

# **Student / Parent / Guardian Handbook Southern Lehigh Middle School 2023 / 2024**



## **Southern Lehigh Middle School**

3715 Preston Lane  
Center Valley, PA 18034  
Phone 610-282-3700  
fax 610-282-2963

**Dear Students, Parents, and Guardians:**

**The Southern Lehigh Middle School administration, faculty, and support staff welcome you and wish you a productive, exciting and successful school year! We are grateful for the privilege of working with this community of learners, and are looking forward to building strong relationships with our students, families, and community as we prepare our students for their desired future career pathways and passions!**

**The student handbook is designed as an important tool to assist you in organizing your school responsibilities. The handbook contains useful information, including the approved code of conduct for all students. Please take some time to become familiar with the important information present in the online/digital version of the SLMS 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, school counselors, building principals, and/or refer to the Southern Lehigh School District website at [www.slsd.org](http://www.slsd.org).**

**At Southern Lehigh Middle School, we are committed to excellence in all areas. Our teaching staff is highly dedicated and extremely caring, working tirelessly to help our students grow and achieve, while ensuring they feel supported and safe in our school at all times.**

**As we embrace the adventures and potential of a new school year, we ask every student, parent/guardian, community member, and teacher to work together in striving towards continued excellence in our everyday interactions!**

**Sincerely,  
The Southern Lehigh Middle School Administration and Faculty**

**Southern Lehigh Middle School  
Co-Curricular and Extracurricular Offerings**

<b><u>Academic Programs</u></b>	<b><u>Athletic Programs</u></b>	<b><u>Musical Programs</u></b>
<b>National Junior Honor Society</b>	<b>Cheerleading</b>	<b>Concert Band</b>
<b>Studio 22</b>	<b>Field Hockey</b>	<b>String Orchestra</b>
<b>Builders Club</b>	<b>Football</b>	<b>Jazz Band</b>
<b>Speech &amp; Debate Team</b>	<b>Girls Volleyball</b>	<b>SLMS Chorus</b>
<b>Student Council</b>	<b>Boys Basketball</b>	<b>SLMS Chorale</b>
<b>Yearbook</b>	<b>Wrestling</b>	<b>Theater Production</b>
<b>PEAK</b>	<b>Girls Basketball</b>	
<b>What's So Cool About Manufacturing?</b>	<b>MS Co-Ed Soccer</b>	
	<b>Track &amp; Field Club</b>	
	<b>Softball</b>	
	<b>Cross Country</b>	

**Requirements for Participation**

1. In order for a student to participate in any athletic or extracurricular activity, including practice, the student 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, the student 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 the first period, the student should report to school on time. The student needs a note from parents/guardian and must sign out on the Early Dismissal Board upon arriving at school in the morning. When the student returns from the appointment, the student must sign back in with a note from the doctor.
4. Suspended students are not eligible to participate in school activities from the time the disciplinary action starts. The student becomes eligible at 7:36 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.
5. 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 (Sunday to Saturday) until the student is no longer failing more than one course. All courses taken are included in the evaluation.

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

The following Southern Lehigh School District Policies provide valuable information in regard to student discipline and expectations:

<b><u>Policy Description</u></b>	<b><u>Policy Description</u></b>	<b><u>Policy Description</u></b>	<b><u>Policy Description</u></b>
<a href="#"><u>103</u></a> - Non-Discrimination in School & Classroom Practices	<a href="#"><u>104</u></a> -Non-Discrimination in Employment & Contract Practices	<a href="#"><u>108</u></a> - Resource Materials	<a href="#"><u>207</u></a> - Confidentiality
<a href="#"><u>208</u></a> - Withdrawal From School	<a href="#"><u>209</u></a> - Physical Examinations	<a href="#"><u>209.2</u></a> - Accidents and Sudden Illnesses	<a href="#"><u>210</u></a> - Use of Medications
<a href="#"><u>211</u></a> - Student Accident Insurance	<a href="#"><u>215</u></a> - Promotion Requirements	<a href="#"><u>218</u></a> - Student Discipline	<a href="#"><u>218.1</u></a> - Possession of Weapons
<a href="#"><u>218.5</u></a> - Students Convicted or Adjudicated of Sexual Assault	<a href="#"><u>226</u></a> - Searches	<a href="#"><u>227</u></a> - Controlled Substances	<a href="#"><u>227.1</u></a> - Use of Animals to Search School Property
<a href="#"><u>233</u></a> - Suspension and Expulsion	<a href="#"><u>237</u></a> - Electronic Devices	<a href="#"><u>248</u></a> - Unlawful Harassment	<a href="#"><u>249</u></a> - Bully/Cyberbullying
<a href="#"><u>707</u></a> - Use of School Facilities	<a href="#"><u>709</u></a> - Electronic Surveillance	<a href="#"><u>814</u></a> - Copyright Policy	<a href="#"><u>815</u></a> - Acceptable Use

All School District Policies can be accessed on the district website <http://www.slsd.org/>.

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## ***Board of Education***

President	Ms. Mary Joy Reinartz
Vice President	Mr. William Lycett
Treasurer	Ms. Kyle Gangewere
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	Mr. Stephen Maund
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	Dr. Christopher Wayock
Board Secretary	Ms. Anne Marie Loblely
Superintendent	Dr. Michael Mahon
Title IX Coordinator	email: <a href="mailto:TitleIX@sbsd.org">TitleIX@sbsd.org</a>
	5775 Main Street, Center Valley, PA 18034
	610-282-3121

## ***Faculty and Staff***

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

## **Mission and Goals**

The purpose of Southern Lehigh Middle School is to provide a transitional experience from childhood to adolescence. This is a unique period of life and only a unique school will do.

The mission of the middle school is to provide opportunities for success for all students as aligned with our Vision and Values.

The Mission & Vision of SLSD are:

### **LEARNING • SERVING • LEADING**

#### ***One Interaction at a Time***

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

The district shared values are as follows, we believe:

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

We support our mission, vision and values through building goals. The major focus areas that currently direct the efforts of this school are:

- Implementation of a K-12 ELA core curriculum that utilizes research-based resources and integrates the Science of Reading into instructional practices.
- Establish K-12 learning environments that support social emotional learning for all students.
- Building and strengthening community partnerships
- Using the district's system of assessment to target instruction within tiered instructional support, analyzing data to strengthen instructional programming.

### **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

## **Student Services**

### **Counseling and Consultation Services**

The services of a school psychologist/school counselor are available to all students at the Middle School and may be of help with concerns such as:

- Adjustment to the middle school
- Development of successful study habits
- Social/personal family adjustment
- Interpretation of ability/achievement levels
- Career information
- Peer pressure
- Mental Health Concerns

The School Psychologist and School Counselor is available to meet with parents/guardians and serve as coordinator of services between school and outside agencies. Parents/guardians are encouraged to notify the School Psychologist and School Counselor if their child is receiving services from an outside agency.

Appointments may be scheduled through the Guidance Office. If the School Psychologist and School Counselor is not available or is in session, a student may request an appointment through a secretary. or email the School Psychologist and School Counselor directly.

Parents/guardians are encouraged to contact the Southern Lehigh Middle School School Counselor or School Psychologist any time between 7:30 a.m. and 3:00 p.m. at 610-282-3700 to get information, discuss concerns you have for your child or to schedule a teacher conference. They may also visit the MS School Counseling page at: [School Counseling / Homepage](#)

### **The Student Assistance Program**

The Pennsylvania Student Assistance Program (SAP) is a systematic team process used to mobilize school resources to remove barriers to learning. SAP is designed to assist in identifying issues including alcohol, tobacco, other drugs, and mental health issues which pose a barrier to a student's success. The Southern Lehigh Middle School is fortunate to have a group of staff members who have undergone specialized training in addressing these challenges and are SAP Certified.

