

**Student / Parent / Guardian  
Handbook  
Southern Lehigh High School  
2018 / 2019**



**Southern Lehigh  
HIGH SCHOOL**  
5800 Main Street  
Center Valley, PA 18034  
Main 610-282-1421  
Fax 610-282-2965

**Principal**  
Mrs. Beth Guarriello

**Assistant Principal**  
Ms. Jennifer Brinson

**Assistant Principal**  
Mr. Thomas Ruhf

**Athletic Director**  
Marc Zimmerman

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## **Dear Southern Lehigh Students and Families,**

On behalf of the entire staff, I am proud to welcome you to Southern Lehigh High School-Home of the Spartans! We are looking forward to working with each and every one of you as we embrace the new school year, continue to build on a tradition of academic excellence and provide a positive and safe learning experience.

I encourage all of you to get involved and to contribute to your school community as we continue to create a culture of EXCELLENCE. Southern Lehigh High School provides endless opportunities to explore, learn and grow both in and out of the classroom. Take the initiative, make an impact, stay active, and continue to challenge yourself as a learner. Take advantage of your high school years because the mark you make now will create memories that will last a lifetime. This is your school — take pride in yourself, your class, and your community.

It is a pleasure to have you as a member of the Southern Lehigh family! Let's make this a great year!

*Mrs. Beth Guarriello*

Principal, Southern Lehigh High School

## **Foreword**

The Southern Lehigh High School has transitioned from a traditional print Student / Parent / Guardian Handbook to an online digital version. This changeover has been developed in an effort to provide students and parents with answers to many of the commonly asked questions that arise throughout the school year while also providing specific information about certain board policies and procedures. Please take time to become familiar with the important information present in the online digital version of the Student / Parent / Guardian Handbook. If you have any questions or concerns that are not addressed in this document, you are encouraged to talk to your teachers, the building principals, or refer to Southern Lehigh School District website at [www.slsd.org](http://www.slsd.org).

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## Alma Mater

SOUTHERN LEHIGH, REACHING WIDE  
ON A ROLLING HILLSIDE,  
HIGH IN PURPOSE, STRONG IN WILL  
TRUTH IN US INSTILL,  
COLORS CLEAR OF BLUE AND WHITE.  
CHALLENGING US TO STAND ARIGHT.  
ALMA MATER, FAIR TO SEE,  
WE WILL CHERISH THEE.

**Music by Mrs. Pauline Donecker**  
**Words by Karline Donecker 56'**

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## Board of Education

President Mrs. Emily Gehman  
Vice President Mrs. Corinne Gunkle  
Treasurer Mr. Jeffrey Dimmig  
Members Mrs. Anita Desai  
Mr. William Lycett  
Mrs. Mary Ann Nord  
Mrs. Kathleen Parsons  
Mrs. Rita Sisselberger  
Dr. Jennifer Smith  
Solicitors Sweet, Stevens, Katz & Williams  
Board Secretary Mrs. Diana Millman  
Superintendent Mrs. Kathleen Evison  
Asst. Superintendent Dr. Michael Roth

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## Faculty and Staff

Administrator, faculty, and staff directory can be located on the Southern Lehigh School District website. To access the online directory [Click Here](#)

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## High School Schedule

	Regular Schedule	2-Hour Delay	Act 80	PM Assembly	No Spartan
<b>Block 1</b>	7:40-9:02	9:40-10:37	7:40-8:38	7:40-9:02	7:40-9:15
<b>Block 2</b>	9:06-10:23	10:41-11:33	8:42-9:35	9:06-10:23	9:19-10:47
<b>Spartan</b>	10:27-11:09	N/A	N/A	1:43-2:25 (ASSEMBLY)	N/A
<b>Block 3</b>	11:13-1:04	11:37-1:28	9:39-10:32	10:27-12:18	



	<b>Lunches</b> <i>A: 11:13-11:43</i> <i>B: 11:53-12:23</i> <i>C: 12:34-1:04</i>	<b>Lunches</b> <i>A: 11:37-12:07</i> <i>B: 12:17-12:47</i> <i>C: 12:58-1:28</i>		<b>Lunches</b> <i>A: 10:27-10:57</i> <i>B: 11:07-11:37</i> <i>C: 11:48-12:18</i>	10:51-12:53  <b>Lunches</b> <i>A: 10:51-11:21</i> <i>B: 11:37-12:07</i> <i>C: 12:23-12:53</i>
<b>Block 4</b>	1:08-2:25	1:32-2:25	10:36-11:30	12:22-1:39	12:57-2:25

### LCTI Schedule

<b>PM Students</b>	<b>Academic Center &amp; CAP Students</b>
<ul style="list-style-type: none"> <li>Attend SLHS for Block 1, 2, Spartan Period</li> <li>Dismissed from SLHS at 10:50 AM to board buses.</li> <li>LCTI buses leave SLHS at 10:55 AM.</li> <li>LCTI buses return to SLHS around 3:15 PM.</li> </ul>	<ul style="list-style-type: none"> <li>LCTI bus leaves SLHS at 7:45 AM.</li> <li>AC and CAP students entering SLHS in the morning must exit the building prior to 7:35 AM to board the bus.</li> <li>LCTI buses return to SLHS around 3:15 PM</li> </ul>

### PM LCTI Student Early Dismissal Day Procedure

- Parental permission form must be on file in the main office in order for an LCTI student to be dismissed early.
- If form **IS ON FILE**, the student must sign out in the main office before leaving.
- If **NO FORM IS ON FILE**, the student will report to assigned study hall and lunch will be made available.

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### Notice of Non-Discrimination

It is the policy of the Southern Lehigh School District to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, creed, religion, sex, sexual orientation, ancestry, national origin or handicap/disability. The district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities

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## **Southern Lehigh School District - Mission, Vision, and Belief Statements**

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### **Student Services**

#### **Family Educational Rights & Privacy Act**

We act in accordance with the Family Educational Rights and Privacy Act (FERPA), a federal law which protects the confidentiality of student educational records by limiting their disclosure.

All policies and practices governing the collection, maintenance, review, and release of student education records are based on the principles of confidentiality and the student's right to privacy, consistent with the Family Educational Rights and Privacy Act (FERPA) of 1974. FERPA is a federal law designed to protect the privacy of education records and to establish the right of students to inspect, review, amend and restrict access to their education records.

If you believe that the school district is not complying with FERPA or not guaranteeing you your rights as previously outlined, you may file a letter of complaint to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605. In compliance with FERPA, the district will annually notify students of their rights and the institutional policies pertaining to the FERPA.

#### **Guidance & Counseling Services**

The school counseling services are provided to assist all students in acquiring the best possible results from their total school experience. Special group meetings are held with representatives from colleges, businesses, and trade school, and the armed services. Counselors are assigned to work with students and follow their progress from 9th through 12th grade. Students are assigned a counselor based upon the first letter of their last name. A school psychologist is available to work with students at the high school.

During the school year, the counseling department assists students in many areas such as:

- Adjustment to high school
- Encouragement of successful study habits
- Course selection
- Post-secondary preparation
- Peer/social issues
- Academic concerns

## **Counselor Caseload**

Mrs. Christina Piascik	Grades 9-12	A-G
Mrs. Tamme Westbrooks	Grades 9-12	H-O
Mrs. Lynne Kelly	Grades 9-12	P-Z
Mr. Cotie Strong	Grades 9-12	School Psychologist

Counselors will meet with students periodically to monitor progress and ensure that students are on target to graduate. Students are encouraged to schedule an appointment to see their counselor through the guidance secretary whenever they have concerns or questions. Parents/guardians are also encouraged to contact their student's counselor for information or to schedule teacher conferences whenever academic concerns arise. The guidance office phone number is 610-282-1421, press 1 for Guidance.

A wealth of information on colleges, careers, financial aid, and scholarships is accessible in the guidance office. There are also computers available for students to investigate college and career websites. Students are welcome to use the resources before and after school as well as during study halls. Another opportunity for students to gain valuable information about colleges is to sign up to meet with the college representatives who visit Southern Lehigh. The college representative visits are posted in the guidance office and are also announced on the morning announcements.

## **Schedule Changes**

Any student wishing to make a schedule change will need to submit a written request to the principal explaining his/her reasons for requesting the change. A meeting may also be required with the student, parent, teacher, counselor, and administrator to determine whether or not the change is recommended. If it is determined that the student is appropriately placed but still wants to drop the class (after the 25th day of the course), the student will be withdrawn and given a grade of "WF" – Withdrawal Failure.

## **College Application Process**

The guidance department utilizes Naviance to send transcripts and letters of recommendation to colleges and universities. Transcripts contain final grades for all

courses taken throughout high school as well as any courses currently in progress. When requesting a transcript, students are asked to:

- Allow 10 school days for the processing of transcripts or 15 school days if requesting letters of recommendation
- Complete the paper Transcript Request Form **ONCE** prior to entering the request electronically in Naviance
- Make the request in Naviance by adding the school to “colleges I’m applying to” and clicking on “request transcript”

College applications often require letters of recommendation. If requesting a letter of recommendation from a teacher or guidance counselor, please provide three weeks’ notice so that the letter can be completed on time. It is best to make the request in person or in writing and then submit the request in Naviance. The College Recommendation Questionnaire and Parent Brag Sheet should also be completed in Naviance to assist your teachers and counselor with writing your letter.

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## Health Services

The health suite is open from 7:30 a.m. to 2:30 p.m. Monday through Friday. A registered nurse and/or a health paraprofessional staff the suite. Health records are kept on each student and records are maintained in the health suite.

It is very important to update each student's record by receiving current information from the parents/guardians regarding topics such as:

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

If a student becomes ill at school, he or she should obtain a pass from the teacher and report to the nurse's office. The **student is not to call home before going to the nurse's office**. No student is permitted to leave school during regular school hours whether for illness or for another cause without the permission of the principal or the nurse.

Written parental permission is necessary for the nurse to provide medication as specified by the school physician’s standing order to a student.

## Health Testing and Screening Programs

The Commonwealth of Pennsylvania mandates the following programs be conducted during the school year:

- Physical Examinations: Grade 11 and all new entrants from out-of-state.
- Height, weight, BMI, and vision screenings performed every year on all grade levels.
- Hearing: grades K/1, 2, 3, 7, and 11. Follow-up hearing tests will be conducted on any student that fails the rapid hearing screen, any student that has a known hearing loss, any student that presents with recurrent upper respiratory infections with ear, nose and throat pathology, and any student that shows that a hearing problem may exist by her or his classroom behavior or speech pattern.

If you do not wish your student examined in one of the screening programs, it is the responsibility of each parent/guardian to notify the school nurse in your student's school in writing no later than September 30th. If there is no response in writing by September 30th, the student will be scheduled for these examinations by the school. If a parent does not wish to have the exams performed, it is the responsibility of each parent/guardian to obtain the exams at a private physician's office at the parent's expense.

### **Immunization Policy**

The Pennsylvania Department of Health has changed the School Immunization Law. Parents/guardians must provide documentation of immunizations and or a written plan from their child's doctor before the start of the 2017/2018 school year. Under the new law, if documentation is not provided within the first five days 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 all families to support them in ensuring requirements are met. Please work with your child's physicians to ensure all immunizations have been given. Exemptions for moral, medical and religious reasons remain in place under the new regulations.

### **Medication in School**

The Department of Justice has notified schools in the Commonwealth of Pennsylvania that, except in true emergency situations, teachers, secretaries, etc. may not administer individually prescribed medications. School nurses may administer prescribed medications in accordance with prescriptions. In some cases, when physicians are made aware of the situation, they are able to set up a medication schedule eliminating the need for medication during school hours. However, should it be necessary for an adult to administer medication to a student during the school day, a parent/guardian may come to school and personally administer the medication.

If a parent/guardian cannot come to school to administer the medication, a single dose of prescribed medication can be sent to school under the following conditions: The prescribing physician must complete an "Authorization for Medication During School Hours" form (available on the SLSD website).

We ask the parent/guardian to provide the single dose of medication in the original container, which must be clearly marked with the name of the student, the name of the medication, the dosage of the medication, the frequency of the dosage, the physician's name, and the physician's telephone number. The school will hold the medication in the health suite or the office when the nurse is not in the building. It will be the student's responsibility to go to the office or the health suite at the correct time and request the medication for administration. The use of over-the-counter medications in school is subject to the same rules as prescription medications.

Students are not allowed to carry medication (prescription or over the counter) with them. This would be considered violation of the drug policy. It is understood there are times when it is necessary for the students to carry their own medication, i.e. inhalers, insulin pumps, etc. If it is deemed medically necessary for a student to be in possession of medication, a meeting between the student, parent, and school nurse is required, and a special form is completed at that time.

