



Southern Lehigh School District

Elementary
Parent –Student
Handbook

**SOUTHERN LEHIGH ELEMENTARY SCHOOLS
HOPEWELL ELEMENTARY SCHOOL
LIBERTY BELL ELEMENTARY SCHOOL
LOWER MILFORD ELEMENTARY SCHOOL**

August 2011

Dear Parents/Guardians:

Thank you for requesting a copy of the Elementary Parent-Student Handbook. We hope this resource serves you as a valuable reference. Inside you will find important information about school/district policies and procedures. Please familiarize yourself with the handbook's content and share it with your child/children.

The Elementary Parent-Student Handbook is accessible and will be maintained continuously on the school district's web site at www.slsd.org.

Should you have any questions about information appearing in the handbook, please contact the school principal.

TO BE COMPLETED BY PARENT/GUARDIAN:

School Year 2011-2012

*I have received and read the **paper version** of the Elementary Parent-Student Handbook and am familiar with the information contained within the resource. I have also taken time to discuss this information with my child/children.*

Student Name _____ *Grade* _____

Student Name _____ *Grade* _____

Student Name _____ *Grade* _____

Student Name _____ *Grade* _____

Parent Signature: _____

Date: _____

Southern Lehigh

PARENTS:

The information in this handbook will help you to become better acquainted with our schools. We are eager to strengthen the understanding and cooperation between the home and the school. We hope that you find it a valuable reference.

Hopewell
Elementary School

Ms. Lori Limpar, (610) 791-0200
Principal, Hopewell School

Liberty Bell
Elementary School

Mr. Samuel G. Hafner, (610) 282-1850
Principal, Liberty Bell School

Lower Milford
Elementary School

Mrs. Carol Mickley, (610) 965-4095
Principal, Lower Milford School



Mr. Joseph Liberati, (610) 282-3121
Superintendent, Southern Lehigh School District

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SOUTHERN LEHIGH SCHOOL DISTRICT

MISSION, VISION, VALUES

Mission

Educating today's learner...for tomorrow's opportunities.

Vision

In the pursuit of excellence, the Southern Lehigh School District has created a culture of innovation and creativity empowering students for a brighter future in a global society. The Southern Lehigh School District vision is one where:

- The District strives to meet the needs of all students.
- Our programs provide challenging, relevant learning experiences for the community of learners.
- Students are actively engaged in learning twenty-first century skills including:
 - Core subjects and 21st century themes
 - Learning and innovation skills
 - Information, media and technology skills
 - Life and career skills.
- Rigor, relevance, and relationships are the keystones of our competency/standards based programs.
- Data-informed decision-making guides our path to continuous improvement.
- Communications among our community of learners is open and engaging.
- Students are offered opportunity and choice in learning.
- We collaborate with parents and partners in the pre-K-20 institutions, businesses, and community organizations, on a local, regional, national, and global level.
- Teachers and administrators are dedicated to high expectations for themselves and their students, and model the skills they inspire students to achieve.

Shared Values

We believe:

- Society benefits when people act responsibly and respectfully.
- All people can learn.
- High expectations promote high achievement.
- Environment impacts upon learning.
- Education is a fundamental partnership among individuals, home, school, and the community.
- The commitment of resources to public education provides long-term benefits to society.
- Continuous improvement is achieved by promoting and managing change effectively.

ATTENDANCE REGULATIONS

Parents are asked to notify the school on the morning of a student's absence. A note explaining the reason for absence must be submitted within **three** school days of a student's return to school. Excuse blanks are available at the elementary school offices. Written excuses will be accepted by email sent to the homeroom teacher providing the following information is included in the note: student name, parent name, date of student's absence, and reason for absence. All absences will be recorded as **unexcused** until written justification is received.

Please be aware that after 10 days of cumulative absence, proof of attendance at a medical or judicial agency appointment will be required as per the PA School Code.

Educational trips may be excused if approved **in advance** by the principal. Approved educational trips are still **considered absences and count toward 10 days of cumulative absence.**

The following information is required on the educational trip request form:

- (1) the name(s) of adult(s) accompanying the child
- (2) the dates of absence, and
- (3) the destination and educational aspects of the trip.

Educational trip request forms are available in the school office or on-line at www.slsd.org/documents.cfm and clicking on 'Forms.'

Valid reasons for school absence are listed in the Attendance Policy located at www.slsd.org. A copy of all district policies can also be viewed in the office of your child's school.

For your information, examples of unexcused absences include, oversleeping, shopping, visiting, unapproved trips, and missing the school bus.

Unlawful absence constitutes a violation of the school code. A student is unlawfully absent if unexcused from school for three or more days. This results in a first offense notice sent to parents. A fourth unexcused absence may result in the filing of charges with the district magistrate.

Students arriving after 9:00 am are considered tardy. Parents must fill out a tardy slip in the office.

Time Schedules for Schools

Grades 1-3	9:00 a.m. - 3:30 p.m.
AM Kindergarten,	9:00 a.m. - 11:36 a.m.
PM Kindergarten	12:54 p.m. - 3:30 p.m.

Early Arrivals

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.

Early Pick Up

Parents are encouraged to arrange appointments outside of the school day. Students may be excused from school to attend medical or judicial agency appointments during school hours. A note indicating the reason for early pick up must be presented to the classroom teacher at the start of the school day.

Severe Weather and Emergency Dismissals

Official public announcements concerning school cancellations and delays are made beginning at 6:30 a.m. over the following stations:

TELEVISION: WFMZ -- Ch. 69

RADIO: WFMZ -- 100.7 FM, WBYN -- 107.5FM, WHOL -- 1690 AM, WODE -- 99.9FM, WAEB -- 790 AM/104 FM, WGPA -- 1100AM, WLEV/WEST -- 96 FM/1400 AM

Parents can also sign up for auto-email notification by completing the list form at www.slsd.org. Click on Parent Link, select the Connect ED Link. This system allows the district to communicate with parents regarding emergencies, school closings, school events, and other important issues affecting you and our students.

