



Southern Lehigh Elementary Schools
Student and Parent/Guardian Handbook
2023-2024

SOUTHERN LEHIGH ELEMENTARY SCHOOLS

HOPEWELL ELEMENTARY SCHOOL
Principal Dr. Lynn Chromiak

LIBERTY BELL ELEMENTARY SCHOOL
Principal Mr. Brian Mansfield

August, 2023

Dear Parent/Guardians:

This handbook is meant to serve as an important reference for information on school/district policies and procedures.

The Elementary Parent/Guardian-Student Handbook is accessible and will be maintained continuously on the school district's website 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 2023-2024

I have received and read the electronic version of Elementary Handbook and am familiar with the information contained within the resource. I have also taken time to discuss this information with my child/children. You will electronically sign when completing the beginning of the year forms.

Dear Southern Lehigh Families:

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

Dr. Lynn Chromiak, Principal

610-791-0200

Liberty Bell Elementary School

Mr. Brian Mansfield, Principal

610- 282-1850

Southern Lehigh School District

Dr. Michael Mahon, Superintendent

610-282-3121

Table of Contents

MISSION, VISION, VALUES	7
Vision	7
Shared Values	7
Focus Areas	7
Faculty and Staff	7
Board of Education	7
ATTENDANCE REGULATIONS	8
Time Schedules for Schools	9
Absence Slips	8
Tardiness	8
Educational Trips	8
Unlawful Absence	8
Early Arrivals	9
Early Pick Up and Dismissal Changes	9
Severe Weather and Emergency Dismissals	9
CURRICULUM	10
HOMEWORK	11
Types and Purposes for Homework	11
DISTRICT AND STANDARDIZED ASSESSMENTS	11
COMMUNICATING STUDENT PROGRESS	12
Grading Explanation	12
DIRECTORY INFORMATION	12
STUDENT DISCIPLINE PHILOSOPHY	12
CODE OF CONDUCT	13
Offenses and Disciplinary Options	13
Administration Action	13
Hearings and Right of Appeal	14
DRESS/APPROPRIATE SCHOOL ATTIRE	15
ELECTRONIC DEVICES - CELL PHONES, SMART WATCHES AND GAME PLAYERS	15
FIRE DRILLS/EMERGENCY EVACUATION	16
HEALTH SERVICES	16
Immunization Policy	16
Illness during the School Day	16
Illnesses which would require your child to stay home	17
Communicable Diseases	17
Students Returning to School After Illness	18

	5
Immunization Policy	18
Medication in School (prescription and non-prescription) *See Board Policy	18
Health Testing and Screening Programs	19
Student Wellness Guidelines	19
LOST AND FOUND	20
PARENT/GUARDIAN - TEACHER CONTACTS	20
Parent/Guardian-Teacher Conferences	20
Parent/Guardian Concerns	20
PTA- HOME AND SCHOOL RELATIONS	21
SAFE USE OF SCHOOL GROUNDS	21
Skating and Riding	21
Pets on Property	21
AHERA-Asbestos Hazard Emergency Response Act	21
ACT 35 AND ACT 36 Notification - IPM	22
SCHOOL INSURANCE	22
SCHOOL LUNCH	23
SCHOOL VISITATION	23
SCHOOL SECURITY	23
SOLICITATION AT SCHOOL	23
SPECIAL EDUCATION	24
Learning Support	24
Emotional Support	24
Other Services	24
Early Intervention	24
STUDENTS RECORDS POLICY	24
SUPPORTIVE EDUCATIONAL SERVICES	25
Small Group and Individual Support	25
MTSS	25
School Psychologist and Guidance Counselor	25
Gifted Education	25
Families and Students Experiencing Homelessness	26
TRANSPORTATION OF STUDENTS	26
If Your Child Does Not Arrive Home On Time	26
If Your Child Was Not on the Bus	27
Student Behavior on the Bus	27
POLICIES	28
Use of the Internet	28
Volunteers and Clearances	28

	6
Weapons Policy	28
Title IX	28
Bullying and Cyberbullying	29
Hazing	29
Unlawful Harassment	29
COMPLAINT PROCEDURE	30
FERPA NOTIFICATION	30

Southern Lehigh School District

MISSION, VISION, VALUES

Mission

LEARNING • SERVING • LEADING

One Interaction at a Time

Vision

The Southern Lehigh School District is an inclusive, innovative, and inspiring community of learners where relationships matter and students are empowered and motivated to face the challenges of today and tomorrow.