This team will serve as a steering committee for student assistance matters. The team may recommend the involvement of outside resources or they may refer the case back to the child study team along with recommendations.

The SAP team consists of members of the faculty and staff of the Southern Lehigh Middle School who have been trained to identify and help students with a variety of problems that prevent students from learning effectively in our school. The program provides a means for teachers and school staff to help students through difficult times, but is not designed to be a treatment or a cure.

The SAP Team will deal with problem areas such as the following issues:

- \* alcohol/drug abuse
- \* pregnancy
- \* child abuse
- \* loss/depression



- \* suicide/depression/ anxiety
- \* eating disorders
- \* family concerns
- \* other related problems

A referral may come from parents, teachers, counselors, administrators, or the students themselves. The SAP team refers students and their families to experts who assess the problem areas and recommend the best program for help. If you have a concern, please call the Southern Lehigh Middle School at 610-282-3700 and ask the secretary to direct your call to a SAP contact person. Team interventions occur for the benefit of the students, their families, and the school by relaying factual information. The goal of the intervention is to encourage the student and family to seek assistance to address the problems that face them.

Find out more about our SAP Program on the SLMS SAP webpage:  
<https://pa02209662.schoolwires.net/Page/5792>

### **Title I**

The Title I program serves to provide support to general education students showing academic need. The program attempts to identify and target student specific academic needs through intense instruction and the use of strategic intervention resources. The goal of the program is to close the gap for students who are experiencing difficulty in meeting grade level benchmarks. Title I is a federally funded program. As required by regulation, the district is required to advise parents of students receiving Title I services of their right to request the certification status of the teacher.

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### **Parent/Guardian Right to Know Information as Required by The Elementary and Secondary Education Assistance (ESEA) [Section 1112(e)(1)(A)] and the Every Student Succeeds Act [Section 1112(e)(1)(A)]**

Dear Parent(s)/Legal Guardian(s):

Your child attends Southern Lehigh Middle School which receives Federal Title I funds to assist students in meeting state achievement standards. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At Southern Lehigh Middle School we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications. The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additional right to know requests. At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include
  - o subject matter tested,
  - o purpose of the test,
  - o source of the requirement (if applicable),
  - o amount of time it takes students to complete the test, and
  - o time and format of disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

### **School Safety Tips for Parents**

The Departments of Education and Justice prepares an annual report on school safety. The report describes actions schools, parents, and communities can take to address these critical issues.

The following recommendations were provided for parents:

1. Actively communicate with children.
2. Be clear and consistent in disciplining children.
3. Model prosocial behavior – teach children how to interact socially, handle competition and defeat, discuss differences, resolve conflicts, deal with frustration in solving problems and cope with stress and anger.
4. Get involved with school and community organizations and activities – encourage positive activities that promote the child's feelings of competence.
5. Keep guns and other weapons locked up and out of the reach of unsupervised children.
6. Limit children's exposure to and experience of crime and violence.
7. Seek professional help from school staff or community resources if you need assistance in helping your child resolve any problems.

Southern Lehigh Middle School has developed resources to help provide support to students in expressing their feelings, learning appropriate social skills, and dealing with grief. Other areas of concern may arise as well as a result of discussions at weekly team meetings. Please contact our school counselor, Mrs. Cooper, at 610-282-3700 ext. 6551 if you have any concerns or questions.

## **Health Services**

The nurse's office is open during normal school hours. The nurse's offices are staffed by a CSN (certified school nurse) and/or a licensed nurse.

Health records are kept on each student and records are maintained in the nurse's office. It is very important to update each student's record by receiving current information from the parents/guardians regarding items, such as:

- Change in health status
- Any medications a child may currently be taking at home or at school.
- 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, they should seek permission from a teacher or staff member to visit the nurse's office per building protocol. **The student is not to contact their parent/guardian before consulting the school nurse.** If the student contacts a parent/guardian due to illness, without consulting the nursing staff, it will be considered a parent excuse, per the attendance policy.

## **Section 200 Attendance Policy 204**

Students are allowed to receive over the counter medications that are included in the district standing orders signed by the school physician. At the secondary (7-12) level, permission forms are provided which cover the school year; elementary (K-6) verbal/written/electronic consent must be received from parents/guardians before administration for a one time dose to be administered during the school day.

If a student becomes ill/injured during the school day, the nursing staff may call the designated contact to pick up the student. Reasons that may require a child to be picked up may include: fever, diarrhea, vomiting, or any other illness/injury per the nurse's assessment.

## **Illnesses Which Would Require Your Child to Stay Home**

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

## **Communicable Diseases**

As per policy 203 the Board directs that students who have been diagnosed by a physician or are suspected of having a disease by the school nurse shall be excluded from school for the period

indicated by regulations of the PA Department of Health or guidance from state or local health officials for specified diseases and infectious conditions.[14][15][Pa. Code \[14\]](#) [Pa. Code \[15\]](#)

■ [Section\\_ 200 Pupils Policy 203 .pdf](#)

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

### **Students Returning to School After Illness**

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

### **Immunization Policy**

The following regulations, in regards to immunizations and communicable diseases, are set forth by the Commonwealth of Pennsylvania and Southern Lehigh School District, and may have an exclusion period from school for a student. Please refer to policy 203. ■ [Section\\_ 200 Pupils Policy 203 .pdf](#)

### **Medication in School (prescription and non-prescription)**

[\\* Board Policy Section 200 Use of Medications 210](#)

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

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

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

This includes:

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

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

### **Health Testing and Screening Programs**

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

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

Additional exams required by the state include:

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

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

### **Online Health Forms**

#### **Gifted Education:**

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

## **Student Achievement**

### **Grading Procedures**

Grades - Grades are to be an evaluation of a student's academic work. Grading might be based on criterion referenced evaluations, as well as intra-group or inter-group comparisons, depending on the subjects taught. Student discipline shall have no effect on grades.

**Explanation of Grades:****A – DISTINGUISHED ACHIEVEMENT AND PROGRESS****B - GOOD ACHIEVEMENT AND PROGRESS****C - AVERAGE ACHIEVEMENT AND PROGRESS****D - MINIMUM ACHIEVEMENT AND PROGRESS****F – UNSATISFACTORY ACHIEVEMENT AND PROGRESS**

**I - INCOMPLETE** - Student has not completed the required standards of the course. The student has 20 days to satisfy the requirements of the course. This may result in a failure for the course.

**M – MEDICALLY EXCUSED-** (Doctor Documentation required) – Doctor Documentation required. This may be used in the rare situation where a student is unable to attend school and/or complete work for the majority of the quarter due to a medical situation.

The standard scale below will be used to calculate grade point average:

A = 93-100 = 4.0

A- = 90-92 = 3.6

B+ = 87-89 = 3.4

B = 83-86 = 3.0

B- = 80-82 = 2.6

C+ = 77-79 = 2.4

C = 73-76 = 2.0

C- = 70-72 = 1.6

D+ = 67-69 = 1.4

D = 63-66 = 1.0

D- = 60-62 = 0.6

F = 00-59 = 0.0

M = Medically Excused

**Final Grades are calculated by the student's numeric percentage, not the letter grade value.**

**\*\* The following procedures will be followed in the grading of the Exploratory Arts Subjects:**

**Grade 7**

- Grades for Art, Family Consumer Science, STEM, and Health will be given at the end of each marking period and are reported when the student has completed the course.
- Grades for the World Language, Physical Education and Music cycle will be given at the conclusion of each marking period throughout the year.