The absence of weather announcements indicates that school will be in session. If schools are closed, all after school and evening activities and functions are also cancelled, unless otherwise noted.

In the event of hazardous road conditions or unanticipated facility problems, such as heating or electrical failure, it may be necessary to dismiss students with little or no warning. The District will make every effort to communicate such circumstances via public announcement and Connect ED. It is critical that students know prior to occurrence the plan for their care in the event of an emergency dismissal.

When school is dismissed early due to inclement weather, the roads may be difficult to travel. Please realize this may slow drive time and delay students' arrival to bus stops. Questions concerning district transportation may be directed to the Transportation Office at 610-282-1030.

One Hour Delay for Kindergarten

In the event of a district-wide one hour delay, AM Kindergarten arrives one hour late. AM Kindergarten dismisses at regular dismissal time (11:36 AM). PM Kindergarten hours remain the same.

Two Hour Delay / Modified Kindergarten

“Modified Kindergarten” means that kindergarten students have school, but follow a shorter than normal day schedule. The day for both AM and PM sessions will be as follows:

AM 11:00 – 12:35

PM 1:55 – 3:30

This plan enables both kindergarten sessions opportunity for instruction on days when we experience a delayed start to school.

COMMUNICATING STUDENT PROGRESS

Grading Explanation

Teachers in the Southern Lehigh elementary schools assess student achievement on various aspects of each subject. The following defines those aspects:

Mathematics: <ul style="list-style-type: none">• Computation of basic facts fluently• Understanding of application of concepts• Mathematical communication
Spelling: <ul style="list-style-type: none">• Knowledge of assigned words• Application in daily written pieces
Reading: <ul style="list-style-type: none">• Reading fluently• Comprehension (Understanding of text)• Use of strategies to read for meaning (decoding; deriving word and text meaning)• Responds critically
Writing/Communication: <ul style="list-style-type: none">• Use of Writing Process (prewriting, drafting, revising, editing and publishing)• Use of Analytical Traits (ideas/content, organization, voice, word choice, sentence fluency and conventions).• Use of correct grammar/punctuation• Effectively writes in a variety of formats
Social Studies and Science: <ul style="list-style-type: none">• Understanding and application of concepts• Communication (uses topic vocabulary)

Knowledge, understanding, and applications of concepts and skills will be assessed at the developmentally appropriate level for each grade. Varied means will be used to assess students. These include tests, teacher observation, presentations, written assignments, journals, experiments, teacher interviews/conferences, homework, projects, centers, group work, self-reflection, logs, and others.

Report Cards

Students will receive a report card summarizing their progress in the core subjects four times during the school year. The District calendar indicates the approximate dates for report card distribution. Please realize that report cards have a different look at different grade levels. **With the exception of kindergarten, a** All students will receive feedback in art, music, physical education, and library in the second and fourth marking periods.

Kindergarten

The kindergarten progress report includes: a continuum for reading and writing and a checklist for habits of learning and mathematics. In the first and third marking periods, parents will receive the checklist and the continuum. At the second and fourth marking periods, a report card and checklist will be given.

The kindergarten progress report descriptors are as follows:

~~**NY** The student does not yet demonstrate skill or behavior in this area.~~

~~**WS** The student demonstrates this skill or behavior with teacher support.~~

~~**BI** The student demonstrates the beginning of independence for the _____ skill/behavior.~~

~~**P** The student demonstrates proficiency in this skill/behavior.~~

Kindergarten

In kindergarten, student progress in language arts, math and habits of learning is reported.

The kindergarten progress descriptors of student progress are as follows:

3 Meeting Expectations

2 Making progress toward expectations

1 Insufficient progress toward expectations

Grades 1-2

In grades 1 and 2, student progress is communicated in two forms: a continuum for reading and writing, along with a report card.

The 1st and 2nd grade progress descriptors are as follows:

~~**+** Student is independently applying this skill/strategy/behavior~~

~~***** Student is beginning to use skill/strategy/behavior independently~~

~~**/** Student demonstrates this skill/strategy/behavior with teacher support~~

~~**-** Student does not demonstrate the skill/strategy/behavior~~

~~**NA** The skill/strategy/behavior is not assessed at this time~~

Grades 1-2

In grades 1 and 2, student progress in reading, writing, handwriting, spelling, math science, social studies and habits of learning is reported.

The 1st and 2nd grade descriptors of student progress are as follows:

O Outstanding: Exceeds expectations

S Satisfactory: Meets expectations

P Progressing: Approaches expectations

N Needs improvement: Expectations not met

X Not assessed this marking period

Grade 3

In grade 3, student progress toward the grade level standards is reported. Students receive letter grades in reading, mathematics, and spelling and O, S, N, U in communication, handwriting, science and social studies.

The 3rd grade progress descriptions are as follows:

A Work meets standards of excellence	O Level of work is outstanding
B Work exceeds basic requirements	S Level of work is satisfactory
C Work meets basic requirements	N Level of work needs improvement
D Work seldom meets basic requirements	U Level of work is unsatisfactory
F Work fails to meet basic requirements	I Incomplete

Habits of learning are communicated using these symbols:

- ~~/~~ Usually meets expectations
- ~~-~~ Inconsistently meets expectations
- ~~+~~ Exceeds expectations

Grade 3

In grade 3, student progress in reading, writing/communication, handwriting, math science, social studies and habits of learning are reported.

The 3rd grade progress descriptors of student progress are as follows:

A Work meets standards of excellence	O Level of work is outstanding
B Work exceeds basic requirements	S Level of work is satisfactory
C Work meets basic requirements	N Level of work needs improvement
D Work seldom meets basic requirements	X Not applicable
F Work fails to meet basic requirements	I Incomplete

Subcategory Descriptors and Habits of Learning Descriptors are as follows:

- ~~+~~ Exceeds expectations
- ~~✓~~ Inconsistently meets expectations
- ~~-~~ Exceeds expectations

CURRICULUM

The information appearing below is an overview of the elementary school curriculum. For a more detailed explanation, please visit the District website at www.slsd.org/academics.cfm?subpage=99781.