Shared Values

We Believe:

- Everyone should feel safe, valued and respected in an inclusive and diverse learning environment
- Students learn when challenged to think critically, problem solve, act with integrity, and demonstrate resilience
- Academic success is achieved when students demonstrate growth and maximize their potential
- Positive collaboration and partnerships foster growth and understanding
- Social, emotional, academic, athletic and artistic development are foundational to life long learning
- Learning, serving and leading create and influence the future

Focus Areas

- Maintain and strengthen district environments where students, staff, families and visitors feel welcome, safe and secure
- Support the emotional and social well being of students and families
- Engage district stakeholders with respect and positive experiences
- Pursue academic excellence through challenging experiences and expanded opportunities for all learners

Faculty and Staff

Administrators, faculty and staff can be located on the Southern Lehigh website. [Click here](#)

Board of Education

Board of Education officers and members can be located on the Southern Lehigh website . [Click here](#)

ATTENDANCE REGULATIONS

Parents/guardians are asked to notify the school on the morning of a student's absence by calling the school and following the prompts to report the absence. PA School Code states that a note explaining the reason for absence must be submitted within **three** school days of a student's return to school or the absence will be marked as unexcused.

Time Schedules for Schools

Grades 1-3	9:00-3:30 pm
AM Kindergarten	9:00-11:36 am
PM Kindergarten	12:54 pm-3:30 pm

Absence Slips

Medical excuses, and parent excuses are to be sent to the school office. Emailed excuses will also be accepted by sending them to both the homeroom teacher and office secretary. Absence slips must provide the following information: student name, parent name, date of students absence, and reason for absence. Examples of unexcused absences include but are not limited to, oversleeping, shopping, visiting, unapproved trips, and missing the school bus.

Tardiness

Students arriving after 9:00 am are considered tardy. Parents/guardians must sign their child into school and note the reason for lateness is required.

Educational Trips

Educational trip request forms are available in the school office or on-line, using the Parent tab additional resources, forms. [click here](#) Valid reasons for school absence are listed in the Attendance Policy can be found on the website by going to School Board tab, school board policies, attendance [click here](#) Educational Trip absences count towards the students overall cumulative absence record.

Educational Trip forms will require:

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

Unlawful Absence

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.

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.

Early Arrivals

For the safety of all, parents/guardians who walk or drive students to school should follow the designated drop off times and traffic patterns established at the school. Students should not arrive before 8:45 am. ***Morning care is not available. Please do not drop students off early.***

Early Pick Up and Dismissal Changes

Parents/guardians 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. You need to notify the school of the early dismissal by:

1. PickUp Patrol (PUP)

We are using a system called PickUp Patrol to help us track dismissals. PickUp Patrol (PUP) is a convenient, time-saving, and safe option for schools and families. Submit changes to your child's regular dismissal plans. For example: A student normally rides the bus but is getting picked up today, or a student usually is picked up at the end of the day but is leaving early for an appointment. It reduces interruptions during the school day and most importantly ensures our students are safely dismissed based on direct information from parents/guardians.

[PUP Patrol FQA](#)

2. Parent Note

Written Parent Note at the beginning of the day. Include the student's name, date, time of pick-up and the responsible person picking up the student and your signature.

Severe Weather and Emergency Dismissals

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 canceled, 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 the district's electronic notification system. It is critical that students know prior to occurrence 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 610-282-5589.