**Grade 8**

- Grades for Art, Family Consumer Science, STEM, and Health will be given at the end of each marking period and are reported when the student has completed the course.
- Grades for the Physical Education, Music, and Career and Tech Exploration cycle will be given at the conclusion of each marking period throughout the year.

**Learning Support Students** - Special grading considerations may be developed by the child study team (psychologist, teacher, and administration) for identified students.

**Finals** – Students will participate in a final assessment or final project for each course. The following percentages will be implemented to calculate final averages for full year courses. Final exams must be completed by July 1st.

Marking period 1 - 22.5%

Marking period 2 - 22.5%  
Marking period 3 - 22.5%  
Marking period 4 - 22.5%  
Final Assessment/project - 10%

All report cards will be posted to the Sapphire portal at the end of each marking period. Parents who wish to receive a paper copy of their child's report card, should send in a written request.

Promotion Requirements \*See Board Policy –A passing grade is defined as earning a D- or higher as a final grade for that subject area. A student in the middle school may be retained if he/she fails two or more academic subjects, which include Math, Academic Literacy, Social Studies, Science, and Language Arts. If a student fails one or more of these subjects, the student may be required to make up the subject in order to progress to the next level.

### **Grade Floor Policy**

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 the marking period 4, midterm exam and final exam, the grade floor will NOT be used; the student's grade percentage will be used.

### **Scholastic Honors Information**

To recognize those students who have accomplished a high standard of academic performance, the following "Scholastic Honors" system has been established. Recognition will be given each rating period to students who meet these scholastic standards.

**Honors** - a student shall attain a 3.25 average in all subjects including Exploratory Arts. (no Ds, Fs, or I's in any subject are permitted).

**High Honors** - a student shall attain a 3.5 average in all subjects including Exploratory Arts. (no Ds, Fs, or I's in any subject are permitted).

**Principal's List** - a student shall attain a 4.0 average in all subjects, including Exploratory Arts

### **National Junior Honor Society**

At Southern Lehigh Middle School, we have an active chapter of The National Junior Honor Society for our 8<sup>th</sup> grade students. This organization promotes recognition for students who reflect outstanding accomplishments in the areas of **scholarship, character, leadership, citizenship, and service**. The NJHS member exhibits academic achievement (Cumulative GPA of 3.8 or higher), leadership, honorable and admirable character, citizenship, and service that demonstrates the member is willing to use his or her talents and skills for the improvement of society. It is both a privilege and a responsibility to be selected to participate in the National Junior Honor Society.

Seventh grade students are invited to join if their cumulative grade point average is 3.8 or higher at the end of the third marking period. At that time they will be provided with the steps necessary to officially join NJHS (including the community service hour requirements).

Eighth grade students who are new to our school will need to have a 3.8 GPA from their 7<sup>th</sup> grade year in their previous school, plus demonstrate a 3.8 GPA in their 1<sup>st</sup> marking period as

an SLMS student to qualify for NJHS. If both criteria are met, the student will be invited to join NJHS for the remainder of their 8<sup>th</sup> grade year.

### **Sapphire Community Web Portal**

Southern Lehigh School District uses the Sapphire Community Web Portal to provide parents/guardians access to student's grades and attendance information via the internet and is currently available for grades 4-12. Parents who would like access to the portal may go on to the District website at [slsd.org](http://slsd.org) and click the link under the Parent tab for the Sapphire Community Web Portal.

[Sapphire Community Web Portal Account Application](#)

Keyword SPARTANS

### **Schedule Change Policy**

Parents and Students make selections for the following year's courses during the spring of each year. Any errors, conflicts, or additions to a student's schedule will be resolved as soon as possible. However, the following guidelines must be followed for other schedule changes requested after **July 1<sup>st</sup>**:

1. A parent must contact the guidance office concerning the request, either by phone, email or letter.
2. Marking period classes will not be changed /dropped after the second Friday in September
3. Full year courses will not be changed/dropped after the last instruction day in September.

### **TESTING INFORMATION**

#### **Pennsylvania System of School Assessment (PSSA) -**

The purposes of the statewide assessment component of the Pennsylvania System of School Assessment include:

1. Determining the degree to which school programs enable students to achieve and exceed appropriate student learning outcomes and
  2. Providing results to school districts for consideration in the development of strategic plans.
- Parent/guardian requests for review of the tests are honored. For further information contact the Curriculum Coordinator at 610-282-3121 ext. 5400.

#### **Keystones**

Keystone exams are end of course assessments designed to evaluate proficiency in academic content. 7<sup>th</sup> and 8<sup>th</sup> grade students enrolled in an Algebra I course are required by the Department of Education to participate in the Keystone Exams.

## ***☛ Student Expense Information***

### **Cafeteria Procedures**

Students can purchase lunch in one of two ways: cash can be used at the time of purchase, or an account can be established for the student. The parent may deposit money into the student's account and an ID card will then be used to debit the account. If necessary, students may borrow lunch money from the cafeteria cashier. When borrowing lunch money, students must present their student ID card to the cashier. Students are expected to pay back debts **within 5 days**. Students should not ask teachers to borrow lunch money. Debts that are overdue will receive a notice from the cafeteria.



### **Financial Obligations**

Financial obligations that a student could incur would include shop bills, borrowing of lunch money, damage to school property (including laptop computers, etc). Students who fail to meet their financial obligations within the time frame announced at the close of each marking period may be required to serve detention.

### **Family and Consumer Sciences**

Foods are provided from school district funds.

### **Physical Education**

Every student is required to wear gym clothes and sneakers. Standard “uniform” is a gray or white T-shirt and blue shorts, provided by the student. A gym lock and locker will be issued to each student. All body piercings and jewelry must be removed prior to participation and shoulder length hair must be tied back. A medical note from a doctor is required when an injury or illness excludes participation in class. One parent note dismissing a student from class is permitted per year.

### **Student Insurance**

[\\*See Board Policy 211](#)

Through a group plan, accident insurance is available to all students at a low cost. Students are encouraged to take advantage of this service. All students involved in the middle school athletic sports and intramural programs are required to either purchase the student insurance or have a parent sign an insurance waiver indicating that they are insured in a manner satisfactory to them. The cost of the insurance and filing of claims is the responsibility of the individual student and parent. Insurance forms are available in the school office and can only be purchased at the beginning of the year.

### **Field Trips**

Field trips throughout the year may require an additional expense to students. Parents or students with concerns about payment for field trips should contact the school office.

### **Books, Calculators, Laptops, School Property**

Students are given books and laptops to use during the school year. They remain property of the school and students are responsible for their care. Students will be assessed for any damages or loss to school books, laptops, calculators, computers, or other school property.

## ***🔗 School Procedures***

### **Student Emergency Information**

In case of an emergency, it is extremely important that all demographic information be current. Student demographic information should be updated through the Sapphire Community portal.

### **Visitors and Building Access**

For security purposes, the middle school doors are locked during the instructional day (7:40 a.m. through 2:36 p.m.). Visitors may enter our school via the lobby doors by “buzzing” into the office. A secretary will assist you. All guests are asked to state their purpose, sign in, provide proof of identification, and wear a visitor’s pass.

### **Morning Arrival/Departure Procedures**

- Students are to enter the building immediately upon arrival at school. Loitering outside of the building, in the parking lot, or hallways is not permitted.
- Students must report immediately to assigned area or homeroom upon arrival.

#### **Departure**

- At PM dismissal students using district transportation are to report immediately to their assigned bus/van.
- Parents who wish to pick up their students at the end of the day should line up for Parent Pick Up line.
- Students who are scheduled for parent pick up at the end of the day will report to the designated area for dismissal after all buses have left.
- For safety and security reasons all students must be accounted for at all times. If a change in transportation is required, please notify the MS Reception Desk as soon as possible (ext. 6501)

Upon arrival in the morning, students are to report directly to their homeroom.