Language Arts

An integrated language arts program includes reading, writing, listening and speaking across all of the subject areas. Language Arts instruction includes the following:

- Whole group and small group reading
- Read Aloud
- Writing for many purposes
- Independent reading of self selected materials

An effective reader is one who can: (1) predict and connect to a rich background of experiences; (2) read for meaning through self-monitoring using sound/symbol, grammatical, word meaning clues; (3) and discuss, summarize and evaluate the text.

An effective writer is able to convey his/her thoughts in an organized fashion. Beginning writers use pictures and approximate spellings to convey their thoughts. As students grow in skill, spelling accuracy and the use of proper conventions increases in importance. Since spelling is integral to editing in the writing process, it is taught in a formal program. In Southern Lehigh, writing is assessed through the observation of six components: ideas and content, word choice, voice, fluency, organization and conventions.

Handwriting

Manuscript writing is introduced in Kindergarten and used through grade 2. Cursive writing is introduced in grade three and encouraged as a major writing form.

Computer 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. In addition, "Tech Smarts" provides students in grades 1-3 with digital literacy education and experiences, including an introduction to keyboarding skills in grade 3.

Mathematics

The mathematics program revolves around the following four basic components and aligns with the Pennsylvania Math Standards.

- ***Problem solving*** requires that students apply knowledge of mathematical ideas and computational skills.
- ***Reasoning*** emphasizes the drawing of logical conclusions using computational skills and words.
- ***Mathematical Connections*** are the connections between mathematical concepts and processes, as well as connections between mathematics and the real world.
- ***Communication*** of mathematical thinking offers students the opportunity to explain their understanding of concepts and process.

Science

The science curriculum includes four strands: physical science, biology, chemistry, and earth/space. A variety of resources are provided to enhance scientific learning through experimentation, inquiry, and technology resources.

Social Studies

The Social Studies program encourages students to think about communities, society, and their world. History, geography, civics and government, and economics

concepts are presented through developmentally appropriate themes. Social responsibility and ideas of citizenship are also taught.

Spanish Immersion

Southern Lehigh offers a total Spanish immersion program housed at Liberty Bell School. The purpose of this program is to provide a Southern Lehigh education while learning the Spanish language. This program serves one class of students per grade level starting in grade 1. Students are accepted from each of the three elementary schools. Participation in the program is limited and determined on a first come, first serve basis. Please visit the website at www.slsd.org/LibertyBell.cfm?subpage=83960.

Library

The library curriculum introduces students to many types of literature and teaches research skills.

Music

The music curriculum teaches listening appreciation, note reading, introduction to famous composers, performance, and opportunities for musical expression.

Art

The art curriculum introduces students to the visual arts, art history and famous artists. Students create art using a variety of media.

Physical Education

The physical education program is designed to develop physical skills and agility through participation in team and individual activities. Instruction emphasizes positive play, team building, sportsmanship, and group interaction.

DIRECTORY INFORMATION

In accordance with the Student Records Policy, the School District maintains files of Directory Information. This information may include the student's name, address, bus stop, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous educational agency or institution attended by the student and other similar information.

This information is collected and utilized for the student's safety, welfare or enhancement. It is released only through the authorization of the Superintendent or his designee.

It is your right to refuse the disclosure of any personally identifiable information. However, this may mean that the student's name does not appear on items such as lists of program participants, school year books, honor roll, etc.

STUDENT DISCIPLINE PHILOSOPHY

Discipline in the elementary schools is designed to help students learn how to behave and function as good citizens within the larger school environment. Discipline is not just about consequences, but also about teaching. Teaching students to respect the rights of others is critical to maintaining a disruption-free environment.

We expect students to demonstrate respect for property, people, and an orderly classroom environment. We teach, model, and encourage appropriate conduct. School rules govern student conduct on school property, buses, and at all school-sponsored events or while representing Southern Lehigh School District.

Discipline Code

Our elementary schools can better ensure disruption-free learning environments by employing preventative and proactive approaches to student misbehavior

As classroom managers, teachers will establish classroom rules and make decisions concerning appropriate discipline of students in class. Additionally, all elementary staff members have responsibility to enforce school rules in common areas such as the halls, lavatories, cafeteria, playground, etc.

The principal will work with teachers and parents to help students understand and comply with school rules. Parent cooperation is important in that it helps students to see adults as working partners in this process.

For the protection and safety of all students, please know that video and audio recording devices may be utilized on school buses. Behavior and communication of students, while riding school buses, may be used for purposes of student discipline under provisions of the District's Bus Transportation Policy, Student Discipline Code, the Public School Code, and the District's Bullying Policy.

The following list has been compiled to provide parents and students with examples of inappropriate school conduct and possible disciplinary options. This list is not all-inclusive. Please be advised that certain offenses require disciplinary action according to district policy and state law.

Offenses and Disciplinary Options

Level 1

Minor misbehaviors, which impede orderly classroom procedures or interfere with the operation of the school may include but are not limited to the following:

1. Offensive language
2. Other minor infractions of unacceptable behavior in or on school property

Disciplinary Options (more than one option may apply)

1. Verbal reprimand

2. Restrictions
3. Counseling
4. Parent notification
5. Parent conference
6. In-school suspension/detention

Level II

Misbehavior that is frequent or serious and tends to disrupt the learning of others includes, but is not limited to, the following:

1. Defiance or disrespect
2. Truancy (see Policy #5113)
3. Disruptive behavior
4. Fighting
5. Violation of District Bus Policy (see Policy #5131.5)
6. Defacing school property
7. Extortion
8. Theft
9. Harassment (verbal, written, physical, sexual)
10. Verbal threats

Disciplinary Options (more than one option may apply)