Official public announcements concerning school cancellations and delays are announced:

1. Southern Lehigh Website home page www.slsd.org .
2. Public Stations:

TELEVISION: WFMZ CH. 69

RADIO: WFMZ 100.7 FM

3. District Automated System Blackboard Connect:

Parents/guardians can also sign up for auto-email notification through Blackboard Connect, Parents tab, Blackboard Connect Alert System or [Blackboard Connect Alert System](#) . This system allows the district to communicate with parents/guardians regarding emergencies, school closings, school events, and other important issues affecting you and our students.

School Cancellations and delays affect kindergarten in the following ways:

- **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 (11:36AM). 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 - 12:25 PM 1:55- 3:30** This plan enables both kindergarten sessions opportunity for instruction on days when we experience a delayed start to school.

CURRICULUM

The elementary curriculum is based on PA State Standards and Eligible Content, which can be found on PDE’s webpage. For a more detailed explanation, please visit the district website at [Curriculum and Instruction](#)

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 with authentic texts
- Read Aloud
- Writing for many purposes
- Collaborative conversations
- Independent reading of self selected materials

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 processes.

Science

The science curriculum includes a variety of resources provided to enhance scientific learning through experimentation, inquiry, and technology resources.

Social Studies

Social Studies instruction encourages students to think about communities, society, and their world. History, geography, civics and government, and economics concepts are presented through developmentally appropriate themes and texts. Social responsibility and ideas of citizenship are also taught using the School-Wide Positive Behavior Program

Spanish Immersion

Southern Lehigh offers a total Spanish immersion program, starting in 1st grade, and is housed at Liberty Bell School. The purpose of this program is to provide a Southern Lehigh education while learning Spanish language. This program serves one class of students per grade level starting in grade. Students are accepted who reside and are enrolled in the Southern Lehigh School District. Participation in the program is limited and determined on a lottery basis as needed.

Library

The library curriculum introduces students to many types of literature, nonfiction, as well as 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.

HOMEWORK

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.

DISTRICT AND STANDARDIZED ASSESSMENTS

Assessment of student progress is ongoing in elementary schools. In addition to classroom based tests and quizzes, assessments common to a grade level are given according to units of study. District-wide assessments are given in Reading, Writing, Math, Social Studies, and Science. Students in third grade will participate in the Pennsylvania System of School Assessment.

COMMUNICATING STUDENT PROGRESS

Grading Explanation

Teachers in the Southern Lehigh elementary schools assess student achievement on various aspects of each subject. The standards taught and assessed will be reflected on the report card.

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 students 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 participation, school year books, honor roll, etc.

STUDENT DISCIPLINE PHILOSOPHY

School Wide Positive Behavior Support Program

The elementary schools utilize a school wide positive behavior program to teach our students expected behaviors. School wide positive behavior support is a systematic approach for implementing proactive rewards and disciplines for the purpose of improving school climate and preventing student problem behaviors across all school settings. Students are taught expected behavior through specific teachers who created lesson plans, modeling and instruction.

Discipline in 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.

Re-teaching of the appropriate and expected behavior will occur along with a guided talk it out session. Disciplinary action will be in accordance with school board policy and is defined under Code of Conduct.

CODE OF CONDUCT

Offenses and Disciplinary Options

Level I

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

- Offensive language
- Other minor infractions of unacceptable behavior in or on school property

Disciplinary Opinions (more than one option may apply)

- Verbal reprimand
- Restrictions
- Counseling
- Parent/guardian notification
- Parent/guardian conference
- Before or after school detention
- In school or out of school suspension

Level II

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

- Defiance
- Truancy (see Policy #204)
- Disruptive behavior
- Fighting
- Violation of District Bus Policy (see Policy #810.2, #801.3, #810.4)
- Defacing school property
- Extortion
- Theft
- Harassment (verbal, written, physical, sexual)
- Verbal threats

