

**Joseph P. Liberati Intermediate School  
2017-2018 Handbook**

**Minor language changes are noted in RED throughout the handbook.  
Significant updates are included below.**

**COVER:** Date

**PAGE 6-7: ATTENDANCE** (updated in accordance with the new Act 138 regulation)

***Truancy***

- A student is truant if he/she incurs three (3) or more unexcused absences in a current school year.
- A student is habitually truant if he/she incurs six (6) or more unexcused absences in a current school year.
- Unexcused absences occur when: 1) a student is absent without valid reason, 2) a student is habitually tardy, 3) a written note with valid excuse is not received by the school within three days of the student's return, 4) a doctor/judicial agency note is not provided and the student's absences total 10 or more school days, and 5) a student is absent due to a trip **not** approved in advance by the principal/assistant principal.
- The school will notify parents within 10 days of a student's third unexcused absence that the student is truant.
- A School Attendance Improvement meeting will be offered if the student continues to accumulate unexcused absences. The outcome of the meeting will be to develop and document a School Attendance Improvement Plan.
- In cases of habitual truancy (six or more unexcused absences) the school may refer the student to a school or community based truancy prevention program, refer to the county children and youth services, or file a truancy citation against parents with the Office of the District Magistrate.
- Penalties for truancy include: 1) \$300 fine plus court costs for the first offense, 2) \$500 fine plus court costs for the second offense, and 3) \$750 fine plus court costs for the third offense. The Magisterial Judge may also assign Community Service or approve the student's participation in a program designed to improve attendance. The Court may also suspend the sentence if the student attends school in accordance with the court's plan.

***Tardiness***

Students arriving after 8:50AM are tardy. Parents/guardians of elementary age students are expected to escort late arriving students into the school and sign them in at the main office. In cases of excessive tardiness, a School Attendance Improvement meeting may be offered to develop and document a School Attendance Improvement Plan.

***Arrivals & Pick Up***

**DELETE:** For the safety of all, parents who walk or drive students to school should follow the designated drop off times and traffic patterns established at the school. Parents driving students to and from school are asked to follow the signs surrounding the front of the school. Please do not park or attempt to pass cars in front of you while in the drop-off lane. Students should exit the vehicle on the curbside (passenger side) only.

**REPLACE:** To ensure student safety, parents/guardians who walk or drive students to/from school should follow the designated drop-off/pick-up times and traffic patterns established at the front of the school. Please do not park in the student drop off lane as this is also a fire lane, or along any curbing in the parking lot area. Please do not pass cars while in the drop-off lane. For their own safety, students should exit the vehicle on the curbside (passenger side) only.

AM Drop Off: 8:35AM. Morning care is not available at school. Please do not drop students off early.

PM Pick Up: 3:25PM. After school care is not available. Please be on time if picking up students.

AM Music: 8:00AM as scheduled by the Instrumental or Choral Music teachers.

**PAGE 8: ACADEMIC DISHONESTY**

**CHANGE:** Cheating is defined as:

- a. Looking **or copying from another's** test, quiz or providing / passing information to others during **independent** assessments.

**PAGE 9: BUS TRANSPORTATION:**

**DELETE:** 9. Smoking is not permitted on the bus and on all District property.

**REPLACE:** 9. **Alcohol and tobacco are not permitted on school buses or on District property. Open food packages and eating is also not permitted during routine bus rides to and from school.**

**PAGE 11-12: CURRICULUM STANDARDS**

*English Language Arts (ELA)*

**DELETE:** Since spelling is integral to editing in the writing process, it is taught in a formal program.

**REPLACE:** **In Southern Lehigh, we teach the three modes of writing (narrative, informative, opinion/persuasive/argumentative). Within each mode of writing we explicitly teach the writing process and the six traits of writing (ideas/content, organization, voice, word choice, sentence fluency and conventions). Writing is assessed using district and state specifically designed rubrics.**

**DELETE:** *Design 21*

**REPLACE:**

*Technology Literacy*

Students are provided with opportunities to use technology across the curriculum as an educational tool. These experiences begin in kindergarten and continue in a developmentally appropriate manner through the grades and in all courses of study. Learning activities will integrate **and support the instruction in the core disciplines as well as focus on building digital literacy and research skills, communications, cyber-ethics, teamwork, and real-world problem solving abilities.**

*Spartan Period / Enrichment & Focus (EF)*

**DELETE:** Spartan Period / Enrichment & Focus (EF) The Enrichment & Focus program is designed to support the academic and social developmental needs of intermediate age students by providing targeted time for enrichment and focused instruction in core subjects and areas of music (lessons, chorus, band, and orchestra), organizational habits, study skills, citizenship/character education, team building, and bullying awareness and prevention

