence from school contributes to this including excused absences, medically excused absences, unlawful/unexcused absences, approved educational trips, and out-of-school suspensions. An absence due to a school-sponsored event shall not count toward mandated attendance.
2. Additional days of absence may be assigned based on the cumulative minutes a student is absent from school. This includes late arrivals and early releases.
3. Medical excuses must be from a third-party. Excuses signed by parents/guardians having medical training will not be considered "medically excused."

EXCUSED/LAWFUL ABSENCE

Definition: The compulsory attendance law requires a child of compulsory school age to attend 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.

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
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 4-H, FFA or combined 4-H and FFA group, upon prior written request.
9. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request.
10. Non-school-sponsored educational tours or 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.
 - c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.
11. College or postsecondary institution visit, with prior approval. (Educational trip form)
12. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.

The district may limit the number and duration of non-school-sponsored educational tours or trips and/or college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

PARENTAL NOTICE OF ABSENCE & MAKE-UP WORK



If a student will be absent for at least three or more days, the parents should contact the school nurse to inform him/her of the nature of the illness or injury. Parents should also contact the guidance office for homework assignments and to discuss the possibility of homebound instruction during any extended illness.

Make-up privileges will be granted by teachers to any student who has been legally absent providing the student requests the privilege within three days after returning to school. Teachers may request students to take tests and make up class work immediately upon returning to school if circumstances dictate.

UNLAWFUL/UNEXCUSED ABSENCES AND THE TRUANCY PROCESS (24 P.S. 1333)

All absences should immediately be considered "unlawful" or "unexcused" until properly excused. Any absence not properly excused within three (3) days shall be permanently deemed "unlawful" or "unexcused." A student under the age of eighteen (18) shall be subject to Pennsylvania compulsory attendance laws and the truancy process. Students over the age of eighteen may be subject to school-based consequences for unexcused absences including loss of privileges, detention, in-school suspension, and/or denied admission to school events – i.e. dances, trips, graduation, athletics, etc. No student shall be issued out-of-school suspension for unlawful/unexcused absences.

Administration shall notify parents/guardians within ten (10) days of the date of an unlawful/unexcused absence.

An unlawful/unexcused absence will be issued for any school day a student is found to have skipped school without proper excusal or leaves school without permission. Additionally, appropriate disciplinary consequences may be issued up to and including in-school suspension.

For students within the age of compulsory attendance:

TRUANCY: THIRD UNLAWFUL ABSENCE

If the student continues to incur unexcused absence after written notification of the first and second offenses, then a school attendance improvement conference will be scheduled. The parent/guardian and student will be given advance written notice. The outcome of the conference will be documented in a written school attendance improvement plan.

- School Attendance Improvement Conference is a conference where the student's absences and reasons for the absences are examined in an effort to improve attendance, with or without additional services. The following individual will be invited to the conference:
 - The student
 - The parent/guardian(s)
 - Other individuals identified by the parent/guardian who may be a resource
 - Appropriate school personnel
 - Recommended service providers
- Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.
- The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.
- Alternative and/or additional school consequences may be levied in response to excessive lateness or unexcused absence, including, but not limited to, loss of ability to participate in extracurricular activities, inability to attend school functions and trips, loss of parking privileges, and loss of senior privileges or ability to participate in senior functions.
- The district may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has passed.

HABITUAL TRUANCY: SIXTH UNLAWFUL ABSENCE

Habitually truant shall mean six (6) or more school days of unlawful absences during the current school year by a child subject to compulsory school attendance.

- When a student under fifteen (15) years of age is habitually truant, district staff:
 - Shall refer the student to:
 1. A school-based or community-based attendance improvement program; or
 2. The local children and youth agency.

Additionally, the administration and/or school police may file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.



- When a student fifteen (15) years of age or older is habitually truant, district staff shall:
 - Refer the student to a school-based or community-based attendance improvement program; or
 - File a citation in the office of the appropriate judge against the student or the person in parental relation who resides in the same household as the student.
- District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.
- Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate judge, district staff shall provide verification that the school held a School Attendance Improvement Conference.
- A citation shall be filed in the office of the appropriate judge whose jurisdiction includes the school in which the student is or should be enrolled.
- Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.
- Special Needs and Accommodations.
 - If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.
 - For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.

POTENTIAL CONSEQUENCES OF HABITUAL TRUANCY

Pennsylvania compulsory attendance law empowers local Magisterial District Judge (MDJ) to issue any of the following consequences for habitual truancy:

1. Payment of fines and court costs – presently the maximum fine is \$300 for a first offense with incremental increases for subsequent offenses.
2. Court-mandated community service.
3. Driver License Suspension
4. Completion of a School-based truancy elimination and/or academic improvement plan.

CHRONICALLY ABSENT STUDENTS

A student is considered "chronically absent" when he or she has missed 10% of the school year. Depending on the nature of the absences, the truancy process may be used to prevent chronic absenteeism; however, there may be cases where that process is not available. NLHS administration may implement a Positive Behavior Support or School Attendance Improvement Plan for students who are or at risk of becoming chronically absent. Such plans will seek to identify the causes of the student's absenteeism, incentivize improved attendance, and identify student needs.

EXTRA-CURRICULAR ACTIVITIES AND ATTENDANCE

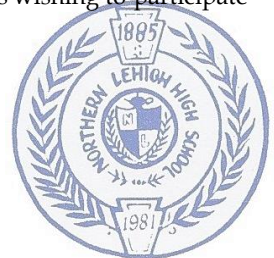
All coaches and advisors will enforce the regulation that a student must be present in school, unless excused by a doctor, by 8:00 a.m. in order to be a participant in any school-related event on that day (except practice.) For example: if a student arrives any time after 8:00 a.m., he/she may not participate in the musical, any interscholastic event, debate final, etc., unless excused by a doctor.

Participation in after-school activities requires that students follow these necessary regulations:

1. Students must remain in the area of the activity.
2. Corridor travel is restricted except to and from the activity to the nearest exit.
3. Students must await the arrival of the sponsoring teacher before entering place of activity or engaging in the activity.

EXTRA-CURRICULAR ELIGIBILITY

In conjunction with the PIAA Eligibility Policy, the following Northern Lehigh High School policy governs students wishing to participate in a sport or extracurricular 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 example, decorating for the prom, setting up for the Senior Farewell, etc. For singular activities such as the Senior Class Play or 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 in the entire activity. Dances, formal or informal, are not included under this policy, as well as students who are spectators at school events.

18 YEAR OLD STUDENTS SIGNING ABSENTEE EXCUSES

The Division of Child Accounting, Department of Education, Harrisburg, has indicated that eighteen year olds are no different than other students. They are still required to have their parents sign excuses if they are living with their parents. Emancipation must be proven to the school and is the burden of the student would require a notarized statement from the parents absolving them of all legal responsibility, proof of the student's change of address (voting registration, license, etc.) or whatever other proof the school would consider appropriate. Marriage for an eighteen year old is not, in itself, a criterion for emancipation if the student is living with the parents of the eighteen year old. An eighteen year old is required to follow the attendance rules of the school. The only time an eighteen year old is treated differently is when there is a specific law such as the privilege of voting.

EARLY DISMISSAL FOR APPOINTMENT

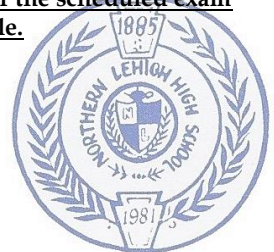
We encourage doctor/dentist appointments to be made during non-school hours. If this is not possible, an early dismissal permit may be obtained from the student office. A student is required to bring a written note from his/her parent/guardian requesting the early dismissal. The note should contain the following: the date of the early dismissal, the time of the dismissal, and the reason for the dismissal. When a student returns to school (either the same day or the next day) a written verification from the doctor/dentist must be turned in to the homeroom teacher. Failure to turn in verification will result in a **one full or half day unexcused absence** on the student's attendance record. For your convenience, verifications may be faxed to the high school at 610-767-9848.

EDUCATIONAL TOUR AND TRIPS (NON-SCHOOL SPONSORED)

Upon receipt of a written request from the parents of the pupils involved, pupils 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.

In order to clarify absences under this reason, the following policy for educational trips, non-school sponsored, is established:

1. Educational tours or trips will be considered for approval if it can be determined that such tour or trip will be of equally rewarding educational significance to the students. In order for the school district to make such a determination, the parent and/or guardian shall provide a written request for excuse which shall indicate the days to be missed, the destination of the trip, and the reason why the trip could not be taken on days when school is not in session.
2. Unless some emergency arises, such requests shall be made at least two weeks prior to the date of the tour or trip to the principal.
3. Unless some unusual family circumstances exist, such tours or trips shall not be approved during the final two weeks of the school's term.
4. If more than one child in a family will be taking the tour or trip, the request for all the children shall be included in the request made to the principal of each child.
5. Students are strongly advised to see each one of her/his teachers to get assignments and material that will be taught during this time. This should be done at least one week prior to leaving on the trip to allow the teacher's time to gather the work and materials. **All homework and/or classwork assignments collected for and given to your student must be completed upon his or her return to school and missed quizzes/tests/labs are to be completed within two (2) days of his or her return to school.**
6. **Students may not be allowed to make-up final exams missed due to an Educational Field Trip until after the scheduled exam dates. They are to consult with their teachers to arrange a time that is conducive to the teacher's schedule.**
7. LCTI students are responsible for showing an approved educational trip form to LCTI.



IV. DISCIPLINE PROCEDURES/POLICIES

SCHOOL POLICIES AND REGULATIONS

At Northern Lehigh, our corrective or disciplinary alternatives are dependent upon the degree of communication and cooperation between the home and the school. We will try, in every instance, to seek the most appropriate action, hopefully with the support of parents. There are times and situations, of course, that suspension from school is necessary to protect the rights of teachers who wish to teach and the majority of students who desire to learn. In our country, a public education is each child's birthright; but more pertinently, it must and should be considered a privilege. That privilege may be denied if students interfere with the rights of their fellow students through disruptive or dangerous behavior.

DISCIPLINE AUTHORITY

Public schools are governed by the complex interaction of the U.S. Constitution, the statutes of the General Assembly, the regulations of the State Board of Education, the policies of school directors, the rules of individual school buildings, and court decisions. The laws of the Commonwealth give the State Board of Education authority to establish regulations governing student discipline. These regulations recognize the need to maintain a safe and orderly learning environment and balance the comprehensive authority of school administrators against the rights of individual students. School officials' general authority over students flows from the School Code and is reiterated in the regulations. Section 510 of the School Code states in part:

"The board of school directors in any school district may adopt and enforce such reasonable rules and regulations as it may deem necessary and proper, regarding the management of its school affairs and the conduct and deportment of... all pupils attending the public schools in the district, during such time as they are under the supervision of school directors and teachers, including the time necessarily spent in coming to and returning to school."

Further, designated professional employees are given "**in loco parentis**" status by Section 1 317 of the Code. It states:

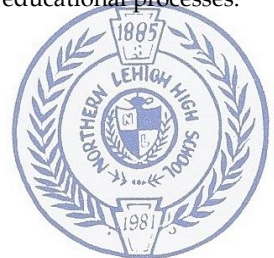
"Every teacher, vice principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them."

STUDENT RIGHTS AND STUDENT RESPONSIBILITIES

The following information is required by the State Board of Education to be communicated to you. Please make yourself aware of your responsibility and duty, for it is only under your compliance to these obligations that the privileges or rights of students are granted-- by law and for the natural efficient operation of a complex institution. When the rights of others to learn are violated or the orderly operation of the school is disturbed, it becomes necessary to deal with the problem-causing individual. It is for this purpose that a discipline policy, accomplished in conjunction with the representatives of the student government body, is necessary. The policies are to provide you with all the due process of law which requires that you be informed and that the resultant process is fair.

STUDENT RESPONSIBILITIES AND CODE OF CONDUCT

1. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
3. Students should express their ideas and opinions in a respectful manner. It is the responsibility of the students to adhere to the following:
4. Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
5. Volunteer information in matters relating to the health, safety and welfare to the school community and the protection of school property.
6. Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
7. Assist the school staff in operating a safe school for all students enrolled therein.
8. Comply with Commonwealth and local laws.
9. Exercise proper care when using public facilities and equipment.
10. Attend school daily and be on time at all classes and other school functions.



