

NORTHERN LEHIGH MIDDLE SCHOOL
GRADES 7 & 8
2021-2022



This Handbook Belongs To: _____

Grade: _____

Homeroom Teacher: _____

TABLE OF CONTENTS

GENERAL INFORMATION:

District and Middle School Mission Statement	Page 5
District and Middle School Contact Information	Page 6
*Bus Garage	
*Food Service	
Career Pathways School	Page 7
District Calendar	
*Link to Middle School Calendar	
Hours of Operation	Page 8
*Main Hours/2 Hour Delay	
*Inclement Weather Dismissal/Closing	Page 9

ATTENDANCE:

Excused/Lawful Absence	Page 10
Excessive Absence	
Unlawful and Improvement	Page 11
Tardiness	
Early Dismissal from School	
Educational Trip	Page 12

STUDENT SERVICES:

Homebound Instruction	Page 12
School Registration and withdrawal	
Change of address/information	
Home Language Service	
English Language Development Program	
Student Assistance Program (SAP)	Page 13
Cafeteria Service	
Non-discrimination Policy – Special Education	
School Counselor Office	Page 14
Gifted Education	
Grading and Reporting	
School Wide Positive Behavior System	Page 15
MTSS	

OPERATIONAL POLICY AND PROCEDURES:

Family Educational Rights and Privacy	Page 16
---------------------------------------	---------

Use of Internet/Chromebooks	Pages 17-21
Nurse Services	Page 22
*Accidents	
*Medication	
*Screenings and Exams	
*Epinephrine auto-injector Exemption	
*Wellness and Fitness Excuses/Adaptive Physical Education	
*Physical Examinations (Interscholastic Sports)	
Wellness Policy	Page 23
Insurance	
Bus Emergency	
STUDENT GUIDELINES:	
Activities	Pages 24-25
*Extra-curricular eligibility	
*Extra-curricular Activities and Attendance	
*Activity Bus	
*School Dances	
Cafeteria Expectations	Page 25
Bicycles/skateboards	Page 26
Dress and Grooming	
Electronic Devices	Page 27
Pledge of Allegiance	
Lost Items	
Lockers	
Financial Obligation	Page 28
Discipline Code	Pages 28-32
*Administrative Detention	
*Restricted Movement	
*Out-of-School Suspensions	
Definitions of Offenses	Pages 32-35
*Disrespect/Defiant/Insubordination	
*Drugs and alcohol policy	
*Fighting/Assault	
*Gambling	
*Harassment	
*Bullying	
*Smoking/Tobacco products	

*Terroristic Threats or Acts

*Theft

*Weapons

Audio and Video Surveillance

Page 35

Visitors

SCHOOL SAFETY:

Multi-hazard Plan

Page 36

Safety Drills

A.L.I.C.E.

Safe 2 Say Something

School Police Officers

Online Handbook

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

Relationship to Board Policy

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

Welcome to Northern Lehigh Middle School, 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.

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

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

BOARD OF EDUCATION

DISTRICT OFFICE ADMINISTRATION

(610) 767-9800

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

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 life-styles they represent. Teachers, guidance counselors and parents motivate the students to discover their abilities, to use decision-making skills and more. The 8th grade students are also encouraged to tour Lehigh Career & Technical Institute (LCTI) to see the opportunities offered there.

Calendar

NORTHERN LEHIGH SCHOOL DISTRICT 2021-2022 SCHOOL CALENDAR	
August 18 - New Teacher Orientation Day at District Office	
August 19-20 - New Teacher Orientation Days at CLIU #21	
August 24-26- Mandatory Teacher In-Service Days	
August 27 - Schools Closed	
August 30 - Teachers and Pupils Report	
September 3-6 - Schools Closed-Labor Day Break	
October 11 - Schools Closed -- Mandatory Teacher In-Service	
November 18-23 - Elementary School Conference Dates (Elementary students are dismissed after lunch to accommodate parent conferences)	
November 24 - Schools Closed -- Mandatory Teacher In-Service	
November 25-November 29 - Schools Closed - Thanksgiving Break	
December 23 - Schools Closed - Mandatory Teacher In-Service	
December 24 - December 31 - Schools Closed - Winter Recess	
January 17 - Schools Closed - Martin Luther King Holiday/Mandatory Teacher In-Service Day	
February 18-21 - Schools Closed - President's Holiday	
March 11 - Schools Closed - Mandatory Teacher In-Service	
April 13 - Elementary School Conference Date (Elementary students are dismissed after lunch to accommodate parent conferences)	
April 14-18 - Schools Closed - Spring Break	
April 25-29 - PSSA English Language Arts Grades 3-8	
May 2-13 - PSSA Mathematics, Science and Make-ups Grade 3-8	
May 16 - Schools Closed - Mandatory Teacher In-Service Day	
May 30 - Schools Closed - Memorial Day	
June 15 - Last Day for All Students	
June 16 - Last Day for Teachers	