Disciplinary Options (more than one option may apply)

- Parent/guardian notification
- Parent/guardian conference
- Verbal reprimand
- Restriction
- Counseling
- Before or after school detention
- In-school or out of school suspension (See Policy #233)

Level III

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

- Vandalism
- Violation of District Drug Abuse Policy (see Policy #227)
- Endangering the safety of others
- Arson
- Bomb or terroristic threats
- False fire alarms
- Sexual harassment (see Policy #248)
- Possession of weapons or look a like weapons (see Policy #218.1)
- Violation of District Internet Policy (see Policy #815)
- Commission of any other act punishable under the Pennsylvania Crimes Code

Disciplinary Action (more than one option may apply)

- Parent/guardian notification by phone
- Parent/guardian notification in writing and made part of student record according to District Policy (# 216)
- Notification to local law enforcement
- Parent/guardian conference
- Restitution if appropriate
- Before or after school detention
- In-school or out of school suspension (See Policy #233)

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 students 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 students' parents/guardians.

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.

DRESS/APPROPRIATE SCHOOL ATTIRE

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:

- Footwear such as rolling shoes and athletic cleats. Special note: Flip-flops or (soccer) slides are not appropriate for recess.
- 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/guardians 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.
- Slippers or pajamas are not to be worn to school unless it is a designated spirit day or activity.

Classroom temperatures are regulated for indoor dress. Since students participate in outdoor recess year-round, they should dress for both indoor and outdoor activities. Proper footwear is needed for safe use of playground equipment.

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

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

ELECTRONIC DEVICES - CELL PHONES, SMART WATCHES AND GAME PLAYERS

It is recommended that students leave at home costly electronic devices such as handheld game players (PSP's, Nintendo products, iPods, iPads, Kindles, etc.). The school cannot be responsible for these items if lost or stolen. Should there be a need to contact a parent/guardian during the school day, we will support the student in this process.

Students in the elementary schools are not permitted to use cell phones or watches with text/calling capabilities during school hours. Students carrying cell phones are required to turn the device off upon entry to the bus. Students are expected to keep cell phones zippered inside a secure pocket of their backpacks and store during the school day. Again, the school cannot be responsible for lost or stolen cell phones or SMART watches.

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 8:25 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.

Immunization Policy

Parents/guardians must provide documentation of immunizations and or a written plan from their child's doctor before the start of the current school year. Under the law, if documentation is not provided prior to the start of school, then the child must be excluded from school. We do not want to exclude any student, so we are committed to work with families to support them in ensuring requirements are met. Please work with our child's physicians or the PA Department of Health (PaDOH) immunization clinic to ensure all immunizations have been given. Please call the school nurse if you need help. Exemptions for moral, medical and religious reasons remain in place under the new regulations.

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 permitted to call or text home before consultation with the school nurse or health paraprofessional. (students are not permitted to use personal cell phones during the instructional day). Students are not permitted to leave school during regular school hours for any reason without permission of the principal, or his/her designee which may include the school nurse.

Tylenol (acetaminophen) or Motrin (ibuprofen) 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/guardians 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 the parent/guardians, or another appropriately identified adult, pick up the student within reasonable time of being contacted by the school nurses' office.

Illnesses which would require your child to stay home

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 Hopewell at 610-791-0200 or Liberty Bell at 610-282-1850 and listen for the absence line prompt. This is not an excused absence until the school receives a written or email excuse.

