

**SPARTANS**

**SOUTHERN  
LEHIGH  
MIDDLE  
SCHOOL**

**STUDENT HANDBOOK  
2024–2025 School Year**

**Southern Lehigh Middle School**  
3715 Preston Lane  
Center Valley, PA 18034  
Main 610-282-3700  
Fax 610-984-1646

**Principal**  
Mrs. Deanna Webb

**Assistant Principal**  
Mr. Jack Hanke

**Athletic Director**  
Mr. Matthew Spangler

**Table of Contents** (Click title to link directly to page)

**Page**

- Foreword..... 6
- Board of Education..... 7
- Faculty and Staff..... 7
- Notice of Non-Discrimination..... 7
- Mission, Vision, and Belief Statements..... 7
- Building Schedules..... 9**
  - Middle School Schedule..... 9
  - Activity Day Schedule..... 10
  - Additional Schedules..... 10
- Student Services..... 10**
  - Family Educational Rights & Privacy Act..... 10
  - Families and Students Experiencing Homelessness..... 11
  - Guidance & Counseling Services..... 11
    - Student Assistance Program..... 11
    - Counselor Caseload..... 12
    - Title I..... 13
    - Right to Know..... 13
    - School Safety Tips for Parents..... 14
- Health Services..... 14**
  - Illness During the School Day..... 15
  - Illnesses Which Would Require Your Child to Stay Home..... 15
  - Communicable Diseases..... 15
  - Students Returning to School After Illness..... 15
  - Immunization Policy..... 16
  - Medication in School (prescription and non-prescription)..... 16
  - Health Testing and Screening Programs..... 16
    - Suggested Healthier Food Alternatives..... 17
    - Student Insurance..... 17
  - Support Services for Students..... 18
    - Gifted..... 18
    - Students with Disabilities..... 19
- Academics..... 19**
  - Academic Honesty..... 19
    - Rationale..... 19
    - Definition:..... 19
    - Procedures..... 20
    - Consequences..... 20
  - Final Exams, Course Projects, and Grades..... 21

Grade Floor.....	21
Grade Point Average.....	22
Grading System Philosophy.....	22
Procedures.....	22
Honor Roll.....	23
National Junior Honor Society.....	23
Promotion Requirements.....	24
Report Cards.....	24
Schedule Changes.....	24
Testing Information.....	25
<b>Activities, Athletics, and Organizations.....</b>	<b>25</b>
Athletics - Philosophy.....	25
Interscholastic Teams.....	25
Requirements for Participation.....	26
Drug and Alcohol Regulations for Athletics, Activities, and Organizations.....	26
Co- & Extra-Curricular Activities.....	27
Music Program.....	27
Student Council.....	28
<b>School Procedures.....</b>	<b>28</b>
Arrival / Dismissal Procedures.....	28
Morning Arrival Procedures.....	28
Afternoon Dismissal Procedures.....	28
Assignments During Absence.....	29
Accidents and Injuries Information.....	29
Attendance and Absences.....	29
General Procedures.....	29
Tardiness to School.....	31
Athletic Implications regarding attendance.....	32
Truancy.....	32
Transportation.....	32
Bus Expectations.....	32
Alternate Busing.....	33
Bicycles, Other Modes of Transportation.....	34
Cafeteria Guidelines.....	34
Cell Phones/Electronic Devices.....	34
Closing of School Information.....	35
Dress Guidelines.....	35
Early Dismissal Permission.....	36
Email.....	36
Fire and Emergency Drills.....	36
Flag Salute and Pledge of Allegiance.....	36
Health Curriculum.....	37

Hall Passes.....	37
Homebound Instruction.....	37
Leaving School Grounds.....	37
Library.....	37
Lockers.....	37
Lost and Found.....	38
Parental Transportation.....	38
One-to-One Laptop Initiative.....	38
Physical Education Guidelines.....	39
Physical Education Uniforms.....	39
Adapted Physical Education Program.....	39
Requirements for Field Trip Participation.....	39
Special Deliveries.....	40
School Guests.....	40
STEM Safety Standards.....	40
Student Emergency Information.....	40
Student Expectations.....	40
Student Financial Obligations.....	41
Student Guidelines for Dances.....	42
Telephone Use.....	42
Student Transfer and Withdrawal Information *See Board Policy.....	42
Visitors and Building Access.....	42
Voice Mail.....	43
Working Papers Information.....	43
<b>Code of Conduct.....</b>	<b>43</b>
General Student Behavior Guidelines.....	43
Discipline Philosophy.....	43
Damage to School Property and Equipment.....	43
Skateboarding, Rollerblading, & Similar Uses.....	44
Code of Conduct.....	44
Level One Definitions.....	44
Level Two Definitions.....	46
Level Three Definitions.....	50
Level Four Definitions.....	55
Additional Disciplinary Guidelines.....	56
Hearing/Right of Appeal.....	56
Informal Hearings.....	56
Formal Hearings.....	57
Appeals.....	57
<b>Definitions.....</b>	<b>58</b>
Concerns.....	58
Complaint Procedure.....	58

Detention.....	58
Saturday Detentions.....	58
Suspension and Expulsion.....	58
<b>Policies.....</b>	<b>59</b>
Bullying.....	59
Confidentiality.....	59
Corporal Punishment.....	59
Drug and Alcohol Policy.....	59
Family - School Compact.....	60
Internet Use Policy.....	61
Movie Policy.....	62
Notification of Rights under FERPA for Elementary and Secondary Schools.....	62
Sexual Harassment.....	63
Southern Lehigh Copyright Policy.....	63
Southern Lehigh School District Hazing Policy.....	63
Southern Lehigh School District Smoking Policy.....	63
Southern Lehigh School District Weapons Policy.....	63
Student Records.....	64
Student Records Plan.....	64
Suspensions and Expulsions for New Entrants.....	65
Title IX.....	65
Southern Lehigh School District Policy References.....	66

## Foreword

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

Please take time to become familiar with the important information present in the online digital version of the Student / Parent / Guardian Handbook. If you have any questions or concerns that are not addressed in this document, you are encouraged to talk to your teachers, the building principals, or refer to Southern Lehigh School District website at [www.slsd.org](http://www.slsd.org)

---

**Board of Education**

President	Mrs.Emily Gehman
Vice President	Ms. Candi Kruse
Treasurer	Dr. Christopher Wayock
Secretary	Ms. Nicole King
Members	Mr. Timothy Kearney
	Mr. Eric Boyer
	Ms. Melissa Torba
	Ms. Mary Joy Reinartz
	Mr. Stephen Maund

Board Secretary	Ms. Anne Marie Lobley
Superintendent	Dr. Michael Mahon
Asst. superintendent	Dr. Karen Trinkle
Title IX Coordinator	Title IX Coordinator

5775 Main Street, Center Valley, PA 18034  
610-282-3121  
email: TitleIX@slsd.org

---

**Faculty and Staff**

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

---

**Notice of Non-Discrimination**

The Southern Lehigh School District does not discriminate on the basis of race, color, national origin, age, sex, disability or any other legally protected classification in the employment or in the administration of any of its educational programs and activities. Announcement of this policy is in accordance with state and federal laws including Title IV of the Civil Rights Act of 1964, Title IX of the Educational 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. All inquiries concerning this policy/questions regarding specific programs, services and facilities for the handicapped should be directed to the district equal rights, Title IX officer, Southern Lehigh School District, 5775 Main Street, Center Valley, PA at 610-282-3121.