11. Make up work when absent from school.
12. Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.

DISCIPLINE STRUCTURE / GUIDELINES FOR STUDENT DISCIPLINE

Communication and fairness of application are critical to the success of any rules of discipline. First, all teachers, students, and parents need be made aware of student behaviors that are unacceptable and the consequences that have been established to correct/remediate the misbehavior. Second, conduct invoking a particular consequence in one case should invoke similar consequences in a subsequent case of like circumstances. By addressing misbehavior with fair and firm disciplinary responses, the District ensures that its disciplinary practices and procedures are consistent, reasonable, and equitable.

The school code of Pennsylvania grants that every teacher in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending this school, during the time they are in attendance, including the time required in going to and from their homes, as the parents or guardians may exercise over them. If a discipline problem should occur, then teachers shall address this problem in a timely and effective manner.

For minor classroom infractions, the teacher will attempt to modify the behavior using level 1 responses including teacher detention, parent contact, and conference with their school counselor. Students are expected to attend all assigned teacher detentions. If a student chooses not to attend the detention, the teacher is required to refer that student to administration I for the appropriate disciplinary consequence.

LUNCH DETENTION

Lunch detentions may be available to motivate students to demonstrate positive behavior. Students are expected to attend all assigned detentions unless the appropriate administrator excused and/or cancelled the detention. Failure to attend a detention will result in additional consequences.

ADMINISTRATIVE DETENTION

The administrative detention room will be open Mondays - Thursdays from 2:20 to 3:50 p.m. Students are expected to attend all assigned administrative detentions. Failure to attend an administrator detention will result in additional consequences based upon frequency.

Students who are assigned an administrative detention must observe the following rules:

1. Students must do homework, classwork, read or study.
2. Students are not allowed to talk, sleep, eat food, use personal electronic devices or listen to headphones.

Failure to attend administrative detentions will result in the following progression of consequences:

First missed detention – student will be allowed to reschedule the detention.

Second missed detention – student will be assigned 2 administrative detentions.

Third missed detention – student will be assigned 2 detentions and placed on restricted movement until all scheduled and banked detention hours are served.

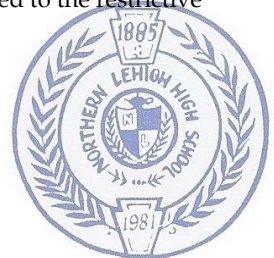
Fourth missed detention – student will be assigned 2 administrative detentions, placed on restricted movement until all scheduled and banked detention hours are served, and a parent meeting will be requested by administration.

Fifth missed detention - student will be suspended for at least 1 school day, placed on restricted movement, and denied all privileges including but not limited to attendance at dances, extra-curricular activities, parking permit, junior prom, senior farewell, senior picnic, senior class trip, and the graduation ceremony until all scheduled and banked detention hours are served.

RESTRICTED MOVEMENT

Any student who becomes involved in certain discipline infractions maybe put on a restricted movement list. During this time the student will not be able to leave classes unless escorted by a staff member. The length of restricted movement is at the discretion of the administrator. Failure to follow the guidelines of the restrictive movement policy will result in additional days added to the restrictive movement time period and/or additional disciplinary consequences.

INTENSIVE RESTRICTED MOVEMENT



Any student who becomes involved in certain discipline infractions maybe put on an intensive restricted movement list. During this time the student will be escorted by a staff member during any and all hallway transitions. The length of restricted movement is at the discretion of the administrator. Failure to follow the guidelines of the restrictive movement policy will result in additional days added to the intensive restrictive movement time period and/or additional disciplinary consequences.

IN-SCHOOL SUSPENSION (ISS)

Students assigned to in-school suspension will be removed from their regularly assigned classrooms for the duration of the school day. Teachers will provide work for students to keep up-to-date, and administration will ensure the proper supervision of in-school suspended students through a rotation of staff. Days served in in-school suspension will not count as an absence and will not be factored into truancy enforcement. Students are expected to abide by the rules established for in-school suspensions:

1. Cellular phones and personal electronic devices are not permitted in the in-school suspension room. Phone must be turned into the main office upon arrival and will be returned to the student at dismissal. Students are NOT permitted to use their phones during lunch. Refusal to turn the phone into the main office on an ISS day will result in an immediate out-of-school suspension.
2. Students may use their school-provided laptop to complete work. The device is to be use for approved school work only.
3. Students are to remain quiet and orderly. Questions should be directed only to the staff member covering the ISS classroom at that time.
4. In order to foster a more restorative approach, administration may assign students in ISS an appropriate lesson plan tied to their specific infraction. This lesson will reinforce the Essential Skills outlined in the school's vision statement and seek to educate the student on the nature of his or her infraction.

OUT-OF-SCHOOL SUSPENSION (OSS)

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 (from the designated starting time to 12:00 midnight of the last day 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.

The Guidance Office will be notified of the suspension. It will be your responsibility to call the Guidance Office (610-767-9837) within 24 hours in order to let them know who will be picking up the assigned work. **All homework and/or class work assignments collected for and given to your student must be completed upon his or her return to school. Missed tests/quizzes/labs must be completed within four (4) days for a suspension of four to ten days and be completed within two days for a suspension of one to three days of his or her return to school.** Failure to complete or submit their work on time will result in a grade of "0" being assessed for the assignment(s). After completion of the suspension, the student will be readmitted after a conference with the student, parent(s) or guardian(s), and appropriate administrator. Please see policy on make-up work following suspension.

EXCLUSION FROM SCHOOL (Out-of-School)

The reasons a student may be excluded from school shall include, but are not limited to: disruption; violence; vandalism; dangerous or illegal acts; violation of the rights of others; and possession or use of alcohol, drugs, or tobacco on school property or at school- sponsored activities. Persistent or flagrant violations may lead to long-term exclusions. Exclusions from school may take the form of suspension or an expulsion. A suspension is the exclusion from school for a period of from 1 to 10 consecutive school days. Suspensions may be given by the principal, assistant principal or person in charge of the public school. Expulsion is the exclusion from school for more than 10 consecutive school days.

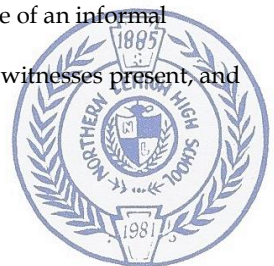
SUSPENSION PROCEDURES

FOR A SUSPENSION OF 1-3 CONSECUTIVE SCHOOL DAYS:

1. Give oral notice to the student and an opportunity to respond to the suspension (exception: when the student poses a threat to his health, safety, or welfare this informal notice and hearing may be delayed until as soon as possible afterwards).
2. Immediately notify the parent/guardian in writing and by telephone.
3. Give the student the right and responsibility to make up missed work and exams.

FOR A SUSPENSION OF 4-10 CONSECUTIVE SCHOOL DAYS: (use the same 1-3 days suspension procedure plus):

1. Provide notification to parents/guardians that include the reason for the suspension and the time and place of an informal hearing sufficiently in advance, but within the first 5 days of the suspension.
2. Provide informal hearing with appropriate school officials, where student has a right to speak, to question witnesses present, and to provide his/her own witnesses.



The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended. The informal hearing also encourages the student's parent/legal guardian to meet with the principal/designee to discuss ways by which future offenses can be avoided.

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 in order 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 High 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:

- Inappropriate language
- General misconduct in the classroom/cafeteria/hallway/etc.
- Defiance / Insubordination/Non-Compliance
- Disruption
- Disrespect
- Lateness to class
- Inappropriate Display of Affection

Staff Response/Intervention:

1. Verbal Redirection
2. Conference with student (teacher detention if possible)
3. Conference with student (teacher detention if possible) and parent contact
4. Conference with student and school counselor, parent contact
5. Advance to level 2 infraction - administrative referral

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:

- Chronic level I infractions
- Defiant Insubordination
- Abusive Language
- Class Cutting
- Teacher Detention Cutting
- Hall Violation / Out of Assigned Area

Potential Administrative Response:

- Conference with Student
- Lunch or After School Detention(s)
- Restricted Movement
- Suspension of Privileges
- SAP Referral



- Parent Contact
- Behavior Contract
- Parent Conference

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:

- Chronic level I/II infractions
- Leaving School without Authorization
- Possession/Use of Tobacco/Electronic Smoking Devices/Vape Juice/Etc.
- Verbal Altercations
- Minor Physical Altercations / Physical Aggression
- Bullying / Harassment
- Vandalism
- Stealing/ Theft
- Gambling

Potential Administrative Response/Intervention

- 1-3 Days Out of School Suspension (OSS)
- Referral to SAP
- Referral for Psychological Evaluation
- Restitution
- Suspension of Privileges
- Referral to NLSD Police
- Charges under PA Civil Criminal Code
- 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:

- Chronic Level I, II, and/or III Infractions
- Fighting / Assault
- Possession/Use/Distribution/Under the Influence of Drugs, Alcohol, Related Paraphernalia (including look-alikes)
- Bomb Threats or False Alarms
- Possession/Use/Transfer of Dangerous Weapons or look-alikes
- Arson
- Major Vandalism

Potential Administrative Response/Intervention:

- 3+ Day Out of School Suspension (pending 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



CLASS CUTTING

Students are not permitted to cut classes, study hall, or lunch. A cut of any class may result in a loss of credit for that day's work. Common courtesy requires that a student inform a teacher from whose class he/she knows he/she will be absent. It is the responsibility of the student to make each of his/her teachers aware of any absences from class in advance. The school district does not recognize any day as a so-called "cut day" Absences on such days are considered unlawful/unexcused and, therefore, makeup privileges are not granted.

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 (depending on the circumstances):

DRUGS/ALCOHOL

The possession, use, or sale of alcohol, drugs, drug paraphernalia, or narcotics, including hallucinogens, synthetics and look-alike drugs, on school property is strictly forbidden. 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 intervention (see Northern Lehigh School District Summarization of Drug and Alcohol Administrative Guidelines).

FALSE FIRE ALARM

False alarms and bomb threats are serious infractions that will result in appropriate administrative response and intervention (i.e. 3 - 10 days out- of school suspension, recommendation for expulsion, & charges filed).

FIGHTING/ASSAULT (The Excessive Use of Physical Force)

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.

If, as a result of an aggression incident, a student requires medical attention, liability for payment of expenses shall not be the responsibility of the school district. Any reimbursement for expenses (or award for damages) shall be resolved by mutual agreement of the aggrieved parties or by the determination of a court of law.

Verbal provocation is not an excuse to initiate physical contact. Verbal harassment or other provocation which may lead to a physical encounter shall be reviewed and judged relative to the circumstances of each case. The penalty may be the same as or different from the penalty administered for fighting.

The school district does not condone fighting in school under any circumstances. In addition to the normal discipline procedures of 3 - 10 days out- of school suspension, a student may be issued a citation (fine) if he/she is apprehended fighting or is involved in an assault anywhere on school property.

Any student who physically assaults a member of the Northern Lehigh School District staff (teachers, aides, administrators, cafeteria workers, and custodial staff) will result in the following: a suspension of 3 days. An informal hearing will be held within three (3) days in the principal's/designee office and will include the student, the parent(s) or guardian(s), and the principal to determine if further consequence is warranted. If an expulsion is recommended, then a hearing before the school board may be held within ten days to determine whether the student will be expelled from school or if additional disciplinary action is necessary. The student will also be liable for any damages or, in cases of assault, medical expenses. The Northern Lehigh Police Department will be notified.

FORGERY OR ILLEGAL POSSESSION OF MATERIALS



Students are expected to be honest. A student who uses any forged or altered forms/letters, etc. or illegally obtained school materials will face appropriate administrative interventions and possible action from the Northern Lehigh Police Department.

GAMBLING

Gambling in school is strictly forbidden. The consequence for violating this rule is confiscation of the gambling device, and administrative interventions.

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 places; 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 handicap/disability.

When a student believes that he/she is being harassment, the student should immediately inform the harasser that his/her behavior is unwelcomed, offensive or inappropriate. If the unwelcome, offensive or inappropriate 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, and may include educational activities and/or counseling services related to unlawful harassment. If it is concluded that a student has made false accusations, such student shall also be subject to administrative interventions, consistent with the student discipline code.

BULLYING

Purpose

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying...

- Creates an atmosphere of fear and intimidation
- Detracts from the safe environment necessary for student learning
- May lead to more serious violence.

Therefore, the Board prohibits bullying by district students.

