

**NORTHERN LEHIGH MIDDLE SCHOOL**  
**GRADES 7 & 8**  
**2020 - 2021**



**PRIDE, ACADEMIC ACHIEVEMENT, CONFIDENT AND KIND!**

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

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

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

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## **Online Handbook**

“The rules you are about to read in this student handbook are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority.” This handbook can be found online (insert link)

### **Relationship to Board Policy**

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

### **A Message from the Administration**

Welcome to Northern Lehigh Middle School, this is the “transition school to high school.” These are the years that students should become independent, responsible young adults. There are a variety of opportunities to get involved in the school community, try something new, expand your horizons and grow not only academically but emotionally.

Here at the middle school you are part of the Dawg Pack, so get your “Power from the P.A.C.K.!” (Pack = Pride, Academic Achievement, Confident & Kind)

### **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 Middle School Mission Statement**

Northern Lehigh Middle School provides a cooperative and safe transition which encourages responsible life-long learners who contribute to their school and community!

We believe:

- That all of our faculty and staff believe in the success of all of our students.
- That all students can become life-long learners.
- That all students can make a positive contribution to the community
- That the middle school transitions the students from elementary school to high school.
- That all students can learn and work effectively in a cooperative environment.  
Creating and maintaining a safe environment will encourage problem-solving, critical thinking and risk-taking.
- That all students and teachers will be held to the highest standard of performance and attitude.
- That all students and staff with the appropriate goals can be self-motivated learners.

**MIDDLE SCHOOL OFFICE**

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

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

**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**

**(610) 767-9800**

Mr. Matthew Link.....Superintendent  
Dr. Tania Stoker.....Assistant Superintendent  
Mrs. Rhonda Frantz...Co-Director of Business Affairs  
Mrs. Sherri Molitoris..Co-Director of Business Affairs  
Mr. Greg Derr.....Director of Support Services  
Mr. Eric Hill.....Director of Technology  
Mrs. Michele Dotta....Director of Special Education  
Mr. Gene Marks.....School Psychologist  
Mrs. Susan Bahnick.....Director of Food Services  
OFC Frank Gnas.....School Police Officer

**Other District Phone Numbers**

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

## Northern Lehigh Middle School is a Career Pathways School

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

### Calendar

**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 CLU #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: 3/3/2020**

*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
	<b>185</b>	<b>195**</b>

**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	

**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
- First Student Day--August 31
- Schools Closed
- Last Student Day--June 17
- New Teacher Orientation
- Snow Makeup Day
- Late Start-2 hr
- EarlyDismissal -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 13, 2020**  
**February 3, 2021**  
**April 15, 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 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**

**Access to Middle School Google Calendar:** <http://schools.nlsd.org/jrnsnlsd/?sub=calendar>

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

7:13 AM	-	Bell to Enter Building
7:19 AM	-	Homeroom Warning Bell
7:20 AM – 7:28 AM	-	Homeroom
7:31 AM – 8:19 AM	-	Period 1
8:22 AM – 9:10 AM	-	Period 2
9:13 AM – 10:01 AM	-	Period 3
10:04 AM – 10:52 AM	-	Period 4
10:56 AM – 11:26 AM	-	Lunch – 8 <sup>th</sup> Grade
11:30 AM – 12:18 PM	-	Period 5 - 8 <sup>th</sup> Grade
10:56 AM – 11:44 AM	-	Period 5 - 7 <sup>th</sup> Grade
11:48 AM – 12:18 PM	-	Lunch - 7 <sup>th</sup> Grade
12:21 PM – 1:09 PM	-	Period 6
1:12 PM – 2:00 PM	-	Period 7
2:03 PM – 2:15 PM	-	Homeroom

When inclement weather, road conditions, or other emergencies make it necessary to close our schools an announcement will be made over radio stations, television stations and through our Community Outreach System. Northern Lehigh School District uses a community outreach system to communicate important information with students, parents/guardians, and members of the community, our community outreach system uses multiple forms of media to keep our Bulldog community informed, including phone calls, text messages, emails, and notifications on our NLS D website. 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.