ADOPTED: 3/8/2021

All Dates Are Inclusive

Days	Pupil	Teacher
Aug.	2	5
Sept.	20	20
Oct.	20	21
Nov.	18	19
Dec.	16	17
Jan.	20	21
Feb.	18	18
Mar.	22	23
Apr.	18	18
May	20	21
June	11	12
Total	186	186**

ANTICIPATED MARKING PERIODS and REPORT CARD ISSUE DATES

Elementary and Secondary Schools Marking Period Ends
 November 3, 2021
 January 21, 2022
 March 30, 2022
 June 8, 2022

Elementary and Secondary Schools Report Cards Issued
 November 12, 2020
 February 1, 2022
 April 8, 2022
 June 15, 2022 (Elementary)
 *June 22, 2022 (Secondary)
 **Mailed Home

August-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				

December-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	

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

September-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		

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

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

October-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					

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

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

November-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					

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

Flex Days: November 24,
December 23, June 16 (or
last teacher day)

- Teacher Day-No Pupils
- Schools Closed
- New Teacher Orientation
- Late Start-2 hr
- First Student Day - August 30
- Last Student Day - June 15
- Snow Makeup Day
- Early Dismissal - HS/MS 10:00; SE 11:00; PE 12:00

- Last Teacher Day - June 16
- School Closed-Weather

**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 9, 10, 13-15). They will be snow make up days 2-6
 7th Snow Make-up Day -- February 18
 8th Snow Make-up Day - April 14

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 29, 2021
 December 27, 28, 29, 2021
 April 15, 2022

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

Middle School Hours
Middle School Master Schedule

7:10 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 th Grade
10:56 AM – 11:44 AM	-	Period 5 - 7 th Grade
11:30 AM – 12:18 PM	-	Period 5 - 8 th Grade
11:48 AM – 12:18 PM	-	Lunch - 7 th Grade
12:21 PM – 1:09 PM	-	Period 6
1:12 PM – 2:00 PM	-	Period 7
2:03 PM – 2:10 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 NLSD website. Your contact information is automatically added to our community outreach system when your student is registered in the Northern Lehigh School District. You may choose to opt out of the community outreach system notifications at any time by following the opt-out instructions at the end of each message or by contacting your school building office.

Radio Stations

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

TV Stations

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

2 Hour Delay Schedule

9:10 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 – 2:10 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 NLSD is closed due to inclement weather or other emergency conditions, all school events, i.e. extra-curricular activities shall be postponed. Interscholastic athletic contests over which the NLSD has control shall be rescheduled for the next mutually agreeable playing date. All other school events may be scheduled for the next earliest possible date.

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

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) 767-981.

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.

School Wide Positive Behavior System

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

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



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 7th and 8th 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 to the school principal [or Superintendent], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

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

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

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

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

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

Use of Internet/Network Technology Equipment

NORTHERN LEHIGH SCHOOL DISTRICT AGREEMENT FOR CHROMEBOOK/LAPTOP USE

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

1. The Student and Parent/Guardian understand and agree the Chromebook/Laptop, case and charger are the property of the Northern Lehigh School District and the Student has

no right to alter, install or remove any hardware, software, or applications on the Chromebook/Laptop.