1. Parent notification
2. Parent conference
3. Verbal reprimand
4. Restriction
5. Counseling
6. In-school suspension/detention
7. External suspension (see Policy #5131.3 and #5131.31)

Level III

Misbehavior directed against persons or property or continued misbehaviors that defy remediation at Level II include, but not limited to, the following:

1. Vandalism
2. Violation of District Drug Abuse Policy (see Policy #5146)
3. Endangering the safety of others
4. Arson
5. Bomb or terroristic threats
6. False fire alarms
7. Sexual harassment (see Policy #5149)
8. Possession of weapons or look-a-like weapons (see Policy #6202)
9. Violation of District Internet Policy (see Policy #6167)
10. Commission of any other act punishable under the Pennsylvania Crimes Code

Disciplinary Action (more than one option may apply)

1. Parent notification by phone
2. Parent notification in writing and made part of student record according to District Policy (see Policy #5125)

3. Notification to local law enforcement agency
4. Parent conference
5. Restitution if appropriate
6. In-School/Out of School suspension/expulsion

Administrative Action

A student who is on external suspension may not participate or attend any extracurricular activity during the period of suspension. This will be in effect immediately upon notification of suspension. Suspension shall be in effect until the start of the first day that the student is eligible to return to school, unless the principal approves other arrangements.

At times during the school year, student misbehavior may necessitate action on the part of the School Board. At this point, the school administration will have exhausted all approaches in attempting to correct the student's misbehavior. Therefore, at times, it may be necessary to involve:

1. Parents
2. Teachers
3. Social agencies
4. Psychologist

A breach of discipline within the schools will likely fall into one of two major classes of offense:

1. Violation of the standards of conduct of the school (Level I and II)
2. Violation of standards of conduct and violation of the law (Level III). This category calls for dual corrective action – a school administered response as well as a community administered response. As such, the appropriate law enforcement agency may be contacted.

Hearings and Right of Appeal

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.

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.

At the formal hearing, the following due process requirements are to be observed:

1. Notification of the charges in writing, sent to the parents or guardian by certified mail, and to the student.
2. Sufficient notice of the time and place of the hearing
3. The right to an impartial tribunal
4. The right to be represented by counsel
5. The right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
6. The right to demand that any such witness appear in person and answer questions or be cross-examined.
7. The student's right to testify and produce witnesses on his own behalf
8. A record must be kept of the hearing, either by a tape recording or stenographer.
9. The proceeding must be held with all reasonable speed.
10. The hearing will be private unless requested by the student's parents.

Appeal

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.

DISTRICT AND STANDARDIZED ASSESSMENTS

Assessment of student progress is ongoing in the elementary schools. In addition to classroom based tests and quizzes, assessments common to a grade level are given according to units of study, and at mid- and end-year intervals. District-wide assessments are given in Reading, Writing, Math, Social Studies, and Science. Art, Physical Education and Music.

Students in third grade will participate in the Pennsylvania System of School Assessment.

DRESS / APPROPRIATE SCHOOL ATTIRE

Students should wear clothing and footwear to school that are clean, neat, safe and appropriate for the learning occasion. Footwear such as "Heely's" or other such brands of rolling shoes are not permitted. Hats should be removed upon entry into

the building, with the exception of hats/head coverings for religious and medical purposes.

Classroom temperatures are regulated for indoor dress. Since students participate in recess year round, they should dress for both indoor and outdoor activities. In cold weather, students should wear seasonably appropriate outerwear that can be easily removed upon entering the climate-controlled building. During warmer months, proper footwear is encouraged for use on playground equipment. Flip-flops and higher heeled/platform shoes are considered unsafe for normal school and play activities. Ill-fitting clothing (e.g. oversized or revealing) should also not be worn to school.

Students should wear sneakers and comfortable clothing for physical education class.

Please label all clothing, lunch bags/boxes, and other items students bring to school.

ELECTRONIC DEVICES – CELL PHONES AND GAME PLAYERS

It is recommended that students leave at home costly electronic devices such as handheld game players (PSPs, Nintendo products, iPods, iPads, Kindles, etc.). The school cannot be responsible for these items if lost or stolen.

Should there be need to contact a parent during the school day, we will support the student in this process. Students in the elementary schools are not permitted to use cell phones during school hours. Students carrying cell phones are required to turn the device off upon entry to school. Students should be encouraged to keep cell phones zippered inside a secure pocket of their backpacks and stored during the school day. Again, the school cannot be responsible for lost or stolen cell phones.

FIRE DRILLS / EMERGENCY EVACUATION

Fire or emergency evacuation drills are conducted periodically during the school year. Fire safety procedures and drills are practiced during the first days of school. When the alarm is sounded, students and teachers move quickly and quietly to their designated exit, and remain at a safe distance from the school building until the all clear signal is given.

HEALTH SERVICES

The health suite is open from 8:15 a.m. to 3:45 p.m. Monday through Friday when school is in session. A registered nurse and/or a health paraprofessional staff the suite. Health records are maintained in the health suite for each student. It is important that regular updates to student records be received from parents or guardians regarding the following:

- Change in health status
- Medications a child may currently be taking
- Long-term medication therapy
- Medication that has been discontinued
- Any recent hospitalizations for medical treatment or surgery
- Routine immunizations or booster information.

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. The student will not be permitted to call home before consultation with the school nurse / health paraprofessional. 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.

Tylenol (acetaminophen) will be administered in school without a doctor’s note provided the health room receives permission from the parent/guardian via telephone prior to administration.

Parents may be contacted to pick up students considered too ill to remain in school. The health room is not staffed in such a way as to be able to care for sick students for extended duration. Should your child experience a fever, diarrhea, vomiting, or appear to be suffering any other potentially contagious illness, it is the expectation of the school that parents, or another appropriately identified adult, pick up the student within reasonable time of being contacted by the school nurse’s office.

Illnesses which Would Require Your Child to Stay Home

Illness – If your child has symptoms of illness, please keep him/her at home so as to prevent the spread of virus or infection to other students. Please notify the school of the absence by calling the nurse’s office and indicating the reason for absence. The following regulations are set forth by the State Department of Health and the Southern Lehigh School District.