- Students are not permitted to carry containers of food or beverage into the building. Open containers are permitted in the cafeteria only.
- All cellular devices must be turned off when entering the building.

### **Permission For Early Dismissal**

Regular medical and dental care appointments should be arranged so they do not conflict with school hours; however, the principal may permit students to have medical and dental appointments on school time if absolutely necessary.

A parent/guardian **written request** that the student be permitted to leave school must be presented to the office secretary before or during the homeroom period that morning. Early dismissal slips are then given to the student before the start of school and are to be signed by the teachers from whose class the student will be absent. The student must then report to the main office at the appropriate time and return the slip before leaving the building. Parents are to meet students in the reception area and sign out with a secretary.

### **Library**

The library program is designed to encourage student growth, create confident researchers and lifelong learners. Students use the middle school library for a variety of reasons; to learn the skills required to use library resources efficiently, to apply library 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.

Online resources for students include: Destiny Quest, ACCESS Power, Electric Library, Overdrive, Gale Virtual Reference Library, Book Exchange Wiki, SIRS Knowledge Source, Study Island, World Book Online, Newsela, BrainPop, Canvas, Discovery Education, Global Issues in Context, Opposing Viewpoints in Context and US History in Context. Many of these resources are also available to students from home.

The library offers the following exciting technologies: 18 kindles, 100 playaways (mp3 books), flash drives, flip cameras, digital cameras, tripods, MacBook chargers and SLR digital cameras.

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

The Middle School is a 1:1 environment, providing each student and teacher with a MacBook Air laptop for individual use. Students who have purchased insurance and have parent permission may take their laptop home for education purposes. The Middle School also provides the following technology tools for students/teachers: 1 computer lab, LCD projectors in every classroom, Redcat sound systems in every classroom, document cameras and Apple TV's in many classrooms, 2 Flip camera classroom sets, 2 videoconferencing units, green/blue screens, 60 Bamboo writing tablets, podcasting microphones, and a classroom set of handheld GPS units.

Applications provided include: Microsoft Office, iLife, and iWorks suites. Students are also provided a Google for Education account, which provides unlimited online storage and access to internal email, as well as educational tools like Google Docs, Sheets, Slides, etc.

Students utilizing technology are expected to:

- Be responsible and comply with the SLSD Acceptable Use Policy
- Computers are to be used for academic purposes only.
- Use secure account passwords and keep them confidential
- Bring their laptop fully charged to school each day
- Know the whereabouts of their laptop at all times
- 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 middle school and high school career.
- If a laptop is broken or not working properly, the student should submit a Tech Ticket through the SLSD website 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 middle school administration).
- Our policy does not permit the use of personal computing devices, only Southern Lehigh School District laptops.

- Any student who does not take the laptop home must return the computer to the computer cart prior to leaving the school building.

### **Student Passes**

Student passes are provided on each agenda page, which allows teachers to see the student's history of the day; this may influence a teacher's decision if they will allow the student to leave their class. Passes and agendas are non-transferable. The student is required to get a teacher signature before leaving the area in which he/she is scheduled to be present.

### **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. In the event of a building evacuation requiring another site, students are required to remain with their assigned class under teacher supervision. Orderly, cooperative and calm behavior is required for safety.

### **Telephone Use**

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 permission to accompany a friend home that afternoon is not considered an emergency.

Students will be permitted to use the office phone for important phone calls between the hours of 7:30 a.m. through 8:00 a.m., during the first 10 minutes of their lunch periods, and 2:00 p.m. through 2:30 p.m.

*Cell Phone use is strictly prohibited during the school day.*

### **Accidents and Injuries Information**

If a student becomes ill, involved in an accident, or injured, they should immediately tell the teacher/adult in charge. This is necessary so that the responsible adult may decide what action should be taken. This is also necessary in order to file school insurance claims. \*See Board Policy

## **🔗 Student Attendance Information**

### **Attendance Information and Rules 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.131327) "All absences should be treated as unlawful until the school district receives a written excuse explaining the reason(s) for an absence.
5. 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.

6. 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.
7. 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.
8. Pre-approval is required for all educational trips. 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. Any trip request that results in more than 10 days of absences will be denied and counted as unexcused absences.
10. 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.
11. 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.
12. 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.

### **Attendance Letters**

Southern Lehigh Middle 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 Absence Notice letters mailed home, accumulating days of absence regardless of excused or not. (change to 6 days)
- **Tardy Letter** After the 10th tardy to school, a Discipline Letter will be mailed home (Drop tardy letter) 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**

You can report your child absent from school by calling 610-282-3700. A written parent/guardian excuse stating 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 calls 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)*

- 3 times - Parent contact by teacher as warning.
- 6 times or more in a rating period results in a referral.
  - Detentions will not be issued for the first tardy of each marking period.
- For every three lates following the initial referral, the teacher will submit another referral.

### **Tardiness to School**

Southern Lehigh Middle School students must be in the 1st 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, traffic, etc.

#### **Tardiness to School: Arriving after 7:40AM**

- 5 times: Parent / Guardian Notified
- 6-9 will result in Lunch detention
- 10 will result in Afterschool detention
- 15 times: Saturday detention – Parent/Guardian Notified
- 20 times: Saturday detention – Parent/Guardian Notified  
***Doctor's note may be required for each tardy.***
- 25 times: 2 – Saturday detentions – Parent/Guardian Notified  
***Doctor's note may be required for each tardy.***
- 30 times: 2 – Saturday detentions – Parent/Guardian Notified  
***Doctor's note may be required for each tardy.***
- 35 times or more: 3 – Saturday detentions – Parent/Guardian Notified  
***Doctor's note may be required for each tardy.***

### **Athletic Eligibility**

1. 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, and medical/dental appointments are exceptions to this rule. The Middle 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.
2. 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, the student athlete will not be permitted to participate.

3. A student athlete who is out of school suspended is not eligible to participate in school activities from the time the disciplinary action starts. The student athlete 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.

### **Truancy**

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

### **Closing Of School Information**

When it becomes necessary to close the schools of Southern Lehigh School District, several mediums are used to communicate the information to our community. The District uses **Blackboard Connect**, an automated alert system for important community announcements. This system enables the District to send voice, email and text notifications to select numbers and email addresses provided by parents. Parents should update their information as needed in their Blackboard account [www.slsd.org](http://www.slsd.org).

The District web page will be updated to relay this information, and phone and email notification will occur for those who participate. All after school activities are canceled when school has been closed due to weather conditions. This practice is also followed with early dismissals due to inclement weather. Information will also be available on the district website [www.slsd.org](http://www.slsd.org). Information about weather delays can be found here on the [transportation webpage](#).

### **Alternate Busing**

Students who wish to board a bus other than the one they are assigned to must obtain a special bus pass prior to requesting permission. The forms are available at each school and on the District website, [www.slsd.org](http://www.slsd.org). This bus pass must be **completed and signed by a parent/guardian before the office can approve it and must be submitted at the reception window before or during homeroom.**

Keep in mind that buses are on scheduled routes; therefore, a situation may occur when a student's request may not be granted.

### **Student Transfer and Withdrawal Information** \*See Board Policy

Parents should notify the school of a pending transfer and/or withdrawal of a child. Please contact Southern Lehigh Middle School two or more days in advance of the withdrawal. After receiving notification, a withdrawal authorization can be prepared and student obligations (school equipment and book return) can be resolved prior to leaving. The student's permanent record, as well as reading and standardized test scores, will be sent upon receipt of a student transfer card from the new school.