Definitions

Bullying 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 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.

Bullying, as defined in this policy, includes cyberbullying.

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.

Authority

The Board prohibits all forms of bullying by district students.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Delegation of Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.



The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students. The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Referral to SAP, which may include participation in therapy outside of school.
10. Referral to law enforcement officials.

Depending upon the severity of the particular situation, the building principal may also take appropriate steps to ensure student safety.

HAZING

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. For purpose of this policy, hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

Endangering the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

The Board does not condone any form of intimidation or harassment, known as hazing, as part of any school sponsored student activity. No student, sponsor, or volunteer shall plan, direct, encourage, assist or engage in any hazing activity.

Any form of hazing shall not be condoned or permitted. The district will investigate all complaints of hazing and will administer appropriate administrative interventions/responses. The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

INAPPROPRIATE/ABUSIVE LANGUAGE

Courtesy must be observed at all times and in all situations. There can be no exception to this rule. Discourtesy and disrespect will not be tolerated. Courtesy also involves the use of appropriate language in a school setting. Profanity is never acceptable and may result in disciplinary consequences at the discretion of the administration. Please note: any serious, flagrant use of offensive language or threats directed at any adult employed by the school district by a student may be considered abusive language prompting administrative intervention including the referral to NLSD police for disorderly conduct. The determination of whether or not an incident is of a serious nature rests with the administration of the building.

LEAVING SCHOOL WITHOUT PERMISSION

Northern Lehigh High School is a closed campus. Permission from the office (and in some cases from the parents) is needed in order to be out of the building during school hours. The time of absences will be considered unexcused/unlawful. Disciplinary consequences will be assigned by building administration.



MISUSE OF LAVATORY

Any student who is excused from class to use the lavatory is expected to use the lavatory closest to the classroom on the same floor. Students may not loiter in the lavatory for any reason. Loitering in the lavatory may result in appropriate administrative interventions/responses.

MISUSE OF PARKING PRIVILEGE

Any student who violates the parking regulations as set up by the school and/or drives at unsafe speeds on school property shall have his school parking privilege suspended and/or may result in other administrative interventions, parking tickets, and/or traffic citations. Excessive tardiness to school will also result in loss of the parking privilege. Severe violations will be reported to The Northern Lehigh Police Department.

OFFENSIVE MATERIAL

Students are not permitted to bring in to school, have in their possession, distribute, or use the computer or cell phone to access, download or print offensive/pornographic material. Any student in violation of this policy may receive appropriate administrative interventions. Depending upon circumstances, the Northern Lehigh Police Department may be notified.

RESTRICTED MOVEMENT POLICY

Any student who becomes involved in certain discipline infractions may be put on a restricted movement list. During this time, the student will not be able to leave class without a staff escort.

Failure to follow the guidelines of the restrictive movement policy may result in additional administrative interventions and/or additional time added to the restrictive movement time period. The following infractions are examples of the types of behavior that will result in placing a student on restricted movement:

- Loitering in the lavatory.
- Smoking on school property (suspension for smoking).
- Vandalism.
- Continued lateness to class (has received detention for lateness).
- Cutting classes, leaving school without permission, and wandering in the halls.
- Students suspended for drug and alcohol related offenses.
- Forged passes.
- Inappropriate behavior in the bathrooms or hallways
- Chronic lateness to school
- Chronic detention cutting

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.

TARDINESS TO CLASS AND LUNCH

It is the responsibility of the student to get to class on time. The bell is the determiner of lateness, which means that you must be in your assigned area and seated when the bell rings. Tardiness will result in the following progression of consequences:

- 1st Violation: Verbal Warning from Teacher
- 2nd Violation: Teacher Detention
- 3rd Violation+: Referral to Administration

TERRORISTIC THREATS OR ACTS

The School Board recognizes the importance of a safe school environment to the educational process. Terroristic threats or acts in a 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 Board 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 referral to The NLSD Police. If a student fails to return equipment or any school property and is a member of an activity, that student may not participate in any future school activities until all obligations have been met.

WEAPONS

The School Board recognizes the importance of a safe school environment to the educational process. Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law.

Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, firearm, shotgun, rifle, bb or pellet gun, look-alike gun, chemical agent, explosive device, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

Possessing - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while s/he is 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 his/her way to or from school.

The Board prohibits possession of weapons and replicas of weapons in any school district building, on school property, at any school sponsored activity, and in any public conveyance providing transportation to school or a school sponsored activity.

The possession, distribution, concealment, and/or use of any weapon on school property are extremely serious offenses. A student who possesses, uses, 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 expelled for a period of not less than one (1) year. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend discipline short of expulsion 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.

OTHER UNACCEPTABLE BEHAVIOR

Unacceptable behavior not specified will be dealt with at the discretion of the teacher and/or administration.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

In an effort to use more restorative practices and create teachable moments from disciplinary infractions, administration may assign a Positive Behavior Intervention and Support plan in addition to or in lieu of formal discipline for some disciplinary matters. This will not apply to situations where school code and/or district policy require a specific course of action. Such plans will seek to reinforce the Essential Skills embedded into the school vision statement. Failure to complete such an assignment will result traditional disciplinary responses – detention, loss of privilege, restricted movement, and/or suspension.

V. STUDENT SERVICES (ACADEMIC)

ASSEMBLIES



School assemblies are an important phase of our school life. Assemblies provide entertainment, guidance, instruction, and an opportunity to develop poise and confidence through participation in program.

For all assemblies, students shall follow the directions given over the public address system. These guidelines shall be followed for all assemblies:

1. Passing to and from the place of assembly must be executed quickly and quietly.
2. On entering the assembly area be seated in the assigned area.
3. Courtesy shall be shown to all assembly participants.
4. Clapping is the only approved method of applause. Booing and whistling are not permitted.

Students who fail to display proper conduct and courtesy during assemblies will be removed and restricted to a supervised study hall for all future assemblies.

BULLDOG ACADEMY

Please refer to the Bulldog Academy Handbook for specific information regarding this program.

COLLEGE/CAREERS FOR EVERY STUDENT (CFES)

The CFES Brilliant Pathways experience is built upon the Core Practices – interactions and activities that are critical to success and can be accessed by anyone. These practices become second nature because every CFES Scholar is exposed to one or more of these practices every day.

MENTORING

Every CFES Scholar works with a mentor who can share first-hand experiences and offer guidance to overcome challenges and help become college and career ready. Mentors include peers, college students, educators and other professionals.

ESSENTIAL SKILLS™

Motivated, successful individuals rely on more than academic knowledge to succeed. They rely on a host of attributes we call the Essential Skills:

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

At a time when technology is upending traditional careers, students need more than job skills to be ready for a changing future. The Essential Skills are an intrinsic part of that process.



PATHWAYS TO COLLEGE AND CAREER

College/Career is critical to breaking the poverty cycle, but a diploma alone doesn't guarantee success. Through partnerships with businesses, colleges and universities, we help students find their passions and understand what it will take to turn them into careers. CFES Scholars receive information on the college admission process, paying for college options and other aspects of higher education. Tools like our Brilliant Careers app and Scholar Map help students find a career they'll love and plan their pathway to get there.

GIFTED PROGRAM

Gifted students are identified through objective criteria developed by the Pennsylvania Department of Education. The criteria used to identify the mentally gifted include teacher recommendation, academic achievement, group and individual intelligence testing, and interest inventories. Gifted students are encouraged to take the most challenging classes available to them. If you would like more information please contact your child's school counselor.

GRADE POINT AVERAGE (GPA)

A student's GPA is computed at the end of each quarter and a cumulative GPA at the end of each semester on a scale ranging from .00 to 4.00. The GPA for each individual course is determined by converting the final numerical average (0% to 100%) to its 4 - Point Equivalency according to the following conversion scale. Students taking honors classes will receive 1 quality point for each course. Examples are below.

Note: Class rank is based upon the grade point average. The number one ranked student will be the student with the highest-grade point average and so forth.

<u>Numerical Average</u>	<u>4-Point Scale Equivalent</u>
93 - 100	4.00
90 - 92	3.66
87 - 89	3.33
83 - 86	3.00
80 - 82	2.66
77 - 79	2.33
73 - 76	2.00
70 - 72	1.66
67 - 69	1.33
63 - 66	1.00
60 - 62	0.66
Below 60	0.00



GRADE PROMOTION REQUIREMENTS

SOPHOMORE:

A student will become a sophomore if they successfully complete a minimum of 6 total courses by the end of grade nine.

JUNIOR:

A student will become a junior if they successfully complete a minimum of 13 total courses by the end of grade ten.

SENIOR:

A student will become a senior if they successfully complete a minimum of 18 total courses by the completion of grade eleven.

GRADUATION REQUIREMENT

In order to graduate from Northern Lehigh High School a student must:

- Pass 26 credits of coursework in grades 9-12.

HOMEBOUND INSTRUCTION

Homebound instruction is to be provided on a limited basis when it is impossible for a student to attend any type of educational programming outside the home. Homebound tutoring is not intended to take the place of regular or special education program obtained through regular school attendance and is not an educational placement. The purpose of homebound tutoring is to maintain current skill levels and prevent regression, if possible, until the student can return to school. *The homebound student may not acquire credit in certain instances.* Absences, however, are to be excused. Students on homebound instruction shall not be permitted to participate in any extracurricular, co-curricular, or after school activities or events while on a homebound excuse. To be eligible for homebound tutoring, the district requires that the student meet the following criteria:

1. Student is unable to attend school and anticipates being absent from school fifteen(15) consecutive school days or more due to a temporary , serious medical reason such as a car accident, disabling surgery, serious illness, acute hospitalization (instruction can be provided in hospital) or other serious, temporary health condition.
2. Applications for homebound instruction must be submitted to the Superintendent on the NLSD form: HOMEBOUND INSTRUCTION and include a copy of the physician's medical request for homebound instruction certifying the nature of the illness or condition, and the probable duration of the confinement.

INCOMPLETE GRADE(S)

Students whose required work for any grading period is not complete when due may be given an Incomplete (I) on their report card (depending upon the circumstances and discretion of the teacher). **The incomplete grade (I) may remain for a period of time determined by the Principal. Any incomplete work that is not completed by the end of this time period will be assessed a grade of "0" and averaged into the student's marking period grade.**

REGISTRATION AND WITHDRAWAL

Contract District Registrar at 610-767-9800

SPECIAL EDUCATION

Contact District Office - 610-767-9800
Mrs. Dotta - Director of Special Education
Gene Marks - School Psychologist
Sidney Snyder - School Psychologist



VI. STUDENT SERVICES (EXTRA-CURRICULAR)

ACTIVITIES

2020-2021 CLASS ADVISORS

Senior Class (Class of 2020) - Maria VanNorman and Tracy Karpowich

Junior Class (Class of 2021) - Katie Farber and Jessica Frew

Sophomore Class (Class of 2022) - Scott Gerould and Robin Blocker

Freshman Class (Class of 2023) - TBD

2020-2021 COACHES/ADVISORS

Baseball - Greg King, Head Coach; Chris Bennett, JV Coach

Basketball (Boys) - Jeff Miller, Head Coach; Trevor Miller, JV Coach

Basketball (Girls) - Ken Shankweiler, Head Coach

Cheerleading - Megan Filchner, Head Coach

Chess Club - John Prive

Chorus - TBD

Debate - Krystle Tiedeman

Field Hockey - Kim Seiler, Head Coach

Weight Room

(Fall) - Weightlifting - Todd Herzog

(Winter)- Weightlifting - Joe Tout

(Spring)- Weightlifting - Joe Tout

Leo Club - Fred Folland

Library Club - Krystle Tiedeman

Marching Band - David Carroll



National Honor Society – Janelle Scheckler

Scholastic Scrimmage - Michael Lehtonen

Science Club - Theresa Cinicola & Julie Everett

The Slate – Chris Barnes

Soccer (Boys) – Jason Ruch, Head Coach

Soccer (Girls) – Jason Reinhard, Head Coach; TBD, Assistant Coach

Softball – Katie Farber, Head Coach; Mark Hoffman, Assistant Coach

Spanish Club – Jenna Hoffert

Student Council – Nick Sander

Students Against Destructive Decisions (SADD) – Sarah Kunkel

Theater Director – Colette Boudreaux

Track – Michael Lehtonen, Head Coach

Wrestling – Scott Snyder, Head Coach

Yearbook – MaryAnn Mattiola

ACTIVITY PERIOD

Northern Lehigh High School has an activity period from 2:15-2:50 pm daily. The purpose of the “activity” period is to create a scheduled time for clubs and school organizations to meet without creating conflicts for students who wish to participate in our extra-curricular activities as well as athletics. In addition, this time can be utilized by all students who wish to make-up tests/quizzes or receive extra help from a teacher. Student-athletes who will take advantage of the activity period for a club or after-school activity (i.e. Student Council, Spanish Club, NHS, etc.) are to report to their practice by 3 pm. It is always required, however, that student-athletes notify their coaches of their intent to participate in any after-school activity.