### **Student Insurance**

Each year Southern Lehigh offers an insurance plan, which will protect students and their parents from financial burdens, which might be created by an accident in school. It will pay the medical bills within the limits outlined in the policy.

Insurance brochures, thoroughly explaining the policy, are given to each student early in the year. Subscriptions are not mandatory, but it should be noted that any students taking part in an athletic or intramural program must have insurance or a waiver signed by the student's parent or guardian. If an accident occurs in school and the student has school issued insurance, the incident should be immediately reported to the office, nurse, or athletic trainer, where the proper insurance forms are available to make a claim.

### **Student Assistance Program (SAP)**

The Southern Lehigh High School SAP Team is composed of a group of specially trained school staff and community agency liaisons that work together to remove possible barriers to student success and learning. These may include but are not limited to:

- Divorce, separation and family issues

- Stressful situations and life pressures, death and grief issues
- Absence of coping skills due to poor communication, a low self-image
- Alcohol or drug use or experimentation
- Depression or other mental health problems

It is the parents' rights to be involved in all phases of the student assistance program. The SAP Team is designed to assist students and parents by making in-school resources available and providing information about community resources. The SAP Team does not provide therapy or implement disciplinary consequences.

Anyone who is concerned with a student and has observed any of the preceding barriers can refer that student to any team member or faculty member. Here are a few examples:

- Staff members may notice a decline in school performance, (Attendance, grades, conduct) that may indicate that a student is experiencing difficulty. These behavior changes are reported to a SAP team member.
- Self-referrals are accepted. Students may seek information or help by contacting SAP team members.
- Peers who are concerned about a friend's problems are encouraged to discuss these concerns with a SAP team member.
- Family members are encouraged to communicate with the SAP team for information or assistance.

The SAP Team collects observable information about the student's performance and behavior from a variety of sources: teachers, counselors, nurses, administrators and other staff members as needed.

Parental notification, involvement and contact are required and necessary. The team analyzes this information, along with input from the student and parent, in order to determine the best course of action for the student.

Support services available to the student include: student mentoring and referral to other school professional and/or referral to outside agencies. All of the information is confidential and separate from the student's' school file.

### **Suggested Healthier Food Alternatives**

Because of the number of students with significant medical issues throughout the school, all food served in the classroom must be reviewed in the Health Room. There are students with very specific allergens (i.e. apples, pears, eggs, red dye etc.). It is easiest, and safest for the students to have all food checked through a

central location- The Health Room. When party planning, please choose from these healthier options:

Drink: Limited to

- Water (may be flavored, unsweetened or sparkling)
- 100% juice drinks
- Low fat milk

Party Food: (4 selections only)

- Fresh fruits, dried fruits, frozen fruits, canned fruits in water
- Fresh vegetables, salad bar
- Whole grain crackers, rice cakes
- Humus or low fat dips or salsa
- Baked tortilla chips or baked chips
- Pretzels, especially whole grain
- Yogurt – low fat or Greek style
- 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 the nutritional label and official approval to be served. No homemade food is permitted.

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## Support Services for Students

### Gifted

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. The purpose of these programs is to serve students whose needs require enrichment, extension, and acceleration beyond the regular, differentiated classroom. Southern Lehigh School District strives to cultivate interest, capacity, and skills necessary for independent, intellectual inquiry and life-long learning.

As per the Pennsylvania Department of Education's (Chapter 16) Website... Mentally gifted is defined as outstanding intellectual and creative ability the



development of which requires specially designed programs or support services, or both, not ordinarily provided in the regular education program. (22 Pa. Code §16.1) The Southern Lehigh School District provides the following (22 Pa. Code §16.2)

- (1) Services and programs planned, developed and operated for the identification and evaluation of each gifted student.
- (2) Gifted education for each gifted student which is based on the unique needs of the student, not solely on the student's classification.
- (3) Gifted education for gifted students which enables them to participate in acceleration or enrichment programs, or both, as appropriate, and to receive services according to their intellectual and academic abilities and needs.

### **Students with Disabilities**

In compliance with state and federal law, notice is hereby given by the Southern Lehigh School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services. If a student is identified by the District as possibly in need of such services, parents/guardians will be notified of applicable procedures.

Individualized services and programs are available for students who are determined to need specially designed instruction due to the following conditions:

- Autism/pervasive developmental disorder
- Neurological impairment
- Blindness or visual impairment
- Deafness or hearing impairment
- Physical disability
- Developmental delay
- Serious emotional disturbance
- Mentally gifted
- Specific learning disability
- Mental retardation
- Speech and language impairment
- Other health impairments

If a parent/guardian believe that their school-age student may be in need of special education services and related programs, screening and evaluation processes designed to assess the needs of the student and his/her eligibility are available to the parents at no cost, upon written request. Parent/guardians may request screening

and evaluation at any given time, whether or not their student is enrolled in the District's public school program. Requests for evaluation and screening are to be made in writing to Mrs. Kathleen Evison, Superintendent of Schools. For further information on the rights of parents and students, provision of services, evaluation and screening (including purpose, time and location), parents may contact the special education director or any building principal.

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## Academics

### **Academic Honesty**

#### **Rationale**

The purpose of academic honesty procedures is to foster and maintain an academically honest environment, as such, honest and accurate assessment of student achievement and progress requires honest work by each learner.

#### **Definition**

Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own.

#### **Procedures**

At the beginning of each course, teachers will inform students of procedures and practices related to homework, assessments, laboratory reports and class work. Teachers will guide students in understanding when collaborative efforts are appropriate.

Students are responsible for maintaining their own academic honesty and must hold themselves to the highest standards of personal and academic integrity. Work that a student submits for credit must represent the student's original thoughts and understandings. When a student wishes to borrow the thoughts and ideas of others, he/she must realize that those thoughts and ideas represent intellectual property; therefore it is the student's responsibility to properly cite their source(s). When students have a question about this policy, it is the student's responsibility to ask questions of their teacher in order to receive clarification. In addition, students should adhere to the following guidelines in order to minimize the risk for academic dishonesty:

1. Schedule an appropriate amount of time to complete work
2. Refrain from giving other students their work to copy or use
3. Ask teachers for clarification, especially about proper citations

Students must also realize that they live in a society with increasing technological advancements. As the level and capability of these technologies advance, it is important that students remain committed to academic honesty. Using technology to misrepresent one's work is considered dishonest and will be handled using the consequences listed below.

### **Consequences**

Administration will be fair and consistent when dealing with academic dishonesty. The consequences are cumulative in nature over all courses and are applicable during one school year. Aggravating or extreme circumstances may result in additional discipline or acceleration through the following consequences:

<b>First Offense</b>	Student receives a zero for the assignment. One 3-hour after school detention is assigned and parents are notified. Student is suspended three days from extra-curricular activities.
<b>Second Offense</b>	Student receives a zero for the assignment. Student is suspended for 1-3 days and receives an additional 5-day suspension from all extracurricular activities. Parents are contacted and the parents may request a conference.  *Students who reach the second offense during their senior year will not be eligible for internal senior awards.
<b>Third Offense</b>	Student receives a failing grade for the course (WF). Student is suspended for 1-3 days and receives an additional 10-day suspension from all extracurricular activities. Parents are contacted to schedule a conference.

Examples of academic dishonesty include, but are not limited to:

Plagiarism is the act of taking and using, whether intentional or unintentional, as one's own work another's published or unpublished thoughts, ideas and/or writings. The definition includes computer programs, drawings, artwork and all other types of work, which are not one's own. Types of plagiarism include word-for-word, mosaic (rearrangement or rewording without proper documentation) and indirect (paraphrasing without proper documentation).

## Cheating

- Use of a "cheat sheet" or "crib" notes
  - Copying another's assignments or homework
  - Looking off another's test or quiz
  - Use of unauthorized materials during an assessment or assignment
  - Inappropriate collaboration
  - Unauthorized use of technology (such as: cell phones, calculators, etc.)
  - Removal of assessment(s) or assessment answers from a classroom in an unauthorized manner
- 

## College Attendance Option

Students, given prior approval to attend a college prior to the completion of twelfth grade, will receive their diploma at the time their classmates graduate if they have completed the following regulations:

The student must:

1. Attend an accredited college or university.
  2. Successfully complete the freshman year of college.
  3. Take and pass English, math, science, social studies, and/or physical education courses that align with or meet state standards.
  4. Receive prior permission from the principal.
  5. Meet any special conditions imposed by the principal.
- 

## Credit Recovery

Students failing required subjects are encouraged to make up those course credits in summer school and thus continue in the regular school program. Students may attend summer school during the summer of any year. In other words, a class failed during ninth grade should be made up the following summer but may be taken the summer after tenth or eleventh grade if necessary. Summer school is currently offered at Southern Lehigh High School through our approved eLearn21 Cyber program; however, arrangements may be made for summer school at other high schools offering the same or similar courses. Information concerning summer school can be obtained by contacting the Guidance Office. Students lacking sufficient credit for graduation will not graduate with their class. Failing grades affect class ranking and grade point average. A failing grade is not removed from the student's record by passing a remedial summer school course; however, successful completion of the remedial course is indicated in the student's record and credit is then given.

**NOTE:** Completion of remedial summer school courses does NOT change the original course grade, grade point average, or class rank.

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## Final Exams and Grades

Students are expected to take the final exam at the time it is scheduled unless they have completed an educational trip form and it has been approved by administration. All students must make up final exams by mid-July.

Each marking period grade is worth 20% of a student's overall grade. The Final Project/Exam is worth 20% of a student's overall average. This percentage will include both a project component and a traditional final exam. The cumulative value of the Final Exam is broken down with 40% of the Final Score resulting from individual performance on the course wide Final Project and the remaining 60% of the Final Score resulting from individual student performance on a related Final Exam.

Q1	Q2	Q3	Q4	Final
20%	20%	20%	20%	20%

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## Grade Floor

A grade floor is in place for Marking Periods 1, 2 and 3. The minimum grade a student can earn in these marking periods is 50%. A comment will be made on the report card, signifying that the grade floor is in use. For marking period four (Q4), and the final exam, the grade floor **WILL NOT** be used; the student's actual grade percentage will be used.

At the teacher's discretion and with the principal's approval, a grade higher than that warranted by the point total may be assigned to the student who shows commendable improvement as the year progresses.

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## Grade Point Average/Class Rank

Yearly and quarterly grade point average (GPA) is the calculated average inclusive of all final grades. To calculate GPA, each course credit value is multiplied by the achieved quality points earned in the course (please see the grading scale found in the SLHS Program of Studies). The course values are then added together and divided by the total number of credits taken. All courses are included in the calculation of GPA with the exception of those graded Pass/Fail and those taken outside of Southern Lehigh High School. **Beginning with the Class of 2019, Class Rank will not longer be reported or recorded on transcripts.** Grade point averages are noted on report cards; cumulative grade point averages will be reported on transcripts.

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## **Grading System**

### **Philosophy**

The student assessment system of Southern Lehigh High School is designed to provide an equitable and consistent measure of student achievement and progress that clearly establishes expectations, provides an incentive for students, and provides colleges and employers with a standardized appraisal of performance.

### **Procedures**

In order to keep students and parents informed of progress and achievement in courses, grades are issued four times a year. Additionally, students and parents can access academic and attendance information by obtaining a Sapphire password (available from the Guidance office). The basic system of evaluation is a letter grade (plus and minus system) based on the following levels:

A	4.0	Distinguished achievement and progress
B	3.0	Good achievement and progress
C	2.0	Average achievement and progress
D	1.0	Minimum achievement and progress
F	0.0	Unsatisfactory achievement and progress

The following scale will be used to determine grades:

A	=	93-100	C	=	73-76
A-	=	90-92	C-	=	70-72
B+	=	87-89	D+	=	67-69
B	=	83-86	D	=	63-66
B-	=	80-82	D-	=	60-62
C+	=	77-79	F	=	59-00

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## **Graduation Project**

The faculty and administration of Southern Lehigh School District believe that a Graduation Project will challenge our students to go beyond what is learned in the regular high school curriculum. The Graduation Project is a learning process with student-centered research revolving around the Pennsylvania Career Education and Work Standards and ending with a formal presentation. Projects will provide an avenue for creativity and demonstration of individual talents. It is our goal to significantly improve student achievement and to help all students explore career paths and become lifelong learners.

Working individually under the direction of their Careers and Technology Applications Teacher, the student is required to complete a Graduation Project. Students attending half-day LCTI will complete the project under the direction of

their English teacher. Although each student will be given direction during this project, the responsibility for completion of it lies with the student. It is expected that the Graduation Project will be completed in Careers and Technology Applications. The Graduation Project Presentation day for both the Fall and Spring Semesters of Careers and Technology Applications will be assigned based on the school calendar. Additional information can be found on the Southern Lehigh High School Website under the [Graduation Project](#) subheading.