**Radio Stations**

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

**TV Stations**

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



## **2 Hour Delay Schedule**

9:13 AM -	Bell to enter building
9:19 AM -	Homeroom Warning Bell
9:20 AM – 9:25 AM	Homeroom
9:27 AM – 10:02 AM	Period 2
10:04 AM – 10: 39 AM	Period 3
10:41 AM – 11:16 AM	Period 4
11:18 AM – 11:48 AM	8th Grade Lunch
11:50 AM – 12:25 PM	8th grade 5th period
11:18 AM – 11:53 AM	7th grade 5th period
11:55 AM – 12:25 PM	7th grade Lunch
12:27 PM – 1:02 PM	Period 6
1:04 PM - 1:39 PM	Period 7
1:41 PM – 2:15 PM	Period 1

## **Early Dismissal**

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

### **PLEASE NOTE:**

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

## **School Closing**

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

## **Attendance**

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

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

### **Excused/Lawful Absence**

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

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

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

### **Excessive Absence/Mandating**

Students with excessive absences may be issued a mandatory physician's letter from administration requiring that a doctor's excuse be returned to school with each day of absence or tardiness. Excessive absence is defined as a total of ten (10) and/ or late arrivals to school (tardy). In accordance with Pennsylvania Department of Education Policy Code #133-411 – In case of chronic irregular absence, school authorities may request a physician's certificate showing such absences to be justifiable. Any absence accrued throughout the school year may be used for mandated attendance. This includes excused absences, unlawful absences, out-of-school suspensions, and educational trips.

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

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

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

## **Tardiness**

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

Students who have unexcused late will be subject to detentions and/or suspensions. Students will be allowed one **(1) unexcused tardy to school per marking period without penalty**. Beginning with the second tardy in each marking period, students will be subject to the discipline policy regarding tardiness.

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

## **Early Dismissal From School**

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

## **Educational Trip**

Upon receipt of a written request from the parents of the 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*, and should be turned into the main office at least two weeks prior to trip.

## **Student Services**

### **Homebound Instruction**

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

### **School Registration and Withdrawal**

Please contact the district registrar at (610) 767 – 9800 x 3 to either register or withdraw your student.

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

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

### **Home Language Survey**

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

### **English Language Development Program**

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

### **Student Assistance Program**

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

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

### **Cafeteria service**

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

The cost of lunch for full pay is \$2.85, for reduced it is .45 while breakfast for full pay is \$2.00 and reduced is .35. For a student who has completed and been approved for free, both meals are free.

If you should need assistance or any information regarding free/reduced meals, please contact the food services department at (610) 767-9811.

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

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

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

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

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

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

### **School Counselor Office**

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

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

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

## **Gifted Education**

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.

## **Grading and Reporting**

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

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

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

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

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

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

For a student to be "promoted" to the next grade level, he/she may NOT fail more than 1 core area class (ELA, Math, Science, Social Studies) and no more than 2 special area classes.

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

Northern Lehigh School District will not conduct a Secondary Summer School Program.

## **School Wide Positive Behavior System**

Our Positive Behavior Support program recognizes positive behavior that students exhibit to enhance their ability to learn and improve the overall school culture. Here at the middle school we get our "Power from the P.A.C.K!" identifying four key behaviors, being positive, academic achievement, confident and kind. A student can receive a P.A.C.K. cash for exhibiting these behaviors which they then can use to purchase a variety of items from our monthly store.

## **MTSS**

Multi-tiered systems of support are used in an effort to meet the varied needs of all students in the areas of behavior, academics, and social-emotional learning. This tiered structure assumes that all students require instruction in these areas, while a small percentage require additional direct instruction and intervention, and an even smaller group require intensive instruction and intervention. The Middle School is in the process of expanding MTSS to meet the needs of all students in 7<sup>th</sup> and 8<sup>th</sup> grades in these areas.