---

**Mission, Vision, and Belief Statements**

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. [SLSD Comprehensive Plan](#)

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.



# Building Schedules

## Middle School Schedule

### Non-Activity Bell Schedule:

<b>5 Lunch</b>	<b>6 Lunch</b>	<b>7 Lunch</b>
HR: 7:40-7:50	HR: 7:40-7:50	HR: 7:40-7:50
Pd. 1: 7:50-8:35	Pd. 1: 7:50-8:35	Pd. 1: 7:50-8:35
Pd. 2: 8:37-9:22	Pd. 2: 8:37-9:22	Pd. 2: 8:37-9:22
Pd. 3: 9:24-10:09	Pd. 3: 9:24-10:09	Pd. 3: 9:24-10:09
Pd. 4: 10:11-10:56	Pd. 4: 10:11-10:56	Pd. 4: 10:11-10:56
<b>5L: 10:58-11:28</b>	Pd. 5: 10:58-11:43	Pd. 5: 10:58-11:43
Pd. 6: 11:30-12:15	<b>6L: 11:45-12:15</b>	Pd. 6: 11:45-12:30
Pd. 7: 12:17-1:02	Pd. 7: 12:17-1:02	<b>7L: 12:32-1:02</b>
Pd. 8: 1:04-1:49	Pd. 8: 1:04-1:49	Pd. 8: 1:04-1:49
Pd. 9: 1:51-2:36	Pd. 9: 1:51-2:36	Pd. 9: 1:51-2:36

**Activity Day Schedule**

**Activity Bell Schedule:**

<b>5 Lunch</b>	<b>6 Lunch</b>	<b>7 Lunch</b>
HR: 7:40-7:50	HR: 7:40-7:50	HR: 7:40-7:50
Pd. 9: 7:52-8:32	Pd. 9: 7:52-8:32	Pd. 9: 7:52-8:32
Pd. 1: 8:34-9:14	Pd. 1: 8:34-9:14	Pd. 1: 8:34-9:14
Pd. 2: 9:16-9:56	Pd. 2: 9:16-9:56	Pd. 2: 9:16-9:56
Pd. 3: 9:58- 10:38	Pd. 3: 9:58- 10:38	Pd. 3: 9:58- 10:38
Pd. 4: 10:40-11:20	Pd. 4: 10:40-11:20	Pd. 4: 10:40-11:20
<b>5L: 11:22-11:52</b>	Pd.5: 11:22-12:02	Pd.5: 11:22-12:02
Pd. 6: 11:54-12:34	<b>6L: 12:04-12:34</b>	Pd. 6: 12:04-12:44
Pd. 7: 12:36-1:16	Pd. 7: 12:36-1:16	<b>7L 12:46-1:16</b>
Pd. 8: 1:18-1:58	Pd. 8: 1:18-1:58	Pd. 8: 1:18-1:58
Activity Period: 2:00-2:36	Activity Period: 2:00-2:36	Activity Period: 2:00-2:36

**Additional Schedules**

Information for special events/testing/delays may be found on the SLMS website at: <https://www.slsd.org/domain/1120>

**Student Services**

**Family Educational Rights & Privacy Act**

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

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

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

## **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](#).

## **Guidance & Counseling 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. Families may also visit the MS School Counseling page at: [School Counseling / Homepage](#).

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

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

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

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

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

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

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

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

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.

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. 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.

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.

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

**Counselor Caseload**

Mrs. Anne Cooper	Grades 7-8	School Counselor
Mrs. Erica Rich	Grades 7-8	School Psychologist

Counselors will meet with students periodically to monitor progress and ensure that students are on target to be promoted. Students are encouraged to schedule an appointment to see their counselor through the guidance secretary whenever they have concerns or questions. Parents/guardians are also encouraged to contact their student's counselor for information or to schedule teacher conferences whenever academic concerns arise. The guidance office phone number is 610-282-3700, press 1 for Guidance.

**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.

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/guardians of students receiving Title I services of their right to request the certification status of the teacher. For more information, please read below.

**Right to Know**

**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 they are 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
  - subject matter tested,
  - purpose of the test,
  - source of the requirement (if applicable),
  - amount of time it takes students to complete the test, and
  - time and format of disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking they need 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 have been 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

## [Illness During the School Day](#)

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 \(prescription and non-prescription\)](#)

### [SLSD 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 ( [link](#)) 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](#)

## **Suggested Healthier Food Alternatives**

Because of the number of students with significant medical issues throughout the school, all food served in the classroom must be reviewed in the Health Room. There are students with very specific allergens (i.e. apples, pears, eggs, red dye etc.). It is easiest, and safest for the students to have all food checked through a central location- The Health Room. When party planning, please choose from these healthier options:

Drink: Limited to

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

Party Food: (4 selections only)

- Fresh fruits, dried fruits, frozen fruits
- Fresh vegetables, salad bar
- Whole grain crackers, rice cakes
- Hummus or low-fat dips or salsa
- Baked tortilla chips or baked chips
- Pretzels, especially whole grain
- Yogurt – low-fat or Greek style
- Low-fat cheese including string cheese
- Whole-grain cereal (unsweetened)
- Animal crackers, graham crackers, teddy grahams
- Air-popped or low-fat popcorn

## **Student Insurance**

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

Each year Southern Lehigh offers an insurance plan, which will protect students and their parents from financial burdens, which might be created by an accident in school. Through a group plan, accident insurance is available to all students at a low cost. Students are encouraged to take advantage of this service. It will pay the medical bills within the limits outlined in the policy. Insurance brochures, thoroughly explaining the policy, are given to

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

---

## Support Services for Students

### **Gifted**

The Southern Lehigh School District maintains ongoing procedures to locate, identify, and evaluate students who are thought to be gifted and in need of specially designed instruction. The purpose of these programs is to serve students whose needs require enrichment, extension, and acceleration beyond the regular, differentiated classroom. Southern Lehigh School District strives to cultivate interest, capacity, and skills necessary for independent, intellectual inquiry, and life-long learning.

As per the Pennsylvania Department of Education's (Chapter 16) Website...

Mentally gifted is defined as outstanding intellectual and creative ability the development of which requires specially designed programs or support services, or both, not ordinarily provided in the regular education program. (22 Pa. Code §16.1) The Southern Lehigh School District provides the following (22 Pa. Code §16.2)

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

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.