Athletes who need to make-up missed work during the activity period are to work until 3:05 p.m. and report to their in-season practices by 3:15 p.m. with a signed pass from the teacher for whom they are making up work. It is always required, however that student-athletes notify their coaches of their intent to make-up their academic work at this time.

ACTIVITY BUS

A late bus will leave from the front of the Middle School at approximately 3:05 P.M. Monday through Friday. Each student wanting to ride the activity bus for a valid reason must request a boarding pass from the teacher or the building office. P.M. Lehigh Career and Technical School students have approval to use these busses daily as needed, no pass required. Walkers will be allowed to ride to the stops that have been predetermined for the walking students. They will need to obtain a boarding pass in order to ride.



ATHLETIC CONTESTS

The Colonial League expects the highest standards of sportsmanship to be met in all athletic contests under its control. All schools in our league agree that: No alcoholic beverages are permitted at any athletic contests; Players, coaches, and fans should refrain from the use of foul and abrasive language; The throwing of objects onto the playing area is strictly prohibited; Home and visiting spectators are requested to remain in designated areas; Running onto any playing area is prohibited; No food, gum, or soda shall be brought into the gym area; Students shall refrain from booing, whistling, shouting, or showing poor behavior toward the cheerleaders or referees; There shall be no display of hand-held signs or use of noisemakers. REMEMBER THAT THE REPUTATION OF OUR SCHOOL DEPENDS UPON YOUR CONDUCT DURING AND AFTER THE GAME.

ATHLETIC PROGRAM

Northern Lehigh High School, a member of the Colonial League and the Pennsylvania Interscholastic Athletic Association, offers a comprehensive athletic program. It is important that all students who anticipate participating in any interscholastic sport become acquainted with the rules and regulations which are rigidly enforced by these governing bodies. Some of the important rules are stated briefly as follows: A student must be an amateur in order to participate. A pupil shall be ineligible for interscholastic athletic competition upon attaining the age of 19 years (with the following exception: if the age of 19 is attained on or after July 1, the pupil shall be eligible, age-wise to compete through that school year). Special rules apply to students who transfer from one school to another. (Specific questions may be addressed to Mr. Bryan Geist, Athletic Director) Students may not represent their school if they have been in attendance more than eight semesters beyond eighth grade. Any member of a high school team who participates in an athletic contest as a member of any other similar team during the same season, which season shall include vacations, holidays, and periods of suspension, shall be ineligible to compete in that sport for the remainder of the season.

The following sports make up the sport program of Northern Lehigh High School: football, cross country, field hockey, cheerleading, basketball, wrestling, baseball, track, softball, and soccer.

ATHLETIC HONOR CODE / DISCIPLINE CODE (School Board Policy 218)

I. Introduction

The Northern Lehigh School District Athletic Training Honor Code shall govern all students, on and off-campus, during the time they are participating in an athletic program as identified and created from time to time at the Northern Lehigh School District.

The purpose of Northern Lehigh's athletic program is to add to our student's mental, physical, social, emotional, and ethical well-being. It is a positive step in preparing and enriching our athletes in becoming productive young adults.

Participation in athletics at Northern Lehigh School District is a privilege and not a right. In the exercise of this privilege, all students shall comply with the Northern Lehigh School District Athletic Training Honor Code beginning with the first day of each athletic season. As a condition and precedent to a student's participation in the first scrimmage or contest of each season, the student and his or her parent/guardian shall acknowledge receipt of, and agree to abide by, this Honor Code by signing and returning the attached Consent Form.

A coach will also distribute a separate constitution, which shall govern athletes who participate in a particular sport.

The Northern Lehigh School District Athletic Training Honor Code shall serve as a supplement to the Northern Lehigh School District Student Conduct Code.

II. Academic Eligibility Policy Philosophy

The extracurricular and athletic programs offered in grades 7-12 at Northern Lehigh School District are an important and integral part of the total school program of each student. It is the goal of Northern Lehigh to educate each child to the best of his or her ability. Because of our strong commitment to scholastic excellence, and due to our philosophy of serving students, academic eligibility standards, and guidelines have been developed for all extra-curricular and athletic programs.

III. Academic Eligibility Standards for Extra-Curricular and Athletic Activities

During Each Marking Period: In order to be eligible for extra-curricular activities or athletics during the semester, a student must not be cumulatively failing two courses. The reporting period will start the third week of the semester and continue throughout the semester. Each weekly report will be produced on a Friday.

Period of Ineligibility: In cases where a student's work during a previous report period does not meet the aforementioned academic standards, he/she shall be deemed ineligible to compete and/or perform in contests and/or events for a period of seven (7) school days. If a student's work meets the aforementioned



academic standards, he/she shall be deemed eligible on the Friday of the reporting period.

At the End of a Marking Period: In order to be eligible for extra-curricular activities or athletics during the semester, a student must not be cumulatively failing two courses. In cases where a student's work during a previous report period does not meet the aforementioned academic standards, he/she shall be deemed ineligible to compete and/or perform in contests and/or events for a period of twenty (20) school days.

IV. Attendance in School

To participate in any athletic contest, a student must be in attendance at school before 8:00 AM on the day of the contest.

Exceptions to the above rule would be a doctor appointment, a family or medical emergency, or extenuating circumstances. These exceptions require a note from the student's doctor (for appointments) or parent/guardian and the exceptions will be reviewed by the coach and the administration who will determine the eligibility of the student to participate.

V. General Requirements

All student-athletes shall be governed by and subject to the athletic training honor code in season and out of season.

A student will no longer be eligible to participate in High School Athletics when he/she reaches his/her nineteenth (19th) birthday as defined by the PIAA guidelines.

No student, who has been enrolled in grades 9-12 for eight semesters shall thereafter be eligible. The maximum high school (grades 9-12) participation shall be four (4) years in any one sport.

Each student that participates in any sport or activity must acknowledge that all school-issued equipment or supplies must be returned at the end of the season, regardless of the condition of the equipment. If the equipment is not returned, the student is responsible for the full price based upon the replacement costs as determined by the Director of Athletics in coordination with local vendors.

The student-athletes shall conduct themselves at all times showing good sportsmanship, courtesy to fellow players as well as coaches, referees, and opposing team members.

A student-athlete shall abide by the Northern Lehigh School District Student/Parent Handbook and Northern Lehigh School Board Approved Policies as printed or explained. Any infraction by the student-athlete will be handled by the administration and/or the coach.

If a violation involves exclusion from school, the student-athlete will be suspended from practice/games during the exclusionary period. He/she becomes eligible the next calendar day immediately following the last day of exclusion. If multiple days occur for exclusion, the athlete is ineligible until the exclusion is completed.

If a student-athlete has detention, after serving the required time, he/she will report to the coach directly.

If a student/athlete is late to practice because of academic reasons, he/she must bring a note from his/her teacher stating the time of dismissal.

A student participating in a sport and/or activity must travel to and from away events via District transportation. No athlete may drive to or from, or travel with another to or from any athletic event. Written exceptions to this would be extend when circumstances warrant, with 24-hour advance notice via a written note to the coach and Director of Athletics and only that participant's parent or guardian. Participants may not travel with anyone else's parents at any time. Athletes who miss the bus and arrive later to a contest may not participate in that contest unless the Head Coach and Director of Athletics have previously approved the arrangement.

A student-athlete must abide by the health and training routines as set forth in the team constitution established by the coach and approved by the Athletic Director and High School Principal.

A student-athlete must be a team player and avoid any actions that would be detrimental to the unity of the team.

A student-athlete may be permitted to move from one sport to another with the approval of the Head Coaches involved in addition to the Athletic Director and High School Principal.

VI. Unacceptable Actions and Sanctions

Ejection for misconduct during an athletic contest:

1st Offense = 1 Game Suspension

2nd Offense = 3 Game Suspension

3rd Offense = Administrative review for possible dismissal from team

Use of profanity is prohibited. All offenses will be addressed by the coach.

Conduct unbecoming a student-athlete during an athletic contest or related activity, including, but not limited to fighting, insubordination, theft, disrespect, aiding / abetting, abusing equipment, etc. will be addressed by the coach. Possible consequences include but are not limited to one game suspension, three game suspension or, dismissal from the team

Conduct unbecoming a student-athlete not during an athletic contest or related activity, including, but not limited to fighting, insubordination, theft, disrespect, aiding / abetting, inappropriate behavior on a school bus / van, abusing equipment, etc. will be addressed by the High School Administration and/or the



coach and may result in:

Administrative Athletic Suspension from the sport for the number of specific days a penalty would have occurred if it happened in school. This is a penalty with a specific number of days and not contests. If an athletic administration penalty is enforced, the athlete will be suspended from all contests and practices during that time period.

If appropriate, referral to the proper law enforcement agency

The athlete may attend practice and contests but, may not participate during an Administrative Athletic Suspension.

Coaches reserve the right to have their own penalties run concurrent or consecutive to the administrative athletic suspension.

VII. Hazing (Reference School Board Policy 247)

Any infraction will be disciplined in accordance with the infraction and may result in dismissal from the team and an indefinite suspension from all extracurricular activities, including athletics. The suspension will be determined on the administrative level.

VIII. Tobacco (Reference School Board Policy 222)

During the athletic season, no student shall use, possess, or distribute tobacco or tobacco products.

If the offense occurs on school property, the administration will enforce the Student Conduct Code in coordination with the Athletic Conduct Code.

The commission of the offense, whether on school district property, in route to an away venue or at the host school district, while representing Northern Lehigh athletics shall result in an administrative suspension.

If appropriate, referral to the proper law enforcement agency.

IX. Alcohol, Other Drugs, Misdemeanors/Felonies

These regulations have been developed in order to discourage our student-athletes from using harmful drugs and alcohol and to foster the good health and welfare of all of our student-athletes.

No student-athlete shall use, possess, or distribute alcohol, drugs, steroids, controlled substances, look-alikes, or possess drug related paraphernalia on or off school property.

The commission of the offense, whether on or off school property, shall result in an administrative suspension.

Referral to SAP

Referral for a drug and alcohol evaluation and compliance with all recommendations

If appropriate, referral to the proper law enforcement agency

Any student-athlete who has been formally charged as an adult or juvenile with a crime committed on or off school property which constitutes a misdemeanor or felony related to the use, possession, or distribution of alcohol, drugs, controlled substances, look-alikes, and drug paraphernalia, shall be suspended from participation by the Administration pending the outcome of the legal proceedings.

Upon conviction or a plea of guilty or a plea of no contest, the student-athlete will be:

Dismissed from the team for the remainder of the season and upon returning to school, the student shall be ineligible to participate in any extracurricular activity for a period up to 90 calendar days.

Referral to SAP

Referral for a drug and alcohol evaluation and compliance with all recommendations

Upon acquittal or dismissal of the charges, the student-athlete will be reinstated as a member of the team in good standing.

Any student-athlete who has been formally charged as an adult or juvenile with a crime committed on or off school property which constitutes a misdemeanor or felony shall be suspended from participation by the Administration pending the outcome of the legal proceedings.

Upon conviction or a plea of guilty or a plea of no contest, the student-athlete will be:

Dismissed from the team for the remainder of the season and upon returning to school, the student shall be ineligible to participate in any extracurricular activity for a period up to 90 calendar days.

Referral to SAP

Upon acquittal or dismissal of the charges, the student-athlete will be reinstated as a member of the team in good standing.

If the student-athlete does not follow the procedure and recommendations the student-athlete will not be able to participate in any future Northern Lehigh School District athletic program until he/she comes into compliance.

A student-athlete with a drug and alcohol problem may voluntarily come forward to request assistance without consequence. However, once a student-athlete has been properly evaluated and appropriate recommendations set forth, the student-athlete must cooperate with the recommendations to participate in athletic activities. If the student-athlete does not follow the recommendations, he/she will be dismissed from the current team and will not be permitted to participate in any future Northern Lehigh School District athletic activities until the student-athlete comes into compliance.