## **Operational Policy and Procedures**

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

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

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

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

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

Parents or eligible students who wish to ask the Northern Lehigh School District to amend their child's or their education record should write 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 contacted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on

an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

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

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

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

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

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

System security is protected through the use of passwords. Failure to adequately protect and/or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

- Employees/students shall not reveal passwords to unauthorized individuals.
- Users are not to use a computer that has been logged in under another's person's name.



- Any user identified by the principal as a security risk may be denied access to the network.

Any internet/network software, hardware, peripherals, and other information technology equipment user who received threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator.

Internet/network software, hardware, peripherals and other information technology equipment users shall not reveal personal addresses or telephone numbers to other users on the network.

The user of any and all technology equipment shall be responsible for all costs for damages to the equipment, systems, hardware and software resulting from deliberate or willful acts.

Illegal use or intentional deletion or damage to files of data belonging to others, copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution under PA and/or US Crimes Code and/or to school authorities for possible prosecution under school policy.

For a full listing of all consequences view the school district's Acceptable Use Policy (815) on the web.

### **Chromebooks**

Here at the middle school each student is issued a school district supplied Chromebook. Chromebooks are expected to be returned as received, except for normal wear and tear. Chromebook usage is considered a privilege; inappropriate use or neglect may result in loss of privileges. Loss of privileges will not change classroom expectations and/or assignment completion. The Chromebook is owned by Northern Lehigh School District and assigned to students; students should have no expectation of privacy as related to the Chromebook. All commercial, illegal, unethical and inappropriate use of the Chromebook is expressly prohibited. Violations will be subject to disciplinary action as deemed necessary. Chromebooks should never be left unattended and should be carried in their protective case at all times, with school identification tag attached. Do not use them on buses or in automobiles. Students should use the carrying strap of the case to hang their laptops in their lockers, not lay them in the bottom of the locker. No stickers are allowed on any of the equipment and food and drink should not be used near the Chromebook.

It is highly recommended that you purchase district Chromebook insurance. In order for students to take their Chromebook home to use for schoolwork after school hours, it is required that district Chromebook insurance be purchased. Even those who are not going to take their Chromebook home are encouraged to purchase district Chromebook insurance to cover any damages that might occur during the school day/year. Students who receive free lunch can receive Chromebook insurance for free but will be required to pay 50% of any deductible for incidents that result in damage to the Chromebook. Students who receive reduced lunch can receive Chromebook insurance at 50% of the cost and will be required to pay 50% of any deductible for incidents that result in damage to the Chromebook.

## Nurse Services

### Accidents

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

### Medication

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

### Screenings and Exams

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

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

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

### Epinephrine Auto-injector Exemption

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

### Wellness and Fitness Excuses/Adaptive 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.

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

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

### **Wellness Policy**

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

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

### **Insurance**

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

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

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

Also available is the Children's Health Insurance Program (CHIP); Pennsylvania's program to provide health insurance to uninsured children and teens who are not eligible for or enrolled in Medical Assistance. Information on this program can be found underneath the Contact tab on the NLSD homepage in a navigation button labeled, Chip covers PA

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

## Bus Emergency

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

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

Transportation Department  
1201 Shadow Oaks Lane  
Slatington, PA 18080

## Student Guidelines

### Activities

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

Academic Challenge Eighth	Band	Chorus	Girls Softball	Girls Basketball
Boys Basketball	Co-ed Soccer	Intramurals	Student Council	Football
School Newspaper	Wrestling	National Jr. Honor Society	Weightlifting	Girls Field Hockey
Yearbook	Sons of Liberty	Foreign Language Club	MATHCOUNTS	Math 24

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

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

### **Extra-curricular eligibility**

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

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

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

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

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

### **Activity Bus**

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

### **School Dances**

To attend any/all school dances students must be in good academic standing following the PIAA guidelines of eligibility. Student dress should have the ability to comply with student dress code.

### **Cafeteria Expectations**

Students are expected to conduct themselves in the cafeteria in the same manner as would be required in polite society. Unmannerly, rude, loud or boorish behavior cannot be accepted in the 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.