## **Students with Disabilities**

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

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

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

If a parent/guardian believes that their school-age student may be in need of special education services and related programs, screening and evaluation processes designed to assess the needs of the student and their eligibility are available to the parents at no cost, upon written request. Parents/guardians may request screening and evaluation at any given time, whether or not their student is enrolled in the District's public school program. Requests for evaluation and screening are to be made in writing to the Superintendent of Schools. For further information on the rights of parents and students, provision of services, evaluation, and screening (including purpose, time, and location), parents may contact the special education director or any building principal.

## **Academics**

### **Academic Honesty**

#### **Rationale**

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

#### **Definition:**

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

Collaboration between or amongst students is not permitted unless explicitly stated by the teacher. Students are expected to work individually unless instructed otherwise. Teachers will inform students of expectations related to collaboration between students (or groups of students) on homework, projects, essays, assessments, laboratory reports, classwork, and all other assignments when collaboration is permitted.

## Procedures

At the beginning of each course, teachers will inform students of procedures and practices related to homework, assessments, laboratory reports, and classwork. 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, they must realize that those thoughts and ideas represent intellectual property; therefore it is the student's responsibility to properly cite their source(s). When students have a question about this policy, it is the student's responsibility to ask questions of their teacher in order to receive clarification. In addition, students should adhere to the following guidelines in order to minimize the risk for academic dishonesty:

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

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

## Consequences

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

<b>First Offense</b>	Student receives opportunity to re-do assignment/document or complete alternative assignment, and a Saturday detention.
<b>Second Offense</b>	Student receives no credit for the document/assignment presented and two Saturday detentions, plus a 3 day suspension from activities/sports.  Parents are contacted and the parents may request a conference.

<b>Third Offense</b>	<p>No credit given for document presented, Student is suspended for 1 –3 days and receives an additional 5 day suspension from all extracurricular activities.</p> <p>Parents are contacted to schedule a conference.</p>
----------------------	---

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

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

**Cheating**

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

**Final Exams, Course Projects, and Grades**

Students will participate in a final assessment or final project for each course. Students are expected to take the final exam at the time it is scheduled unless they have completed an educational trip form and it has been approved by administration. All students must make up their final exams by July 1st.

All report cards will be posted to the student information system 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.

Q1	Q2	Q3	Q4	Final
22.5%	22.5%	22.5%	22.5%	10%

**Grade Floor**

A grade floor is in place for marking periods 1, 2, and 3. The minimum grade a student can earn in these marking periods is 50%. A comment will be made on the report card, signifying that the grade floor is in use. For the marking period 4, midterm exam and final exam, the grade floor will NOT be used; the student's grade percentage will be used.

## Grade Point Average

Yearly and quarterly grade point average (GPA) is the calculated average inclusive of all final grades. All courses are included in the calculation of GPA with the exception of those graded Pass/Fail and those taken outside of Southern Lehigh Middle School. Grade point averages are noted on report cards.

## Grading System Philosophy

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

## **Procedures**

In order to keep students and parents informed of progress and achievement in courses, grades are issued four times a year. Additionally, students and parents can access academic and attendance information by obtaining a Student Information System password (available from the Guidance office).

The basic system of evaluation is a letter grade (plus and minus system) based on the following levels:

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

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 following scale will be used to determine grades:

A	=	93-100 (4.0)	C	=	73-76 (2.0)
A-	=	90-92 (3.6)	C-	=	70-72 (1.8)
B+	=	87-89 (3.4)	D+	=	67-69 (1.6)
B	=	83-86 (3.0)	D	=	63-66 (1.0)
B-	=	80-82 (2.6)	D-	=	60-62 (0.8)
C+	=	77-79 (2.4)	F	=	59-00 (0.6)

**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.

---

## Honor Roll

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.

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

**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).

**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).

---

## National Junior Honor Society

At Southern Lehigh Middle School, we have an active chapter of The National Junior Honor Society for our 8th 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 their 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 7th grade year in their previous school, plus demonstrate a 3.8 GPA in their 1st 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 8th grade year.

---

## Promotion Requirements

A passing grade is defined as earning a D- or higher as a final grade for that subject area. A student in middle school may be retained if a student 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.

---

## Report Cards

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

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

Parents who wish to confer with a teacher regarding a mark or comment should call the guidance office and make an appointment with the teacher and/or the school counselor. Grades are available to students and parents online through the Student Information System portal. Parents are strongly encouraged to continually monitor student progress through the Student Information System Online Portal. Parents are also urged to contact the guidance office (610-282-3700) regarding any questions concerning grades. The counselors will be glad to relay messages requesting teachers to call parents and will arrange conferences with any or all of the student's teachers as requested.

Southern Lehigh School District uses a 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 more information about the portal may go on to the District website at [sbsd.org](http://sbsd.org) and click the link under the Parent tab.

## Schedule Changes

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.

---

## Activities, Athletics, and Organizations

### Athletics - Philosophy

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

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.

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

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

### **Interscholastic Teams**

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

FALL	WINTER	SPRING
------	--------	--------

<ul style="list-style-type: none"> <li>• Cheerleading</li> <li>• Cross Country</li> <li>• Field Hockey</li> <li>• Football</li> <li>• Volleyball, Girls</li> </ul>	<ul style="list-style-type: none"> <li>• Cheerleading</li> <li>• Basketball, Boys</li> <li>• Basketball, Girls</li> <li>• Wrestling, Boys</li> <li>• Wrestling, Girls</li> </ul>	<ul style="list-style-type: none"> <li>• Baseball</li> <li>• Softball</li> <li>• Track</li> <li>• Coed Soccer</li> </ul>
--	--	--

**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 provide the note to the Attendance Secretary 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).

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](#)

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

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

## Co- & Extra-Curricular Activities

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

*\*Other clubs may be formed with necessary support from students and faculty and board approval.*

### **Co-Curricular and Extracurricular Offerings**

<b><u>Academic Programs</u></b>	<b><u>Musical Programs</u></b>
National Junior Honor Society	Concert Band
Studio 22	String Orchestra
Builder's Club	Jazz Band
Speech & Debate Team	SLMS Chorus
Student Council	SLMS Chorale
Yearbook	Theater Production
PEAK	
What's So Cool About Manufacturing?	
NEW!! Robotics Team	

Students may become ineligible to participate in district-sponsored activities pursuant to Act 110 of 2020. [Policy 218.3 Student Convicted or Adjudicated of Sexual Assault](#)

---

### **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. Students must attend large group/ensemble rehearsals as scheduled.

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. Students must attend large group/ensemble rehearsals as scheduled.

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 with previous choral music experience and/or a recommendation from a previous music teacher (register for graded course 737 or 738).

Classes will meet every third day throughout the school year. Attendance is required at large group rehearsals held as scheduled.