2. Student and Parent/Guardian acknowledge receipt of **School Board Policy 815: Acceptable Use of Internet and District Technology Resources** and **Policy 708: Lending of School Owned Equipment and Books** and understand and agree to abide by the procedures and rules set forth in these Policies and this Agreement. **NLSD school board policies may be found on-line at <http://www.nlsd.org> , click on the POLICIES icon at the right of the screen which will take you to the Board Doc Policy manual. Click on the Policies tab at the top right of the page, then choose the appropriate numbered category on the left side of the page.**
3. Insurance Options:
 - a. **(Insurance Option)** Parent/Guardian may purchase Chromebook/Laptop insurance for the District-Owned Chromebook/Laptop. The insurance premium will be waived for any family that participates in the **Free Lunch Program**. The premium will be discounted by 50% for any family that participates in the **Reduced Lunch Program**. A deductible will be charged for each covered claim and is in addition to the insurance premium payment. Parent/Guardian may not substitute homeowner or other personal insurance for district Chromebook/Laptop insurance. The district reserves the right for final determination of insurance claims. The district Chromebook/Laptop insurance covers the Chromebook/Laptop, power charging adapter, and case.

The premium for District Chromebook insurance is \$20 per school year. Maximum of \$80 per family districtwide, including Chromebook and Laptop insurance. Deductibles are as follows:

- Incident of damage not covered under warranty - \$50
- Theft, loss or damage of charger - \$15
- Theft, loss or damage of case - \$15
- Theft or loss of Chromebook - \$125

The premium for District Laptop insurance is \$40 per school year. Maximum of \$80 per family districtwide, including Chromebook and Laptop insurance. Deductibles are as follows:

- Incident of damage not covered under warranty - \$80
- Theft, loss or damage of charger - \$30
- Theft, loss or damage of case - \$15
- Theft or loss of Laptop - \$300

- b. **(Non-Insurance Option)** The Parent/Guardian and Student accept all uninsured financial responsibility with respect to damage, loss or theft of the Chromebook/Laptop while it is in the possession, custody or control of the student.

Estimated Chromebook repair costs without insurance are as follows:

- Incident of damage not covered under warranty - \$100
- Theft, loss or damage of charger - \$30
- Theft, loss or damage of case - \$30
- Theft or loss of Chromebook - \$250

Estimated Laptop repair costs without insurance are as follows:

Incident of damage not covered under warranty - \$160

Theft, loss or damage of charger - \$60

Theft, loss or damage of case - \$30

Theft or loss of Laptop - \$600

4. In some instances it may be necessary for a Technology Department staff member to access the Chromebook/Laptop remotely to resolve a technical problem. If this is necessary, the Student will be asked for verbal permission before the remote access is performed. If verbal permission for remote access is granted, a permanent record of the approval will be logged by the Technology Department staff member along with the time, date and duration of the access. The Student will not be asked for any permission prior to remote software or configuration changes sent out to all Chromebooks/Laptops.
5. The Student will not permit individuals, other than District personnel, to access the Chromebook/Laptop. The Student must follow all copyright laws. The Student shall not use or allow the Chromebook/Laptop to be used for any illegal reasons or reasons prohibited by **School Board Policy 815: Acceptable Use of Internet and District Technology Resources**.
6. The Student and Parent/Guardian agree the Chromebook/Laptop is deemed to be in the custody of the student from the time the Student receives the Chromebook/Laptop until the time the Chromebook/Laptop is returned to a designated school representative. If the Chromebook/Laptop is lost or stolen at school or on school property, which includes on the bus to and from school, the Student must notify the Principal immediately.

If the Chromebook/Laptop is lost or stolen at home or off school property the Parent/Guardian and Student must immediately notify the Principal of the incident along with all relevant details no later than the next school day after the occurrence. In addition, a police report must be filed by the Student or Parent/Guardian within 48 hours of the occurrence.

In the event the Chromebook/Laptop is lost, damaged or stolen while in the custody of the Student, the Student and Parent/Guardian agree they will be responsible to the District for the cost to repair or replace the Chromebook/Laptop. If the claim is covered by the applicable District insurance, then Student and Parent/Guardian shall only be responsible for the costs not covered by insurance, including, but not limited to, any deductible. The Parent/Guardian may not substitute homeowner or other personal insurance for District Chromebook/Laptop insurance.