- No student may leave the building.
- Students should leave books in their lockers.

- Students should raise their hands to empty trays, ask to use the lavatory. (No roaming) (No changing seats)
- Glass bottled beverages and/or containers are not allowed.
- Food from commercial establishments may not be ordered or delivered to the building at any time.
- Games, cards, dice, etc. are not allowed. No gambling of any kind.
- 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.**
- Student misbehavior may result in assigned seating.
- The cafeteria monitors dismiss the students.
- Open containers are **NOT** permitted in the middle school hallways.

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

Are to be placed in the racks provided upon arrival at school and are not to be used until the end of the school day. They may not be brought into the building. Students assume full responsibility for the safety of their bicycles. At no time are students to joy ride around the school grounds or parking lot interfering with the flow of traffic.

### **Dress and Grooming**

The Northern Lehigh School District is of the opinion that good grooming and dress are, first of all, the responsibility of the parents and students. We recognize the need on the part of the student to display maturity and good judgment.

Nonetheless, our school also is involved in 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 the students. Proper dress is conducive toward the maintenance of a constructive educational atmosphere.

It is our belief that the dress of students is one of the factors which determines their general behavior and attitude. Our guidelines suggest that all clothing be clean and neat and in good taste. Clothing should not be extreme to the extent that it focuses attention on the wearer, indicating indecent or disruptive suggestions. Examples of unacceptable clothing could include, but is not limited to:

- See-through or revealing blouses/shirts that expose upper torso.
- Tops that expose a bare midriff (all tops should have the ability to be tucked in and stay there.)
- Shirts/tops can be sleeveless, but no tank tops or spaghetti straps.
- Shorts should have at least a minimum of a 5-inch inseam.
- Skirts should reach mid-thigh.
- No exposed undergarments
- No pajama pants

- Clothing that displays inappropriate or derogatory messages or promotes the use of alcohol, tobacco, or illegal substances.
- No head coverings such as hats, caps, certain types of scarves or bandanas.
- For safety reasons, open-toe or open-backed shoes may not be permitted in certain classes.
- No sunglasses

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

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

### **Electronic Devices**

Electronic devices are not allowed in the building by the authority of the Public School Code (24 PS 1317.1), the School Board prohibits possession of laser pointers and attachments, cellular phones, pagers, IPODs, and MP3 players, digital cameras, by students on school grounds, on buses and other vehicles provided by the district, and at school sponsored events.

The first infraction will result in the confiscation of the device where it may be picked-up by the student at the end of the day.

The second infraction will result in confiscation where the student may pick up the phone at the end of the day; however, the phone must be turned in to the office before homeroom and can be picked up at the end of the day for one week's time, as well as an after-school detention. Parent conference will be held for further infractions.

However, there are exceptions, refer to School Board Policy #237, section 5.

### **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 saluting the Flag on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

### **Lost Items**

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

### **Lockers**

Lockers are the property of the Northern Lehigh School District. As such, students have no expectation of privacy in their lockers. Each student is assigned a locker. The administration

reserves the right to inspect any locker and its contents at any time and may confiscate prohibited material. Lockers may be subject to canine sniff searches.

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

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

- Lock your locker
- Lockers that are open or have their combination set will be emptied of their contents and locked. Should a student continue to not comply they will lose their locker privilege.
- **Do not share with another student.**
- Report damage or vandalism immediately.
- No stickers, pictures, postings on the outside of the lockers.

**The school can assume NO responsibility for books or other articles lost or stolen. Valuables should not be placed in lockers.**

### Financial Obligations

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

Student will be charged for the total cost of replacement, including shipping costs when applicable, of library books, textbooks, and school property or supplies.

Students owing obligations will be notified by the principal or designee about the obligation due. If the student does not meet a financial obligation within one month of being notified, parents/guardians will be contacted. Three (3) documented contacts will be made to parents, the final being a certified receipt requested letter.