---

## **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
4. Guide the student body in acceptable school roles.

---

## **School Procedures**

### **Arrival / Dismissal Procedures**

\*Students should be in the building by 7:38. Students must be in their Homerooms by 7:40. Homeroom starts promptly at 7:40am.

- All student cellular devices should be turned off when entering the building.

### **Morning Arrival Procedures**

- Students are to enter the building immediately upon arriving at school. Loitering on the bus platform or in the parking lot is not permitted.
- Parent drop-off will enter through the Main Entrance and go directly to the assigned area or homeroom upon arrival. .
- Bus drop-off will come in through the 7th grade entrance and report directly to their assigned area or homeroom upon arrival.

### **Afternoon Dismissal Procedures**

- Bus students will be dismissed and required to board their bus in an efficient and orderly manner.
- Students must ride their assigned bus.

- Parent pick up students, and students reporting to the High School, must report to the auditorium until bus pick-up is complete. After buses leave, students will be dismissed to the Parent-Pick up line.
  - Parents who wish to pick up their students at the end of the day should line up for Parent Pick Up line.
- 

## **Assignments During Absence**

When a student is absent from school, it is the student's responsibility to communicate with their teachers via telephone, email, or by checking assignments posted on the teacher's Google Classroom, Canvas, or Student Information System..

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

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.

---

## **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

---

## **Attendance and Absences**

### **General Procedures**

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

- excuse explaining the reason(s) for an absence. Parents/guardians and students should submit the written explanation within three calendar days of the absence, the absence would be permanently counted as unlawful." All student absences are considered unlawful until the district receives a written excuse.
5. Students are considered to be excessively absent if they are absent more than ten days during the school year. All absences in excess of ten days during the school year will be coded excused only if the student turns in an "official" medical/dental/judicial agency excuse. All unexcused absences may result in the assignment of a 3-hour after-school detention (Level III violation).
  6. Truancy is defined as being absent from school or leaving school without prior permission from parents/guardians or the school (the willful intent to skip school). There are times when a student's absence can be considered truancy even if it is permitted by the parents/guardians.
  7. Act 16 of 2019 significantly changed the Pennsylvania Public School Code regarding attendance. All children from the age of six (6) through the age of eighteen (18) must comply with compulsory school attendance requirements. Students age 18 and over who are absent for ten consecutive days with no explanation will be withdrawn from school.
  8. Pre-approval is required for all educational trips. 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.
  9. Any trip request that results in more than 10 days of absences may be an unexcused absence or may be counted as an unexcused absence.
  - 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 are mailed home, accumulating days of absence regardless of excused or not.
- **Tardy Letter** After the 10th tardy to school, a Discipline Referral will be issued, including contact home explaining that the student has reached the 10th tardy to school. The Code of Conduct outlines the disciplinary consequences for accumulated Tardies to school.
- An additional Discipline parent contact will be issued following subsequent tardy to school discipline infractions. If students or parents/guardians have any questions regarding these infractions, please contact administration at the middle 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 tardiness, the student must have the teacher who caused the student 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 their Homeroom 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 they signs in (or within the next three school days) the student may face school discipline consequences as outlined below. Tardiness after 9:00 am (unexcused) is considered a half-day unexcused absence up until 11:00 am. Students are not excused for oversleeping, missing the bus, etc.

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

- 5 times: Parent / Guardian Notified, Student conference
- 6-9 will result in Lunch detention & Student conference
- 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 Implications regarding attendance

A. In order for a student-athlete to participate in any athletic activity, including practice, they must be in attendance at school before 9:00 AM on the day of the activity. Pre-approved educational trips, funerals, religious holidays, medical/dental appointments, and other activities approved by the Middle School Administration are exceptions to this rule. The Middle School Principal or their 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 7:35 AM and the doctor's appointment is at 9:30 AM, the student-athlete must report to school on time and follow normal sign-out procedures. A student who is absent from school may attend an activity as a spectator if the activity is open to the public.

- B. A student-athlete who leaves early during the school day may not participate in a practice or contest unless prior permission is granted by the building Principal or the Coordinator of Athletic Services. If the student-athlete leaves school early to attend a doctor appointment, they 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, they will not be permitted to participate.
- C. A student-athlete who is out of school suspended is not eligible to participate in school activities from the time the disciplinary action starts. They become eligible at 7:35 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**

Act 16 of 2019 significantly changed the Pennsylvania Public School Code regarding attendance. All children from the age of six (6) through the age of eighteen (18) must comply with compulsory school attendance. Truancy is defined as absence from school during any part of the school day without the consent of a parent and/or guardian of knowledge of proper school officials. Truancy from school will result in the absence being marked "unexcused."

---

## **Transportation**

### **Bus Expectations**

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

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

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

Appropriate behavior on the buses is important for two reasons. First, inappropriate behavior can result in safety hazards not only for the individual student but also for other



students on the bus. Second, socially unacceptable behavior can infringe on the rights of other individuals.

School Bus Safety Policy prohibits placing items in the aisles or areas near exits. Only those items that can be held on a student’s lap are permitted on the bus.

The following musical instruments and equipment are NOT permitted on a school bus:

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

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.

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.**



### **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** 48 hours 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.



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

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.*

---

## **Cafeteria Guidelines**

Southern Lehigh Middle School provides food services each school day for student convenience in the cafeteria. 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.

The following rules will ensure that the cafeteria will function as intended. All students should adhere to the following:

1. All students must report directly to the cafeteria during their scheduled lunch period.
2. Students must remain in the cafeteria for the entire lunch period unless they have provided a pass to staff member(s) monitoring the cafeteria.
3. Students must return trays, utensils, etc., to the proper location.
4. Students must clear their tables and place garbage in the proper receptacles.
5. Throwing of items including food is strictly prohibited.
6. Students must remain seated at their tables until the designated time for dismissal and/or the teachers on duty dismiss them.
7. Loud, boisterous conduct of any kind will not be tolerated.
8. Always follow the "Lunch Sign Out and In" policies to leave the cafeteria for any length of time.
9. Students may not order food to be delivered to Southern Lehigh Middle School during school hours. This includes orders made directly to businesses or through digital applications.

---

## **Cell Phones/Electronic Devices**

Use of any electronic device (including but not limited to: Cell phone/ headphones/earbuds, ect.) in middle school is prohibited in all areas. Electronic devices must be **Off** and **Out of Sight**.

(Board Policy [237](#) – Electronic Devices)

---

## **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 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 communication account, more information can be found on [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](#). Local TV and radio stations will also broadcast the closure.

---

## **Dress Guidelines**

The way that an individual dresses can affect their attitude, academic performance, and behavior, as well as that of others. Maintaining professional dress and grooming is a positive contributing factor in creating an educational environment that is conducive of meaningful academic study. Any type of dress that solicits undue attention, is unsafe, disrupts school, or detracts from the learning environment is not acceptable. Students are expected to dress responsibly for school. Specific types of clothing and or accessories that are not permitted at Southern Lehigh Middle 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 cult or satanic activity.
- Clothing or jewelry that promotes or makes reference to violence, weapons, sex 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 or provide a safety concern 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 their health, safety, or welfare or creates a distraction to the learning environment, the administration will request that the student change their clothing. A violation of the dress code may result in disciplinary action.