### **Special Deliveries**

While we encourage **student responsibility**, parents often deliver forgotten student needs (lunch money, homework, etc.) during the school day. Items can be dropped off in the threshold entryway at the main entrance. Items will be brought into the reception area by office staff at 9:00 am and 11:00 am. Please do not leave valuable items at the drop off location.

### **Lost And Found**

Students are expected to assume the responsibility of caring for their own possessions, and are advised to keep expensive, valuable items at home. A Lost and Found area is outside of the cafeteria and should be checked regularly for lost items. Consult with office secretaries for valuables such as watches, purses, and jewelry. Personal belongings such as purses, wallets and monies should be kept with each individual student at all times. Never place valuable items in areas of open access. Any items left in the lost and found are donated twice a year to a local charity.

### **Working Papers Information**

Students wishing to acquire working papers must accompany a parent or guardian to the Southern Lehigh High School Guidance Office (610-282-4546) and present some type of proof of age, such as a birth certificate.

### **Bicycles**

Bus transportation is provided for all middle school students. Because of the highway and personal safety hazards involved, students are not encouraged to ride their bicycles to school. Those parents who permit their children to ride their bikes to school should note that the school is not responsible for loss or damage to the bike or accessories. A letter should be on file in the main office that verifies permission from a parent/guardian for a student to ride their bike to school. Student bikes should be parked in the front of the building by the fence that surrounds the tennis courts, track and/or stadium. Students must provide their own locks and/or chains if desired.

*Administration reserves the right to deny this privilege in cases of unsafe practices on or around school property.*

### **Parental Transportation**

Parents who bring their children to school should do so at the designated pick up/drop off area located along the curb in the **front** loop of the building near the bell tower, and must turn left at the parking lot leaving the loop. This practice prevents students from crossing in front of the buses and among cars moving in and out of the parking lot. Students should enter the building through the front doors. Pay attention to posted signs, and to teaching or custodial staff who will direct you through these procedures. Parents, please be aware of pedestrian traffic in the front parking lot. **Please yield to afternoon bus traffic as they adhere to their schedule.**

### **Homework Request**

If a student is absent for 1-2 days, please have the student utilize their own sources for attaining missed assignments. If a student is absent **2 or more days**, call the student absence line, choose #1, and provide the following information to voicemail:

- Student name
- Reason for absence
- Student's teaching team
- Dates that homework is requested
- Date and time when work will be picked up; keep in mind that **you must allow 24 hours for requests to be completed.**
- Pick up work in the guidance office
- If you have arranged for work to go home with another student, be sure you have notified that student.



### **Voice Mail**

Classrooms will not be disrupted during the school day for phone calls. Middle School faculty and staff can receive messages directly through voice mail. When the office is contacted the caller will be directed to the building menu from which you can select the desired extension.

### **Email**

Middle School faculty and staff can receive messages directly via email. Teacher email addresses can be found through the staff directory on the District website or on their teacher webpage.

### **Lockers and Desks**

Lockers will be made available at the request of the student.

Hall, gym lockers and desks will be assigned to students. These are to be kept neat and orderly.

Lockers and desks are the property of the Southern Lehigh School District and may be opened and/or searched by authorized school district personnel (refer to Board Policy regarding Searches). Please use discretion with the amount of money and/or valuable items that are carried by students.

Students are urged to keep electronic devices and other valuables at home. To prevent personal belongings from being stolen, lockers should be kept locked at all times. **Southern Lehigh School District does not assume responsibility for lost or stolen items.** Students should not disclose their personal combination to other students and may not share lockers.

### **Locker Procedures**

Students may go to their lockers before homeroom and at team designated times. Teachers may allow students at their lockers during the day, but must issue a pass. Students are not to carry their backpacks to class.

### **STEM Safety Standards**

All students and observers are to wear approved safety goggles and footwear in the STEM lab. Shoulder length hair must be pulled back and all shirts and blouses must be tucked in. In addition, students are given further safety instructions as an introduction to each unit. These safety rules are to be observed at all times.

### **Physical Education Safety Standards**

Due to the potential safety hazards involved with the misuses of physical education equipment, students are not permitted to use equipment unless they have been given direct permission of the instructor, and are under his/her immediate supervision. Physical Education safety instruction is given at the beginning of each unit. Failure to comply with these safety rules will result in a disciplinary referral to the administration.

## ***🍷 Student Activities***

### **Student Council**

The Student Council of Southern Lehigh Middle School is a strong organization of elected student representatives. The council's main goal is to establish itself as an effective student voice in developing a healthy school atmosphere both academically and socially.

The council serves the school and the student body in many capacities. It helps to:

1. Provide varied social functions,
1. Act as a connecting link between administration and the student body,
2. Sponsor various activities and promotions to provide an interesting and functional school environment,

3. Maintain a harmonious school atmosphere, and
4. Guide the student body in acceptable school roles.

### **Dances**

School dances sponsored by the Student Council are designed for enrolled students and are not open to the general public. Unless otherwise stated, all school dances will start at 7:00 p.m. and promptly end at 9:00 p.m. Parents are reminded to pick up children at 9:00 p.m. promptly.

The Student Council has the responsibility of approving fund raising projects and solicitation for funds with the approval of the building principal.

### **Intramural Programs**

Many Extra-Curricular activities are held after school. Students may sign up for and participate in any activity offered. A listing of activities is provided on page 2.

### **Sports/ Athletics**

The Middle School offers an increasing number of interscholastic sports programs. Each season, students may try out for a chosen sport. Students selected play a limited series of games both at home and away against teams from other area schools.

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 credit upon our school.

Southern Lehigh Middle School is a member of the Pennsylvania Interscholastic Athletic Association 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. If the examination is completed by the school physician, a fee will be charged.

The coach and the school administration reserve the right to determine the eligibility for participation.

### **Hazing**

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

See School Board Policy [123.4 - Hazing](#)

### **Music Program**

**Concert Band** - Concert Band is open to all students in seventh through eighth grades as a graded course 717 or 718. At least two or more years of experience are necessary for membership in this group. Six to eight weeks before each performance students will have required after-school rehearsals on Thursdays.

Students also meet in like-instrument groups every three days for instrument techniques classes on school time.

**String Orchestra** - String students in seventh through eighth grade may participate in the String Orchestra as graded course 727 or 728. At least two years of experience are necessary for full

membership. Six to eight weeks before each performance students will have required after-school rehearsals on Tuesdays.

Students also meet in like-instrument groups every three days for instrument techniques classes.

**Jazz Band**– Membership in these two ensembles is by audition. The ensembles meet once a week before or after school during the spring semester.

**Southern Lehigh Middle School Chorus** - Membership is open to all 7th and 8th grade students (register for graded course 737 or 738).

Small group classes will meet every third day throughout the school year. Attendance is required at large group rehearsals held each Tuesday during Activity Period. Students enrolled in Concert Band may choose to participate in SLMS Chorus. Attendance is also required at after-school rehearsals on Mondays from 2:45-4:00 pm beginning 6-8 weeks before the Winter and Spring Concerts.

### **Requirements for Participation in Extracurricular Activities and Athletics**

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 a.m. on the day of the activity. Pre-approved educational trips and medical/dental appointments 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 the student has a doctor's appointment first thing in the morning, they need a doctor's excuse when coming into school and signing in at the office.
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.
4. A student who is out of school on suspension is not eligible to participate in school activities from the time the disciplinary action starts through the suspension and probation period.
5. 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 until a teacher verifies that he/she is no longer failing more than one course. **All courses taken are included in the evaluation.**
6. If there is any other reason that the student will not be attending the full day of school, please call 610-282-3700. A student who is absent from school may attend an activity as a spectator if the activity is open to the public.