The following regulations are set forth by the State Department of Health and the Southern Lehigh School District:

Disease Period of Exclusion From School

- **Chicken Pox**-Until all lesions are dry and crusted over Conjunctivitis 24 hours after starting appropriate medications or until Judged non-infective by a school nurse or child's doctor. Fever free for 24 hours without the aid of medication, Including acetaminophen (Tylenol) or ibuprofen (Advil)
- **German Measles, Measles, Mumps, Pertussis (Whooping Cough)**- Physician's note needed for return to school
- **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 for approval of Scabies After treatment, physician's note for 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 with other symptoms. Covid/Coronavirus- Per PA Dept. of Health & CDC guidelines

If your student has symptoms of illness (i.e. diarrhea, vomiting, and/or has a temperature/fever equal to or greater than 100.4 degrees Fahrenheit), please keep them at home so as to prevent the spread of virus or infection to other students. In most instances students can return to school 24 hours after symptoms have resolved or in the case of a fever the student should be fever free for 24 hours without the aid of fever reducing medication (i.e. acetaminophen or ibuprofen).

Communicable Diseases

As per policy 203 the Board directs that students who have been diagnosed by a physician or are suspected of having a disease by the school nurse shall be excluded from school for the period indicated by regulations of the PA Department of Health or guidance from state or local health officials for specified diseases and infectious conditions.[14][15]

[Pa. Code \[14\]](#)

[Pa. Code \[15\]](#)

■ Section_ 200 Pupils Policy 203 .pdf

Please notify the school by calling the attendance office and indicating the reason for absence.

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. This excuse should be provided to the attendance secretary at your child's school. Unless a written note is received from a physician, it is assumed that students may resume all normal school day activities following an illness. If there is a 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.

Immunization Policy

The following regulations, in regards to immunizations and communicable diseases, are set forth by the Commonwealth of Pennsylvania and Southern Lehigh School District, and may have an exclusion period from school for a student. Please refer to policy 203.

■ [Section_200 Pupils Policy 203 .pdf](#)

Medication in School (prescription and non-prescription) *See Board Policy

[Section 200 Use of Medications 210](#)

School nursing staff may administer medications in accordance with a doctor's order. A parent/guardian may also come to school and personally administer medication.

If your student requires medication to be given during the school day, the "Authorization for Medication During School Hours" form ([Authorization for Medication during School Hours](#).) needs to be filled out and signed by both the ordering physician and the parent/guardian. The medication must be in the original bottle or package. The medication needs to be delivered to the nurse's office by the parent/guardian unless otherwise directed. Per state and or federal regulations a student may carry an emergency medication such as a rescue inhaler and or epinephrine, HOWEVER, the above medication form needs to state the student may carry. It is also protocol that the student inform the nursing staff if they have taken their emergency medication during the school day.

The prescribing physician must complete an [Authorization for Medication during School Hours](#) form (forms available in the nurse's office, on the district website, and in the school office).

This includes:

- Name of student
- Diagnosis
- Medication prescribed
- Dosage
- Time schedule
- Name of physician
- Duration of medication
- Any special circumstances

Students are not allowed to carry medication (prescription or over the counter) without the above mentioned parameters. If a student is found to be in possession of a medication without authorization it would be considered a violation of the drug policy.

Health Testing and Screening Programs

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

- Height, weight, BMI and vision screenings performed every year on all grade levels.
- Hearing: grades K/1, 2, 3, 7, and 11. Arrangements can be made for hearing tests on students not in those grades by parent or teacher request.
- Scoliosis: grades 6 and 7, or as necessary due to physical changes that suggest pathology of the spine.

Additional exams required by the state include:

- Dental Exams: K/1, 3, 7 and if deemed necessary all new entrants from out of state.
- Physical Examinations: grades K/1, 6, 11, and if deemed necessary on all new entrants from out of state.

If you do not wish to have the exams done on your child by the school, it is the responsibility of each parent/guardian to inform the building nursing staff in writing by the end of the first week of school. It is also the responsibility of the parent guardian to obtain the exams at your private physician's/dentist's office at your own expense. Permission forms for school physicals and dentals as well as forms for private physical and dental exams are available in the nurse's office and on the district website.