<u>Disease</u>	<u>Period of Exclusion From School</u>
Chicken Pox	Until all lesions are dry and crusted over.
Conjunctivitis	24 hours after starting appropriate medications or until judged non-infective by school nurse or child’s physician.
Fever	Fever free for 24 hours without the aid of medication, including acetaminophen (Tylenol) or ibuprofen (Advil).
German measles, measles,	Physician’s note needed for return to school.

Mumps, Pertussis (Whooping Cough)	
Impetigo	24 hours after starting appropriate medications or until judged non-infective by school nurse or child's physician.
Pediculosis (head or body lice)	After treatment, physician's note or approval of school nurse needed for return to school.
Scabies	After treatment, physician's note or approval of school nurse needed to return to school.
Streptococcal Sore Throat (Strep Throat & Scarlet Fever)	24 hours after starting antibiotic therapy and fever free for 24 hours.
Vomiting and diarrhea	Exclusion is possible if occurring frequently or accompanied by other symptoms.

Students Returning to School After Illness

As with all other absences, when a student returns to school after an illness, a written excuse indicating the reason for absence is required. Unless a written note is received from a physician, it is assumed that students may resume all normal school day activities following illness. If there is need for exclusion from outside play or physical education, a physician's note is required. The note should also indicate the date the restriction is to be lifted signaling the student's ability to return to normal activities.

Medication During School Hours (Prescription and Non-Prescription)

Parents are encouraged to speak with physicians in order to setup a medication schedule that eliminates the need for medication during school hours.

Medication can be administered by the school nurse under the following conditions: Completion of an "Authorization for Medication During School Hours" form by the prescribing physician. Forms are available in the school office and on the district web site at www.slsd.org/documents.cfm. Click on 'Nurse/Health' and then 'Health.' Parent and physician signatures are required on the form. A single dose of medication must arrive in the original container and be delivered to the health room staff by a parent/guardian.

*Parents or guardians may also personally come to school to administer medication as an alternative to completing the "Authorization for Medication During School Hours" form.

Students are not permitted to carry medication on their person. This includes prescription and non-prescription products. This would be considered a violation of the District's drug policy.

Health Testing and Screening Programs

The Commonwealth of Pennsylvania mandates the following screening be performed during the school year:

- Height, Weight, BMI performed every year on all grade levels.
- Near and distance vision screening performed every year on all grade levels.
- Plus vision, color vision, depth perception performed once during the student's elementary school career.
- Hearing: grades K, 1, 2, and 3. Follow-up hearing tests will be conducted on any student that fails the rapid hearing screening. Arrangements can be made for hearing tests on students not in those grades by parent or teacher request.

Parents or guardians will receive notification concerning the results of their student's screening along with an annual Body Mass Index (BMI) report.

Parents wishing to have their student excluded from a school screening program must notify the school nurse in writing no later than September 30th. Barring any written requests for exclusion, students will be scheduled and included in the above stated screenings.

Other Examination Requirements:

- Dental Exams: Required in grade K or 1, and 3 and as necessary for new entrants.
- Physical Exams: Required in grade K or 1 and as necessary for new entrants.

Physical and dental examinations are available through the District's physician and dentist. Examinations by private physicians and dentists will also be accepted, however, such will not be funded by the district and will be at the parent / guardian's own expense. Permission forms and forms for school physicals and dentals are available in the nurse's office and on the district web site.

HOMWORK

Homework is assigned by teachers and meant to provide students with skill specific practice in academic concepts. Homework is intended to be completed outside of the regular classroom and/or normal school day.

Types and Purposes for Homework

- **Practice** - helps students to master skills presented in class
- **Preparation** - helps students to gain maximum benefit from future lessons

- **Extension**- helps students apply specific skills and concepts to new situations
- **Creativity** - requires students to integrate skills and concepts in order to produce original responses

Homework is considered essential practice and plays an important role in the academic success of students. While teachers are responsible for defining the rigor and relevance of homework, students and parents must assume responsibility for homework completion. Cooperation and communication between the home and the school in this matter is critical.

LOST AND FOUND

The school maintains a “Lost and Found” for items found without an identifiable owner. Articles not claimed by the end of the school year are donated to a charitable institution or thrown away.

PARENT AND TEACHER CONTACTS

Parent-teacher dialogue is important. Teachers can be reached between the hours of 8:15 a.m. and 3:45 p.m. Please realize that telephone calls received during the instructional day will be auto forwarded to a teacher’s voicemail so as to not interrupt instruction. Teachers can also be contacted through email.

PARENT-TEACHER CONFERENCES

Parent conferences are held twice a year. This is the time for parents to learn about their student’s progress in school. Report cards received prior to conferences may serve as one discussion point. Although conferences are scheduled twice yearly, parents should feel free to communicate with teachers at any time.

Parent Concerns

Parent concerns can be resolved by following a very basic procedure. Concerns that involve a teacher should first be brought to the attention of that teacher. If the situation remains unresolved and/or there are other school-wide concerns, these should be brought directly to the attention of the building 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.

PTA - HOME AND SCHOOL RELATIONS

Southern Lehigh's elementary schools have active PTA organizations. Topics covered at PTA meetings may include but are not limited to the following:

- Information about district curriculum or school programs
- The PTAs fundraising activities, efforts, and benefits to students.
- Exhibits and demonstrations of student work
- Sharing and explanation of best practice teaching methods
- Parent networking
- PTA committee, homeroom parent, and volunteer opportunities

Each year the PTAs produce school address books as helpful resource guides for parents. Early in the school year, parents will receive information about special services offered through the PTA.

Birthday Invitations

Birthday invitations cannot be handed out in school unless the child is inviting all members of his/her class. Parents can find student address information in the PTA address book.