7. The Student and Parent/Guardian understand and agree they are not to attempt any repairs on the Chromebook/Laptop and that damaged Chromebooks/Laptops must be returned to the Technology Department for repair/service.
8. The Student understands and agrees that at the end of the school year, or upon request from any school official, the Chromebook/Laptop will be returned to the District in the same condition the Chromebook/Laptop was originally provided, except for normal wear and tear as determined by the District. Any failure to return the Chromebook/Laptop to the District in a timely manner or the continued use of the Chromebook/Laptop for non-school purposes without the District's written consent may be considered unlawful

possession of District property and the District may pursue legal remedies to obtain the Chromebook/Laptop or its value.

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

I have read the Northern Lehigh School District Agreement for Chromebook/Laptop Use and agree to abide by the rules and regulations set forth in the agreement:

Student Name: _____ ID # _____ Student Grade _____

Student Signature: _____

I, the Parent/Guardian of the above Student, have read Northern Lehigh School District Agreement for Chromebook Use and agree to abide by the rules and regulations set forth in the agreement:

Parent/Guardian Signature: _____

Print Name: _____

Requesting Insurance: Yes (please continue below) No (return form to school)

Select Type of Insurance and Payment Options Below:

Chromebook Insurance (Grades K-8)
 Full Pay - \$20.00 enclosed
 Requesting waiver of fee per #3 due to **Free Lunch Status** – No payment
Required
 Requesting waiver of fee per #3 due to **Reduced Lunch Status** – \$10.00 enclosed

Laptop Insurance (Grades 9-12)
 Full Pay - \$40.00 enclosed
 Requesting waiver of fee per #3 due to **Free Lunch Status** – No payment
Required
 Requesting waiver of fee per #3 due to **Reduced Lunch Status** – \$20.00 enclosed

Please make checks payable to Northern Lehigh School District

FOR OFFICE USE: Payment was made for Chromebook/Laptop Insurance on
____/____/20__.

CHECK # _____

Fee waived per #3 above due to **Free Lunch Status**

Fee discounted by 50% per #3 above due to **Reduced Lunch Status**

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 the parent's own doctor and dentist at the parent's own expense and provided to the health office. With parental permission, the school doctor and dentist can provide the required physical and dental exams at no expense to the parents. Parents may be present for these exams if they wish. Parents will be notified of the date and time of the exams.

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

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

Epinephrine Auto-injector Exemption

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

Wellness and Fitness Excuses/Adaptive 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

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 activities. There are activities for everyone. These include the following:

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

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

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

Extra-curricular eligibility

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

During the school year, a weekly evaluation of students' eligibility will be conducted. If a student fails to pass four full credits or the equivalent on a weekly basis, the student is allowed to practice but not compete interscholastically or perform publicly. At the end of each marking period, if a student fails to pass four full credits or the equivalent, the student is allowed to practice but not

compete interscholastically or perform publicly for a period of twenty school days. At the end of the school year, the student's final grades and credits, rather than his/her grades and credits for the marking period, shall be used to determine his/her eligibility for the next year.

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

Extra-curricular Activities and Attendance

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

Activity Bus

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

School Dances

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 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.

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

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

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

Discipline Code

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

PROGRESSIVE DISCIPLINE PROCEDURES

To achieve an efficient and orderly operation of the school, we expect all students to meet certain responsibilities with respect to behavior. The following regulations are cited below with the appropriate disciplinary action 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

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

Disciplinary actions for infractions at Levels I and II may include: conferencing with the student, parent conference, written warnings, lunch detention, or administrative detention. Additionally, students with multiple infractions may be placed on a PBIS action to identify problematic behaviors and incentivize positive changes.

LEVEL III

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

Examples:

- 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) or In-School Suspension (ISS)
- Referral to SAP
- Referral for Psychological Evaluation
- Restitution
- Suspension of Privileges

- Referral to NLSD Police
- Charges under PA Civil Criminal Code
- 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

Lunch Detention

In response to Level I and Level II infractions, students may be assigned a lunch detention. Students will be served lunch but remain in the main office (or another designated area) and away from peers during the assigned lunch period.

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 school work 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, an informal hearing will be held with the appropriate school officials, where the 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 playing in any form is strictly forbidden in school. Violators face disciplinary actions of detentions and/or suspensions with confiscation of gambling materials.

Harassment

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

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

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

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

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

Bullying

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.