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

---

### **Early Dismissal Permission**

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 vestibule area and students will sign out with a secretary.

---

### **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.

---

### **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. The students should seek out their assigned teacher during all building evacuations so attendance can be taken within the Navigate Prepared System. In the event of a building evacuation requiring the use of the another site, students are required to remain with their assigned class under teacher supervision. Orderly, cooperative and calm behavior is required for safety.

---

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

Southern Lehigh Middle School begins each day with the Pledge of Allegiance to the flag of the United States of America. A moment of silence shall accompany the Pledge of Allegiance each morning, with the students standing quietly at their desks. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious conviction. Students who choose to refrain from such participation shall respect the rights/interests of classmates who do participate. This respect shall include remaining silent and refraining from any activity that may be distracting to another

---

### **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.

---

## Hall Passes

Students must have a teacher-signed hall pass when in the hallways during class time.

---

## Homebound Instruction

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

---

## Leaving School Grounds

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

---

## 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.

---

## Lockers

### 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.

## **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.

---

## **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.**

---

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

All students are expected to bring their laptops to school fully charged every day. Students are also expected to bring their power adapter daily. Students who are aware of a computer hardware or software issue should complete a Tech Ticket or report it to the office.

- The laptops are approved for use within the school building during the school day.
- Students will have the opportunity to use the laptop off of school grounds after the proper registration documents are submitted.
- The laptops are school district property and should be treated as such. They will be assigned to each student just as textbooks are assigned.
- The laptops are school district property and should not be defaced. Examples include the application of stickers and or other decorations.
- The laptop must be protected at all times. It may be placed in a backpack but should not be transported uncovered at any time.
- If a laptop is broken or not working properly, the student should complete a Tech ticket or report to the Main Office and complete a statement form. The office staff will 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, or 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.

- Computers are to be used for academic purposes only.
- 

## **Physical Education Guidelines**

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 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.

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.

## **Physical Education Uniforms**

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. Students must comply with standards of dress for participation in gym, which includes removing all body piercings.

## **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.

---

## **Requirements for Field Trip Participation**

In general, students who are not excessively absent, who have few unexcused absences, and who have not been involved in major disciplinary action are eligible to participate in all field trips. Students not meeting the above criteria may be restricted from participation in any trips except those which are necessary for the successful completion of the work in the course. Students will be notified by their teacher if they are not eligible to participate. Students should see their advisor/teacher if they have questions.

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.

---

## **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. Please do not leave valuable items at the drop off location.

---

## **School Guests**

Students are not permitted to bring guests to school.

---

## 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.

---

## Student Emergency Information

In case of an emergency, it is extremely important that all demographic information be current.

---

## Student Expectations

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

## **Bullying**

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent, or pervasive and has the effect of doing any of the following:

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

**Bullying**, as defined in this policy, includes cyberbullying.

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

---

## Student Financial Obligations

Financial obligations that a student could incur would include 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.



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.

Books and other school materials are issued to students at the beginning of each course. Each student is responsible for the care and maintenance of their books, laptops and materials.

Books must be returned at the conclusion of the course in acceptable condition. If a book is lost, stolen or damaged, the student will be charged for each item. Upon receipt of a book, students should put their name on the inside cover and the teacher will note the condition of the book. The number on the book sign-out sheet must match the number in the book when the book is returned. If a student returns a book with a number that does not correspond with the number the student signed out, the student is still responsible for their original book.

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

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

New	100% of cost
Good	80% of cost
Fair	70% of cost
Poor	50% of cost

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

---

## **Student Guidelines for 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 6:00 p.m. and promptly end at 8:00 p.m. Parents are reminded to pick up children at 8:00 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.

---

## **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. Incoming calls for students will be accepted and relayed only in cases of emergency. *Cell Phone use is strictly prohibited during the school day unless otherwise authorized or required for instructional purposes.*

---

### **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.

---

### **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 at the front desk, provide proof of identification, and wear a visitor's pass.

---

### **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.

---

### **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.

---

## **Code of Conduct**

### **General Student Behavior Guidelines**

The goal of the Southern Lehigh Middle School is to educate each student to the best of their 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 the Southern Lehigh School District. Students know what is expected of them and they are aware of what happens when their actions interfere with others. The faculty and staff hope that all students will follow school rules, however, the school will discipline those who break school rules. Teachers are here to help students learn, but they must also deal with those who choose to break school rules.

## **Discipline Philosophy**

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

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

## **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.

## **Code of Conduct**

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

As classroom managers, teachers will establish classroom rules and make decisions concerning appropriate discipline of students in class. Additionally, all secondary school staff members have a responsibility to enforce school rules in common areas such as the halls, lavatories, cafeteria, and other less supervised areas, etc. A standard utilization of the discipline code in these areas will give uniformity to student expectations in these less directly supervised areas.

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 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 list has been compiled to provide parents/guardians and students with examples of inappropriate school conduct and possible disciplinary options. Please be advised that certain offenses require disciplinary action according to district policy and state law. **This list is not all-inclusive; disciplinary consequences may be assigned at the discretion of administration based on surrounding circumstances/evidence.**

## Level One Definitions

<p><b>Failure to Follow Pass Procedures</b></p>	<p>Failure to obtain a pass from a faculty or staff member to go to desired location; being in the hallway without a pass; failure to see a teacher who provides you with a pass (e.g. Spartan Period, labs, &amp; tutoring); leaving the cafeteria without prior permission. See “Passes” section in this handbook for additional information.</p>
<p>Enforcement</p>	<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>● 4th Offense: Move to Level 2 (Level 1 unmodified)</li> </ul>
<p><b>Other Minor Misbehavior</b></p>	<p>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.</p>
<p>Enforcement</p>	<ul style="list-style-type: none"> <li>● 1st Offense: Warning</li> <li>● 2<sup>nd</sup> Offense: Lunch Detention</li> <li>● 3<sup>rd</sup> Offense: After School Detention</li> <li>● 4th Offense: Move to Level 2 (Level 1 unmodified)</li> </ul>
<p><b>Violation of Electronic Device</b></p>	<p>Use of any electronic device (including headphones/earbuds, cell phone) in the middle school building is prohibited in all areas. Any such device must be <b>OFF</b> and <b>OUT OF SIGHT</b>. (Board Policy <a href="#">237</a> – Electronic Devices)</p>
<p>Enforcement:</p>	<ul style="list-style-type: none"> <li>● 1st Offense: Warning</li> <li>● 2<sup>nd</sup> Offense: Lunch Detentions</li> <li>● 3<sup>rd</sup> Offense: After School Detention</li> <li>● 4th Offense: Move to Level 2 (Level 1 unmodified)</li> </ul>
<p><b>Minor Tech Violations</b></p>	<p>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 &amp;</p>