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## Graduation Requirements

The regulations instituted by the Pennsylvania Department of Education shall be the minimum requirements for graduation from Southern Lehigh High School. Credit units for courses passed during the ninth, tenth, eleventh and twelfth grades shall be counted towards the necessary credits for graduation. To receive a diploma, each student shall have earned passing grades in all required subjects. The requirements are:

4.0 Credits	English
3.0 Credits	Social Studies
3.0 Credits to 4.0 Credits*	Mathematics <b>(Minimum: Algebra I, Geometry, Algebra II)</b>
3.0 Credits to 4.0 Credits*	Science <b>(Minimum: Biology and Chemistry or Physics)</b>
2.0 Credit	Physical Education
0.5 Credit	Driver Education
1.0 Credit	Health
1.0 Credit	Arts/Humanities Credit**
1.0 Credits	Technology Education (Required: Foundations of Technology I and Careers and Technology Applications)
8.0 Credits	Courses from among those approved for credit toward graduation by the School District, including approved Vocational Education courses
27.5 Total Credits	

\* Each student must take a total of 7.0 credits of mathematics and science.

\*\*Arts/Humanities Credits include World Language, Fine Arts, and Music courses.

Beginning with the 2018-2019 school year, all Health Education, Physical Education, and Driver Education courses will be awarded 0.5 credits. Therefore, total credits required for graduation have been adjusted as follows:

Class of 2019:	26.3 credits
Class of 2020:	26.7 credits
Class of 2021:	27.1 credits
Class of 2022:	27.5 credits

Please note: The total number of courses required for graduation DID NOT change. All classes after 2021 will be required to achieve 27.5 credits in order to graduate.

Currently, the Pennsylvania Department of Education requires that students in the Class of 2019 and after demonstrate proficiency on the Algebra I, Literature, and Biology Keystone Exams in order to graduate. Students will be offered multiple opportunities to take the Keystones throughout their high school career.

### **Honor Roll**

Recognition will be given each marking period to students who meet the following scholastic standards.

**Principal's List** - Attainment of a 4.0 average with no grade lower than B-.

**High Honors** - Attainment of a 3.5 average with no grade lower than B-.

**Honors** - Attainment of a minimum 3.25 average with no grade lower than C-.

### **National Honor Society**

The objective of the Southern Lehigh chapter of the National Honor Society is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students.

Candidates who are eligible for election to this chapter must:

- Be members of the sophomore, junior, or senior class
- Have a minimum weighted cumulative GPA of 3.65
- Exhibit leadership and a desire for service
- Be positive role models and lead by example
- Have no single discipline referral above Level 2

Activities of the organization include tutoring, community service, and fundraising for scholarships. Meetings are generally held on the first Friday of every month.

### **Promotion Requirements**

To be promoted from one grade to the next, a student may not fail more than one major required subject or more than 1.5 credits. The required subjects and the minimum number of credits, which must be earned before promotion, are listed for each grade:

To Grade 10	English, Science, Math, Social Studies, P.E., Health
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To Grade 11	English, Science, Math, Social Studies, P.E., Driver Ed
To Grade 12	English, Science, Math, Social Studies, P.E., Health
To Graduation	English, Math or Science, P.E.

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## Report Cards

Report cards, issued quarterly to each student, provide a record with regard to attendance, tardiness, and scholastic achievement. A definition of standards identified with each of the letter grades is contained on the report card.

There is also space on the report card for each teacher to include a code number, which corresponds to a comment listed on the card. By using this code system, the teacher can also inform the student and his or her parent of progress, problems, and/or recommendations.

Parents who wish to confer with a teacher regarding a mark or comment should call the guidance office and make an appointment with the teacher and/or the guidance counselor.

Grades are available to students and parents online through Sapphire. Parents are strongly encouraged to continually monitor student progress through the Sapphire Online Portal. Parents are also urged to contact the guidance office (610-282-4546) regarding any questions concerning grades. The counselors will be glad to relay messages requesting teachers to call parents and will arrange conferences with any or all of the student's teachers as requested.

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## Weighting of Grades

The following courses carry weighted grades:

### AP Courses

The following courses will be assigned a 1.0 weight.

Only grades A through C- will be weighted.

AP English Lit/Comp	AP U.S. History
AP Spanish	AP World History
AP Spanish Literature	AP Gov't & Politics
AP Calculus AB	AP Calculus BC
AP Statistics	AP Psychology
AP Biology	AP Chemistry
AP Physics 1	AP Physics 2
AP Physics C	AP Environmental Science
AP Computer Science	AP Computer Science Principles
AP Art History	AP Music Theory
AP Chinese	AP English Language & Composition

## Honors Courses

The following courses will be assigned a 0.5 weight.

Only grades A through C- will be weighted.

Honors Calculus	Honors Biology
Honors Geometry	Honors Chemistry
Honors Algebra 2	Honors Anatomy & Physiology
Honors Pre-Calculus	Spanish Grammar & Composition II
Honors Civics & Government	Honors English 9,10,11,12

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## Activities, Athletics, and Organizations

### Athletics

#### Philosophy

Southern Lehigh High School expects that students participating either as players or as spectators in an athletic event involving our school are accountable to the school for their conduct. They should always display good sportsmanship, courtesy, and respect to reflect positively on our school.

Southern Lehigh High School is a member of the Pennsylvania Interscholastic Athletic Association (PIAA) and the Colonial League. Bangor, Catasauqua, Moravian Academy, Northern Lehigh, Northwestern, Notre Dame, Palisades, Palmerton, Pen Argyl, Salisbury, Saucon Valley, Southern Lehigh and Wilson are members of the Colonial League. As such, we must adhere to the rules and regulations thereof.

Before participating in any athletic activity, practice or contest, the student must turn in an insurance waiver and parental permission form. The athlete must pass a physical examination by a licensed physician. The coach and the school administration reserve the right to determine the eligibility for participation.

#### Interscholastic Teams

The athletic program at Southern Lehigh High School is extensive; all interested students are encouraged to participate. The following is a list of interscholastic sports.

FALL	WINTER	SPRING
<ul style="list-style-type: none"><li>● Competitive Cheerleading</li><li>● Cheerleading</li><li>● Cross Country</li><li>● Field Hockey</li></ul>	<ul style="list-style-type: none"><li>● Competitive Cheerleading</li><li>● Cheerleading</li><li>● Basketball, Boys</li></ul>	<ul style="list-style-type: none"><li>● Lacrosse, Boys</li><li>● Lacrosse, Girls</li><li>● Baseball</li><li>● Softball</li><li>● Tennis, Boys</li></ul>

<ul style="list-style-type: none"> <li>● Football</li> <li>● Golf</li> <li>● Soccer, Boys</li> <li>● Soccer, Girls</li> <li>● Tennis, Girls</li> <li>● Volleyball, Girls</li> </ul>	<ul style="list-style-type: none"> <li>● Basketball, Girls</li> <li>● Rifle</li> <li>● Swimming</li> <li>● Wrestling</li> </ul>	<ul style="list-style-type: none"> <li>● Track</li> </ul>
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## Requirements for Participation

1. In order for a student to participate in any athletic or extracurricular activity, including practice, he/she must be in attendance at school before 9:00 AM on the day of the activity. Pre-approved educational trips, college visits and funerals are exceptions to this rule. A student who is absent from school may attend an activity as a spectator if the activity is open to the public.
2. If a student has a doctor's appointment first thing in the morning, he or she needs a doctor's excuse when coming into school and signing in tardy.
3. If the student has a doctor's appointment later in the day, and can at least attend first period, the student should report to school on time.  
The student needs a note from his/her parent and must sign out on the Early Dismissal Board upon arriving to school in the morning. When the student returns from the appointment, he or she must sign back in and he or she needs a note from the doctor.
4. For a college visit, the student needs to fill out an Educational Trip Form and turn it into the office. When they return to school, they need to turn in a note from the college stating they were there.
5. Suspended students are not eligible to participate in school activities from the time the disciplinary action starts. He/she becomes eligible at 7:46 AM of the school day immediately following the last day of suspension. Therefore, a student suspended on a Friday is not eligible for any weekend activities.
6. A student who is failing two or more subjects may not participate. Failing students will be reported on a weekly basis by the faculty. A student will remain ineligible for one week at a time (Monday to Monday) until he/she is no longer failing more than one course. All courses taken are included in the evaluation.
7. The PIAA requires all athletes to be passing a minimum of four credits.

8. Participants must abide by the Drug and Alcohol Regulations for Interscholastic Teams, Clubs and Organizations (available in the athletic office and main office).
9. Participants must abide by the Athletic/Extracurricular Code of Conduct (available in the athletic office and main office).

## **Drug and Alcohol Regulations for Athletics, Activities and Organizations**

The regulations have been developed in order to strongly discourage students from using harmful drugs and alcohol and to foster the good health and welfare of students. The regulations apply to student participation in all interscholastic and extracurricular teams, clubs and organizations at Southern Lehigh High School (as listed in the student handbook) and the policy may be reviewed in its entirety in the athletic office or main office.

## **Co- & Extra-Curricular Activities**

Co-curricular and extracurricular activities are designed to give students an opportunity to develop hobbies and talents. A listing of some of the available organizations and clubs along with a brief description of activities is available on the High School website as well as in the High School Main Office.

Other clubs may be formed with necessary support from students and faculty.

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# School Procedures

## **Arrival / Dismissal Procedures**

### **Morning Arrival Procedures**

- Students are to enter the building immediately upon arriving at school. Loitering on the bus platform or in the parking lot is not permitted.
- All students must enter the building at the main lobby entrances.
- Students are not permitted to carry containers of drink or food in the building. Students bringing their lunch to school should put it in their locker when arriving and leave it there until their lunch period. Open containers of food and drink are permitted in the cafeteria areas only.
- Clear containers with water are permitted. However, they are not allowed in the library or computer labs.

## Afternoon Dismissal Procedures

- Students taking a first run bus should report immediately to the bus platform following last period.
  - Students who use the late bus should report to the lobby by 3:10. A late bus slip ("Green Slip" - available in the office) must be given to the bus driver.
  - The "Green Slips" require signatures from a parent/guardian and an administrator.
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## Assignments During Absence

When a student is absent from school, it is the student's responsibility to communicate with their teachers via telephone, email, or by checking assignments posted on the teacher website or Sapphire.

Although students are encouraged to keep up with assignments while absent, the student has two school days upon returning from the absence to make up any work missed. It is the student's responsibility to take the initiative in arranging for makeup work. However, if a student is absent on the day of a test and he or she has not been absent for work covered on the test, he or she is expected to be prepared to take the test upon returning.

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## Attendance and Absences

### College Visit

Individuals interested in visiting prospective colleges or universities are responsible for securing, completing, and submitting a "College Visit Form" prior to the visitation. The student is responsible for securing and completing assignments missed during the campus visit. All approved college or university visits will count toward the total of ten cumulative absences allowed per school year.

### General Procedures

1. Not reporting to school or arriving after 11:00 AM is considered a full day absence.
2. Arriving at school between 9:00 and 11:00 is considered a half-day absence.
3. Students must turn in written absence excuses to the main office within three school days following an absence. **If the excuse is not turned in on the third day at school following the absence, the absence will remain unexcused.**
4. Unexcused Absences - In accordance with state regulation (24P.S. 13-1327) "All absences should be treated as unlawful until the school

- district receives a written excuse explaining the reason(s) for an absence. Parents/guardians and students should submit the written explanation within three calendar days of the absence, the absence would be permanently counted as unlawful." All student absences are considered unlawful until the district receives a written excuse.
5. Students are considered to be excessively absent if they are absent more than ten days during the school year. All absences in excess of ten days during the school year will be coded excused only if the student turns in an "official" medical/dental/judicial agency excuse. All unexcused absences may result in the assignment of a 3-hour after school detention (Level III violation).
  6. Truancy is defined as being absent from school or leaving school without prior permission from parents/guardians or the school (the willful intent to skip school). There are times when a student's absence can be considered truancy even if it is permitted by the parents/guardians. Truancy results in the assignment of a detention, the loss of credit in all classes that were missed, and the loss of driving privileges for one month.
  7. Students age 17 and over who are absent for ten consecutive days with no explanation will be withdrawn from school.
  8. Pre-approval is required for all educational trips and college visits. The approval form must be turned in to the office at least one day before the absence. If this is not done, the absence will be considered unexcused. An adult must accompany students on educational trips. Students on a college visit must have an appointment to meet an official college representative. Students must turn in to the office a signed statement from the college representative and a telephone number must be provided so the visitation can be confirmed.
  9. Students who request an early dismissal must bring to the office before homeroom a note from home which includes a parent/guardian signature, the reason and time of the appointment, and the name and telephone number of the destination.