ROLES OF STUDENTS, PARENTS, TEACHERS, AND ADMINISTRATORS

Role of the Student

Each student has the responsibility to develop good work and study habits. To that end, every student should:

1. Make sure he/she understands the assignment (purpose, due date, expected outcomes).
2. Find time to do homework, use time provided in school wisely, and plan for the completion of long-term assignments.
3. Analyze his/her study habits and take advantage of available study aides and supports.
4. Ask his/her teacher for missed assignments upon return from an absence, or in advance of a scheduled absence.

Role of the Parent

Cooperation by parents is a necessary for a meaningful homework experience. Parents can encourage their student by showing interest and offering help as needed. Parents should:

1. Review schoolwork with the student and sign assignments as requested.
2. Monitor TV, video, and computer time and the content or programs viewed.
3. Provide a regular time for homework and area in the home for study.
4. Check homework assignments and talk to teachers to make sure the work is being done properly.
5. Ask children about what they are learning.
6. Monitor the student's participation in activities and avoid over-scheduling. Insure that children complete homework missed due to absence.

Role of the Teacher

It is the teacher's job to ensure an academic program full of relevance and rigor. Teachers should:

1. Make the purpose of homework and assignments clear.
2. Provide direction that will enable students to practice independently.
3. Be aware to the demands on the student's time.
4. Review homework with students and in a timely fashion.
5. Communicate expectations for homework completion, assignments, and the grading structure to be used.
6. Assign different types of homework or allow for differentiation in assignments.
7. Provide homework assignments information to assist in the completion of work due to absence.

Role of the Administrator

1. Communicate the philosophy and purpose of homework.
2. Monitor homework procedures with teachers, students, parents and across schools.
3. Coordinate homework guidelines between grade levels, with departments, and among teachers.
4. Evaluate periodically the consistent implementation of these guidelines.

SAFE USE OF SCHOOL GROUNDS

Skating and Riding

The district prohibits skateboarding and roller blading on school property. Further, the operation of unlicensed motor vehicles such as mini-bikes, snowmobiles and ATV's are not permitted at any time. For the safety of persons and property, the use of bicycles is not encouraged to transport students to or from school on school days.

Pets on Property

Please be advised that pets (including dogs, cats, and other animals) are not permitted on school grounds during school hours.

AHERA

Asbestos Hazard Emergency Response Act

In compliance with the notification and record keeping requirements of EPA's 40 CFR, Part 763.93 (g) (4) Asbestos-Containing Materials in Schools Law (more commonly known as AHERA-(Asbestos Hazard Emergency Response Act), Southern Lehigh School District is notifying organizations and families of the availability of the Asbestos Management Plans. A copy of each building's Management Plan is available in the office of the building, and a master copy of all Management Plans is maintained in the Support Services Department.

The management plan includes: inspections and physical assessment reports, training requirements for the custodial and maintenance personnel, plans and

procedures to minimize disturbance of any asbestos-containing materials, and if applicable at your school, a program for regular surveillance and inspection of asbestos-containing materials. Also, every three years, and asbestos re-inspection of the district will be conducted to comply with the AHERA law.

Southern Lehigh School District is complying with all regulations in regards to any ACBM (Asbestos Containing Building Material) and there is no need for safety or health concerns relative to asbestos exposure.

ACT 35 AND ACT 36 Notification - IPM

The purpose of this communication is to conform to the legal responsibilities in ACT 35 and ACT 36, Integrated Pest Management, effective January 1, 2003, and make you aware of district processes relative to IPM.

Southern Lehigh School District uses and Integrated Pest Management (IPM) approach for managing insects, rodents and weeds and our goal is to protect every student from pesticide exposure by using this approach. Our IPM approach focuses on making all school buildings, grounds and facilities and unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. The pest monitoring team consists of our building custodial, maintenance, office and teaching staff. Pest sightings are reported to main office and our IPM coordinator who evaluates the "pest problem" and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use chemicals registered by the Environmental Protection Agency (EPA) to manage a pest problem. Chemicals will only be used when absolutely necessary, and will not be routinely applied. When a chemical is necessary, the school and/or our contracted pest management company will use the least toxic product that is effective. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in the district may request prior notification of specific pesticide applications made at the school. To receive this notification, you must be placed on the school's notification registry. If you would like to be placed on this registry, please notify the district via a signed letter indicating your child's name, address, and the school your child attends. Please include your email address if you would like to be notified electronically.

If a chemical application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and

antimicrobial products, self-containerized baits placed in areas not accessible to students, and gel-type baits placed in cracks, crevices or voids.

Each year the district will prepare a new notification registry.

SCHOOL INSURANCE

The Southern Lehigh School District makes medical and dental insurance available to all students at nominal cost to parents. Look for information about this in the September information packets.

If you wish to purchase the school insurance, **send the forms directly to the insurance company**. Claim processing is also handled directly with the insurance company.

SCHOOL LUNCH

School lunches are available for all students in grades 1 through 3 in the elementary schools. Parents should encourage students to eat healthy nourishing meals at lunchtime. Students may purchase a lunch from school or bring a lunch from home. Milk is available for purchase in the cafeteria. Soda or other carbonated beverages and/or glass containers are prohibited. Monthly school lunch menus are posted on the District website at www.slsd.org. Click on the 'School' and 'Lunch Menus' link.

Students may purchase lunch with cash or by using a POS (Point of Sale) account established for the student. The parent may deposit money, by cash or check, in the student's account, and a student ID number will then be used to debit the account.

We ask that you avoid sending in money with one child expecting him/her to get change for brothers and sisters.

If a student forgets or loses lunch money, the cafeteria will extend credit for that day's lunch. It is expected that the cafeteria be paid back the day after the "borrow" occurs. Parents/guardians will be contacted directly by the kitchen manager if a student accumulates three incidents of borrowing. 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.

In compliance with State and Federal requirements, Southern Lehigh School District provides free or reduced price lunches to those students whose family cannot afford to pay full price. Application forms must be completed each year and will be distributed to all students during the first week of school. The application form is also available on the District website at www.slsd.org/documents.cfm. Click on 'Forms' and "General Forms' links.