Student Wellness Guidelines

- No edible treats for distribution in the classroom.(ex. Birthday, Valentine's Day)
- Food is not used as a reward. No candy in the classroom.
- All foods for parties must have a nutritional label to ensure ingredients are allergy free and we can determine an accurate carbohydrate count.
- No "Homemade" foods are permitted due to the difficulties in calculating a nutritional label.
- In grades K-6, all food consumed in the classroom will be reviewed by the health room. Labels should be provided 24 hours in advance.
- Students in 7-12 will be responsible to read labels of all food in the classroom. They may request assistance from the health room if desired.
- K-6 Health Rooms will work with the parents/guardians and cafeteria staff to ensure students receive food that is safe for their medical condition.
- Middle and High School cafeterias will post a daily list of foods containing the 7 common allergens. Students will be responsible for making safe choices.
- All nutritional information regarding school lunches will be readily available to students and parents/guardians. This will be prepared by the Food Service Manager prior to the first day of the month.
- K-6 will have an approved list of food and drink. Only one "unhealthy" treat should be incorporated into a party menu. All treats must have a nutritional label. No food will be "homemade"

- Major curricular events involving food will be limited to twice per year per grade level. Alternative food will be provided for students with food allergies and or other health issues that meet the criteria listed in #3 above. All food at these events must have a nutritional label. No food will be “homemade”.
- All food sales that take place during the school day must comply with the National Standards for Competitive Foods in PA and be approved by the building principal;. 12. School provided snacks for PSSA testing will consist of water and something from the
- “Suggested Healthy Foods” list. Drink- Only water (may be flavored, unsweetened or sparkling, 100 % fruit juice, low fat milk. Party Food (4 selections only) Fresh fruits, dried fruits, frozen fruits, canned fruits in water. Grain cracker, rice cakes, hummus, or low fat dips or salsa baked tortilla chips. Pretzels, especially whole grain. Yogurt- low fat or Greek style and low fat cheese including string cheese. Whole grain cereal (unsweetened), animal crackers, graham crackers, teddy grahams. Air popped or low fat popcorn.
- Please Note: Even if a food is on this list above it still MUST be checked in at the Health Room for its nutritional label and official approval to be served. No homemade food is permitted.

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/GUARDIAN - TEACHER CONTACTS

Parent/guardian-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/Guardian-Teacher Conferences

Parent/guardian conferences are held once a year. This is the time for parents/guardians 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 once annually, parents/guardians should feel free to communicate with teachers at any time.

Parent/Guardian Concerns

Parent/guardian concerns can be resolved by following a very basic procedure. Concerns that involve their child's 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.

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/guardian networking
- PTA committee, homeroom parent, and volunteer opportunities

Birthday Invitations

Birthday invitations cannot be handed out in school unless the child is inviting all members or his/her class.

SAFE USE OF SCHOOL GROUNDS

Skating and Riding

The district prohibits skateboarding and rollerblading on school property. Further, the operation of unlicensed motor vehicles such as mini bikes, snowmobiles and ATVs 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 are 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, an asbestos re-inspection of the district will be conducted to comply with the AHERA law.

Southern Lehigh S.D. 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.

The Southern Lehigh School District uses an Integrated Pest Management (IPM) approach for managing insects and rodents. 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 an 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 the 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/guardians 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/guardians. Look for information about this on the district website. 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/guardians should encourage students to eat healthy nourishing meals at lunchtime. Students may purchase lunch from school or bring 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 **Food Services / School Lunch Menus**.

Students may purchase lunch with cash or by using a POS (Point of Sale) account established for the student. Parents/guardians may deposit money into a student's account by sending in cash or a check. Money can also be added to a student's account with a credit card by using the online payment system at EZSchoolPay.com, directions on how to do this will be provided. By using the POS system the student ID number will then be used to debit the account.

If a student forgets or loses lunch money, the cafeteria will extend credit for that day's lunch. It is expected that the cafeteria will 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 students choice of items from the lunch menu will be restricted and a cheese sandwich, fruit and or vegetable and milk 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: <https://www.slsd.org/Page/12747>. The application can also be filled out and submitted electronically at www.compass.state.pa.us Due to both space and regulations, parents/guardians may not eat lunch with their students in the cafeteria.