## **Letters Mailed Home**

Southern Lehigh High School mails attendance letters home to inform the parents/guardians of their students' attendance at school.

### **•Absence Letters**

- 3-Day Unlawful Absence Notice & 6-Day Unlawful Absence
- 5-Day Absence Notice & 10-Day Absence Notice

**•Tardy Letter** - After the 10th tardy to school, a Discipline Letter will be mailed home explaining that the student has reached the 10th tardy to school. An additional

Discipline Letter will be mailed home following each subsequent tardy to school discipline infraction.

If students or parents/guardians have any questions regarding these letters, please contact the attendance secretary at the high school.

### **Reporting Absences**

A written parent/guardian excuse state the reason for a pupil's absence from school is required for each absence. Parents/guardians of absent students are notified daily using an automated telephone notification system. Parents/guardians, please be advised that parental phone call cannot take the place of a written excuse. Written verification for student absences is required for legal purposes.

### **Tardiness to Class**

Students are expected to be in class when the bell rings. If the student has a legitimate excuse for his or her tardiness, he or she must have the teacher who caused him or her to be late sign a note indicating so. This note should be given to the teacher whose class the student is entering late.

*Late to Class (less than 1 minute)*

•2-5 times - Teacher assigned detention. Detentions will not be issued for the first tardy of each marking period.

•6 or more in a rating period - referral to the Assistant Principal

*Late to Class (more than 1 minute)*

•Considered as out of assigned area - see Level II of the Code of Conduct.

### **Tardiness to School**

Southern Lehigh High School students must be in the 1st Block class by the start of school. Students who are tardy to school must report to the main office and sign in. If the student does not have an acceptable excuse (an "excused tardy" must be accompanied by a medical or judicial note) when he or she signs in (or within the next three school days) the following chart outlines the corresponding discipline. Tardiness after 9:00 am (unexcused) is considered an unexcused absence. Students are not excused for oversleeping, missing the bus, etc.

### **Tardiness**

**\*\* Tardiness is defined as any student arrival after 7:40 AM without a medical or judicial note.**

10 Times	Three hour After School Detention - Parents/Guardians Notified
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20 Times	Three hour After School Detention - Parents/Guardians Notified <b>Doctor's note may be required for each tardy. Driving privileges may be suspended up to 5 school days</b>
25 Times	2, Three Hour After School Detention - Parents/Guardians Notified <b>Doctor's note may be required for each tardy. Driving privileges may be suspended up to 10 school days</b>
30 Times	2, Three Hour After School Detention - Parents/Guardians Notified <b>Doctor's note may be required for each tardy. Driving privileges may be suspended indefinitely</b>
35 Times or More	3, Three Hour After School Detention - Parents/Guardians notified <b>Doctor's note may be required for each tardy. Driving privileges may be suspended indefinitely</b>

### **Athletic Implications**

- A. In order for a student-athlete to participate in any athletic activity, including practice, he/she must be in attendance at school before 9:00 AM on the day of the activity. Pre-approved educational trips, college visits, funerals, religious holidays, medical/dental appointments, Driving Testing Services, and other activities approved by the High School Administration are exceptions to this rule. The High School Principal or his/her designee is the only person that may waive the 9:00 AM rule. Students must be in school at start time prior to all doctor appointments after 9:00 AM until appointment dismissal time and all students must return to school with a doctor's note. For example, school starts at 7:40 AM and the doctor's appointment is at 9:30 AM, the student-athlete must report to school on time and follow normal sign out procedures. A student who is absent from school may attend an activity as a spectator if the activity is open to the public.
- B. A student-athlete who leaves early during the school day may not participate in a practice or contest unless prior permission is granted by the building Principal or the Coordinator of Athletic Services. If the student-athlete leaves school early to attend a doctor appointment,



he/she must bring a note from the doctor verifying the appointment. This note must be given to the Coordinator of Athletic Services, Athletic Trainer or Coach. If the student-athlete returns to the practice/game without the doctor note, he/she will not be permitted to participate.

- C. A student-athlete who is out of school suspended is not eligible to participate in school activities from the time the disciplinary action starts. He/she becomes eligible at 7:40 AM of the school day immediately following the last day of suspension. Therefore, a student out of school suspended on a Friday is not eligible for any weekend activities.

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## **Truancy**

Truancy is defined as absence from school during any part of the school day without the consent of parent and/or guardian of knowledge of proper school officials. Truancy from school will result in the absence being marking “unexcused.”

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## **Bus Expectations**

It is a privilege to ride the bus to school. Standards of conduct while on the bus are under the supervision of the school authorities. Bus drivers will report any cases of misconduct and the offenders will be dealt with under the Code of Conduct.

Students are expected to ride to and from school on their assigned bus and leave the bus at the assigned bus stop unless permission has been granted to do otherwise by the building principal. Such requests will be considered as the result of a request in writing from a parent/guardian. If a student misses his or her bus, it is the responsibility of the student's parent/guardian to see that the student is brought to school safely.

If the temperature is below freezing, or if there is precipitation, the student may return home when the bus has not arrived within fifteen (15) minutes after its scheduled time. If the temperature is above freezing and there is no precipitation, students are to wait forty-five (45) minutes.

Appropriate behavior on the buses is important for two reasons. First, inappropriate behavior can result in safety hazards not only for the individual student but also for other students on the bus. Second, socially unacceptable behavior can infringe on the rights of other individuals.

School Bus Safety Policy prohibits placing items in the aisles or area near exits. Only those items that can be held on a student's lap are permitted on the bus. The following musical instruments and equipment are NOT permitted on a school bus:

String Bass	All Bassoons
Tuba	Sousaphone
Electric Bass Amplifier	Vibraharp
Electric Pianos	Marimba
Bass Trombone	Xylophone
Bass Drum & Drum Sets	Amplifier Systems
Music Stands (non-foldable)	

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### **Bicycles, Other Modes of Transportation**

Students may ride a bicycle to school. A bike rack is located on the front patio. You must park your bike in this rack and are advised to lock it to the rack.

Skateboarding, rollerblading, and other similar uses are not permissible on Southern Lehigh School District owned property. The operation of unlicensed motor vehicles, including but not limited to, mini-bikes, snowmobiles, ATV's and similar vehicles are not permitted on School District property. Licensed vehicles may be operated only on road surfaces and parking lots provided for that purpose, unless otherwise approved by the Director of Building and Grounds.

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### **Cell Phones**

Students are allowed to use their cell phones during their lunch periods and study halls. Students should understand that this is a privilege and abuse of such a privilege can result in losing that privilege. Students are allowed to use music functionality of their cell phone with earphones only. Students are responsible for the security of all personal property.

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### **Class Dues**

Each student is required to pay class dues. The amount of the dues is subject to change due to increasing costs offset by the class dues. These dues increase each year but only need to be paid once. As of the time of printing, the amount to be paid is as follows:

Senior Year - \$50.00

Junior Year - \$40.00

Sophomore Year - \$35.00

Freshman Year - \$30.00

**Report cards will not be issued to students who have not met their financial obligations. Seniors with unpaid obligations will not be allowed to participate in graduation exercises**

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## **Closing of School Information**

Southern Lehigh School District uses Blackboard Connect, an automated alert system to distribute important community announcements. This system enables the Southern Lehigh School District to send voice and email notifications to select numbers and email addresses provided by parents. Please contact the school to make certain our contact numbers remain current.

When it becomes necessary to close the schools of Southern Lehigh School District, information can be found on the district website: [www.slsd.org](http://www.slsd.org). Local TV and radio stations will also broadcast the closure.

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## **Dress Guidelines**

The way that an individual dresses can affect his/her attitude, academic performance, and behavior, as well as that of others. Maintaining professional dress and grooming is a positive contributing factor in creating an educational environment that is conducive of meaningful academic study. Any type of dress that solicits undue attention, is unsafe, disrupts school, or detracts from the learning environment is not acceptable. Students are expected to dress responsibly for school. Specific types of clothing and or accessories that are not permitted at Southern Lehigh High School include, but are not limited to the following:

- Clothing that is revealing, skin tight, and or generally exposes parts of the body that are covered in a professional working environment.
- Sleeveless shirts, cut-off shirts, half shirts, tube tops, off the shoulder tops, spaghetti strap tops, strapless garments, halter tops, backless shirts, mesh tops, low cut tops, and tops that expose midriffs.
- Dresses, skirts, and shorts, that are inappropriate in length.
- Clothing that has been torn, ripped, or cut in any way that bares the anatomy or makes the clothing overly suggestive or revealing; and wearing articles of clothing in which undergarments are deliberately exposed to view.
- Clothing or jewelry that violates the Southern Lehigh School District Weapons Policy are not to be worn in the building including; gloves, belts, bracelets, necklaces that feature sharp edges.
- Clothing or jewelry that promotes or makes reference to drugs, alcohol or tobacco.
- Clothing or jewelry that promotes or makes reference to cult or satanic activity.

- Clothing or jewelry that promotes or makes reference to weapons, violence, gang affiliation, sex, sexism, sexuality, and or ethnic/racial prejudices.
- Clothing or jewelry with suggestive themes and or obscene pictures, words, or gestures.
- Sunglasses may not be worn in the building.
- Footwear must be worn at all times.
- Coats, hats, caps, bandanas, or other head coverings that distract from instruction are not to be worn in the building and should be removed upon entry.
  - Hats or other head coverings worn for cultural, ethnic, religious, health or other reasons shall be considered exempt from this rule. It is kindly requested that the parent/guardian and/or the student share the purpose for head covering so that the staff may be appropriately sensitive and supportive of all students within the larger school environment.
- In addition to the aforementioned criteria, the administration reserves the right to make a decision regarding the decency of student dress.
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When a student's dress is representative of a danger to his/her health, safety, or welfare or creates a distraction to the learning environment, the administration will request that the student change his/her clothing. A violation of the dress code may result in disciplinary action.

Students may be required to wear specific types of clothing while participating in physical education classes, technical education classes, science laboratories, family consumer science classes, and or extracurricular activities.

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### **Fire and Emergency Drills**

Students should become familiar with fire exit routes from each of their classes. During a fire drill, students will leave the classroom in a quiet, orderly manner. The route and exit is designated on the fire exit sign posted in each room. In the event of a building evacuation requiring the use of the middle school facilities, students are required to remain with their assigned class under teacher supervision.

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### **Flag Salute and Pledge of Allegiance**

Southern Lehigh High School begins each day with the Pledge of Allegiance to the flag of the United States of America. A moment of silence shall accompany the Pledge of Allegiance each morning, with the students standing quietly at their desks. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious conviction. Students

who choose to refrain from such participation shall respect the rights/interests of classmates who do participate. This respect shall include remaining silent and refraining from any activity that may be distracting to another

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### **Hall Passes**

Student passes are provided in the front of the student agenda book. The pass is to be used for students to go to their locker or lavatory. One pass is designated for each marking period. Once the pass is used up for the marking period, the student loses their hallway privilege during class time. In order to receive permission to leave the classroom during class time, the pass must be signed by the teacher, and the student must sign in and out of the classroom. These passes are non transferable. Lost, stolen, misplaced or destroyed passes must be replaced. If available, replacement agenda books may be purchased in the main office.

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### **Homebound Instruction**

If a student will be absent for an extended time (two weeks or more) due to illness, the student can arrange for homebound instruction. In order to make such arrangements, students and or parents/guardians should contact the school and have the nurse send a "Physician's Statement" which must be completed and returned. Once the statement is returned to the high school, the student or parent/guardians will be contacted by phone to make final arrangements.

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### **Leaving School Grounds**

Students may not leave the school without approval. If an emergency arises, the student must come to the office where an attempt will be made to contact the student's parents/guardians before he or she signs out to leave. Leaving school without permission is considered truancy.

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### **Lockers**

Every student will be assigned a locker. The student is expected to keep the locker in good condition. Any damage to the locker will be the responsibility of the student to whom the locker is assigned. Only school issued locks may be used on school lockers. All other locks will be removed; lockers without locks will be sealed shut. Locks may be purchased for \$1.00 from the main office all year long. When used appropriately, locks will deter theft and vandalism and provide greater protection for the student and his or her belongings. Gym lockers in the boys and girls locker room must also be locked. Gym locks may also be purchased from the school at a cost of \$1.00.

Students are responsible for any materials in assigned lockers. Students shall not expect privacy regarding items placed in school lockers because school property is subject to search at any time by school officials. Random, periodic, or sweeping searches of all lockers may be conducted by school officials. It may also be necessary to use Upper Saucon Police Department and their resources (including the K-9 unit) with searches in the school. Locker searches will generally be done in the presence of the person who is assigned to the locker. However, the administration reserves the right to open lockers without informing the student first. The entire School District policy on Searches #226 and Use of Animals to Search School Property #227.1 may be reviewed in the High School Office and are available on the District website under Board Policies.