Due to both space and regulations, parents may not eat lunch with their students in the cafeteria.

SCHOOL VISITATION

Parents are encouraged to take opportunity to learn about the school programs by accepting invitations to visit classrooms and meet with teachers on occasions such as Open House Night, parent conferences, school/district showcases and demonstrations, Parent Visitation Day, and others. Parents are welcome to visit and request conferences at other times by special arrangement made with the principal and/or teacher.

SCHOOL SECURITY

In order to ensure a safe environment for children, the district has installed a visitor security system complete with automatic door locks and intercoms for each school foyer.

- All front entries will be open for arrival and dismissal of students.
- Doors will be secured during these hours:

9:15 a.m. – 3:15 p.m.

During this time, parents and visitors will gain access by pushing the intercom button located at the front entrance. After appropriate identification, the secretary will release the lock for entry. The guest must report to the office to sign in and receive a visitor pass.

- Students arriving late will need to have an adult accompany them into the building for the purpose of signing them into school.
- Building classrooms will be secure after 4:30 p.m. each evening.

SOLICITATION AT SCHOOL

The policy of the district on this practice reads as follows:

Selling or soliciting in school to raise money for organizations or groups not affiliated with the school shall be prohibited.

SPECIAL EDUCATION

Southern Lehigh provides several levels of special education services based on a student's degree of need. Parents/guardians are an integral part of the decision making process. Questions about special education should be addressed to the building principal or the school psychologist.

Learning Support

The Southern Lehigh School district provides learning support programs for students with learning disabilities, mental retardation, other health impaired, some mild emotional disturbances and autism, in grades kindergarten to twelfth. These programs are provided in all of our buildings. In most cases, students are served in their home schools. All levels of intervention are available from supportive intervention in the regular class to full time support. A regular education curriculum is provided, with adaptations, to meet the individual needs of the students. The staff consists of special education teachers and teacher assistants.

Emotional Support

The Southern Lehigh School District also has appropriate programs available for students requiring emotional support. These classes offer both academic and social skills development. The teachers of these classes are dedicated, experienced professionals with expertise in behavioral interventions. The program focus is to develop appropriate social behaviors that will enhance the student's adjustment capacity within the least restrictive environment.

Speech and Language Support

Speech/Language teachers are assigned to each school in the Southern Lehigh School District. These teachers work with students who experience communication difficulties including impairments of language, voice, fluency or articulation, which are present to such a degree that academic achievement is affected and the condition has significant impact on the student. Speech/Language Support may be the student's only special education program, or it may be a related service. Speech therapy may be offered in an integrative, individual, small group, or consultative approach.

Other Services

At times, the school district seeks support for needed services through outside agencies such as intermediate units, other school districts and approved private schools.

Early Intervention

Early intervention programs are educational, developmental services that are provided for three to five year old eligible children. These programs are designed to meet the child's needs in any of these developmental areas: physical, sensory, cognitive, language and speech, social-emotional, and self-help. The District works with Intermediate Unit 21, which provides Early Intervention Services through Project CONNECT. Parents who have concerns about their preschool children are encouraged to contact the Intermediate Unit: 610-769-4111.

STUDENT RECORDS POLICY

The Southern Lehigh School District recognizes the need to protect the confidentiality of personally identifiable information in the education records of all students in our district. A comprehensive plan has been developed to insure the privacy of both the parents and the students in the collection, maintenance, release, and destruction of education records. Every effort has been made to incorporate all provisions from the Regulations of the State Board of Education on Pupil Records (Pennsylvania Code 22k, Ch. 12), the Family Educational Rights and Privacy Act of 1974, the Confidentiality Section of P.L. 94-142, and the Confidentiality Standards for Special Education Pennsylvania Code 22, Ch. 341.

SUPPORTIVE EDUCATIONAL SERVICES

The needs of our students are addressed by the school district and outside agencies as are needed. The following services are offered by Southern Lehigh School District.

Small Group and Individual Support

Southern Lehigh provides assistance to students who may need more individualized attention in reading, writing and mathematics. The support staff works with students individually or in small groups in cooperation with the classroom teacher.

Working together as a home-school team creates the best environment for student success. Parent workshops and meetings create opportunities for valuable sharing of ideas.

Instructional Support

Instructional Support is a specific process to support students in the general education classroom. It is designated to help identify and close the gaps for students who are experiencing difficulty in meeting grade-level benchmarks in a specific area or are at risk for academic failure. Students who are experiencing behavioral difficulties may also be referred to Instructional Support.

Instructional Support identifies the student's academic need and assigns the student to the appropriate educational intervention. The interventions are designed to be specific to student needs. Students are monitored to determine their response to the intervention. The intervention is ceased once the student has demonstrated appropriate gains in the identified area. If the student continues to experience difficulties after a significant amount of intervention and item, the student may be referred for further testing for Special Education services.

School Psychologists

School psychologists serve the three elementary schools in Southern Lehigh. The psychologists are members of the school educational teams, which monitor student progress and make recommendations for testing and placement. Other members are the principal and appropriate teachers and specialists.

With administrative and parental approval, the psychologists offer group or individual counseling and individual testing of students. Classroom visits are another important function. The psychologists can also be a valuable resource to parents on parenting issues.

Gifted Support

Gifted Support is a program designed to serve students whose needs require academic enrichment in conjunction with the regular education program.

TRANSPORTATION OF STUDENTS

The following guidelines should be adhered to when riding the bus.

1. Students should be at the bus stop ten (10) minutes before the scheduled departure.
2. Boarding and exiting is permitted only at assigned stops. Any other arrangement requires a Special Bus Stop Permit and approval by the principal.
3. Boarding and exiting buses is in single file fashion.
4. Once inside the bus, students should quickly take their seats and remain seated.
5. Drivers will give permission to open and close windows.
6. Seating arrangements are the responsibility of the bus driver.
7. When exiting the bus, students should look both ways and cross in front of the bus.
8. Smoking is not permitted on the bus and on all District property.
9. Students are expected to obey the drivers and be respectful passengers.