SCHOOL VISITATION

Parents/guardians are encouraged to take the opportunity to learn about school programs by accepting invitations to visit classrooms and meet with teachers on occasions such as Open House Night, parent/guardian conferences, school/district showcases and demonstrations.

SCHOOL SECURITY

In order to ensure a safe environment for children, the district installed a visitor security system complete with automatic door locks and intercoms for each school foyer. Parents/guardians 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, sign in, present proper identification (ie. Driver's License, etc) and borrow 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, director of special education, or the school psychologist.

Learning Support

The Southern Lehigh School District provides learning support programs for students with learning disabilities, intellectual disabilities, 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.

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 221, which provides Early Intervention Services through Project CONNECT. Parents/guardians who have concerns about their preschool children are encouraged to contact the Intermediate Unit: 610-769-4111.

STUDENTS 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 ensure the privacy of both the parents, guardians 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 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/guardian workshops and meetings create opportunities for valuable sharing of ideas.

MTSS

MTSS is a specific process to support students in the general education classroom. It is designed 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 the MTSS team.

MTSS 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.

School Psychologist and Guidance Counselor

A school psychologist and guidance counselor serve the two elementary schools in Southern Lehigh. The psychologist and counselor 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/guardian approval, the psychologist and counselor offer a group or individual counseling and individual testing of students. Classroom visits are another important function. The psychologist and counselor can also be a valuable resource to parents/guardians or parenting issues.

Gifted Education

The Southern Lehigh School District maintains ongoing procedures to locate, identify, and evaluate students who are thought to be gifted and in need of specially designed instruction. According to school district policy 114, giftedness includes an IQ of 130 or higher or a student who meets multiple criteria as set forth in Pennsylvania regulations through Chapter 16 (22 PA. Code 16.21). The purpose of the gifted education program is to serve students whose needs require enrichment, acceleration, or both beyond the general education classroom environment. Southern Lehigh School District strives to cultivate interest, capacity, and skills necessary for independent, intellectual inquiry, and life-long learning. Additional information can be found on the Special Education and Student Services Department website at www.slsd.org (click on “District”, then click on “Teaching and Learning”, then click on “Gifted”) or contact the school psychologist or school counselor in your child’s building directly.

Families and Students Experiencing Homelessness

If you are experiencing a homeless situation, please immediately reach out to your child's school counselor for additional support and services. For additional resources, please dial 211 (7 days a week, 24 hours a day) from your phone to access United Way's shelter assistance. Information on the BEC for Education for Homeless Youth and additional homeless resources can be found at [Special Education / Homeless Resources](#)

TRANSPORTATION OF STUDENTS

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

- Students should be at the bus stop ten (10) minutes before the scheduled departure.
- Parents/guardians are responsible for the supervision and behavior of their child at bus stops.
- Boarding and exiting is permitted only at assigned stops.
- Any other arrangement requires a Special Bus Stop Permit and approval by the principal.
- Boarding and exiting buses is in single file fashion
- Once inside the bus, students should quickly take their seats and remain seated.
- Drivers will give permission to open and close windows.
- Seating arrangements are the responsibility of the bus driver.
- When exiting the bus, students should look both ways and cross in front of the bus.
- Smoking, vaping or use of any electronic or e-cigarettes/devices is not permitted on the bus and on all District property.
- 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

- Know your child's bus route numbers and usual arrival time after school.
- Know the names and phone numbers of children who get off at the same stop or nearby stops.
- Teach your child his/her telephone number and possibly that of a person designated to be contacted in case you cannot be reached.
- Remind your child they are not to get off at any other bus stop other than their designated stop and go directly home.