Students may become ineligible to participate in district-sponsored activities pursuant to Act 110 of 2020. [Policy 218.5 Student Convicted or Adjudicated of Sexual Assault](#)

### **Health Curriculum**

Our health curriculum contains units on human sexuality, sexual abuse and AIDS. Should you have any questions or concerns about the units, please feel free to contact the school counselor or administration at 610-282-3700.

### **Adapted Physical Education Program**

There is an adapted Physical Education Program available at Southern Lehigh Middle School, in addition to regular physical education classes. This program has been designed to meet the needs of those individuals who have specific physical limitations or problems for which a physician

recommends specific physical education activity. This program is not designed to rehabilitate short-term injuries. Should you need additional information on the specialized program, please contact the Middle School at 610-282-3700.

## ***🔗 Student Behavior***

The goal of the Southern Lehigh Middle School is to educate each student to the best of his or her ability. To reach this goal, it is necessary that the school function within a disruption-free environment. 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.

### **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.

### **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 to 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.
- Clothing or jewelry that violates the Southern Lehigh School District Weapons Policy is 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 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.*
- In addition to the aforementioned criteria, the administration reserves the right to make a decision regarding the decency of student dress.

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.

### **Damage to School Property and Equipment**

Damage to school property or equipment due to student carelessness, negligence, disobedience, or similar fault is the responsibility of the student. Charges for the repairs or replacement will be levied accordingly.

### **Skateboarding, RollerBlading, & Similar Uses**

Skateboarding, rollerblading, and similar uses are not permissible on School District's owned property. The operation of unlicensed motor vehicles, including but not limited to, mini-bikes, snowmobiles, ATV's and similar vehicles, are not to be 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.

## **SCHOOL CODE OF CONDUCT**

All Middle School teachers will enforce school rules in the halls, lavatories, and other less directly supervised areas. A standard utilization of the discipline code in these areas will give uniformity to student expectations in these less directly supervised areas.

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 and in hallways and common areas. 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 listing of definitions and examples are not all-inclusive or encompassing. Student behavior is unique and individual; therefore, no list can be all encompassing. The following are put forth as examples in order to give students and parents a clear idea of both appropriate and inappropriate behavior of students.**

Please be advised that certain offenses require disciplinary action according to district policy and state law.

### **Level One**

<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. labs & tutoring); leaving the cafeteria without prior permission. See "Passes" section in this handbook for additional information.
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- Enforcement	<ul style="list-style-type: none"> <li>• 1st offense: Warning</li> <li>• 2nd offense: Lunch Det.</li> <li>• 3rd offense: After School Detention</li> <li>• 4<sup>th</sup> offense: Move to Level 2 (Level 1 unmodified)</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>• 2nd offense: Lunch Det.</li> <li>• 3rd offense: After School Detention</li> <li>• 4<sup>th</sup> offense: Move to Level 2 (Level 1 unmodified)</li> </ul>
<b>Violation of Electronic Device</b>	Use of any electronic device (including but not limited to: cellphones/headphones/ear buds/etc.) in the middle school is prohibited in all areas. Electronic devices must be <b>OFF</b> and <b>OUT OF SIGHT</b> . (Board Policy <a href="#">237</a> – Electronic Devices)
- Enforcement	<ul style="list-style-type: none"> <li>• 1st offense: Warning</li> <li>• 2nd offense: Lunch Det.</li> <li>• 3rd offense: After School Detention</li> <li>• 4<sup>th</sup> offense: Move to Level 2 (Level 1 unmodified)</li> </ul>
<b>Minor Tech Violations</b>	The unauthorized use of computer and/or Electronic Communications Systems equipment (failure to sign in to the network when using a laptop; abuse of computer equipment; revealing personal account & password information to others, using games or streaming services) beyond the main lobby from 7:30 a.m. – 2:36 p.m. (including after school detention and Saturday detention).
- Enforcement	<ul style="list-style-type: none"> <li>• 1st offense: Warning</li> <li>• 2nd offense: Lunch Det.</li> <li>• 3rd offense: After School Detention</li> <li>• 4<sup>th</sup> offense: Move to Level 2 (Level 1 unmodified)</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>• 3 times - Parent contact by teacher as warning.</li> <li>• 6 times or more in a rating period results in a referral.</li> </ul>

	<ul style="list-style-type: none"> <li>o Detentions will not be issued for the first tardy of each marking period.</li> <li>● For every three lates following the initial referral, the teacher will submit another referral</li> <li>● 1st Referral: Lunch Detention/Activity Period Detention</li> <li>● 2nd Referral: After School Detention</li> <li>● 3rd Referral: Two (2) After School Detentions</li> <li>● 4<sup>th</sup> offense: Move to Level 2 (Level 1 unmodified)</li> </ul>
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### **Level Two**

<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.
- Enforcement	<ul style="list-style-type: none"> <li>● 1st offense: Detention</li> <li>● 2nd offense: Two Detentions</li> <li>● 3rd offense: Saturday detention for MS</li> </ul>
<b>Bus Problem</b>	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.
- Enforcement	<ul style="list-style-type: none"> <li>● 1st offense: Detention</li> <li>● 2nd offense: Two Detentions</li> <li>● 3rd offense: Saturday detention for MS</li> </ul>
<b>Cutting Class/Out of Assigned Area</b>	Failure to report to an assigned class. Teachers do not have the authority to allow students to miss other teacher's 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. For safety and security purposes, students must be accounted for and under staff supervision at all times. Therefore, students are required to be in their assigned area.
- Enforcement	<ul style="list-style-type: none"> <li>● 1st offense: Detention</li> <li>● 2nd offense: Two Detentions</li> </ul>

	<ul style="list-style-type: none"> <li>3rd offense: Saturday detention for MS</li> </ul>
<b>Refusing or Cutting After School Detention</b>	Failure to report to an assigned detention by its official start time (2:30 pm for High School, 2:40 pm for Middle school)
- Enforcement	<ul style="list-style-type: none"> <li>1st offense: One additional detention, for a total of two</li> <li>2nd offense: Saturday detention</li> <li>3rd offense: Saturday detention for MS</li> </ul>
<b>Cutting 3 Hr/Saturday Detention</b>	Failure to attend an assigned 3 HR/Saturday detention (cut, dismissal for inappropriate behavior, and/or no work). See 3 HR/Saturday morning detention section in the handbook for more information.
- Enforcement	<ul style="list-style-type: none"> <li>1st offense: One (1) day of In School Suspension (ISS)</li> <li>2nd offense: Two (2) days of ISS</li> <li>3rd offense: One (1) day of Out of School Suspension (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 MUST 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: Saturday detention – Parent/Guardian Notified</li> <li>15 times: Saturday detention - Parent/Guardian Notified</li> <li>20 times: Saturday detention – Parent/Guardian Notified <i>Doctor's note may be required for each tardy.</i></li> <li>25 times: 2 – Saturday detentions – Parent/Guardian Notified <i>Doctor's note may be required for each tardy.</i></li> <li>30 times: 2 – Saturday detentions – Parent/Guardian Notified <i>Doctor's note may be required for each tardy.</i></li> <li>35 times or more: 3 – Saturday detentions – Parent/Guardian Notified <i>Doctor's note may be required for each tardy.</i></li> </ul>
<b>Academic Honesty Violation &amp; Forgery</b>	<p>Forgery is the act of intentionally representing one's own work as another's.</p> <p>Plagiarism/Cheating 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>1st offense: Opportunity to re-do assignment/document or complete alternative assignment, Saturday detention.</li> </ul>