Please be advised that once a student is dismissed from any team, he / she forfeits all of the privileges of receiving awards, attending awards banquets / programs, and participating in any other activities involving the team.



X. Parent Code of Conduct

Northern Lehigh Athletics asks your support and cooperation as parents whose child(ren) are participating in Northern Lehigh Athletics.

- We encourage you to enjoy watching athletic contests, but remember to be positive in your remarks. Support your child and his/her teammates. Please be a positive role-model regarding sportsmanlike conduct.
- Remember that the ultimate responsibility for coaching and making coaching decisions rests solely with the coach. Should you feel there is a problem, discuss it privately with the coach rather than involving the player or other parents. This is usually best accomplished, by appointment, before or after practice, not immediately before or after an athletic contest. If after speaking to the coach, you feel that your problem has not been addressed completely, please contact the Athletic Director.
- Players will be asked to make a large commitment to the team and take a great deal of responsibility in the respective Northern Lehigh athletic program. You can help greatly by giving them the support they require to fully participate in the team's activities. Allow your child to assume responsibilities for him/herself.
- Strive to set the same standards of sportsmanship that is expected of the players. Be considerate of others when watching games, and enjoy the athletic contests.

Parental Code of Conduct Expectations and Responsibilities

- I will uphold the Northern Lehigh Parent Code of Conduct.
- I will ensure the coach/manager is informed when I know my player will be absent from scheduled events.
 - I will support the team by volunteering at the coach's request.
 - I will control my emotions at athletic contests. I will not yell at players, parents, coaches, or officials.
 - I will be a positive cheerleader at athletic contests for my child and his/her teammates.
 - I will allow the coach to do his/her job. I will not attempt to interfere with nor negatively influence the coach.
 - I will respect the authority of the coach and communicate openly with him/her.
 - I will respect and encourage all players.
 - I will do my best to make Northern Lehigh athletic contests a positive experience for all participants.

The undersigned, have read and understand the Northern Lehigh Athletic Code of Conduct. We agree to abide by these rules and guidelines indicated. We also agree to accept all actions taken for parent failure to abide by these codes. Any violation of the stated Code of Conduct will result in a parent suspension from Northern Lehigh School District Property for an extended period of time to be determined on a case-by-case basis.

A PARENT OR LEGAL GUARDIAN AND THE STUDENT-ATHLETE MUST SIGN THE NORTHERN LEHIGH SCHOOL DISTRICT ATHLETIC TRAINING HONOR CODE CONSENT FORM AND RETURN IT TO THE COACH BEFORE PARTICIPATING IN ANY PRACTICE, SCRIMMAGE, OR CONTEST. THIS WILL ASSURE THE COACH THAT THE ATHLETE AND PARENT/GUARDIAN HAVE READ THIS HONOR CODE AND AGREE TO ABIDE BY IT.





NORTHERN LEHIGH SCHOOL DISTRICT



**ATHLETIC HONOR CODE
CONSENT FORM**

I have read the Northern Lehigh School District Athletic Honor Code as a supplement to the Student Conduct Code and agree to abide by the terms and standards set forth. This form is valid for the entire school year.

STUDENTS NAME (PRINT) _____

SIGNATURE _____

DATE _____ GRADUATION YEAR _____

PARENT 1/GUARDIAN 1 NAME (PRINT) _____

SIGNATURE _____ DATE _____

RELATIONSHIP (CIRCLE) MOTHER FATHER GUARDIAN

PARENT 2/GUARDIAN 2 NAME (PRINT) _____

SIGNATURE _____ DATE _____

RELATIONSHIP (CIRCLE) MOTHER FATHER GUARDIAN

**PLEASE RETURN THIS FORM TO:
THE HEAD COACH OR THE ATHLETIC OFFICE**



VII. STUDENT SERVICES (OTHER)

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: transportation@nlsd.org

Mail:

NLSD
Transportation Department
1201 Shadow Oaks Lane
Slatington, Pa 18080

BUS TRANSPORTATION

Bus transportation to and from school is a privilege for eligible students living in the Northern Lehigh School District. The following regulations have been established to ensure the safety of all students:

1. All riders must board and leave their assigned bus at the designated stop. Questions concerning transportation should be directed to the transportation office. Any changes due to emergencies must be accompanied by a written note signed by the parent/legal guardian and approved by the transportation office (610-767-9846).
2. The bus driver has the authority to assign seats at his/her discretion.
3. Students must remain seated, behave in an orderly manner, and respect the rights and property of fellow passengers.
4. Littering, eating, drinking, smoking, fighting, and loud or profane language are prohibited on regular bus runs.
5. Students shall not block the aisle or emergency door with musical instruments, books, lunch boxes, gym bags, or other possessions.
6. Students shall not extend arms or heads out of the windows or throw any objects out of the bus.
7. Students shall not regulate windows unless permitted to do so by the driver.
8. Students shall not carry water pistols or any other water containers on the bus. They will be confiscated if found.
9. Radios, tape recorders, or other forms of distraction are prohibited.
10. Students will be held responsible for damage to school property, including buses, and will be held liable for payment and/or further prosecution for any such action.
11. A driver cannot proceed until all students are seated or until students have reached safety after leaving the bus.
12. **Failure to comply with bus regulations may result in a loss of bussing privileges.**

CAFETERIA

Students are expected to conduct themselves in the school cafeteria in the same manner as would be required in polite society. Eating should be, and can be, a pleasant social experience if all are cognizant of their responsibility to those about them. Unmannerly, rude, loud or boorish behavior cannot be accepted in the school cafeteria and has no place in any part of the school.

The following guidelines are published to ensure that every student is afforded efficient service and the opportunity to enjoy his/her meal in a safe and controlled environment.

1. All students are required to eat during their assigned lunch period. Leaving a class or study hall to visit the cafeteria will result in disciplinary action.
2. All students must report to the cafeteria. Loitering in the lavatories is forbidden.
3. Students may go to their lockers or the lavatory before entering the cafeteria, but must remain in the cafeteria after entering.
4. All students are to go directly to the end of the line upon entering the cafeteria.



5. Students are not allowed to save seats and seating may be limited and/or assigned by cafeteria monitors as needed.
6. All students are expected to keep the area around them clean and free of litter. If directed to clean up an area, all students are expected to comply with the directive or face disciplinary action.
7. Students are to clear their tables and place garbage in the proper receptacles. Separate marked cans are provided for paper and left-over food. Please separate the waste into the proper cans and place the silverware and tray as directed.
8. Students are to remain in their seats until the cafeteria monitor dismisses them.
9. Food from commercial enterprises may not be delivered to the building.
10. Food and drink is not permitted to leave the cafeteria
11. Loud, boisterous conduct of any kind will not be tolerated

FREE & REDUCED MEAL INFO

If you feel your child is eligible to receive free or reduced meals in our district, please complete and submit the online form [here](#). This can be done any time of the year, or if your financial status changes.

GUIDANCE OFFICE

School Counselors:

Mrs. Allison Chruscial (A-L)

Mrs. Raquel Hoffert (M-Z)

LIBRARY - RESEARCH AND INFORMATION CENTER

LOAN POLICY

1. Books may be borrowed for a period of two weeks.
2. Reference books and magazines may only be borrowed overnight and must be returned the following school day prior to the homeroom period. **Please note that students who owe fines in excess of one dollar will not be able to check out books until that fine has been cleared.**
3. Non-fiction and overnight books may be renewed one time unless there has been a reserve placed on them.
4. All materials and books must be signed out at the circulating desk.
5. A charge of 10 cents per school day will be assessed for overdue library books (non-reference). A fine of 25 cents for each day will be assessed for overdue reference books and magazines.
6. **STUDENTS ARE RESPONSIBLE FOR MATERIALS BORROWED AND WILL BE CHARGED REPLACEMENT COSTS FOR ANY BOOKS THAT ARE LOST OR DAMAGED.**

MENTAL HEALTH SERVICES

Please contact your school counselor

Mrs. Allison Chruscial (A-L)

Mrs. Raquel Hoffert (M-Z)

STUDENT ASSISTANCE PROGRAM (SAP)

Drugs/Alcohol

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 (see Drug and Alcohol Policy).

A. Preface

The Northern Lehigh School District values each member of its school community and believes that all individuals have the right to develop to their fullest potential. We recognize that chemical abuse and dependency seriously impairs the ability of individuals to develop their full potential. We also recognize that problems created by chemical abuse and dependency have an adverse effect on the ability of all members of the school community to achieve personal and district educational goals. Our policy is based on the belief that chemical dependency is a life-threatening illness that affects the emotional, physical,



intellectual, and social development of all individuals. Because it is also our conviction that chemical dependency is a treatable illness, the Northern Lehigh School District has adopted the following policy:

B. Policy Statement

- (1) The Board of School Directors of the Northern Lehigh School District recognizing that the misuse of chemical is a serious problem with legal, physical, emotional and social implications for the whole school community, adopts the position that students must be chemically free in order that they may develop in the most productive and healthy manner.
- (2) It is, therefore, this district's policy to prevent and prohibit the possession and/or use, distribution and/or intent of distribution of an illegal or controlled mood-altering chemical, medication, or abuse chemical not approved by the health office, on school property, at school sponsored events, on school buses and enroute to and from school by any mode of travel.
- (3) Such prevention and/or prohibition shall occur through a four faceted program, including:
 - (a) Education,
 - (b) Prevention,
 - (c) Intervention, and
 - (d) Disciplinary policy.
- (4) Violations of this policy include the possession, use, sale of, distribution of, or solicitation of chemicals as defined and described within the parameters of this policy. The consequences of such violations may result in permanent expulsion from school by the Board of School Directors.
- (5) This policy will be implemented through the cooperative efforts of the Board of School Directors, Student Assistance Program, faculty, administration, school employee groups, students, parent/guardians, bus drivers, and community agencies of the Northern Lehigh School district.

C. What is the Student Assistance Program (SAP)?

The Student Assistance Program is designed to identify and refer students having concerns because of drug, alcohol, and/or mental health issues. **It is an intervention, not a treatment program.** The Student Assistance Program provides two methods for dealing with student drug, alcohol, and/or mental health issues. It offers early intervention, assessment, and appropriate referral to support services, and a related comprehensive discipline policy.

D. Northern Lehigh Student Assistance Program Overview

The Northern Lehigh Student Assistance Program is an adolescent drug, alcohol, and mental health intervention program set up within the Northern Lehigh School District. It has two specific purposes:

- (1) to facilitate the educational process in Northern Lehigh High School by creating and maintaining a chemically free academic environment and
- (2) to identify and refer "at risk" students into a drug and alcohol or mental health treatment system. In addition to its goal of service to students with drug and alcohol dependency, it also is considered a "helping mechanism" which works within the structure of the schools disciplinary system to provide a response to the problems of adolescents in school which are a direct manifestation of the students' lifestyles.

The Northern Lehigh Student Assistance Program (NLSAP) is composed of a team of concerned faculty and school administrators trained in the process of identifying and documenting behaviors of "at risk" adolescents, gathering information related to the adolescents' school performance, and making determinations as to the most appropriate response to the findings. This process permits the school to distinguish between adolescent problems which can be resolved internally through counseling, special education programs or disciplinary action and those education programs or disciplinary action and those problems which require resolution through a human service agency. The NLSAP "CORE TEAM" does not diagnose students. Their function is to address whether behavioral patterns are indicative of "at risk" behavior and initiate action accordingly.

High school faculty, a high school administrator, and a district office administrator (ad hoc Team Member) comprise the NLSAP "CORE TEAM" functioning at Northern Lehigh High School. Members of the "CORE TEAM" have a common base knowledge of the mechanics of a student support service, adolescent chemical dependency, and the treatment, recovery and aftercare process. Training is an ongoing process. The initial in-depth training was received through the Pennsylvania Department of Education and the Department of Health.

Drugs/Alcohol

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 (see Drug and Alcohol Policy).