Possible Late Bus

In inclement weather, wait about twenty minutes before making calls. If the bus has not arrived, call 610-282-5589 (Brandywine Lehigh Transportation). 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

- 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.
- If your child was not on the bus, or got off at the wrong stop, call our child's school. If you are unable to get an answer, call 610-282-5589 or 610-282-1030 Ext. 5301 (District Support Services)
- If your child missed the bus, the school will contact you immediately.
- If your child boarded the wrong bus, the driver will take him/her to the bus garage, or school 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 in front of the school. Please note that children do attempt to set up playdates without parent/guardian or school knowledge.

Student Behavior on the Bus

The Southern Lehigh School District has adopted specific policies that govern students behavior while riding the 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 understanding of students.

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 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, an intentional embarking or disembarking on unassigned buses or at unassigned stops.

In case 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 [Transportation](#)

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.

For more information about Southern Lehigh's internet policies please see Board Policy #815 [Acceptable use of electronic resources](#)

Volunteers and Clearances

- ● All volunteers must submit the following paperwork to our Central Office on Tuesday or Thursdays between 8:30-3:30.
- ● PA State Police Criminal History Check (free for volunteers)
- ● Child Abuse Clearances (also free for volunteers)
- ● FBI Criminal History *fingerprint clearance
- ● Signed FORM PDE-6004 Arrest and Conviction Form
- *If you have lived in Pennsylvania for 10 consecutive years, you may substitute a Residency Certification Form for the FBI Criminal History Fingerprint clearance.

Clearances must be one year old or less when originally submitted to the district and are considered current for 60 Months. Go to [Human Resources / Clearance for School Volunteers](#) for more information on clearances. The complete School Board Policy 916 for volunteers is available at [School Volunteer and Volunteer Coaches](#)

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 suspension or expulsion. A complete policy is available at School Board Policy 218.1 [Weapons](#)

Title IX

Southern Lehigh School District shall not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex (including sexual harassment), sexual orientation, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. For further information, contact:

Title IX Coordinator
 5775 Main Street, Center Valley, PA 18034
 610-282-3121
 email: TitleIX@slsd.org
 Additional policies for nondiscrimination:
Title IX / Title IX

Bullying and Cyberbullying

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:

- Substantial interference with a student's education.
- Creation of a threatening environment.
- Substantial disruption of the orderly operation of the school. Bullying, as defined in this policy, includes 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 School Board Policy 249 at: Bullying and Cyberbullying

Hazing

The practice of hazing in connection with any District sport, club or activity sponsored by or affiliated in any way with Southern Lehigh School District is strictly forbidden. See Board Policy #123.4 at: Hazing

Unlawful Harassment

The Southern Lehigh School District will not tolerate unlawful intimidation and/or harassment. Such behavior is illegal under state and federal law. A student of the District who engages in conduct that constitutes a violation of the harassment policy shall be subject to discipline pursuant with the provisions of this policy. Harassment/Intimidation may include verbal, written, graphic or physical conduct when such conduct is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment. Racial/ethnic and/or protected class intimidation includes malicious intent toward the actual or perceived race, color, religion, national origin, ancestry, mental or physical disability, sexual orientation, gender or gender identity of another individual or group of

individuals. A student in the District who is subjected to harassment shall have the right to file a complaint in accordance with the procedures set forth by this policy. Any student who believes that he/she has been subject to unlawful harassment shall file by verbal report the occurrence(s) of all incidents of such conduct to the principal or assistant principal. Students may lodge harassment complaints with other appropriate individuals in the district including teachers, counselors, nurses, or other administrators. To review this policy, please see School Board Policy #248 Unlawful Harassment-Pupils

COMPLAINT PROCEDURE

Any parent/guardian, 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. 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/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day
- The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading. Parents/guardians or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write to 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/guardian or eligible student, the School official will notify the parent/guardian 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/guardian or eligible student when notified of the right to a hearing.
- 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 interest. 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); or a parent/guardian 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.
- 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**