	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>● 1<sup>st</sup> Offense: Warning</li> <li>● 2<sup>nd</sup> Offense: Lunch Detention</li> <li>● 3<sup>rd</sup> 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 contacted by teacher as Warning</li> <li>● 6 times or more in a rating period results in a Referral <ul style="list-style-type: none"> <li>○ Detentions will not be issued for first tardy of each marking period</li> <li>○ For every three lates following the initial referral, the teacher will submit another referral.</li> </ul> </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>● 4th Referral: Move to Level 2 (Level 1 Unmodified)</li> </ul>

## Level Two Definitions

<b>Peer to Peer Misconduct</b>	Peer to Peer Misconduct shall mean unwelcome and intentional electronic (including but not limited to social networking sites), verbal, written or physical acts or series of acts directed at a student by another student that takes place in the school setting.
Enforcement:	<ul style="list-style-type: none"> <li>● 1<sup>st</sup> Offense: Detention</li> <li>● 2<sup>nd</sup> Offense: 2 Detentions</li> <li>● 3<sup>rd</sup> Offense: 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>• 1<sup>st</sup> Offense: Detention</li> <li>• 2<sup>nd</sup> Offense: 2 Detentions</li> <li>• 3<sup>rd</sup> Offense: 3 HR for HS/Saturday detention for MS</li> </ul>
--------------	--

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

<b>Refusing or Cutting After School Detention</b>	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>• 1<sup>st</sup> Offense: One additional detention, for a total of two</li> <li>• 2<sup>nd</sup> Offense: Saturday detention</li> <li>• 3<sup>rd</sup> Offense: 3 HR for HS/Saturday detention for MS</li> </ul>

<b>Refusing or Cutting 3 Hr/Saturday Detention</b>	Failure to attend an assigned Saturday/ 3 HR detention (cut, dismissal for inappropriate behavior, and/or no work). See 3 HR detention sections in the handbook for more information.
Enforcement:	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Offense: One (1) day of In School Suspension (ISS)</li> <li>• 2<sup>nd</sup> Offense: Two (2) days of ISS</li> <li>• 3<sup>rd</sup> Offense: One day of Out of School Suspension (OSS)</li> </ul>

<b>Unexcused Lateness to School</b>	Failure to report to class by the time the 7:40 a.m. bell rings. All students who arrive after the first bell has rung <b>MUST</b> report to the main office to sign in.
Enforcement:	<ul style="list-style-type: none"> <li>• 5 times: Student Conference, Parent/Guardian Notified</li> <li>• 10 times: After School 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> </ul>

	<ul style="list-style-type: none"> <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><u>Forgery</u> is the act of intentionally representing one's own work as another's.</p> <p><u>Plagiarism/Cheating</u> is the act of presenting, either intentionally or unintentionally, another person's work as one's own. See "Academic Honesty" section of this handbook.</p>
Enforcement:	<ul style="list-style-type: none"> <li>• 1st offense: Opportunity to re-do assignment/document or complete alternative assignment, Saturday detention.</li> <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 conference.</li> </ul> </li> </ul>

<b>Foul &amp; Obscene Language</b>	Conversational use of foul and obscene language. (Racial / Ethnic / Protected Class Language is a separate category)
Enforcement:	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense: 1 detention</li> <li>• 2<sup>nd</sup> offense: 2 detentions</li> <li>• 3<sup>rd</sup> offense: 3 HR/Saturday detention for MS</li> <li>• 4<sup>th</sup> offense: Move to Level III (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 HR 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>● 1<sup>st</sup> offense: 1 detention</li> <li>● 2<sup>nd</sup> offense: 2 detentions</li> <li>● 3<sup>rd</sup> offense: 3 HR/Saturday detention for MS</li> </ul>
--------------	---

<b>Leaving School</b>	Leaving school grounds without permission before the end of the student's school day.
Enforcement:	<ul style="list-style-type: none"> <li>● 1<sup>st</sup> offense: Saturday detention</li> <li>● 2<sup>nd</sup> offense: One (1) day of In School Suspension</li> <li>● 3<sup>rd</sup> offense: Two (2) days of In School Suspension</li> <li>● 4th offense: Move to Level II Unmodified</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 on the severity of the infraction, detentions, 3 HR/Saturday detentions for MS or suspensions may be assigned.</li> </ul>

<b>Minor Verbal Altercation</b>	Verbal conflict by two or more parties
Enforcement:	<ul style="list-style-type: none"> <li>● 1st offense: After-school detention</li> <li>● 2nd offense: Saturday detention</li> <li>● 3rd offense: (1-3 days) In School Suspension, depending on severity</li> </ul>

<b>Other More Serious Misbehavior</b>	Misbehaviors that substantially disrupt the school environment within the classroom or without. Examples include, but are not limited to, cafeteria problems, disruption during a scheduled assembly or field trip, etc.
Enforcement:	<ul style="list-style-type: none"> <li>● Depends on the severity of the infraction: <ul style="list-style-type: none"> <li>○ Detention(s)</li> <li>○ Saturday detention(s)</li> <li>○ Combination of In School or Out of School Suspensions may be assigned</li> <li>○ 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 Policy. <i>*Students are not permitted to use VPNs or personal laptops.</i>
Enforcement:	<ul style="list-style-type: none"> <li>● Responses depend on the severity of the infraction.           <ul style="list-style-type: none"> <li>○ Detentions, suspensions, or revocation of laptop take-home privileges, may be assigned.</li> </ul> </li> <li>● Access to the internet, and/or the school network may also be denied for certain periods of time.</li> <li>● Possible police notification</li> </ul>

**Level Three Definitions**

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

<b>Tuancy</b>	<ul style="list-style-type: none"> <li>● A student is truant if they incur three (3) or more unexcused absences in a current school year.</li> <li>● A student is habitually truant if they incur six (6) or more unexcused absences in a current school year.</li> <li>● Unexcused absences occur when: 1) a student is absent without valid reason, 2) a student is habitually tardy, 3) a written note with valid excuse is not received by the school within three days of the student's return, 4) a doctor/judicial agency note is not provided and the student's absences total 6 or more school days, and 5) a student is absent due to a trip <b>NOT</b> approved in advance by the principal/assistant principal.</li> <li>● The school will notify parents/guardians within 10 days of a student's third unexcused absence that the student is truant.</li> </ul>
Enforcement:	<ul style="list-style-type: none"> <li>● A School Attendance Improvement meeting will be offered if the student continues to accumulate unexcused absences. The outcome of the meeting will be to develop and document a School Attendance Improvement Plan.</li> <li>● In cases of habitual truancy (six or more unexcused absences) the school may refer the student to a school or community based truancy prevention program, refer to the county children and youth services, or file a truancy citation against parents/guardians with the Office of the District Magistrate.</li> <li>● Penalties for truancy include: 1) \$300 fine plus court costs for the first offense, 2) \$500 fine plus court costs for the second offense, and 3) \$750 fine plus court costs for the third offense. The Magisterial Judge may also assign</li> </ul>