	<ul style="list-style-type: none"> <li>● 2nd offense: Two Saturday detentions; no credit given for document presented &amp; 3 day suspension from activities/sports.</li> <li>● 3rd offense: No credit given for document presented, Student is suspended for 1 –3 days and receives an additional 5 day suspension from all extracurricular activities. <ul style="list-style-type: none"> <li>○ Parent / Guardian are contacted to schedule a conference.</li> </ul> </li> </ul>
<b>Foul &amp; Obscene Language</b>	Conversational use of foul and obscene language. (Excluding Racial / Ethnic/Protected Class Language which is a Level III)
- Enforcement	<ul style="list-style-type: none"> <li>● 1st offense: one detention</li> <li>● 2nd offense: two detentions</li> <li>● 3rd offense: Saturday detention</li> <li>● 4th offense: Moves to Level II Unmodified behavior</li> </ul>
<b>Inappropriate Racial/Ethnic/ and/or Protected Class Speech and/or Actions</b>	Speech and/or actions not directed towards individuals or groups. Comments are more generic in nature, out of ignorance, and without malice.
- Enforcement	<ul style="list-style-type: none"> <li>● 1<sup>st</sup> offense: 3 hour detention/Saturday Detention</li> <li>● 2<sup>nd</sup> offense: 1-3 day ISS</li> <li>● 3<sup>rd</sup> offense: Refer to Unmodified Level II Offense</li> </ul>
<b>Insubordination</b>	Failure to promptly follow a staff member's directive or doing so with defiance or disrespect.
- Enforcement	<ul style="list-style-type: none"> <li>● 1st offense: one detention</li> <li>● 2nd offense: two detentions</li> <li>● 3rd offense: Saturday detention</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>● 1st offense: Saturday Detention</li> <li>● 2nd offense: One (1) day of In School Suspension</li> <li>● 3rd offense: Two (2) days of In School Suspension</li> <li>● 4th offense: Out of School Suspension</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, Saturday detentions, In School or Out of School 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>• 1st offense: After School detention</li> <li>• 2nd offense: Saturday detention</li> <li>• 3rd offense: In School Suspension</li> </ul>
<b>Other More Serious Misbehavior</b>	Misbehaviors that substantially disrupt the school environment within the classroom or in school setting. Examples include, but are not limited to: cafeteria problems, disruption during a scheduled assembly of field trip, “pantsing”, unintentional destruction of property, etc
- Enforcement	<ul style="list-style-type: none"> <li>• Depends of the severity of the infraction: <ul style="list-style-type: none"> <li>o Detention(s)</li> <li>o Saturday detention(s)</li> <li>o Combination of In School or Out of School Suspensions may be assigned</li> <li>o Possible restitution, if applicable.</li> </ul> </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 *Students are not permitted to use VPN’s or personal laptops.
- 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**

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

<b>Fighting</b>	Intentional physical contact by two or more parties
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- Enforcement	<ul style="list-style-type: none"> <li>Combination of OSS and ISS depending on the severity of infraction</li> <li>Police notification</li> </ul>
<b>Possession, Sale, or Use of Tobacco/ Vaping Products</b>	The Southern Lehigh School District prohibits student possession, use, purchase, and or the sale of tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes on school district grounds, transportation, and at all school district events.
- Enforcement	<ul style="list-style-type: none"> <li>1st Offense: 1 Saturday detentions for MS <ul style="list-style-type: none"> <li>Police Summary Citation (~\$50.00 Fine)</li> <li>Student Enrollment in an 8 Session Nicotine Cessation and Reduction Program</li> <li>Refer to Athletic Code of Conduct, SAP, etc.</li> </ul> </li> <li>2nd Offense: In School Suspension (1 day) <ul style="list-style-type: none"> <li>Police Notification</li> </ul> </li> <li>3rd Offense: In School Suspension (3 days) <ul style="list-style-type: none"> <li>Police Notification</li> </ul> </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>1st Offense: Combination of OSS and ISS depending on the severity of infraction</li> <li>2nd Offense: 5 day OSS</li> <li>3rd 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.)
- Enforcement	<ul style="list-style-type: none"> <li>Varies, depending on severity</li> <li>Police Notification</li> </ul>
<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>• 1st offense: Combination of OSS and ISS depending on the severity of infraction</li> <li>• 2nd offense: 5 day OSS</li> <li>• 3rd offense: 10 day OSS</li> <li>• Police Notification (each infraction)</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>• 1st offense: Combination of OSS and ISS depending on the severity of infraction</li> <li>• 2nd offense: 5 day OSS</li> <li>• 3rd 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>• 1st offense: 3 day OSS</li> <li>• 2nd offense: 5 day OSS</li> <li>• 3rd offense: 10 day OSS</li> <li>• Possible Police Notification (each infraction)</li> </ul>
<b>Reckless Endangerment</b>	Any act that creates a substantial risk of serious physical injury to another person.
- Enforcement	<ul style="list-style-type: none"> <li>• 1st offense: Combination of OSS and ISS</li> <li>• 2nd offense: 5 day OSS</li> <li>• 3rd offense: 10 day OSS</li> <li>• Possible Police Notification (each infraction)</li> </ul>
<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>• 1st offense: Combination of OSS and ISS</li> </ul>

	<ul style="list-style-type: none"> <li>• 2nd offense: 3 day OSS</li> <li>• 3rd offense: 5 day OSS</li> <li>• 4th offense: 10 day OSS</li> <li>• Possible Police Notification (each infraction)</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>• 1st offense: 3 day OSS</li> <li>• 2nd offense: 5 day OSS</li> <li>• 3rd offense: 10 day OSS</li> <li>• Possible Police Notification (each infraction)</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>• 1st offense: <i>Varies depending on severity.</i> Combination of OSS and ISS depending on the severity of infraction</li> <li>• 2nd offense: 5 day OSS</li> <li>• 3rd offense: 10 day OSS</li> <li>• Possible Police Notification (each infraction)</li> <li>• Possible Restitution</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.
- Enforcement	<ul style="list-style-type: none"> <li>• 1st offense: 3 day OSS</li> <li>• 2nd offense: 5 day OSS</li> <li>• 3rd offense: 10 day OSS</li> <li>• Possible Police Notification (each infraction)</li> </ul>
<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>• 1st offense: Middle School: Combination of OSS and ISS depending on the severity of infraction</li> </ul>

	<ul style="list-style-type: none"> <li>• 2nd offense: 5 day OSS</li> <li>• 3rd offense: 10 day OSS</li> <li>• Possible Police Notification (each infraction)</li> </ul>
<b>Vandalism</b>	Doing damage to school property.
- Enforcement	<ul style="list-style-type: none"> <li>• 1st offense: Middle School: Combination of OSS and ISS depending on the severity of infraction</li> <li>• 2nd offense: 5 day OSS</li> <li>• 3rd offense: 10 day OSS</li> <li>• Possible Police Notification (each infraction)</li> <li>• Possible Restitution</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", "chainletters", "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 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.</p>
- Enforcement	<ul style="list-style-type: none"> <li>• 1st offense: Middle School: Combination of OSS and ISS depending on the severity of infraction</li> <li>• 2nd offense: 5 day OSS</li> <li>• 3rd offense: 10 day OSS (depending on severity these consequences may accelerate).</li> </ul>

**Level Four****Note:** Depending on severity, these consequences may accelerate.

<b>Level III Unmodified Misbehavior</b>	Continuation of any Level Three misbehavior previously addressed by a teacher or administrator.
- Enforcement	<ul style="list-style-type: none"> <li>• 5- 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>• Ten day OSS</li> <li>• Possible referral for expulsion</li> <li>• Police notification</li> </ul>
<b>Possession/Use of a Controlled Substance</b>	Possession or use of controlled substances in or on school property or at school sponsored events. Please consult Southern Lehigh School Board Policy 227 for a complete list of controlled substances.
- Enforcement	<ul style="list-style-type: none"> <li>• Ten day OSS</li> <li>• Drug and alcohol assessment / SAP Referral</li> <li>• Possible referral for expulsion</li> <li>• Police notification (each infraction)</li> </ul>
<b>Simple or Aggravated Assault</b>	Intentional physical contact of another person without retaliation.
- Enforcement	<ul style="list-style-type: none"> <li>• Ten day OSS</li> <li>• Possible referral for expulsion</li> <li>• Police notification (each infraction)</li> </ul>
<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>• Ten day OSS</li> <li>• Possible referral for expulsion</li> <li>• Police Notification</li> </ul>

## **BUS CODE OF CONDUCT**

It is a privilege to ride buses 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 School District Bus Discipline Code.