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### **Lost and Found**

The lost and found is located in the office. Students may claim lost articles at the office during normal office hours. Lost and found will be cleared at the end of each quarter. Students are strongly advised not to carry large sums of money or to bring any valuables to school. These items should never be left in a student's locker or car. If a student must bring something of value to school for the day, turn it into the office for safekeeping. The school is not responsible for missing items.

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### **Lunch Schedules**

Students will go to the lunch session (1, 2, or 3) that the teacher who they have during Block 3

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### **Media Center**

The resources present in the Media Center are designed to encourage student growth, create confident researchers, and develop lifelong learners. Students use the high school Media Center to learn the skills required to use the related resources efficiently, to apply specific skills in the academic/arts areas and to find the right book for personal reading pleasure.

Books and magazines/journals are available in a wide range of interest and reading levels for research and leisure reading. Materials may also be borrowed from other PA libraries through the ACCESS PA resource-sharing program. Black and white printing is available free of charge. Color printing is available for 25¢ a page.

### **Media Center Policies and Guidelines**

- A quiet, academic atmosphere will be maintained at all times. Students causing a disruption, or being disrespectful, will lose Media Center privileges.

- The Media Center is open during all school hours unless there is a closed sign on the door. The Media Center will be closed to study hall and lunch students if a class is scheduled to use the library. In this case, return directly to the cafeteria or your study hall.
- Students must always report to class, and get permission from a teacher, before coming to the Media Center. All students must sign in, at the circulation desk, upon arrival.
- Students must remain in the Media Center until the bell rings and ask permission to leave for any reason.
- A Media Center Research Pass is required to use the Media Center during Spartan Period. Research passes must be issued by a teacher other than your Spartan Period teacher. Students must report to Spartan Period before reporting to the Media Center.
- A Media Center Research Pass is required to use the Media Center during lunch. Students must report to the cafeteria before reporting to the Media Center.
- Students may borrow up to three books, for a period of three weeks, with unlimited renewals, provided there are no reserves on the book. No materials may be taken from the Media Center without being checked out at the circulation desk.
- Students are responsible for all items until they are returned. A charge of 5¢ per day will accumulate for each overdue book. Technology items will accumulate a 25¢ charge each day they are late. Students who lose or damage library materials are required to pay the replacement cost of the item. Borrowing privileges are suspended until all overdue materials are returned and/or paid for. Any outstanding obligation remaining at the end of the school year will be handled by the main office and may impact release of records and participation in graduation.
- Purposely activating the Media Center security system or exiting the Media Center through a door other than the main Media Center will door will result in a discipline referral.
- You may not have food or drink, of any kind, in the Media Center.

### **Media Center Technology**

Electronic technology available in the Media Center includes iMac Workstation with access to the following: Destiny Quest, ACCESS Power, eLibrary, Overdrive, Gale Virtual Reference Library, SIRS, Bloom's Literary Reference Online, Gale Global Issues, Gale Opposing Viewpoints, Gale Science in Context, Gale Testing and Education Reference Center, Book Review Digest Plus and World Book Online. Many of these resources are also available to students from home.

The Media Center offers the following technologies: kindles, flash drives, flip cameras, digital cameras, wireless microphones, headsets, camcorders, portable green screens, and tripods.

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### **One-to-One Laptop Initiative**

All students are expected to bring their laptop to school fully charged every day. Students are also expected to bring their power adapter daily. Students who are aware of a computer hardware or software issue should visit the Technology Hub.

- The laptops are approved for use within the school building during the school day.
- Students will have the opportunity to use the laptop off of school grounds after the proper registration documents are submitted.
- The laptops are school district property and should be treated as such. They will be assigned to each student just as textbooks are assigned.
- The laptops are school district property and should not be defaced. Examples include the application of stickers and or other decorations.
- Cases for the laptops are provided. Students are not permitted to remove the SLSD provided case.
- The laptop must be protected at all times. It may then be placed in a backpack but should not be transported uncovered at any time.
- Students will use the same laptop for their entire high school career.
- If a laptop is broken or not working properly, the student should report to the Technology Hub (located in the media center) and work with the Technology Department to ensure that the student secures a Spare computer.
- Laptops must stay in a bag during lunch. Food and drink may not be used near the laptops.
- Due to the student body congestion in the halls, students should not be using laptops as they walk the hallways between classes.
- Students will be responsible for the cost of the computer if it is not returned, intentionally damaged, lost because of negligence, stolen (but not reported to high school administration).
- Our policy does not permit the use of personal computing devices, only Southern Lehigh School District laptops.
- Computers are to be used for academic purposes only.
- Any student who does not take the laptop home must return the computer to the computer cart prior to leaving the school building.

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### **Physical Education Guidelines**

Students are required to pass one credit of physical education between 9th and 12th



grades.

1. **Unprepared:** If students are not prepared for class, points will be deducted accordingly. Appropriate attire is as follows:
  - a. Sneakers
  - b. T-Shirts – no tank tops or sleeveless shirts; must be school appropriate (e.g. no drug or alcohol advertisements)
  - c. Athletic Shorts – must be worn to appropriate length as mentioned in the P.E. course syllabus; sweatpants and athletic pants are acceptable
  - d. No jewelry, chains, belts, bandanas, or watches
2. **Non-Participation:** If a student comes to school and is not feeling well, he or she will be expected to participate in class. Non-participation results in a loss of points/ no credit for the day.
3. **A Doctor's Note:** If a student's participation is limited by orders of a licensed physician, the student is expected to have the physician list activities that can/cannot be performed until cleared for full participation. Additionally, the student is required to complete alternative activities / assessments until released for physical activity.

## **Physical Education Uniforms**

Every student is required to wear gym clothes and sneakers. Students must comply with standards of dress for participation in gym, which includes removing all body piercings.

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## **Requirements for Field Trip Participation**

Field trips are part of the high school experience. In general, students who are not on the academic ineligibility list, who are not excessively absent, who have no unexcused absences, and who have not been involved in major disciplinary action are eligible to participate in all field trips. Students not meeting the above criteria may be restricted from participation in any trips except those which are necessary for the successful completion of the work in the course. Students will be notified by their teacher if they are not eligible to participate. Students should see their advisor/teacher if they have questions.

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## **School Guests**

Students are not permitted to bring guests to school.

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## **Student Automobile Regulations**

1. The Southern Lehigh School District prohibits student parking in areas other than those authorized and/or approved by the administration and assumes no responsibility for any damages or injury that result from violations of this policy.

2. Any student desiring to park or to operate a motor vehicle on the property of Southern Lehigh School District must file a completed application with the main office. This includes providing copies of driver's license, Pennsylvania vehicle registration, and current insurance information. .
3. Parking spaces will be issued to seniors first, and then any remaining spots will be available to juniors.
4. To obtain a parking space students must give the Assistant Principal a completed application, a valid registration card, a valid insurance card, a valid driver's license, and \$25 fee per semester.
5. Students cannot register to park prior to holding a valid Pennsylvania driver's license.
6. Students and their parents or guardians shall agree by their signature on the application form to be financially responsible for any damage done to School District property by their vehicle.
7. The Assistant Principal shall have the right to refuse to issue a parking space unless sufficient need has been shown.
8. The Assistant Principal shall have the right to remove parking privileges from any student who violates expectations. Registration fees will not be refunded.
9. Any car that is parked illegally, or is not registered with the school, may be ticketed and/or towed at the owner's expense. Students who are illegally parking on District grounds will receive a discipline consequence.
10. The parking space shall apply only to the approved applicant and vehicle and may not be shared with any other student.
11. Students who need to drive to school for one day only because of a scheduled appointment may obtain temporary parking permission in the main office.
12. All drivers shall carefully observe the following traffic regulations:
  - a. The maximum speed limit on school property is 15 miles per hour.
  - b. All stop signs and other related traffic signs must be observed.
  - c. There shall be no passing of moving vehicles on any roadway or driveway on school property.
  - d. Students are not to interrupt and/or enter the bus traffic pattern once school buses have begun to move in the main parking lot.
  - e. Students are to park only in those spaces reserved for students. Students are not permitted to park at the Middle School, at the Central Office, in front of the high school, Preston Lane, grass areas, or in any other place that is not a designated parking space for students.
  - f. Handicapped parking spaces are located at the end of the bus

- loading area. Students who need to use these spaces must satisfy and adhere to all handicapped eligibility requirements as established by the PA Department of Transportation.
- g. The vehicle may not be used for any purpose during the school day except for morning arrival and after school dismissal unless permission is given by the administration. Students who use their vehicle to cut class will lose parking privileges.
  - h. All vehicles must be parked within the lines of the assigned parking spot.
  - i. The same safety regulations which apply to school-hour vehicle operations shall also apply to school activities and school-sponsored social, athletic, and other events during the afternoon, evening, and weekend hours.
  - j. In general, any operation of a motor vehicle by a student, which the principal or his properly designated representative, shall judge to be reckless in nature and dangerous to the safety of other persons, shall be forbidden and will result in a discipline consequence and possible removal of driving privileges.
  - k. Upon entering school property the vehicle shall be parked immediately and the driver and passengers are to go into the building immediately. Students are not permitted to loiter in the parking lot before or after school.
  - l. Each car may occupy only one parking space.
  - m. The driver is responsible for the behavior of all passengers. If anyone in the car violates the Code of Conduct, the driver's permit will be suspended until those responsible are identified.
  - n. Students are not permitted to drive through one parking space to get to another spot.
  - o. Parking violations at the end of the year or during finals will be carried over to the next school year.
13. The administration reserves the right to conduct searches of automobiles in accordance with its [Policy 227.1](#) - Search of Student Lockers and Vehicles Located in Student Parking Lots and Use of Animals to Search.

### **Penalty for Parking Violations**

The assignment of a driving/parking permit, when coupled with a Pennsylvania operator's license, imposes upon the holder the responsibilities and obligations of an adult. Irresponsible or reckless operation of the vehicle by the operator, in the minds of observing citizens, leads to a blemish upon the good name of Southern Lehigh High School and its entire student body and faculty. Violations of the above

regulations are placed into three levels. Depending on the severity of individual infractions, penalties can accelerate.

**LEVEL I** - Students who drive an unregistered car, illegally park, use an unauthorized space, or do not park as soon as they enter the lot and immediately go into the school will be issued the following:

<b>First Violation</b>	<b>Warning</b>
<b>Second Violation</b>	<b>After School Detention</b>
<b>Third Violation</b>	<b>3 Hour After School Detention</b>
<b>Fourth Violation</b>	<b>2, 3 Hour After School Detentions &amp; 30 Day Suspension of Driving Privileges</b>
<b>Fifth Violation and More</b>	<b>Loss of Parking Privileges for the Remainder of the Year</b>

**LEVEL II** - Forging, altering or using another student's application or parking tag, driving unsafely, transporting students in an open pick-up, or driving on grass areas will result in the student's driving privilege being suspended for forty school days. Any student, who parks on school property while driving privilege has already been suspended, will have all driving privileges revoked for the remainder of the school year.

**LEVEL III** – Speeding, reckless driving, and unwarranted starts/stops will result in the suspension of all driving privileges for a minimum of forty school days and a 3-hour after school detention. In addition, charges may be filed before the local magistrate and/or referral to the local or state police.

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## **Student Expectations**

As a member of the Southern Lehigh High School student body, one has responsibilities as well as rights. Included among these responsibilities are regular school attendance, conscientious effort in classroom work, and conformation to school rules and regulations. It is the responsibility of each student to respect the rights of students, teachers, administrators and all others who are involved in the educational process. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living. Every student has the right to a free and appropriate public education. Additional rights and responsibilities are listed in Pennsylvania Code, Title 22 - Education: Regulations and Guidelines on Student Rights and Responsibilities. Copies of this document are available in the library.

## **Bullying**

**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 cyberbullying.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying. Students who have been bullied should promptly report such incidents to the building principal or designee. A student who violates the Southern Lehigh School District Bullying Policy #249 shall be subject to appropriate disciplinary action consistent with the Code of Conduct as stated in the Student Handbook.

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## **Student Financial Obligations**

Books and other school materials are issued to students at the beginning of each course. Each student is responsible for the care and maintenance of his or her books. Books must be returned at the conclusion of the course in acceptable condition. If a book is lost, stolen or damaged, the student will be charged for each item. Upon receipt of a book, students should put their name on the inside cover and the teacher will note the condition of the book. The number on the book sign out sheet must match the number in the book when the book is returned. If a student returns a book with a number that does not correspond with the number the student signed out, he or she is still responsible for his or her original book.