	Community Service or approve the student's participation in a program designed to improve attendance. The Court may also suspend the sentence if the student attends school in accordance with the court's plan.
--	--

<b>Fighting</b>	Intentional physical contact by two or more parties
Enforcement:	<ul style="list-style-type: none"> <li>● <i>Varies depending on severity of infraction.</i></li> <li>● 1st Offense: 3 days of OSS (or administrative discretion), Police notification</li> <li>● 2nd Offense: 5 days of OSS (or administrative discretion), Police notification</li> <li>● 3rd Offense: 10 days of OSS, police notification, possible expulsion</li> </ul>

<b>Verbal Assault</b>	Aggressive use of words to attack a student or teacher/staff in order to demean, belittle, incite, anger, or otherwise provoke.
Enforcement:	<ul style="list-style-type: none"> <li>● <i>Varies depending on severity of infraction.</i></li> <li>● 1st Offense: One or two day(s) of OSS or ISS</li> <li>● 2nd Offense: 3 days of OSS (or administrative discretion)</li> <li>● 3rd Offense 5 or more days of OSS (or administrative discretion)</li> <li>● <i>Police Notification at each instance</i></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 <ul style="list-style-type: none"> <li>○ Saturday detention for MS</li> <li>○ Police Summary Citation (~\$50.00 Fine)</li> <li>○ Students Enrollment in an 8 Session Nicotine Cessation and Reduction Program</li> <li>○ Refer to Athletic Code of Conduct, SAP, etc.</li> </ul> </li> <li>● 2<sup>nd</sup> Offense: <ul style="list-style-type: none"> <li>○ ISS (1 day),</li> <li>○ +Enforcement listed above.</li> </ul> </li> <li>● 3rd Offense:</li> </ul>

	<ul style="list-style-type: none"> <li>○ 3 Days of ISS</li> <li>○ +Enforcement listed above.</li> </ul>
<b>All Other Forms of Harassment / Intimidation</b>	All other verbal, written, graphic or physical conduct when such conduct is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment. Has the purpose or effect of substantially or unreasonably interfering with an individual academic performance. Otherwise adversely affects an individual's learning opportunities
Enforcement:	<ul style="list-style-type: none"> <li>● 1<sup>st</sup> Offense: Combination of OSS and ISS depending on the severity of infraction</li> <li>● 2<sup>nd</sup> Offense: 5 day OSS</li> <li>● 3<sup>rd</sup> Offense: 10 day OSS &amp; possible expulsion</li> <li>● Police Notification</li> </ul>
<b>Conduct that Presents Danger to the Health and Welfare of Others</b>	Examples may include attendance at school with a known communicable disease, leading a riot or inciting others to violence. (arson, indecent exposure of self/others, 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>● 1<sup>st</sup> offense: Combination of OSS and ISS depending on the severity of infraction</li> <li>● 2<sup>nd</sup> offense: 5 day OSS</li> <li>● 3<sup>rd</sup> offense: 10 day OSS</li> <li>● Police Notification</li> </ul>
<b>Level II Unmodified Misbehavior</b>	Continuation of any Level Two misbehavior previously addressed by a teacher or administrator

Enforcement:	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Offense: Combination of OSS and ISS depending on the severity of infraction</li> <li>• 2<sup>nd</sup> offense: 5 day OSS</li> <li>• 3<sup>rd</sup> offense: 10 day OSS</li> </ul>
--------------	---

<b>Racial / Ethnic / and or Protected Class Intimidation</b>	Malicious intention toward the actual or perceived race, color, religion, national origin, ancestry, mental or physical disability, sexual orientation, gender or gender identity of another individual or group of individuals.
Enforcement:	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense: 3 day OSS</li> <li>• 2<sup>nd</sup> offense: 5 day OSS</li> <li>• 3<sup>rd</sup> offense: 10 day OSS</li> <li>• Possible Police Notification (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>• 1<sup>st</sup> offense: Combination of OSS and ISS</li> <li>• 2<sup>nd</sup> offense: 5 day OSS</li> <li>• 3<sup>rd</sup> offense: 10 day OSS</li> <li>• Possible Police Notification (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>• 1<sup>st</sup> offense: Combination of OSS and ISS</li> <li>• 2<sup>nd</sup> offense: 5 day OSS</li> <li>• 3<sup>rd</sup> offense: 10 day OSS</li> <li>• Possible Police Notification (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>• 1<sup>st</sup> offense: 3 day OSS</li> <li>• 2<sup>nd</sup> offense: 5 day OSS</li> <li>• 3<sup>rd</sup> offense: 10 day OSS</li> <li>• Possible Police Notification (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>● 1<sup>st</sup> offense: <i>Varies depending on severity.</i> Combination of OSS and ISS depending on the severity of infraction</li> <li>● 2<sup>nd</sup> offense: 5 day OSS</li> <li>● 3<sup>rd</sup> offense: 10 day OSS</li>   <li>● Possible Police Notification (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 an individual's family.
Enforcement:	<ul style="list-style-type: none"> <li>● 1<sup>st</sup> offense: 3 day OSS</li> <li>● 2<sup>nd</sup> offense: 5 day OSS</li> <li>● 3<sup>rd</sup> offense: 10 day OSS</li>   <li>● Possible Police Notification (each infraction)</li> </ul>

<b>Trespassing</b>	Unlawful entry by a person into private property or area within the building without permission; or being on school property while on OSS.
Enforcement:	<ul style="list-style-type: none"> <li>● 1<sup>st</sup> offense: Combination of OSS and ISS depending on the severity of infraction</li> <li>● 2<sup>nd</sup> offense: 5 day OSS</li> <li>● 3<sup>rd</sup> offense: 10 day OSS</li>   <li>● Possible Police Notification (each infraction)</li> </ul>

<b>Vandalism</b>	Doing damage to school property
Enforcement:	<ul style="list-style-type: none"> <li>● 1<sup>st</sup> offense: Combination of OSS and ISS depending on the severity of infraction</li> <li>● 2<sup>nd</sup> offense: 5 day OSS</li> <li>● 3<sup>rd</sup> offense: 10 day OSS</li>   <li>● Possible Police Notification (each infraction)</li> <li>● Possible Restitution</li> </ul>

<b>Advanced Technology Infractions</b>	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
--	---