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- (c) Intervention, and
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The Northern Lehigh Student Assistance Program (NLSAP) is composed of a team of concerned faculty and school administrators trained in the process of identifying and documenting behaviors of "at risk" adolescents, gathering information related to the adolescents' school performance, and making determinations as to the most appropriate response to the findings. This process permits the school to distinguish between adolescent problems which can be resolved internally through counseling, special education programs or disciplinary action and those education programs or disciplinary action and those problems which require resolution through a human service agency. The NLSAP "CORE TEAM" does not diagnose students. Their function is to address whether behavioral patterns are indicative of "at risk" behavior and initiate action accordingly.

High school faculty, a high school administrator, and a district office administrator (ad hoc Team Member) comprise the NLSAP "CORE TEAM" functioning at Northern Lehigh High School. Members of the "CORE TEAM" have a common base knowledge of the mechanics of a student support service, adolescent chemical dependency, and the treatment, recovery and aftercare process. Training is an ongoing process. The initial in-depth training was received through the Pennsylvania Department of Education and the Department of Health.

Definition of Terms

DRUGS, MOOD-ALTERING CHEMICALS, ALCOHOL and PARAPHERNALIA shall include any alcohol or malt beverage, controlled substance, lookalikes, inhalants, or illegal or abused substance or medication not approved and registered by the health office, or any substance which is intended to alter mood, or any item that may be identified as drug paraphernalia.

CORE TEAM is a multi-disciplinary team composed of school personnel (teachers, staff, administrators, nurses, counselors). This team will be trained to understand and work on the issues of "at risk" adolescent behavior and will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy.

CONFISCATION will occur when there is reasonable cause to believe that a student is in the possession of drugs or mood-altering chemicals, and there exists an obligation to search for and seize chemicals or substances by the building administrator(s) or designee. This will include school lockers, possessions, and/or cars on school property.

SCHOOL PROPERTY shall include not only the actual building, facilities, and grounds on the school campus, but shall also include school buses, school bus stops, school parking areas, the vocational technical school, and any facility being used for a school function.

SCHOOL PERSONNEL/STAFF shall be defined as any administrator, nurse, teacher, school counselor, support staff (custodians, cafeteria staff, and bus drivers), secretaries, and employees of any contracted groups who work with students, athletic coach or other educational or medical employee employed by the Northern Lehigh School District.

GROUPS

The Northern Lehigh High School Student Assistance Program is made up of staff members who want to help. If an individual is having a problem at home or at school, with personal things, with drugs or alcohol, or if they just want to talk to someone,



we are ready to listen. Groups vary and may change from year to year as needed. Please contact the Guidance Office for more information. **For additional information on adolescent drug and alcohol related problems, contact: THE STUDENT ASSISTANCE PROGRAM CORE TEAM NORTHERN LEHIGH HIGH SCHOOL 610-767-9837.**

NORTHERN LEHIGH SCHOOL DISTRICT DRUG & ALCOHOL POLICY

The student support services program is designed to identify and refer students having problems because of drug or alcohol use. It is an intervention, not a treatment program. The Student Support Services Program provides two methods for dealing with student drug and alcohol problems. One, it offers early intervention, assessment and appropriate referral to support services. Two, it provides for drug and alcohol prevention through the enforcement of a comprehensive discipline policy. The Student Support Services Program is an adolescent drug and alcohol intervention program set up within the Northern Lehigh School District. It has two specific purposes: facilitate the educational process in Northern Lehigh High School by creating and maintaining a chemically free academic environment and identify and refer "high risk" chemically dependent students into a drug and alcohol treatment system. It is considered a "helping mechanism" which works within the structure of the school's disciplinary system to provide a response to the problems of adolescents in school which are a direct manifestation of the students' chemical lifestyle. The Northern Lehigh Student Support Services (NLSSS) is composed of a team of concerned faculty and school administrators trained in the process of identifying and documenting behaviors of chemically dependent adolescents, gathering information related to the adolescents school performance, and making determinations as to the most appropriate response to the findings. This "pre-assessment" process permits the school to distinguish between adolescent problems which can be resolved internally through counseling, special education programs or disciplinary action and those problems which require resolution through a human services agency. The NLSSS "core team" does not diagnose students as chemically dependent. Their function is to assess whether behavioral patterns are indicative of chemical abuse and initiate action accordingly.

A high school school counselor, two high school teachers, a school nurse, a high school administrator, and a district office administrator (ad hoc team member) comprise the NLSSS "CORE TEAM" functioning at Northern Lehigh High School. Members of the "CORE TEAM" have a common base knowledge of the mechanics of a student support service, adolescent chemical dependency, and the treatment, recovery and aftercare process. Training is an ongoing process. The initial in-depth training was received through the Pennsylvania Department of Education and the Department of Health. The School District currently offers the following services to high school students and their families.

Informal Intervention

Participation: Required, as a condition of reinstatement, for all students caught using chemicals or with chemicals in their possession. Voluntary participation for those students who are referred to the core team as a result of behaviors of concern.

Facilitator: Core team member(s) and/or staff.

Structure: One session during suspension or other appropriate time.

Content: Present concerns to student. If appropriate, administer the Drug and Alcohol Questionnaire to determine the seriousness of the student's chemical involvement. Result: A recommendation is made to the entire Core Team for review and disposition.

Formal Intervention

Participation: Required, as a condition of reinstatement, for all students caught using chemicals or with chemicals in their possession, or as deemed necessary by the Core Team. Facilitator: The Core Team. Structure: Formal meeting planned by the Core Team to include parents, and other appropriate staff.

Content: Basic information concerning drug/alcohol use, and/or behaviors of concern, academic record, attendance record and any other appropriate information

Support: Chemically free students meet together and support each other in their effort to remain drug free. Participation: Any student who is involved in rehabilitation.

Facilitator: Core team member(s).

Structure: Group meets once a week after normal school day. This is a condition of return. Parent Information Session Participation: Required of parents as a condition of reinstatement of students found under the influence of and/or in possession of drugs/alcohol.

Facilitators: Building administrator and Core Team member(s).

Structure: One session.

Content: Programs offered by the school and community to assist parents are outlined. Contracting procedures are explained.

Definition of Terms

Drugs, Mood Altering Chemicals, and Alcohol shall include any alcohol or malt beverage, controlled substance, look-alikes, or illegal or abused substance or medication not approved and registered by the health office, or any substance which is intended to alter mood.

Core Team is a multi-disciplinary team composed of school personnel (teachers, staff, administrators, nurses, counselors). This team will be trained to understand and work on the issues of adolescent chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy.

Cooperative Behavior shall be defined as the willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of said staff.

Confiscation will occur when there is reasonable cause to believe that a student is in the possession of drugs or mood-altering chemicals, and there exists an obligation to search for and seize chemicals or substances by the building administrator(s) or



designee. This will include school lockers, cars on school property, clothing, purses, book bags, books and other personal property. Reasonable efforts will be made to secure the student's voluntary consent and to have the student present at the time of the search.

Confidentiality between students and school counselors, school nurses, school psychologists, home and school visitors, staff and/or CORE team shall be respected and no confidential communication shall be made relative thereto without the consent of the student or his/her parents/guardians unless the best interests of the student can be served only by doing so or the subject of that confidentiality presents a clear and present danger to self and to the school community.

Enabling is allowing irresponsible and destructive behavior patterns to continue by taking responsibility for others and not allowing them to face the consequences of their own actions (helping, fixing, placating, and ignoring). This includes failure to take appropriate action when aware of a difficulty. **School Property** shall include not only the actual buildings, facilities and grounds on the school campus, but shall also include school buses, school bus stops, school parking areas, and any facility being used for a school function.

School Personnel/Staff shall be defined as any administrator, nurse, teacher, school counselor, support staff (custodians, cafeteria staff, and bus drivers), secretaries, and employees of any contracted groups who work with students, athletic coach or other educational or medical employee employed by the School District.

Student Contract Procedure indicates any written agreement between a student and a teacher which is intended to help the student improve some aspect of classroom performance.

Uncooperative Behavior shall be defined as any resistance or refusal, either verbal, physical, or passive, on the part of the student to comply with the reasonable requests or recommendation of a staff member at the time that a student is apprehended using, or in the possession of drugs/alcohol. Defiance, assault, and deceit shall constitute examples of uncooperative student behavior. In addition, failure to abide by recommendations of the drug and alcohol referral shall constitute uncooperative behavior.

ARTICLE I

STUDENT BEHAVIOR - A student volunteers information about personal drug or alcohol usage and asks for help.

Immediate Action - The student is informed of the services available and that a referral will be made to the Core Team. The student is also informed that no punitive action will be taken as a result of this referral.

Investigation -The staff member must contact the member or the Core Team immediately. Appropriate intervention procedures will be followed by the Core Team.

Notification of Parents -Notification of parents only with the consent of the student, unless there is clear and imminent danger to the student.

ARTICLE II

STUDENT BEHAVIOR - A student volunteers information about personal drug/alcohol use of another student.

Immediate Action -The referred student is informed of the services available and that a referral will be made to the Core Team. Student is also informed that no punitive action will be taken as a result of this referral.

Investigation - The staff member must contact a member of the Core Team immediately. Appropriate intervention procedures will be followed by the Core Team.

Notification of Parents - Notification of parents only with the consent of student, unless there is a clear and imminent danger to the student.

Confidentiality - Confined to those with a need to know as mandated by school policy.

Discipline -None. - Assistance available.

Notification of Police- Not applicable.

ARTICLE III

STUDENT BEHAVIOR -A staff member is concerned about inappropriate behavior, poor class performance, tardiness, absenteeism, etc. It may or may not be related to chemical use.

Immediate Action - The staff member determines whether s/he can handle the situation or should refer it to the principal. If the teacher can handle the problem, s/he shall:

Observe and record inappropriate behaviors.

Discuss concerns (inappropriate behavior) with student.

Ask for a change in the student's behavior(s). In order to facilitate this, the teacher may consider using a student contract procedure.

Evaluate behavior again in two to four weeks.

If no satisfactory change, confer with student's School Counselor regarding his/her specific behavioral problem.

Refer to Core Team if behavioral problems remain unresolved and chemical use is suspected.

Investigation - Core Team will investigate.

Notification of Parents - Yes.

Confidentiality - Confined to those with a need to know as mandated by school policy.

Disposition of Substance - Not applicable.

Disposition of Student - Core Team referral and recommendations.

Discipline -Not mandated unless behavior is in violation of school discipline policy. Discipline will be administered according to discipline code.

Notification of Police - Notified in circumstances required by the discipline code.

ARTICLE IV



STUDENT BEHAVIOR - The student demonstrates symptoms of possible drug/alcohol overdose (staggering, slurred speech, incoherence, dazed appearance, inability to respond, vomiting, unconsciousness, etc.) This situation will be handled as a medical emergency.

Immediate Action -All standard health and first aid procedures will be followed. The student shall not be left alone.

Investigation -If drug/alcohol use is confirmed, the principal or authorized delegate is responsible for initiating procedures normally employed when a student is apprehended for drug/alcohol use or possession. See Articles III, IV, or V. The student's person, locker, desk and all personal property (including vehicles) will be searched according to policy.

Notification of Parents - The parents/guardians will be contacted immediately, and the situation described.

Confidentiality - Confined to those with a need to know as mandated by school policy.

Disposition of Substance - If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented, and submitted to the police for analysis.

Disposition of Student - If no confirmed chemical involvement, follow standard school health procedures. If chemical use is confirmed, follow procedures outlined in Articles V, VI, or VIII.

Discipline - If chemical use, discipline will be determined by whether this is a first, second offense, etc. Refer to Articles V, VI, or VIII as appropriate.

Notification of Police -As required by discipline code.

ARTICLE V

STUDENT BEHAVIOR -The student is caught with drugs/alcohol for the first time and is cooperative with the investigation.

Immediate Action -School personnel will confiscate the chemical(s), escort student to the principal's office or summon the principal or his/her designee.

Investigation -The principal or designee will request that the student empty his/her pockets and/or purse and volunteer all drug- like substances. The student's person, locker, desk, and all personal property will be searched according to policy. The student shall not be left alone.

Notification of Parents - The principal or designee will contact the parents/guardians immediately and describe the situation. The principal will attempt to provide the parents/guardians with an opportunity to be present when police are involved.

Confidentiality -Confined to those with a need to know as mandated by school policy.

Disposition of Substance -If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented, and submitted to the police for analysis.

Disposition of Student -Refer to Core Team to investigate student's background and make finding known to parents/guardians, counselors, assessment counselor and principal.

Discipline -Ten (10) days full suspension and/or expulsion hearing Board meeting.