Any equipment lost or misused must be paid for by the student responsible for it. All books, equipment, band uniforms, musical instruments, textbooks, etc., issued to students must be signed out, and returned when no longer needed.

The advisor or coach, in consultation with the Principal or Athletic Director, will determine the replacement cost for lost and/or damaged equipment. The teacher who issued the textbook/materials will assess the value of the item according to the following schedule:

New	100% of cost
Good	80% of cost
Fair	70% of cost

Poor        50% of cost

If a book has been excessively damaged or abused, but is still usable, a charge of \$25 will be assessed. If this book is no longer usable, the student must pay the full cost of replacing the book.

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### **Student Guidelines for Dances**

1. Students attending any high school dances must be high school students.
  2. Students wishing to bring guests from another school to a dance must obtain and complete a Dance Guest Registration Form from the main office. This form must be completed and returned to the main office with the appropriate signatures and paperwork no later than two days prior to the dance. Guests attending must be under the age of 21.  
\*\* Guests are not permitted at the Homecoming Dance.
  3. If the dance is formal in nature, then formal attire is required during attendance at all times.
  4. "Glow sticks" or other "glow items" are not permitted.
  5. Smoking, or the use/possession of any tobacco product, is not permitted.
  6. The district's drug and alcohol policy will be strictly enforced.
  7. Students must arrive no later than a half hour after the start of the dance. Once students leave the dance, they will not be permitted to return.  
These guidelines are in effect to ensure that all students have a safe and enjoyable time.
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### **Telephone Use**

The public telephones are for the convenience of students. In cases of illness or emergency, students should go to the nurse or office before calling home. Students will not be excused from class to make or receive a call. Social arrangements should be made before coming to school. Phone calls seeking parent/guardian permission to accompany a friend home that afternoon is not considered an emergency. Incoming calls for students will be accepted and relayed only in cases of emergency.

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### **Working Papers**

Working papers may be obtained by request at the main office in the high school. Upon presentation of proof of age and parental consent, students who are between 14 and 18 years of age may obtain a transferable working permit.

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# Code of Conduct

## **General Student Behavior Guidelines**

School rules shall govern student conduct on school property, on school buses and at any school-sponsored event including extracurricular and co-curricular activities or while representing Southern Lehigh School District. Students know what is expected of them and they are aware of what happens when their actions interfere with others. The faculty and staff hope that all students will follow school rules, however, the school will discipline those who break school rules. Teachers are here to help students learn but they must also deal with those who choose to break school rules.

## **Discipline Philosophy**

Discipline in the secondary 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 people, property, and an orderly school/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.

## **Code of Conduct**

Our secondary 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 secondary school staff members have responsibility to enforce school rules in common areas such as the halls, lavatories, cafeteria, etc.

The administration will work with teachers, parents, guardians and students to help students understand and comply with school rules. Parent and guardian support and 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, and the Public School Code.

The following list has been compiled to provide parents/guardians 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.

### Level One Definitions

<b>Failure to Follow Pass Procedures</b>	Failure to obtain a pass from a faculty or staff member to go to desired location; being in the hallway without a pass; failure to see a teacher who provides you with a pass (e.g. Spartan Period, labs, & tutoring); leaving the cafeteria without prior permission. See “Passes” section in this handbook for additional information.
Enforcement	<ul style="list-style-type: none"> <li>● 1st Offense: Warning</li> <li>● 2nd Offense: Warning</li> <li>● 3rd Offense: Detention</li> </ul>

<b>Other Minor Misbehavior</b>	Misbehaviors that cause disruption or are off-task during the school day. Examples include, but are not limited to, making loud noises, sleeping, being inattentive, publicly displaying affection, food outside cafeteria, wearing inappropriate apparel, failure to follow pass procedures.
Enforcement	<ul style="list-style-type: none"> <li>● 1st Offense: Warning</li> <li>● 2<sup>nd</sup> Offense: Detention</li> <li>● 3<sup>rd</sup> Offense: Detention</li> </ul>



<b>Violation of Electronic Device</b>	Use of any electronic device (including headphones/ear buds) in areas of the high school building other than study hall or lunch. In the middle school, use of electronic devices are prohibited in all areas. Any such device must be <b>OFF</b> and <b>OUT OF SIGHT</b> outside of study halls and lunch.
Enforcement:	<ul style="list-style-type: none"> <li>● 1st Offense: Warning</li> <li>● 2<sup>nd</sup> Offense: Detention</li> <li>● 3<sup>rd</sup> Offense: Detention</li> </ul>

<b>Minor Tech Violations</b>	The unauthorized use of computer and/ or Electronic Communications Systems equipment beyond the main lobby from 7:30 a.m. – 2:30 p.m. (including after school detention and 3 HR after school detention; failure to sign in to the network when using a laptop; abuse of computer equipment; revealing personal account & password information to others).
Enforcement:	<ul style="list-style-type: none"> <li>● 1<sup>st</sup> Offense: Warning</li> <li>● 2<sup>nd</sup> Offense: Detention</li> <li>● 3<sup>rd</sup> Offense: Detention</li> </ul>

<b>Unexcused Lateness To Class</b>	Failure to report to class by the time the classroom bell rings.
Enforcement:	<ul style="list-style-type: none"> <li>● 1st Offense: Warning</li> <li>● 2<sup>nd</sup> Offense: Detention</li> <li>● 3<sup>rd</sup> Offense: Detention</li> </ul>

### **Level Two Definitions**

<b>Peer to Peer Misconduct</b>	Peer to Peer Misconduct shall mean unwelcome and intentional electronic (including but not limited to social networking sites), verbal, written or physical acts or series of acts directed at a student by another student that takes place in the school setting.
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Enforcement:	<ul style="list-style-type: none"> <li>● 1<sup>st</sup> Offense: Detention</li> <li>● 2<sup>nd</sup> Offense: 2 Detentions</li> <li>● 3<sup>rd</sup> Offense: 3 HR for HS/Saturday detention for MS</li> </ul>
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<b>Bus Problem</b>	<p>Infraction of the bus rules (delineated in the student handbook in the section entitled “Transportation”) and/or other infractions outlined in the discipline code climbing over seats, spitting, tussling, failure to comply with the reasonable request of the driver, putting head or another part of the body outside of the bus, abusive language to other students, use of water pistols or other water propellants, being on the wrong bus or getting on or off at the wrong stop without proper authorization.</p>
Enforcement:	<ul style="list-style-type: none"> <li>● 1<sup>st</sup> Offense: Detention</li> <li>● 2<sup>nd</sup> Offense: 2 Detentions</li> <li>● 3<sup>rd</sup> Offense: 3 HR for HS/Saturday detention for MS</li> </ul>

<b>Cutting Class</b>	<p>Failure to report to an assigned class. Teachers do not have the authority to allow students to miss other teachers classes except for the pre-approved activities or field trips. All students must secure permission from their classroom teacher before missing any part of that teacher’s class.</p>
Enforcement:	<ul style="list-style-type: none"> <li>● 1<sup>st</sup> Offense: Detention</li> <li>● 2<sup>nd</sup> Offense: 2 Detentions</li> <li>● 3<sup>rd</sup> Offense: 3 HR for HS/Saturday detention for MS</li> </ul>

<b>Refusing or Cutting After School Detention</b>	<p>Failure to report to an assigned detention by its official start time (2:30 pm for High School, 2:40 pm for Middle school)</p>
Enforcement:	<ul style="list-style-type: none"> <li>● 1<sup>st</sup> Offense: One additional detention, for a total of two</li> </ul>

	<ul style="list-style-type: none"> <li>● 2<sup>nd</sup> Offense: 3HR detention</li> <li>● 3<sup>rd</sup> Offense: 3 HR for HS/Saturday detention for MS</li> </ul>
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<b>Refusing or Cutting 3 Hr/Saturday Detention</b>	Failure to attend an assigned 3 HR detention (cut, dismissal for inappropriate behavior, and/or no work). See 3 HR detention section in the handbook for more information.
Enforcement:	<ul style="list-style-type: none"> <li>● 1<sup>st</sup> Offense: 2 – 3 HR detentions</li> <li>● 2<sup>nd</sup> Offense: 3 – 3 HR Detentions</li> <li>● 3<sup>rd</sup> Offense: OSS</li> </ul>

<b>Unexcused Lateness to School</b>	Failure to report to block 1 by the time the 7:40 a.m. bell rings. All students who arrive after the block 1 bell has rung <b>MUST</b> report to the main office to sign in.
Enforcement:	<ul style="list-style-type: none"> <li>● 5 times: Parent / Guardian Notified</li> <li>● 10 times: 3HR detention – Parent / Guardian Notified</li> <li>● 20 times: 3HR detention – Parent / Guardian Notified</li> </ul> <p><b><i>Doctor's note may be required for each tardy. Driving privileges may be suspended up to 5 school days.</i></b></p> <ul style="list-style-type: none"> <li>● 25 times: 2 – 3HR detentions – Parent / Guardian Notified</li> </ul> <p><b><i>Doctor's note may be required for each tardy. Driving privileges may be suspended up to 10 school days.</i></b></p> <ul style="list-style-type: none"> <li>● 30 times: 2 – 3HR detentions – Parent / Guardian Notified</li> </ul> <p><b><i>Doctor's note may be required for each tardy. Driving privileges may be suspended indefinitely.</i></b></p> <ul style="list-style-type: none"> <li>● 35 times or more: 3 – 3 HR detentions – Parent / Guardian Notified</li> </ul> <p><b><i>Doctor's note may be required for each tardy. Driving privileges may be suspended indefinitely.</i></b></p>

<b>Academic Honesty Violation &amp; Forgery</b>	<p><u>Forgery</u> is the act of intentionally representing one’s own work as another’s.</p> <p><u>Plagiarism/Cheating</u> is the act of presenting, either intentionally or unintentionally, another person’s work as one’s own. See “Academic Honesty” section of this handbook.</p>
Enforcement:	<ul style="list-style-type: none"> <li>● 1<sup>st</sup> offense: No credit given for document presented, 3 HR detention, or Saturday detention &amp; 3 day Suspension from activities</li> <li>● 2<sup>nd</sup> offense: Two Saturday or two 3 HR detentions; no credit given for document presented &amp; 5 day suspension from activities</li> <li>● 3<sup>rd</sup> offense: Student receives a failing grade for the course (WF). Student is suspended for 1 – 3 days and receives an additional 10 day suspension from all extracurricular activities. Parent / Guardian are contacted to schedule a conference.</li> <li>● *Students who reach the second offense during their senior year will not be eligible for internal senior awards.</li> </ul>
<b>Foul &amp; Obscene Language</b>	<p>Conversational use of foul and obscene language. (Excluding Racial / Ethnic / Protected Class Language which is a Level III)</p>
Enforcement:	<ul style="list-style-type: none"> <li>● 1<sup>st</sup> offense: 1 detention</li> <li>● 2<sup>nd</sup> offense: 2 detentions</li> <li>● 3<sup>rd</sup> offense: 3 HR/Saturday detention for MS</li> </ul>
<b>Insubordination</b>	<p>Failure to promptly follow a staff member’s directive or doing so with defiance or disrespect.</p>
Enforcement:	<ul style="list-style-type: none"> <li>● 1<sup>st</sup> offense: 1 detention</li> <li>● 2<sup>nd</sup> offense: 2 detentions</li> <li>● 3<sup>rd</sup> offense: 3HR/Saturday detention for MS</li> </ul>

<b>Leaving School</b>	Leaving school grounds without permission before the end of the student's school day.
Enforcement:	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense: 1 detention</li> <li>• 2<sup>nd</sup> offense: 2 detentions</li> <li>• 3<sup>rd</sup> offense: 3HR/Saturday detention for MS</li> </ul>

<b>Level 1 Unmodified Misbehavior</b>	Continuation of any Level 1 misbehavior previously addressed by a teacher or administrator.
Enforcement:	<ul style="list-style-type: none"> <li>• Depends of the severity of the infraction, detentions, 3 HR/Saturday detentions for MS or suspensions may be assigned.</li> </ul>

<b>Minor Verbal Altercation</b>	Verbal conflict by two or more parties
Enforcement:	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense: 3 HR detention for HS / Saturday detention for MS</li> <li>• 2<sup>nd</sup> offense: 3 HR detention for HS / Saturday detention for MS</li> <li>• 3<sup>rd</sup> offense: OSS for HS / ISS for MS</li> </ul>

<b>Other More Serious Misbehavior</b>	Misbehaviors that substantially disrupt the school environment within the classroom or without. Examples include, but are not limited to, cafeteria problems, disruption during a scheduled assembly of field trip, pantsing, etc.
Enforcement:	<ul style="list-style-type: none"> <li>• Depends on the severity of the infraction, detentions, Saturday detentions or suspensions may be assigned.</li> </ul>