	<p>personally embarrassing private information unrelated to any proper educational or public purpose, contain defamatory or untrue statements damaging the reputation of any student or staff member, or contain abusive or prejudicial content. Use of a media device (cell phone, etc.) to record a student or teacher without prior consent. Participate in the acquisition, creation or distribution of but not limited to advertising, computer “worms” or “Viruses”, “chain-letters”, “spam” or other messages/files which could cause congestion, interference or failure of the system or any computing equipment, whether attached to the system or not. Creating, viewing, storing or transferring materials that include but are not limited to libelous, obscene, pornographic, promote the use of violence, contain personally embarrassing private information unrelated to 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: 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>● Depending on severity these consequences may accelerate.</li> </ul>

### Level Four Definitions

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

<b>Possession of a Weapon</b>	Anything readily capable of lethal use and possessed under circumstances not manifestly appropriate for approved educational purposes. ( <a href="#">Board Policy 218.1</a> )
-------------------------------	---

Enforcement:	<ul style="list-style-type: none"> <li>● 10 day OSS</li> <li>● Possible referral for expulsion</li> <li>● Police notification</li> </ul>
--------------	--

<b>Possession / Use of a Controlled Substance or Lookalike</b>	Possession or use of controlled substances in or on school property or at school-sponsored events. Please consult Southern Lehigh School District <a href="#">Policy 227</a> for a complete list of prohibited controlled substances.
--	---

Enforcement:	<ul style="list-style-type: none"> <li>● 10 Day OSS</li> <li>● Mandatory Drug and Alcohol Assessment / SAP Referral</li> <li>● Possible referral for expulsion</li> <li>● Police Notification</li> </ul>
--------------	--

<b>Simple or Aggravated Assault</b>	Intentional physical contact of another person without retaliation.
-------------------------------------	---

Enforcement:	<ul style="list-style-type: none"> <li>● 10 day OSS</li> <li>● Possible referral for expulsion</li> <li>● Police notification</li> </ul>
--------------	--

**Additional Disciplinary Guidelines**

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

3-hour detentions can be accumulated within a month. All others will become 1-2 days of in-school suspension.

8. Suspended students may not be on school grounds at any time during their suspension. This includes before and after-school activities and weekends.

---

## 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/or 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 requests a public hearing.

### **Appeals**

The student and/or their 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.

---

## Definitions

### 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.

### 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 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.

---

## **Policies**

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

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

---

## **Bullying**

Bullying means intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside of a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

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

## **Student Discipline**

School District officials shall notify parents/guardians of this policy upon its initial adoption and upon entrance of a student into the district's schools. In all cases, policies and limitations approved by the State Board of Education shall apply.

This policy shall not exclude the development and implementation in every school, as may be appropriate, of administrative guidelines on general discipline procedures which are consistent with Pennsylvania Student Rights and Responsibilities. (Policy 218)

Teachers, other school employees, and school authorities may use reasonable force:

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

## Confidentiality

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

---

## Corporal Punishment

The Board prohibits the use of corporal punishment by district staff to discipline students for violations of Board policies and district rules and regulations. No disciplinary action should exceed in degree the seriousness of the offense and under no circumstances shall a student be disciplined in such a manner as to cause bodily injury. (See Policy 218- Student Discipline)

---

## Drug and Alcohol Policy

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

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

---

## Family - School Compact

### **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.*

### **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 1st 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 education, and to observe 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 the amount of their child's screen-time
- 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
- 

### **Internet Use Policy**

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

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

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

---

### **Movie Policy**

Many off-air recorded television and radio programs, videotapes, DVDs, movies, and streaming options have educational value and enhance the district curriculum. The Motion Picture Association of America rates film content. District personnel will seek parental permission whenever the materials exceed a "G"; General Audience rating.

If not formally rated, materials should satisfy the intent of a General Audience rating, specifically, containing nothing in theme, language, nudity and sex, violence, etc. which would be offensive to parents/guardians whose students view the film. The "G" rating is not a certificate of approval. Some snippets of language may go beyond polite conversation, but they are common expressions. Violence is minimal, nudity and sex scenes are not present; nor are there any drug use. (MPAA guidelines)

### **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are: The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents/guardians or eligible students should submit to the School Principal [or Superintendent] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. The right to request the amendment of the student's education records that the parent/guardian or eligible student

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

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

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S W  
Washington, DC 20202

---

### **Sexual Harassment**

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

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

---

### **Southern Lehigh Copyright Policy**

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

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

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

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

---

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

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

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

---

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

A pupil who possesses or uses tobacco in a school building, a school bus, or on property owned by, leased by, or under the control of a school district commits a summary offense. A pupil who commits an offense under this policy shall be subject to prosecution initiated by the local school district and shall upon conviction, be sentenced to pay a fine of not more than \$50 for the benefit of the school district in which such offending pupil resides, and to pay court costs. A summary offense under this policy shall not be a criminal offense of record, shall not be reportable as a criminal offense or record, shall not be reportable as a criminal act and shall not be placed on the criminal record of the offending school-age person if any such record exists. "Tobacco" is defined as a lit or unlit cigarette, cigar, pipe, or other smoking product and smokeless tobacco (including e-cigarettes or vape) in any form.

---

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

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

- No student and/or non-students, including employees and other adults, shall possess, handle or transmit any knife, razor, ice pick, etc.
- Any explosive device of any kind, including firecrackers, tear gas canisters, smoke bombs etc.
- Chains, loaded cane, sword cane, loaded or unloaded firearms, including pellet guns, BB guns, any Bowie knife, Dirk Knife, lock-blade, hunting knife, or any similar metal instruments, implements capable of directly or indirectly inflicting bodily injury, or other object, facsimile or look-alike that can be considered to be a weapon or dangerous instrument in any school building, on any school premises, or on any school bus, or off the school grounds at any school activity, event or function held at or away from school, with the exception as hereafter set forth.

Notwithstanding anything to the contrary, the aforesaid devices may be brought into school for legitimate school purpose, such as to assist in a speech, exhibition or project in connection with any course or extracurricular activity sponsored by the School District, but only after pre-approval is made by the principal or designee prior to said event. In such an event, said device shall be required to be deposited with the principal or designee at the

school office until such time in the school day as it may be needed when it would be checked out of the school office for that limited period of time. Further, parental permission shall be required in writing for the same.

Further the policy shall not apply to the following:

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

Violation of this policy may result in:

1. Immediate suspension not to exceed ten days.
2. Involvement of the police with recommendation to charge.
3. Recommendation to the superintendent regarding expulsion.
4. Expulsion, for a period of not less than one year, subject to recommendation by Superintendent short of expulsion on a case-by-case basis.

---

### **Student Records**

Students who wish to review their school records may contact the guidance office for an appointment. Both permanent and cumulative records are housed in the guidance office. Parents/guardians will be requested to sign the record review sheet.

The school nurse maintains health records. Parents/guardians are encouraged to share any information with the school nurse that may be helpful in updating the current health records.

---

### **Student Records Plan**

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

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

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

- To other school officials, including teachers, within the district who have legitimate educational interests



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

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

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

---

### Suspensions and Expulsions for New Entrants

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

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

### 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.

**Southern Lehigh School District Policy References**

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/>.