If Your Child Does Not Arrive Home On Time

Should this situation occur we are anxious to help you find your child. Listed below are some suggestions that should help in the process.

Be Prepared -

1. Know your child's bus route numbers and usual arrival time after school.
2. Know the names and phone numbers of children who get off at the same stop or nearby stops.
3. Teach your child his/her telephone number and possibly that of a person designated to be contacted in case you cannot be reached.

Possible Late Bus -

1. In inclement weather, wait about twenty minutes before making calls. If the bus has not arrived, call **610-282-5589 (the Transportation Office)**. When we are aware of delays, there will be someone there to help and to furnish information until the delayed bus has finished its run.

If Your Child Was Not on the Bus

1. If you have determined that the bus has dropped off and your child did not arrive home, contact neighbors to see if your child got off at the correct stop.
2. If your child was not on the bus, or got off at the wrong stop, call your child's school. If you are unable to get an answer, call **610-282-5589 (the Transportation Office)** and as a last resort, **610-282-4878 (the First Student Office)**.
3. If your child missed the bus, the school will contact you immediately.
4. If your child boarded the wrong bus, the driver will take him/her to the bus garage at the end of the bus run. You will be contacted to pick up your child. A driver will not knowingly permit any child to get off the bus at a stop other than that assigned, without permission from you and from the school.

Temporary Bus and Stop Changes – Special Bus Stop Permit

A written procedure is in place in order to accommodate a student's needing to ride a different bus and/or embark or disembark at a bus stop different from their normal stop. Under this circumstance, parents need to complete a **Special Bus Stop Permit** for every occasion a student rides a different bus or embarks or disembarks at a different stop. Permits are available in the school offices and are also available on-line at www.slsd.org/documents.cfm. Click on the 'Forms' and 'Transportation Forms' links.

Student Behavior on the Bus

The Southern Lehigh School District has adopted specific policies that govern student behavior while riding district provided transportation. The safe transport of students to and from school and/or to other district sponsored and approved events is the primary consideration in developing such policies. Regulations concerning student behavior shall apply in all situations in which the district supplies transport.

Student misconduct while using district transportation that impedes or distracts a bus driver or infringes on the rights of others is considered a menace and threatens the safety of all passengers. Any disorder, noise, or misbehavior that has potential to interfere with the safe transport of others shall be subject to the full disciplinary action by the school administration.

The administration of bus discipline will reflect the level of social maturity of the individual student. At the elementary level, disciplinary action may be tempered as appropriate to match the developmental understandings of students. At the secondary level, Middle School and High School, bus discipline shall be applied according to building level disciplinary codes of conduct.

Examples of inappropriate conduct and/or behavior while riding district transportation include, but are not limited to the following: harassment of others, physical attack/harm to another, use of abusive language, yelling/stomping/pounding or other

noise distractions, hanging items or body out of bus windows, littering, moving from seat to seat while the bus is in motion, climbing over seats, vandalism/damaging or defacing bus property, fighting, carrying on to the bus prohibited items (including but not limited to weapons, drugs, alcohol and tobacco), throwing items on the bus or out windows, tampering with emergency exits, tampering with bus controls/video, and intentional embarking or disembarking on unassigned buses or at unassigned stops.

In cases of criminal activity or serious safety concerns, an administrator may immediately suspend the riding privileges of a student. It must be understood that the application of discipline as it relates specifically to district transportation does not preclude the district from applying other appropriate measures for conduct in violation of the school's code and/or from pressing civil or criminal charges in the appropriate court.

For the protection and safety of all students, video and audio recording devices may be utilized on school buses. Recording behavior and communication of students, while riding school buses, may be used for purposes of student discipline under provisions of the School District's Bus Transportation Policy, Student Discipline Code, and the Public School Code.

For more information regarding District policies and transportation, please visit www.slsd.org.

POLICIES

USE OF THE INTERNET

Southern Lehigh School District will provide access to the Internet for students who have their parents' or guardians' permission. School library media specialists and teachers will work with students to develop critical thinking skills to meet educational purposes at developmentally appropriate levels. A complete policy is available at www.slsd.org.

WEAPONS POLICY

Students are not permitted to possess or handle any instrument that may be considered, a weapon or dangerous object. This includes instruments that look like weapons. This rule applies to students on any school premises, at a bus stop, in a school bus, or at any school activity. Any person who is discovered to be in violation of this policy by having any weapon (or look-alike) in his/her possession, who threatens to use a weapon on another person shall be subject to this policy. A complete policy is available at www.slsd.org.

TITLE IX

In compliance with state and federal law, the Southern Lehigh School District does not discriminate either in the education programs and activities that it operates or in the employment of personnel because of a handicap or on the basis of race, sex, color, age or religion. We will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provision of services to protected handicapped students, contact Southern Lehigh School District, Title IX officer, 5775 Main Street, Center Valley, PA 18034, 610-282-3121.

BULLYING and CYBER BULLYING

The District is committed to providing a safe, positive learning environment for district students. The school and School Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students. Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyber bullying.

Students who believe they have been bullied are encouraged to promptly report such incidents to the building principal or designee.

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

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Discipline Code.

For complete reference to this policy please see policy #249 at <http://www.slsd.org/documents.cfm>.

COMPLAINT PROCEDURE

Any parent, resident or community group that has a complaint with regards to district personnel, programs or operations of the district, should refer to School Board Policy 906 for our district's complaint procedure.

FERPA NOTIFICATION

Southern Lehigh School District Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("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 of the day the School receives a request for access. Parents or eligible students should submit to the School Principal [or Superintendent] a written request that identifies the record(s) 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 or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School Principal [or Superintendent], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School official decides not to amend the record as requested by the parent or eligible student, the School official will notify the parent or eligible student of the decision and advise them 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 consent to disclosures of personally identifiable information contained in 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 School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901**