<b>Vehicle Code Violation</b>	Infraction of any of the rules delineated in the student handbook in the section entitled “Driving & Motor Vehicles”.
Enforcement:	<ul style="list-style-type: none"> <li>• Responses depend of the severity of the infraction. Detention or suspensions may be assigned. Revocation of parking privileges may apply.</li> <li>• Possible police notification</li> </ul>

<b>Violation of Computer Use and/or Acceptable Use Policy</b>	Infraction of any of the computer, internet or laptop rules delineated in the school Board’s Acceptable Use Policy.
Enforcement:	<ul style="list-style-type: none"> <li>• Responses depend on the severity of the infraction. Detentions, suspensions, or laptop take-home privileges revocation may be assigned.</li> <li>• Access to the internet, and/or the school network may also be denied for certain periods of time.</li> <li>• Possible police notification</li> </ul>

### **Level Three Definitions**

**Note:** Depending of severity, these consequences may accelerate.

<b>Truancy</b>	<ul style="list-style-type: none"> <li>· A student is truant if he/she incurs three (3) or more unexcused absences in a current school year.</li> <li>· A student is habitually truant if he/she incurs six (6) or more unexcused absences in a current school year.</li> <li>· Unexcused absences occur when: 1) a student is absent without valid reason, 2) a student is habitually tardy, 3) a written note with valid excuse is not received by the school within three days of the student’s return, 4) a doctor/judicial agency note is not provided and the student’s absences total 6 or more school days, and 5) a</li> </ul>
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	<p>student is absent due to a trip <b>NOT</b> approved in advance by the principal/assistant principal.</p> <p>The school will notify parents/guardians within 10 days of a student's third unexcused absence that the student is truant.</p>
Enforcement:	<ul style="list-style-type: none"> <li>● A School Attendance Improvement meeting will be offered if the student continues to accumulate unexcused absences. The outcome of the meeting will be to develop and document a School Attendance Improvement Plan.</li> <li>● In cases of habitual truancy (six or more unexcused absences) the school may refer the student to a school or community based truancy prevention program, refer to the county children and youth services, or file a truancy citation against parents/guardians with the Office of the District Magistrate.</li> <li>● Penalties for truancy include: 1) \$300 fine plus court costs for the first offense, 2) \$500 fine plus court costs for the second offense, and 3) \$750 fine plus court costs for the third offense. The Magisterial Judge may also assign Community Service or approve the student's participation in a program designed to improve attendance. The Court may also suspend the sentence if the student attends school in accordance with the court's plan.</li> </ul>
<b>Fighting</b>	Intentional physical contact by two or more parties
Enforcement:	<ul style="list-style-type: none"> <li>● High School: 5 days of OSS</li> <li>● Middle School: Combination of OSS and ISS depending on the severity of infraction</li> <li>● Police notification</li> </ul>

<b>Verbal Assault</b>	Aggressive use of words to attack a student or teacher in order to demean, belittle, incite, anger, or otherwise provoke.
Enforcement:	<ul style="list-style-type: none"> <li>● One or two day(s) of OSS</li> <li>● Police Notification</li> </ul>

<b>Possession, Sale, or Use of Tobacco</b>	Possession of tobacco or smoking paraphernalia in or on school property
Enforcement:	<ul style="list-style-type: none"> <li>● Two 3 HR detentions for HS / 2 Saturday detentions for MS</li> <li>● Police Notification</li> <li>● Possible \$50.00 fine</li> <li>● Refer to Athletic Code</li> </ul>

<b>All Other Forms of Harassment / Intimidation</b>	All other 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. Has the purpose or effect of substantially or unreasonably interfering with an individual academic performance. Otherwise adversely affects an individual's learning opportunities
Enforcement:	<ul style="list-style-type: none"> <li>● 1<sup>st</sup> Offense: 1 – 2 day OSS</li> <li>● 2<sup>nd</sup> Offense: 5 day OSS</li> <li>● 3<sup>rd</sup> Offense: 10 day OSS &amp; possible expulsion</li> <li>● Police Notification</li> </ul>

<b>Conduct that Presents Danger to the Health and Welfare of Others</b>	Examples may include attendance at school with a known communicable disease, leading a riot or inciting others to violence. (arson, indecent exposure, extortion, serious vandalism, etc. )
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Enforcement:	<ul style="list-style-type: none"> <li>• Varies, depending on severity</li> <li>• Police Notification</li> </ul>
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<b>Disorderly Conduct</b>	Intent to cause an inconvenience, annoyance, or alarm, or recklessly conduct. A person who engages in fighting or threatening, or in violent, or tumultuous behavior; makes unreasonable noise; uses obscene language, or makes an obscene gesture; creates a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor.
Enforcement:	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense: 3 day OSS</li> <li>• 2<sup>nd</sup> offense: 5 day OSS</li> <li>• 3<sup>rd</sup> offense: 10 day OSS</li> <li>• Police Notification</li> </ul>

<b>Level II Unmodified Misbehavior</b>	Continuation of any Level Two misbehavior previously addressed by a teacher or administrator
Enforcement:	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Offense: 3 day OSS</li> <li>• 2<sup>nd</sup> offense: 5 day OSS</li> <li>• 3<sup>rd</sup> offense: 10 day OSS</li> </ul>

<b>Racial / Ethnic / and or Protected Class Intimidation</b>	Malicious intention 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.
Enforcement:	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense: 3 day OSS</li> <li>• 2<sup>nd</sup> offense: 5 day OSS</li> <li>• 3<sup>rd</sup> offense: 10 day OSS</li> <li>• Possible Police Notification</li> </ul>

<b>Reckless Endangerment</b>	Any act that creates a substantial risk of serious physical injury to another person.
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Enforcement:	<ul style="list-style-type: none"> <li>● 1<sup>st</sup> offense: 3 day OSS for HS; for MS combination of OSS and ISS</li> <li>● 2<sup>nd</sup> offense: 5 day OSS</li> <li>● 3<sup>rd</sup> offense: 10 day OSS</li> <li>● Possible Police Notification</li> </ul>
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<b>Sexual Harassment</b>	Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature that tends to create a hostile or offensive environment
Enforcement:	<ul style="list-style-type: none"> <li>● 1<sup>st</sup> offense: 3 day OSS</li> <li>● 2<sup>nd</sup> offense: 5 day OSS</li> <li>● 3<sup>rd</sup> offense: 10 day OSS</li> <li>● Police Notification</li> </ul>

<b>Terroristic Threats Excluding Bomb Threat</b>	Committing an act for the purpose of terrorizing another or of causing panic or fear.
Enforcement:	<ul style="list-style-type: none"> <li>● 1<sup>st</sup> offense: 3 day OSS</li> <li>● 2<sup>nd</sup> offense: 5 day OSS</li> <li>● 3<sup>rd</sup> offense: 10 day OSS</li> <li>● Police Notification</li> </ul>

<b>Theft</b>	The removal of personal property with intent to deprive the rightful owner of it OR the knowing receipt of personal property gained with the above intent.
Enforcement:	<ul style="list-style-type: none"> <li>● 1<sup>st</sup> offense: 3 day OSS</li> <li>● 2<sup>nd</sup> offense: 5 day OSS</li> <li>● 3<sup>rd</sup> offense: 10 day OSS</li> <li>● Police Notification</li> </ul>

<b>Threatening School Official or Student</b>	Any form of expression that conveys the intent to cause bodily harm to an individual or his / her family.
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Enforcement:	<ul style="list-style-type: none"> <li>● 1<sup>st</sup> offense: 3 day OSS</li> <li>● 2<sup>nd</sup> offense: 5 day OSS</li> <li>● 3<sup>rd</sup> offense: 10 day OSS</li> <li>● Police Notification</li> </ul>
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<b>Trespassing</b>	Unlawfully entry by a person into a private property or area within the building without permission; or being on school property while on OSS.
Enforcement:	<ul style="list-style-type: none"> <li>● 1<sup>st</sup> offense: 3 day OSS</li> <li>● 2<sup>nd</sup> offense: 5 day OSS</li> <li>● 3<sup>rd</sup> offense: 10 day OSS</li> <li>● Police Notification</li> </ul>

<b>Vandalism</b>	Doing damage to school property
Enforcement:	<ul style="list-style-type: none"> <li>● 1<sup>st</sup> offense: 3 day OSS</li> <li>● 2<sup>nd</sup> offense: 5 day OSS</li> <li>● 3<sup>rd</sup> offense: 10 day OSS</li> <li>● Police Notification</li> </ul>

<b>Advanced Technology Infractions</b>	<p>Circumventing the network firewall or network filtering and interfering with the operation of the computers, the network or the school’s Internet connection. Attempting to acquire materials that include but not limited to libelous, obscene, pornographic, promote the use of violence, contain personally embarrassing private information unrelated to any proper educational or public purpose, contain defamatory or untrue statements damaging the reputation of any student or staff member, or contain abusive or prejudicial content. Use of a media device (cell phone, etc.) to record a student or teacher without prior consent. Participate in the acquisition, creation or distribution of but not limited to advertising, computer “worms” or “Viruses”, “chain-letters”, “spam” or other messages/files which could cause congestion, interference or failure of the system or any computing equipment, whether attached to the system or not. Creating, viewing, storing or transferring materials that include but are not limited to libelous, obscene, pornographic, promote the use of violence, contain personally embarrassing private information unrelated to</p>
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	any proper educational or public purpose, contain defamatory or untrue statements damaging the reputation of any student or staff member, or contain abusive or prejudicial content.
Enforcement:	<ul style="list-style-type: none"> <li>● 1<sup>st</sup> offense: 3 day OSS</li> <li>● 2<sup>nd</sup> offense: 5 day OSS</li> <li>● 3<sup>rd</sup> offense: 10 day OSS</li> <li>● Depending of severity these consequences may accelerate.</li> </ul>

### **Level Four Definitions**

<b>Bomb Threat</b>	A threat, usually verbal or written, to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists.
Enforcement:	<ul style="list-style-type: none"> <li>● 10 day OSS</li> <li>● Possible referral for expulsion</li> <li>● Police Notification</li> </ul>

<b>Possession of a Weapon</b>	Anything readily capable of lethal use and possessed under circumstances not manifestly appropriate for lawful uses which it may have.
Enforcement:	<ul style="list-style-type: none"> <li>● 10 day OSS</li> <li>● Possible referral for expulsion</li> <li>● Police notification</li> </ul>

<b>Possession / Use of a Controlled Substance or Lookalike</b>	Possession or use of controlled substances in or on school property or at school-sponsored events. Please consult Southern Lehigh School District <a href="#">Policy 227</a> for a complete list of prohibited controlled substances.
Enforcement:	<ul style="list-style-type: none"> <li>● 10 Day OSS</li> <li>● Mandatory Drug and Alcohol Assessment / SAP Referral</li> </ul>

	<ul style="list-style-type: none"> <li>• Possible referral for expulsion</li> <li>• Police Notification</li> </ul>
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<b>Simple or Aggravated Assault</b>	Intentional physical contact of another person without retaliation.
Enforcement:	<ul style="list-style-type: none"> <li>• 10 day OSS</li> <li>• Possible referral for expulsion</li> <li>• Police notification</li> </ul>

### **Additional Disciplinary Guidelines**

1. Whenever the behavior of a student is a violation of the criminal code, the police will be contacted.
2. Restitution must be made whenever property damage, vandalism or theft takes place.
3. A student who receives no disciplinary referrals for one marking period may be reinstated to the first step of each level for all subsequent disciplinary action (this applies to Level I, II and III violations only).
4. The administration reserves the right to use discretion whenever there is a violation of the Code of Conduct. If a behavior or action is of an extreme nature, immediate long-term suspension and/or expulsion may occur.
5. The entire Code of Conduct applies anywhere on the School District property (inside and outside the building). It also applies to all school activities (on or off school property). Examples include but are not limited to athletic events, field trips, proms, class trips, and dances.
6. All disciplinary action that results from end of the year violations of the Code of Conduct must be served before final exams are taken.
7. No more than three after school detentions can be accumulated. All others will become 3-hour after school detentions. No more than two 3-hour detentions can be accumulated. All others will become 1-2 days of out of school suspension.
8. Senior students must complete all detentions, including 3-hour after school detentions, prior to obligation day. Any outstanding detention will be considered an obligation owed.
9. Suspended students may not be on school grounds at any time during their suspension. This includes before and after school activities.

## **Hearing/Right of Appeal**

### **Informal Hearings**

Any student subject to suspension of more than three days will be given an informal hearing before an appropriate school official to explain the circumstances surrounding the events for which the student is being suspended or to show why the student should not be suspended. The informal hearing shall be offered within the first five days of the suspension. The following due process requirements will be observed:

1. Notification of the reasons for the suspension in writing, given to the student and parent or guardian.
2. Sufficient notice of the time and place of the informal hearing.
3. The right to question any witnesses present at the hearing.
4. The student's right to speak and produce witnesses on his own behalf.