**REPLACE:** **Spartan Period is a time in the day specifically tailored to permit for the delivery of specialized enrichment and or focused instruction. The program is designed to support the academic and social developmental needs of intermediate age students by providing targeted instruction in core subjects, as well as promote the musical aspirations of students (instrument lessons, chorus, band, and orchestra). The period allows staff to provide needed individual support to students for organizational habits and study skills, as well as citizenship/character education, team building, and bullying awareness and prevention.**

**PAGE 12-13: DEVELOPING HABITS OF LEARNING**

**MOVED/RETITLED:** Formerly appeared as ROLES OF STUDENTS, PARENTS, TEACHERS, AND ADMINISTRATORS

## PAGE 14-17: DISCIPLINE PHILOSOPHY

### Level I

**ADD:** 2. Other minor infractions of unacceptable behavior in, on **or while using** school property

**CHANGE:** Disciplinary Options

The options below have been separated. They formerly appeared as School Detention/In-School Suspension.

6. Before of after school detention
7. In-school suspension

### Level II

**ADD:** 9. Harassment (verbal, written, electronic, physical, **ethnic/cultural, racial,** sexual)

10. Verbal **or written** threats

**CHANGE:** Disciplinary Options

The two options below have been separated.

6. Before of after school detention
7. In-school suspension
8. Out of School Suspension

### Level III

**ADD:** 5. Bomb **threats** or **other** terroristic threats

**CHANGE:** Disciplinary Options

The options below have been separated.

6. Before of after school detention
7. In-school suspension
8. Out of School Suspension / Expulsion

### *Administrative Action*

**ADD:** 5. **Law Enforcement**

### *Hearing and Right of Appeal*

**DELETE: Informal Hearing** Any student subject to suspension is entitled to an informal hearing before an appropriate school official to explain the circumstances surrounding the event(s) for which the student is being suspended, to demonstrate that there is a case of mistaken identity, or to show that there is some compelling reason why the student should not be suspended. If there is an informal hearing, the following due process requirements will be observed: notification of the reasons for the suspension in writing, given to the student and/or parent or guardian; sufficient notice of the time and place of the informal hearing; the student's right to speak and produce witnesses on his own behalf.

**REPLACE: Informal Hearing**

Any student subject to suspension lasting more than three (3) school days is entitled to an informal hearing before an appropriate school official. Informal hearings are held to bring forth all relevant information and for parents, guardians, and school officials to discuss ways by which future offenses might be avoided. Regardless of whether or not a parent attends the informal hearing, the student has the right to return to school once the out-of-school suspension is over, and to complete any assignments he or she missed.

If there is an informal hearing, the following due process requirements will be observed: the parents and student must receive written notice of the reasons for the suspension, the student and parents must have sufficient advance notice of the time and place of the hearing, the student has the right to question any witnesses present at the hearing, and the student has the right to speak and to produce witnesses on his/her own behalf.

**DELETE: Formal Hearing** Students facing suspension or expulsion from school for more than ten days must be afforded all appropriate elements of due process. Part of the due process rights is a formal

hearing before the Board of School Directors or a fully authorized committee of the Board. The hearing committee's decision is advisory to the School Board where expulsion is recommended. A majority vote of the entire School Board is required to expel a student.

**REPLACE: Formal Hearing**

The school must hold a formal hearing before an expulsion. The school must give at least three (3) days notice of the time and place of the hearing. You may ask to reschedule this hearing if you can show good reason. The hearing must be held before the school board, before a committee, or before a hearing officer appointed by the board. A majority vote of the entire School Board is required to expel a student.

**EXPULSION APPEAL**

**DELETE:** The student and/or his parents/guardian may appeal any ruling by a school official to that official's immediate supervisor. Appeals to the Superintendent of Schools and the Board of School Directors must be made in writing on a form available in the school office and addressed to the Superintendent of Schools. Any appeal must be made promptly, usually within 48 hours.

**REPLACE:** In the event that a student is expelled as the result of a formal hearing, parents may appeal the decision within 30 days of the expulsion. Appeals must be made in writing. Parents who waive their right to a hearing cannot appeal. An expelled student under age 17 must continue to receive an education. Parents must arrange for continued education, either by enrolling the student in another school or by arranging for homeschooling. Parents unable to arrange such a program must promptly notify the district in writing. The district must then provide for the student's education. Expelled students who move to another district in Pennsylvania may be placed in the regular school unless the student was expelled for having a weapon. In such cases, the new school district may place the student in alternative education for the duration of the expulsion.