Notification of Police -Required.

ARTICLE VI

STUDENT BEHAVIOR -The student is caught with drugs/alcohol for the first time and is uncooperative with the investigation.

Immediate Action -School personnel will confiscate the chemical(s), escort student to the principal's office or summon the principal or his/her designee.

Investigation -The principal or designee will request that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student's person, locker, desk, and all personal property will be searched according to policy. The student shall not be left alone.

Notification of Parents -The principal or designee will contact the parents/guardians immediately and describe the situation. The principal will attempt to provide the parents/guardians with an opportunity to be present when police are involved.

Confidentiality -Confined to those with a need to know as mandated by school policy.

Disposition of Substance - If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented, and submitted to the police for analysis.

Disposition of Student -Refer to Core Team to investigate student's background and make findings known to parents/guardians, counselors, assessment counselor and principal.

Discipline -Ten (10) days full suspension and/or possible referral to the Board for expulsion hearing.

Notification of Police - Required.

ARTICLE VII

STUDENT BEHAVIOR - The student is found using, in possession of, or suspected to be under the influence of a drug while attending or participating in any school sponsored function on or off school property, including any athletic event at another school district, school or public/private location.

Immediate Action - The group sponsor or accompanying administrator will be notified. Security will be summoned if necessary.

Investigation -Notify police or security for assistance. The sponsor or administrator will request that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student's person, locker, desk and all personal property will be searched according to policy. The student shall not be left alone.

Notification of Parents -The parents/guardians will be contacted immediately and the situation will be described. The parents/guardians will be requested to transport the student home. If parents/guardians are unable or unwilling to transport student, police will be contacted and the student will be placed in their custody.

Confidentiality -Confined to those with a need to know as mandated by school policy.

Disposition of Substance -If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented, and submitted to the police for analysis.



Disposition of Student -Refer to Core Team to investigate student's background and make findings known to parents/guardians, counselors, assessment counselor and principal.

Discipline -Discipline will be determined by whether this is only the first offense, second offense, etc. as described in Articles V, VI, or VIII.

ARTICLE VIII

STUDENT BEHAVIOR -The student is caught with drugs/ alcohol for the second time.

Immediate Action -School personnel will confiscate the chemical(s), escort student to the principal's office or summon the principal or his/her designee.

Investigation -The principal or designee will request that the student empty his/her pockets and/or purse and volunteer all drug- like substances. The student's person, locker, desk, and all personal property will be searched according to policy. The student shall not be left alone.

Notification of Parents - The principal or designee will contact the parents/guardians immediately and describe the situation. The principal will attempt to provide the parents/guardians with an opportunity to be present when police are involved.

Confidentiality -Confined to those with a need to know as mandated by school policy.

Disposition of Substance -If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented, and submitted to the police for analysis.

Disposition of Student - Refer to Core Team to investigate student's background and make findings known to parents/guardians, counselors, assessment counselor and principal.

Discipline -Ten (10) days full suspension and referral for an expulsion hearing.

Notification of Police -Required.

ARTICLE IX

STUDENT BEHAVIOR -The student is caught in the process of distributing drugs/alcohol to anyone.

Immediate Action -School personnel will confiscate the chemical(s), escort student to the principal's office or summon the principal or his/her designee.

Investigation -Police will handle from legal points of view. Core Team will gather data, assess and plan for intervention process with all involved.

Notification of Parents -The principal or designee will contact the parents/guardians immediately and describe the situation. The principal will attempt to provide the parents/guardians with an opportunity to be present when police are involved.

Confidentiality -Confined to those with a need to know as mandated by school policy.

Disposition of Substance - If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented, and submitted to the police for analysis.

Disposition of Student -Refer to Core Team to investigate student's background and make findings known to parents/guardians, counselors, assessment counselor and principal.

Discipline -Ten (10) days full suspension and referral for an expulsion hearing.

Notification of Police - Required.

VIII. SAFETY

DISTRICT AND BUILDING MULTI-HAZARDS PLAN

District Emergency 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.

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, is NOT sequential, and 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.

FIRE DRILL

When the bell sounds signaling a fire drill, all students must come to complete attention and operate as a group. Please leave the room and evacuate the building through the nearest exit. Complete directions for the fire drill and the route of march to be used by the students are posted in each room. Remain quiet and calm during the fire drill. Your teacher will organize students for specific action during the fire drill.

SAFE TO SAY SOMETHING (S2SS)

For information on the Safe2Say Something program please read [this letter](#) and for information on how to report a tip, please visit this link: [S2SS](#)

SAFETY AND SECURITY

The Board of Education is deeply concerned with the illegal use of controlled substances and alcohol among our young people as well as the illegal possession of weapons and incendiary/explosive devices as major problems confronting our schools, our community, and our society in general.

The Board, therefore, reserves the right to authorize school personnel to inspect student lockers, student vehicles, book bags, gym bags, music instrument cases, and the like, when the health, welfare, and safety of the students and/or the school may be in jeopardy.

The Board reserves the right to authorize school officials to conduct a search of an individual student when such employee has reasonable suspicion that contraband is in the possession of the student and/or is being concealed by said student.

Students are only allowed to carry book bags and gym/equipment bags to and from school. However, all such bags must be placed in the student's locker upon arrival at school and must remain in the locker throughout the regular school day. Students will be allowed to use their lockers between each class within the time frame provided for the changing of classes and will have the opportunity to retrieve gym bags at that time. These bags must be returned directly to one's locker immediately after his or her gym class. Oversized or large purses may not be carried. If such items are brought to school, they must be placed in lockers until dismissal. Coats and jackets may not be worn during the regular school day. All such items must be placed in lockers until dismissal.

SCHOOL POLICE OFFICERS (SPO)

Please contact District Office 601-767-9800

Officer Frank Gnas

Officer Kyle Kromer

SEARCHES (Lockers & Vehicles)

The Board of Education acknowledges the need for safe in-school storage of books, clothing, school materials, and other personal property and provides lockers for such storage.

Student lockers are school district property which is loaned to students for their convenience. Students are not only encouraged to keep their assigned lockers clean and orderly, but also secured against incursion by other students. No student may use a locker as a depository for a substance or object which is potentially dangerous and threatens the health, safety, and/or welfare of the occupants of the school building or the building itself. Students use of said lockers are expressly conditioned upon the students' acknowledgment that the locker belongs and remains the property of the Northern Lehigh School District.



The Board, therefore, reserves the right to authorize school officials to inspect a student's locker by random and/or periodic searches when the decision by a school official is reasonable given all the circumstances present at the inception of the search and the search itself was reasonably limited in its scope to the objective which initially prompted the search.

Applying the aforementioned procedure and/or periodic search, school authorities may search a student's locker and seize any illegal materials and/or contraband.

Prior to a locker search a student may be notified and given opportunity to be present (optional, student's presence is not mandatory).

However, where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare and safety of students of the Northern Lehigh School District and/or the school, students' lockers may be searched without prior warning.

A significant school district interest which would override or outweigh the intrusion into the limited privacy right of the students would include one (1) or more of the following circumstances:

1. Possession of contraband which poses a threat to the health, welfare and safety of the students and/ or the school.
2. Concerns indicating that drugs or other contraband are being transmitted or sold within the school.
3. Specific reasons for heightened concern as to drug activity within the school may include:
 - a. Information received from unnamed students, teachers, family members.
 - b. Observations from students and teachers.
 - c. Suspicious activity by the students such as passing small packages between themselves in the hallways.
 - d. Increased use of the student assistance program for counseling.
 - e. Call from concerned parents.
 - f. Observation of students in possession of a large amount of money.
 - g. Observation of increased use of pay phones by students.
 - h. Observance of students exhibiting physical signs of drug use.
 - i. Ongoing problems with either drug issues and/or weapon/contraband issues and/or disciplinary problems dealing with same.
 - j. Other reasons (aforementioned list inclusive but not limited to, other reasons can be included).

General inspections of school property with drug detecting dogs may be conducted at the discretion of the Superintendent or designee. During a search using dogs, pupils and teachers shall be segregated from the search area and the dogs shall not come in contact with pupils and staff. Individuals may be inspected by dogs only if a search warrant has been secured by a District Magistrate.

Students who wish to receive a parking permit will require both student and parental signature on the search waiver portion of the application. This waiver will allow any car to be searched should there be probable cause. Refusal to sign the waiver will mean a complete denial of parking privileges for the remainder of the school year.

IX. MEDICAL INFORMATION/HEALTH SERVICES

ACCIDENTS

Students who are injured on school premises during the school day must report to the teacher/supervisor. An accident report must be filed. A student who is ill should report to the nurse. Students must have passes to report to the nurse unless the situation is an emergency. Students may be excused to go home only upon confirmation by the parents or guardians. Transportation shall be the responsibility of the parents unless the illness or injury is of an emergency nature.

HEALTH SCREENINGS

Health services are mandated by the State of Pennsylvania. All children in grades K through 12 are required to have vision screening and height and weight measurement yearly. Grades K through 3, 7 and 11 are required to have hearing screening. Scoliosis screening is mandated in grades 6 (as part of the sixth grade physical) and 7.



Physical exams are required on original entry into school, for grades 6 and 11. Dental exams are required on original entry into school, for grades 3 and 7.

Vision, hearing, and body mass index (BMI) screenings are scheduled throughout the school year by the school nurse. Parents/guardians will be notified of the results of the BMI screening and will be notified if vision or hearing concerns are detected. Physical and dental exams can be completed by a student's own doctor and dentist at the family's expense and provided to the Health Office. With parental/guardian permission, the school doctor and dentist can provide the required physical and dental exams at no expense. Parents/Guardians may be present for these exams if so desired and will be notified of the date and time of the exams.

Scoliosis screening in the seventh grade is done initially by the school nurse with signed permission of the parent. A second screening of one student with defects noted by the school nurse is done by the school doctor before a referral is made.

If parents/guardians have concerns or would like to be present for any of the screenings, please contact the Health Office immediately.

IMMUNIZATIONS

Each Student will be given a copy of his/her own immunization record upon graduation. According to PA state school code a student's health record will be retained for two (2) years after a student graduates. Parent/Guardian may request any of their child's health records within two years of graduation.

INSURANCE

The school makes group insurance available to all students at nominal cost. All students are urged to purchase this protection. 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. You may find our forms on our district website:

[INSURANCE FORM](#)

PARENTS, PLEASE FOLLOW DIRECTIONS ON THE INSURANCE FORM. PLEASE NOTE THAT THE INSURANCE COMPANY IS RESPONSIBLE FOR PAYMENT UNDER THE TERMS OF THE POLICY. THE SCHOOL 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.

Pennsylvania's Children's Health Insurance Program (CHIP) can be found at the following link: [CHIP](#)

MEDICATION

Staff may not administer any type of medication to a Student (including Aspirin). If, however, a prescribed medication must be administered, the School Nurse (subject to school policy) may perform the administration with the written permission of the student's parent or guardian. A SPECIAL FORM must be used for this purpose; it is available from the School Nurse (Reference: Pennsylvania Department of Health, 8/16/78). Students who do not follow this procedure will be considered in violation of the Northern Lehigh School District's Drug and Alcohol Policy.

1. The use of prescribed self-administering inhalers is permitted under the following conditions:
2. A written request from parents/guardian that the School complies with the order of the physician, certified Registered Nurse Practitioner or Physician Assistant.
3. A statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.
4. A written statement from the Physician, certified Registered Nurse Practitioner or Physician Assistant that states: name of the drug, prescribed dosage, times medication may be taken, length of prescription, diagnosis or reason medication is needed (unless confidential), potential serious reaction or side effects of the medication, emergency response, and if the child is qualified and able to self-administer the medication.



5. The student shall notify the School Nurse immediately following each use of the asthma inhaler. Violations of this policy shall result in the immediate confiscation of the asthma inhaler and medication and loss of privileges.
6. Student must sign his/her medication sheet to acknowledge having taken the medication.

NURSE

WELLNESS AND FITNESS EXCUSES/ADAPTIVE PHYSICAL EDUCATION

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. 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.

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.

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.

PHYSICAL EXAMINATIONS (Juniors)

All juniors are required by school code to undergo a physical examination. Physicals that are given in the high school are paid by the school district. Physicals given by the student's personal physician or a physician other than the school physician are not reimbursable by the school district. Physicals administered to juniors for interscholastic sports also meet the requirement of the mandatory junior physical for all juniors.