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

### Discipline Code

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

Tier I incidents are classroom occurrences that are handled by the teacher’s discretion. This can result in any of the following but not limited to: student conference, loss of class privilege, phone call home, parent/student conference, team conference.



Examples of behaviors: excessive talking, disruption, disrespect

Tier II incidents are classroom or hallway occurrences that are handled by administration. This can result in any of the following but not limited to: student conference, restrictive movement, detention, phone call home, parent/student conference.

Examples of behaviors: running in halls, tardy to class/school, cutting class,

Tier III incidents are classroom or hallway occurrences that are handled by administration. This can result in any of the following but not limited to: detention, parent conference, out of school suspension, citation to magistrate and/or the student may be referred to the Board of Education for further consequences including possible expulsion.

Examples of behaviors: assault, harassment, vape/nicotine product

### **Administrative Detention**

Assigned administrative detentions are held every Monday and Wednesday during the school year. Detentions are held in room 14 from 2:20 PM – 3:20 PM. No transportation is provided. The administration's expectation of behavior is that the student attends detention prepared with schoolwork to complete, a book to read or study. They are not allowed food or drink.

Missed detentions will be reassigned. Should a student miss their assigned detention again, they will then be assigned two (2) detentions. If they continue to miss their assigned detention they will be assigned a day of restricted movement.

### **Restricted Movement**

Any student who becomes involved in certain discipline infractions maybe put on restricted movement. 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.

### **Out-of-School Suspension**

A student, under an out-of-school suspension is returned temporarily to his home and placed in the custody of parents) or guardian(s). During the period of suspension, the student is also barred from involvement in any school sponsored activity, either as a participant or a spectator. Furthermore, the student must remain away from the school grounds throughout the duration of the suspension. Students who come onto school property may be arrested or cited for trespassing. The cooperation of the parents is requested in the enforcement of this policy. *All homework and/or classwork assignments collected for and given to your student must be completed upon their return to school. Missed test/quizzes must be completed within four (4) days of the suspension.*

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

## **Definitions of Offenses**

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

The educational experience at Northern Lehigh includes training in citizenship through development of respect for one's self, respect for one's fellow man- students, teachers, and administrators- and respect for law, all necessary ingredients for a successful democracy. Any student who verbally displays behavior which is offensive, challenges authority, shows blatant disrespect to a teacher or refuses to follow a reasonable request will result in appropriate interventions/consequences.

### **Drugs and Alcohol Policy**

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

### **Fighting/Assault**

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

### **Gambling**

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

### **Harassment**

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

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

Harassment includes verbally, physically, or sexually threatening or intimidating another student. The term "harassment" includes but is not limited to slurs, jokes, or other verbal, graphic or

physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age or disability.

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

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

### **Bullying**

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

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

### **Smoking/Tobacco products**

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

### **Terroristic Threats or Acts**

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

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

A student guilty of terroristic threats or acts may be suspended, may be reported to law enforcement officials, and may be recommended to the School Board for expulsion depending on the individual circumstances. If a student is expelled for making terroristic threats or committing terroristic acts, the Bard may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others. Upon returning to school, the student shall be subject to random searches.

## **Theft**

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

## **Weapons**

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

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

A student who possesses, used, and/or distributes any of the above-named items or who aids in the concealment of an article construed to be a weapon shall be referred to NLSD police and expelled for a period of not less than one (1) year. Such expulsion shall be given on a case-by-case basis. All incidents will be reported to the proper law enforcement agencies. In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Act.

## **Audio and Video Surveillance**

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

## **Visitors**

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

## **School Safety**

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

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

#### **Safety Drills**

The state requires regular safety drills. These are indicated by the sounding of a special alarm. During a drill, everyone should move in a single file as quickly and as orderly as possible to the designated exit and area for the room in which he/she is having class at the time. The first person to reach the door should hold it open until all students have passed and then follow the last person out. These directions pertain specifically to fire drills which occur monthly.

During a lock-down drill, students remain in their classes under the teachers' guidance behind locked doors.

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

#### **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.

#### **Safe 2 Say Something**

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

#### **School Police Officers**

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