### **Formal Hearings**

Students facing expulsion from school for more than ten days will be afforded all appropriate elements of due process including a formal hearing before the Board of School Directors or a duly authorized committee of the Board. A hearing committee's decision is advisory in nature 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 will be observed:

1. Notification of the charges in writing, sent to the student's parents or guardian by certified mail.
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 request 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 tape recorder or stenographer. The student is entitled, at the student's expense, to a copy of the transcript.
9. The proceeding must be held with all reasonable speed.
10. The hearing will be held in private, unless the student or parent/guardian request a public hearing.

## Appeals

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. It must be pointed out that no student will be permitted to graduate while an appeal is in progress.

An appeal to the Superintendent will be heard within 15 days of receipt of the appeal forms. Should the parent/guardian be dissatisfied with the Superintendent's decision, they may present their appeal to the Board of School Directors. This appeal must be heard at the next regularly scheduled board meeting unless other arrangements have been mutually agreed upon. Failure of the parent/guardian to present the appeal to the Board within 45 days will nullify the appeal.

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## Policies

### Policies

All Southern Lehigh School District Policies may be reviewed in the main office and/or in the central administration building. Below are summaries of commonly referenced policies.

#### **[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.

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### **Bullying**

Bullying means 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 of 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
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### **Confidentiality**

All information gathered about students is subject to the confidentiality provisions contained in federal and state law. The District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, contact in writing the building principal.

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### **Corporal Punishment**

The Board of School Directors has adopted the following policy on corporal punishment:

Corporal punishment, which is defined as the willful infliction of physical pain upon the body of a student as a penalty, shall not be administered to any student. No disciplinary action should exceed in degree the seriousness of the offense and under no circumstances shall a student be disciplined in such a manner as to cause bodily injury. Teachers, other school employees, and school authorities may use reasonable force:

- To quell a disturbance; or
- To obtain possession of weapons or other dangerous objects; or
- To defend one's self; or
- To protect persons or property.

School District officials shall notify parents/guardians of this policy upon its initial adoption and upon entrance of a student into the district's schools.

In all cases, policies and limitations approved by the State Board of Education shall apply.



This policy shall not exclude the development and implementation in every school, as may be appropriate, of administrative guidelines on general discipline procedures which are consistent with Pennsylvania Student Rights and Responsibilities.

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### **Dissection Policy**

Dissection assignments are "hands-on" activities, which allow students to make first hand observations of the structural relationship between organisms. Dissection of prepared specimens provides students with opportunities to examine the various organs and systems of selected vertebrates and to make comparisons with human systems.

Dissection gives students a better understanding of anatomy and the functioning of their own bodies and enables them to make more informed physiological decisions. The procedure for a student objecting to a dissection assignment is as follows:

- A student who objects to a dissection assignment shall provide a letter from his/her parent/guardian to the teacher outlining the reason for the objection and endorsing the request of the student.
- Once the student objection is verified, the teacher shall provide the student with a lesson comparable in value and time to the dissection assignment. Comparable lessons shall include but are not restricted to the following:
  - Written report on the subject
  - Computer simulation of the dissection
  - Passive observation and reporting on the dissection

The student shall be responsible for all lab work other than the actual dissection of the specimen. This includes lab drawings, labeling, reports, and related practical testing.

If the student refuses to complete a dissection assignment and does not produce a verification letter, he/she will receive a failing grade for the assignment.

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### **Drug and Alcohol Policy**

A student who, on school grounds, during a school session, or anywhere at a school-sponsored activity is under the influence of alcohol or other mood altering substances or possesses, uses, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering substances, or any substance purported to be a restricted substance or over the counter drug shall be subjected to criminal charges and discipline pursuant to the provisions and procedures outlined in the Board Policies.

The Student Assistance Program (SAP) is an intervention program designed to identify students who are experiencing problems in school and refer them for help to appropriate resources within the school and/or community.

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### **Internet Use Policy**

The Southern Lehigh School District will provide access to the Internet for students, with their parent/guardian's consent, to meet their educational needs.

Access to the Internet through school resources is a privilege, not a right, and may be revoked for anyone who uses these resources inappropriately as determined by school district authorities.

The Southern Lehigh School District reserves the right to determine which network services will be provided through school district resources. It reserves the right to view and monitor all applications provided through the network, including e-mail, and to log Internet use by students. The School District reserves the right to revoke user privileges, remove user accounts, and refer to legal authorities when appropriate violation of this and any other applicable district policies, including those governing network use, copyright, security, and vandalism of district resources and equipment. Southern Lehigh School District bears no responsibility for information that is lost, damaged, or unavailable due to technical problems.

The use of the Internet for illegal, inappropriate, unacceptable or unethical purposes by students is prohibited.

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### **Movie Policy**

Many off air recorded television and radio programs, videotapes, DVDs, and movies have educational value and enhance the district curriculum. The Motion Picture Association of America rates film content. District personnel will seek parental permission whenever the materials exceed a "G"; General Audience rating. If not formally rated, materials should satisfy the intent of a General Audience rating, specifically, containing nothing in theme, language, nudity and sex, violence, etc. which would be offensive to parents/guardians whose students view the film. The "G" rating is not a certificate of approval. Some snippets of language may go beyond polite conversation, but they are common expressions. Violence is minimal, nudity and sex scenes are not present; nor are there any drug use. (MPAA guidelines)

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### **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 School receives a request for access. Parents/guardians 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/guardian or eligible student of the time and place where the records may be inspected. 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 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 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/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, S W  
Washington, DC 20202

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### **Sexual Harassment**

The Southern Lehigh School District will not tolerate sexual intimidation and/or harassment. Such behavior is illegal under state and federal law. A student who is subjected to sexual harassment shall have the right to file a complaint in accordance with the procedures set forth by this policy.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of sexual nature. Sex harassment may include opposite sex or same sex harassment.

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### **Southern Lehigh Copyright Policy**

The United States copyright law is founded on Constitutional provision intended to "promote the progress of Science and Useful Arts." The fundamental purpose of copyright is to serve the public interest by encouraging the advancement of knowledge through a system of exclusive but limited rights for authors and copyright owners.

Fair use and other public rights to utilize copyrighted works, specifically and intentionally included in the 1976 revision of the law, provide the essential balance between the rights of authors, publishers, and copyright owners, and society's best interest in the free exchange of ideas."

(Association of Research Libraries, Statement of Principles, Adopted May, 1994, Washington, DC)

The Southern Lehigh School District will comply with the Copyright Law. Administrators, staff, and/or students who fail to follow this policy may be held personally liable for copyright infringement.

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### **Southern Lehigh School District Hazing Policy**

The practice of hazing in connection with any Southern Lehigh School District sport, club, or activity sponsored by or affiliated in any way with Southern Lehigh School District is strictly forbidden.

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### **Southern Lehigh School District Smoking Policy**

A pupil who possesses or uses tobacco in a school building, a school bus, or on property owned by, leased by, or under the control of a school district commits a summary offense. A pupil who commits an offense under this policy shall be subject to prosecution initiated by the local school district and shall upon conviction, be sentenced to pay a fine of not more than \$50 for the benefit of the school district in which such offending pupil resides, and to pay court costs. A summary offense under this policy shall not be a criminal offense of record, shall not be reportable as a criminal offense or record, shall not be reportable as a

criminal act and shall not be placed on the criminal record of the offending school-age person if any such record exists. "Tobacco" is defined as a lit or unlit cigarette, cigar, pipe, or other smoking product and smokeless tobacco (including e-cigarettes or vape) in any form.

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### **Southern Lehigh School District Weapons Policy**

The Southern Lehigh School District takes a position of "Zero Tolerance" with respect to the following:

- No student and /or non-students, including employees and other adults, shall possess, handle or transmit any knife, razor, ice pick, etc.
- Any explosive device of any kind, including firecrackers, tear gas canisters, smoke bombs etc.
- Chains, loaded cane, sword cane, loaded or unloaded firearms, including pellet guns, BB guns, any Bowie knife, Dirk Knife, lock-blade, hunting knife, or any similar metal instruments, implements capable of directly or indirectly inflicting bodily injury, or other object, facsimile or look-alike that can be considered to be a weapon or dangerous instrument in any school building, on any school premises, or on any school bus, or off the school grounds at any school activity, event or function held at or away from school, with the exception as hereafter set forth. Notwithstanding anything to the contrary, the aforesaid devices may be brought into school for legitimate school purpose, such as to assist in a speech, exhibition or project in connection with any course or extracurricular activity sponsored by the School District, but only after pre-approval is made by the principal or designee prior to said event. In such event, said device shall be required to be deposited with the principal or designee at the school office until such time in the school day as it may be needed when it would be checked out of the school office for that limited period of time. Further, parental permission shall be required in writing for the same.

Further the policy shall not apply to the following:

1. A weapon being used as part of a program approved by a school by an individual who is participating in the program,
2. A weapon that is unloaded and is possessed by an individual while traversing school property for the purpose of obtaining access to public or private lands used for lawful hunting, if the entry on school premises is authorized by school authorities.

Violation of this policy may result in:

1. Immediate suspension not to exceed ten days.
2. Involvement of the police with recommendation to charge.
3. Recommendation to the superintendent regarding expulsion.

4. Expulsion, for a period of not less than one year, subject to recommendation by Superintendent short of expulsion on a case-by-case basis.

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### **Student Records**

Students who wish to review their school records may contact the guidance office for an appointment. Both permanent and cumulative records are housed in the guidance office. Parents/guardians will be requested to sign the record review sheet. The school nurse maintains health records. Parents/guardians are encouraged to share any information with the school nurse that may be helpful in updating the current health records.

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### **Student Records Plan**

In compliance with the Federal Family Educational Rights and Privacy Act of 1974, the Board of School Directors adopted a policy that required the development of administrative regulations for the collection, maintenance, and dissemination of student records. Copies of the policy, Student Records Plan, and operational administrative regulations are available to parents/guardians and eligible students in the main office. A portion of the federal legislation stipulates that parents/guardians and students shall be informed annually of their rights under the Act.

The school district collects and maintains education records that include personally identifiable information (name, parents, address, birthdate); achievement, intelligence and aptitude test scores; scholastic records (grades); honors and activities; and health information, such as dental, hearing, and speech records. A complete list of persons who are authorized to have access to student records is available in each school.

Information from the education records of a student may not be disclosed without prior written consent of the parents/guardians of the student or the eligible student unless the disclosure is:

- To other school officials, including teachers, within the district who have legitimate educational interests
- To officials of another school or school system in which the student seeks or intends to enroll.
- To authorized members of state and federal education departments.
- Directory information such as student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous school attended by the student.

NOTE: The parent/guardian of the student or eligible student has the right to refuse disclosure of any or all of the categories of directory information. The student's principal shall be informed in writing within thirty (30) days of receipt of this notice that certain information is not to be designated as directory information. The parent/guardian of the student or an eligible student\* has the right to review and, if necessary, to seek the correction of education records of the student through a request to amend the records or a hearing. A written statement of disagreement with the information entered on the record may be placed in education records of a student by the parent/guardian of the student or an eligible student\*. The parent/guardian of the student or an eligible student\* has the right to forward, in writing, to the Department of Education, Washington, DC, 20202, complaints concerning alleged failure by school district personnel to comply with the requirements of the Rights and Privacy Act.

\*Eligible Student: means a student who has attained eighteen (18) years of age or is attending an institution of postsecondary education. When a student has attained eligible student status, the rights accorded to and the consent required of the parent/guardian shall thereafter only be accorded to and required of the eligible student. In cases where an eligible student is dependent upon the parent/guardian, as defined in Section 152 of the Internal Revenue Code of 1954, the school will make the education records available to the parent/guardian of said student.

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### **Suspensions and Expulsions for New Entrants**

Federal Law requires this board and every school board in America to expel a student for one full calendar year or more if the student is found to have brought a firearm onto school grounds, unless the superintendent of the district in which the incident occurred finds that because of special circumstances lesser discipline should be administered.

There is clear public policy calling for the universal exclusion from school of students who may pose a threat to the safety of others on school grounds. It shall be the policy of Southern Lehigh School District to give full faith and credit to the decision of another school entity to suspend or expel a student for disciplinary reasons. Therefore, the District will honor and continue to impose all unfinished suspensions and/or expulsions that were imposed on each and every new entrant into the Southern Lehigh School District. Each new entrant, whether by transfer or relocation, will serve the remainder of that discipline prior to physical entrance into any district school. The total number of days assigned by the sending or former school will be used for calculation purposes. Days not belonging to any school district will not be used for calculation purposes.