**PAGE 17: DRESS / APPROPRIATE SCHOOL ATTIRE**

**CHANGE:** Students should wear clothing and footwear to school that is safe and fitting for the season and learning environment. The following clothing/jewelry should not be worn to school:

2. Hats, hoods and head coverings should be removed upon entry into the building. This applies to all students. Hats or other head covering apparel worn for cultural, ethnic, religious, health or other meritorious reasons shall be considered exempt from this rule. It is kindly requested that parents and/or students share the purpose for head covering so that the staff may be appropriately sensitive and supportive of all students within the larger school environment.
11. Very short-shorts and short skirts are not suitable for school. Shorts and skirts must be long enough on the leg to offer full frontal coverage and coverage to the buttocks when standing and sitting, or to the approximate length of mid thigh. Skin-tight apparel including shorts, bathing suits, spandex or yoga, running or cycling shorts/pants are not permitted.

**PAGE 20-22: HEALTH SERVICES**

**CHANGE: *Illness during the School Day***

If a student becomes ill at school, he or she may seek permission from a teacher to visit the health room. **Students are not be permitted to call/text home before consultation with the school nurse / health paraprofessional (students are not permitted to use personal cell phones during school day hours).** Students are not permitted to leave school during regular school hours for any cause without permission of the principal, or his/her designee, which may include the school nurse and their administrative assistants.

Tylenol (acetaminophen) and/or ibuprofen may be administered in school without a doctor's note provided the health room receives permission from the parent/guardian via telephone or by written note for a one day administration.

**CHANGE: Pediculosis** - The PA Department of Health has indicated that head/body lice is a “nuisance” disease. Since it poses no significant health risk to others, students are not sent home from school for this condition. As a courtesy, the school nurse/health paraprofessional will contact parents/guardians should your student have lice. Parents/guardians are to treat the student as per the instructions provided by a medical professional (pharmacist/physician’s assistant/family physician). For more information about Pediculosis please see the school nurses webpage at <http://www.slsd.org/staffcenter.cfm?subpage=1400240> .

**CHANGE: Medication During School Hours**

Students are not permitted to carry medication on their person **without special exception**. This includes prescription and non-prescription products. **Any student found in possession of medication may be considered to be in possible violation of the District’s drug policy and may be subject to disciplinary consequence.**

**PAGE 23: LUNCH & CAFETERIA**

**DELETE** – After 3 “borrows” with no payback, the student’s choice of items from the lunch menu will be restricted and a cheese sandwich and water will be given until repayment is made.

**PAGE 24: PUBLIC COMPLAINT POLICY**

**DELETE:** Any parent, resident or community group that has a complaint with regards to district personnel, programs or operations of the school district, should refer to School Board Policy 906 for complaint procedures. The complete policy is available at <http://www.slsd.org/documents.cfm>.

**REPLACE:** **Any parent, resident or community group that wishes to log a public complaint with the District should refer to School Board Policy 906 for the complaint procedure. The complete policy is available at <http://www.slsd.org/documents.cfm> .**

**PAGE 26: PARENT AND TEACHER COMMUNICATIONS & CONTACTS**

**DELETE:** Parent-teacher dialogue is important. Teachers can be reached between the hours of 8:15 a.m. and 3:45 p.m. Telephone calls received during the instructional day will be auto forwarded to a teacher’s voicemail. Teachers can also be contacted through email. Parent concerns can be resolved using the following procedure:

- Concerns that involve a teacher should first be brought to the attention of the teacher. If a parent’s first contact is to the principal or assistant principal, be advised that school administrators will inform the teacher of the need to address the matter with the parent directly.
- If the situation remains unresolved or the issue of concern is a school-wide matter, parents should contact the building principal or assistant principal.
- If you are not pleased with the manner in which the situation was handled or disagree with the result, it is your prerogative to discuss this concern directly with the superintendent.
- You should also be aware that any matters that the superintendent has not resolved to your satisfaction could be taken to the school board at one of their regularly scheduled meetings.

**REPLACE:** **Parent-teacher dialogue is important. Teachers can be reached between the hours of 8:15 a.m. and 3:45 p.m. Telephone calls received during the instructional day will be auto forwarded to a teacher’s voicemail. Teachers can also be contacted through email.**

**Parent concerns can be resolved using the following procedure:**

1. Parent concerns relating to student progress or experiences should first be brought to the attention of the appropriate teacher.
2. If the concern remains unresolved or is of a school-wide nature, the teacher and/or parents should

communicate the concern to the building principal or assistant principal for assistance.

**PAGE 30: TITLE I SERVICES**

**ADD: ESEA and ESSA Parent Right to Know Letter**