X. OTHER

CLASS ACCOUNTS

It is important that all students understand the functions of their class account. Students should know how money is raised, managed, and spent. Each class has its own account. The main office secretary maintains a ledger sheet in the Student Activities Fund for each class. Each time a deposit is made into your class account, your treasurer is given a receipt for the deposit. Each year, the class account, along with the entire Student Activities Fund, is audited by accountants to verify the system. Money for class accounts is raised in several ways:

1. Class dues
2. Fund-raising (approved by the administration)
3. Annual Fund-raising Campaign

CLASS ORGANIZATION

Each class elects officers at the beginning of the school term. Class dues, a class motto, a class flower, and class colors are selected by a majority vote in the first year. Two staff advisors are assigned to work with the class during the high school years. Each class sponsors specific functions and activities. All class monies must be deposited into the general Student Activities Fund in the name of the appropriate class account.

CLASS DUES

Students in their senior year are required (obligated) to pay class dues to offset the expenses of their class for the past three years. These expenses include the Junior Prom, the Senior Farewell, the Senior Class Trip, graduation



expenses, etc. It is encouraged that all students participate in their class activities (throughout all of their years at NLHS) to reap the benefit of their class dues. Please note:

1. Students who choose not to participate in class activities are not relieved from their financial obligation to the class.
2. Early Graduates are required to pay class dues.
3. Failure to pay class dues will result in exclusion from class-related activities and ultimately serve as an obligation prohibiting participation in graduation exercises.

COMMENCEMENT PARTICIPATION

Students who have satisfactorily completed all current graduation requirements of the state and the Northern Lehigh School District and have fulfilled all of their financial obligations may participate in commencement activities. **Seniors should note that repeated failure to follow school rules and/or poor attendance may result in the loss of senior privileges including but not limited to early dismissal or late arrival permits, parking permits, attending the senior class trip, senior farewell, and commencement.**

CONFIDENTIAL COMMUNICATIONS

Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. Information received in confidence from a student may be revealed to the student's parents, the principal or other appropriate authority where the health, welfare or safety of the student or other persons is clearly in jeopardy.

ELEVATOR KEYS

A limited number of elevator keys are available for students with medical problems. Certification of the problem and request for a key must be processed through the school nurse. Students will be charged for lost keys.

FINANCIAL OBLIGATIONS

Textbooks and Library Materials remain the property of the school district. The student is solely and totally responsible for the same numbered book issued to him/her and will be responsible for its loss and/or damages. Students will be charged for the total cost of replacement, including shipping costs. The same policy is applied to all other school district property including, but not limited to, choir gowns, band uniforms, and athletic equipment and supplies.

A \$25.00 assessment penalty will be placed on obligations that remain unpaid by October 1st of the following school year. All financial obligations must be met before a student transfers to another district.

Senior students who have not made restitution of financial obligations are prohibited from participating in the end of year senior activities including but not limited to Senior Class Trip, Senior farewell, Senior Picnic, Baccalaureate and/or Graduation Ceremonies, and diplomas will be withheld until all obligations have been fulfilled.

LOCKERS

Each student is loaned a separate locker for clothing, books, and personal belongings. The assigned lock is the property of the Northern Lehigh School District and should not be removed from your locker; if this lock is lost or damaged the student will be responsible for replacement cost of \$5.00. Combination numbers are supplied by the homeroom teacher. The student is responsible for the security and condition of his/her locker at all times. A student should use only the locker he/she has been assigned. Sharing or using another locker may result in disciplinary action.

According to the regulations of the state board of education as well as case law, "School authorities **may search a student's locker to determine the presence of any illegal material which may be a threat to the health, safety, and welfare of the school community. Such materials may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings.**" In addition, 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.**" **Students' lockers are subject to random, periodic searches/inspections.** The student is responsible for maintaining a clean and sanitary locker and he/she will be held accountable for any damage to the locker. **Students are expected to clean out all belongings and materials from their locker at the end of the year. Any student that does not will be levied a \$5.00 cleaning fee to be added to their obligations.** When a



student is having difficulty with the locker, the problem should be reported to the high school office. **Jewelry, money, or other valuables should not be stored in the locker.**

Help keep our school safe and prevent locker theft by following these simple rules:

1. Never give your locker combination to another student, not even a close friend.
2. Report damaged lockers (especially those that will not close properly) to the high school office as soon as possible.
3. Do not “pre-set” combination locks. Be sure to close the lock and turn the dial. By following these simple precautions, you can avoid becoming a victim of theft.
4. You must keep your locker closed and locked.

Failure to follow these rules may result in disciplinary consequences.

DESTRUCTION OF PROPERTY/VANDALISM

Students should feel responsible for keeping our building and fixtures in good condition. Moreover, they should respect school property as they would their own. Students apprehended destroying/defacing the building, its contents, or any school property outside the building, will be suspended and the parent/guardian will receive a bill for damages. Payment must be made before the student is reinstated. **(PA. State law requires that a student pay the cost of equipment damaged or destroyed, plus labor. Willful acts of vandalism will result in suspension and referral to Juvenile Court.)**

VISITORS

Visitors are welcome on campus only for the purpose of conducting official business and are required to register at the high school office in accordance with the Trespass Laws of the State of Pennsylvania. All visitors must provide a photo ID (i.e. Driver’s License) 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. Northern Lehigh students are not permitted to visit other schools or school districts on days off without permission from the school being visited.

XI. TECHNOLOGY

ELECTRONIC DEVICE AND CELL PHONE USAGE (please check our school district [website](#) for periodic updates)

General Information

Access to the NLS-D-AD Wi-Fi, with private devices is filtered in compliance with the Children’s Internet Protection Act (CIPA). To gain access to the NLS-D-AD Wi-Fi, students must log in by entering their NLS-D Network login and password.

Guidelines for use

Use of personal devices is prohibited and should not be seen or heard during class time.

Students may use personal devices in non-instructional areas (i.e. cafeteria, hallways) excluding phone calls unless otherwise directed by staff. The use of personal devices falls under NLS-D Internet, Network and Internet Technology found in the student Handbook, and NLS-D Board Policy #237 Electronic Devices.

Students shall make no attempts to circumvent the school’s network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.

Electronic Images and Photographs



The taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing is prohibited.

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

Such prohibited activity shall also apply to student conduct that occurs off school property if:

4. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
5. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
6. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement made on school property to complete a transaction outside of school that would violate the Code of Student Conduct

Consequences for Misuse/Disruption (one or more may apply)

Failure to adhere to this policy will result in the following:

1st offense – Staff/administration will hold device until the end of the block.

2nd offense – Staff will report the violation to administration where the device will be held until the end of the school day when it will be returned to the owner. The student will receive a verbal warning for defiance.

3rd offense – Staff will report the violation to administration where the device will be held until the end of the school day when it will be returned to the owner. The student will receive an administrative detention for defiance.

4th offense – Administration will hold the device until the end of the school day when it will be returned to the owner. The student will receive 2 administrative detentions for defiance. A parent/guardian will be notified of the violation and the student will be prohibited from possessing any personal electronic devices in school for at least 5 days. If the student brings any electronic devices to school during this time, they must submit them to the main office upon entering the building and may pick them up when they leave. Failure to follow these procedures may result in further consequences including out of school suspension.

5th offense- Student will be suspended from school for at least one day. A parent/guardian will be notified of the violation and the student will be prohibited from possessing any personal electronic devices in school for the rest of the semester. If the student brings any electronic devices to school during this time, they must submit them to the main office upon entering the building and may pick them up when they leave. Failure to follow these procedures may result in further consequences.

6th + offense-Student will be suspended from school for at least three days. A parent/guardian will be notified of the violation and the student will be prohibited from possessing any personal electronic devices in school for the rest of the school year. If the student brings any electronic devices to school during this time, they must submit them to the main office upon entering the building and may pick them up when they leave. Failure to follow these procedures may result in further consequences

NOTE: Failure to turn over an electronic device listed above when requested by high school faculty, staff or administration will be considered insubordination and will result in appropriate disciplinary consequences including out of school suspension.

School Liability Statement

Students bring their devices to use at the NLSH at their own risk. It is their duty to be responsible in the upkeep and protection of their devices.

Northern Lehigh School District is in no way responsible for:

- Personal devices that are broken while at school or during school-sponsored activities
- Personal devices that are lost or stolen at school or during school-sponsored activities
- Maintenance or upkeep of any device(keeping it charged, installing updates or upgrades ,fixing any software or hardware issues)



INTERNET/NETWORK/SOFTWARE, HARDWARE, PERIPHERALS, AND OTHER INFORMATION TECHNOLOGY ACCESS AGREEMENT

(please check our school district [website](#) for periodic updates)

The Northern Lehigh School District will provide access to the internet/network/software, peripherals, and other information technology equipment for students. A signature form is given to all students on the first day of school stating that you have read this policy. Students will not be permitted to use District equipment if this signature form is not returned signed by both parents and student.

The Acceptable Use Policy strictly prohibits the following activities and any other determined by district authorities to be unacceptable uses of the internet/network/software, hardware, peripherals, and other information technology equipment. These prohibitions are in effect any time school district resources are accessed in any way whether in school, directly from home, or indirectly through another Internet service provider.

- Allowing another person to use an account not assigned to them.
- Use of the Internet/network/software, hardware, peripherals, and other information technology equipment to transmit material likely to be offensive or objectionable to recipients.
- Use of Internet/network/software, hardware, peripherals, and other information technology equipment to participate in inappropriate and/or objectionable discussions of newsgroups.
- Use of the Internet/network/software, hardware, peripherals, and other information technology equipment to transmit hate mail, harassment, discriminatory remarks, and other antisocial communications on the network.
- Use of the Internet/network/software, hardware, peripherals, and other information technology equipment which results in a copyright violation.
- Use of the Internet/network/software, hardware, peripherals, and other information technology equipment to order or purchase in the name of the school district or the name of any individual type of merchandise or service. All costs to the district or any individual incurred because of this type of violation will be the responsibility of the user.
- Use of the Internet/network/software, hardware, peripherals, and other information technology equipment to access fee-based on-line/Internet service. All costs to the district or any individual incurred because of this type of violation will be the responsibility of the user.
- The illegal installation, distribution, reproduction or use of copyrighted software on district computers.
- Use of the Internet/network/software, hardware, peripherals, and other information technology equipment to intentionally obtain or modify files, passwords, or data belonging to other users.
- Use of the Internet/network/software, hardware, peripherals, and other information technology equipment to misrepresent other users on the network.
- Use of the Internet/network/software, hardware, peripherals, and other information technology equipment for fraudulent copying, communications or modifications of materials in violation of local, state, and federal laws.
- Use of the Internet/network to distribute games or files to other users.
- Using the Internet/network/software to obtain answers to tests or present others work as your own (academic dishonesty).
- Loading, downloading, or use of unauthorized games, programs, files or other electronic media.
- Malicious use of the Internet/network/software, hardware, peripherals, and other information technology equipment to develop programs that harass other users or infiltrate a computer system and/or damage the software components of a computer system.
- Destruction of district computer hardware or software.

CONSEQUENCES FOR INAPPROPRIATE USE

The Internet/network/software, hardware, peripherals, and other information technology equipment user shall be responsible for all costs for damages to the equipment, systems, hardware and software resulting from deliberate or willful acts.

Illegal use of Internet/network/software, hardware, peripherals, and other information technology equipment; intentional deletion or damage to files of date belonging to others; copyright violations or theft of services may be reported to the appropriate legal authorities for possible prosecution under Pennsylvania and/or U.S. Crimes code and/or school authorities for possible prosecution under School Policy and/or Pennsylvania School Code.



General rules for behavior and communications apply when using the Internet/network/software, hardware, peripherals, and other information technology equipment, in addition to the stipulations of this policy. Loss of access and other disciplinary actions in accordance with other school board policies and state law may be consequences for inappropriate use.

Vandalism may result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks. This includes but is not limited to the uploading or creation of computer viruses. Vandalism may also result in school or criminal prosecution as stated above.

TECHNOLOGY/HANDBOOK/PHOTO RELEASE SIGN-OFF FORM

[TECH SIGN-OFF FORM](#)

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 on school vehicles, video and audio surveillance may be used. Video from surveillance equipment shall become the property of the school district and may be used for review of any incident or as evidence for disciplinary action.



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