Students are expected to ride to and from school on their assigned bus and get off the bus at the assigned bus stop, unless permission has been granted to do otherwise by the building principal. If a student misses the bus, it is the responsibility of a parent/guardian to arrange transportation.

If the temperature is below freezing, or if there is precipitation, a 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, a student should wait forty-five (45) minutes.

### **Purpose**

Appropriate behavior on the buses, which provide transportation for students, 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.
- This Bus Discipline Code has been developed with these two purposes in mind.

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:

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

The administration of this bus discipline code will reflect the level of social maturity of the individual student. At the elementary level, disciplinary action may be tempered as appropriate to the maturity level of the child. At the secondary level, Middle School and High School, the code will be administered as written.

The use of audio/video recording devices on school buses for reasons of safety and to monitor student misconduct for disciplinary purposes has been approved by the Directors of Southern Lehigh School District has authorized the use

Appropriate behavior on the buses, which provide transportation for students, is important because inappropriate behavior can result in safety hazards for students. Additionally, socially unacceptable behavior can infringe on the rights of other individuals.

Typical infractions have been divided into four categories with corresponding levels of disciplinary action aligned with the Code of Conduct.



**For the protection and safety of all students, 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 School District's Bus Transportation Policy, Student Discipline Code, and the Public School Code.**

### **Academic Honesty Policy**

#### **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 with 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.

#### **Examples:**

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

**Plagiarism** – 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

### **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.

### **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 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 3hour after school detentions. No more than two 3hour detentions can be accumulated. All others will become 12days of out of school suspension.

8. Senior students must complete all detentions, including 3hour 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.

## **DEFINITIONS**

### **Detention**

In compliance with the discipline code, students may be required to remain after school for detention. During this time, students will be expected to copy the discipline code or do another assigned disciplinary task. Students will not be permitted to do homework, to sleep, or to do nothing during detention.

It is the student's responsibility to notify their parents of the date and reason of the detention. Detentions are held Monday through Thursday after school, as needed. Whenever possible, students will serve detention the day of the offense.

### **Saturday Morning Detentions**

In compliance with the discipline code, students may be required to attend Saturday morning detentions. Saturday morning detentions will be from 8:00 a.m. to 11:00 a.m. at the Middle School. Transportation will not be provided. Students are expected to be on time.

Students, who fail to attend an assigned Saturday morning detention or are uncooperative during the detention, may be assigned an in-school suspension.

### **Suspension and Expulsion**

Disciplinary action will be taken as required to maintain an environment where a quality education can be provided for all students. Individual student behavior in conflict with the student responsibilities listed in the School Board Policy [Suspension/Expulsion #233](#) will be considered as cause for disciplinary action. A suspended student is not permitted to be on school grounds at any time during their suspension including after school activities.

### **Concerns**

Should there be any questions or concerns about actions taken with a student which fall within the discipline code, the student and/or parent should first contact the teacher or Assistant Principal, whoever is most directly involved. If the problem is not resolved, the procedure would be for a student's parents to discuss the situation with the principal and then, if need be, with the Assistant Superintendent of Schools, Superintendent of Schools, and if still necessary, with the Board of School Directors.

### **Complaint Procedure**

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

### **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.

The list of misbehaviors and actions listed in the discipline code are minimum guidelines for disciplinary action. The list is not all-inclusive. Other misbehaviors will be dealt with as they occur. Misbehaviors not specifically identified will be treated in the same manner as those to which they are most similar. Methods of dealing with misbehavior, as well as application of the disciplinary

code, will be utilized as needed. This can include immediate removal of a student from school property in extreme situations.

Special circumstances may also result in immediate progression to the final steps of the disciplinary code, or immediate referral to outside agencies in conjunction with the policies of the Southern Lehigh School Board. For example, due to aggravating circumstances or the seriousness of a particular offense, the administration in its absolute discretion may accelerate an offense from one level to another level and recommend a greater action of discipline, including referral to an expulsion hearing.

### **Special Education Notice**

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 your child is identified by the District as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

1. Autism/pervasive developmental disorder
2. Neurological impairment
3. Blindness or visual impairment
4. Deafness or hearing impairment
5. Physical disability
6. Developmental delay
7. Serious emotional disturbance
8. Mentally gifted
9. Specific learning disability
10. Mental retardation
11. Speech and language impairment
12. Other health impairments

If you believe that your school-age child may be in need of special education services and related programs, or young child (age 3 to school-age) may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any given time, whether or not your child is enrolled in the District's public school program. Requests for evaluation and screening are to be made in writing to the middle school principal, middle school psychologist, or one of the middle school counselors. For further information on the rights of parents and children, provision of services, evaluation and screening you may contact in writing the person listed above or any building principal.

### **Title IX**

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

For further information, contact Southern Lehigh School District, Title IX officer, 5775 Main Street, Center Valley, PA 18034, 610-282-3121.

## **FERPA**

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

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School Principal [or Superintendent] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School Principal [or Superintendent], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School official decides not to amend the record as requested by the parent or eligible student, the School official will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

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

## ***Families and Students Experiencing Homelessness***

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

### **Commitment to Parent Involvement**

We at SLMS are committed to the belief that all children can learn and acknowledge that parents share the school's commitment to the educational success of their children.

We recognize that a child's education is a responsibility shared by the school and family and agree that to effectively educate all students, the teachers and parents must work as knowledgeable partners.

We define parent and family involvement as an ongoing process that assists parents and families to meet their basic obligation as their child's first educator, promotes clear two-way dialogue between home and school, and supports parents as leaders and decision makers at all levels concerning the education of their children.

Because of this, a written plan for parent involvement that establishes practices to enhance parent involvement and reflects the needs of students and families was jointly developed by parents and the school staff. This plan is a school-parent compact. SLSD would like to thank you for reading the compact with your child and discussing its importance.

Because the policy is a work- in-progress that requires periodic changes, we welcome your suggestions and comments.

### **The Southern Lehigh Middle School will:**

Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards.

- All lessons will be supported and enhanced by academic standards
- Provide students with authentic assignments with pertinent and timely feedback
- Students will be provided access to cutting edge technology that will enhance curricular experience
- Cyclical review of curriculum

**Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.** Specifically, those conferences will be held during the 1<sup>st</sup> semester each year.

**Provide parents with frequent reports on their children's progress.** Specifically, the school will provide reports as follows:

- Progress reports
- Report cards
- Access to web-based reporting systems

**Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:

- Email

- Phone conversations
- Pre-scheduled conferences

**Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:**

- Parent-Teacher Group membership
- Serve as activity chaperones

### **Parent Responsibilities**

**We, as parents, will support our children's learning in the following ways:**

- Monitoring attendance
- Making sure that homework is completed
- Monitoring amount of television their children watch
- Participating, as appropriate, in decisions relating to my children's education
- Promoting positive use of my child's extracurricular time
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District's Policy Advisory Council

### **Student Responsibilities**

**We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:**

- Do my homework every day and ask for help when I need to
- Read at least 30 minutes every day outside of school time
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day