

# Southern Lehigh School District



## Intermediate School Student and Parent/Guardian Handbook 2017-18

Dear Students, Parents and Guardians:

The information in this handbook will help you to become better acquainted with Joseph P. Liberati Intermediate School. We are eager to strengthen the understanding and cooperation between home and school. We hope that you find this a valuable reference.

Sincerely,  
The JPL Intermediate School Administration, Faculty and Staff

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## MISSION, VISION, GOALS & VALUES

### *Mission*

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

### *Vision*

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

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

### *Goals*

1. Academic proficiency
2. Communications
3. Highly Effective Teachers

### *Shared Values*

We believe:

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

## ATTENDANCE REGULATIONS

Please contact the school at 610-861-4040 to report your student absence. Leave a message on the attendance hotline. As per PA School Code, **written notes providing valid reason** for absence must be submitted within **three days of a student's return to school** or the absence will be recorded as **unexcused**. Absence notes submitted by email or text message cannot be accepted because the school cannot authenticate the sender.

### *Absence Slips*

Absence slips are available at the school office and on-line at the school website at [www.slstd.org](http://www.slstd.org), click Intermediate School / Absence Slips. The school provides absence excuse notes for your use, but you may use any paper to write the excuse. Written excuses need to include the following information: **student**

name, parent/guardian name, date of student's absence, reason for absence, and parent/guardian signature.

Teachers will be able to accommodate requests for homework for students absent two for more consecutive days. When a student misses one day of school, it may not be possible for teachers to collect homework by the end of the same school day.

### ***Educational Trips***

Educational trips may be excused if approved **in advance** by the principal/assistant principal. A student's attendance record may impact the approval process. The following information is required on the educational trip request form:

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

Educational trip request forms are available in the school office or on-line at [www.slsd.org/documents.cfm](http://www.slsd.org/documents.cfm) ([click Forms](#)). School days missed for Educational trips **count** toward a student's cumulative absence record.

### ***Excessive Absence (10 or More Days of Absence in a Year)***

- A student is considered excessively absent once they have missed **10 or more days** in the current school year. **Absences beyond 10 days will require proof of attendance at a medical or judicial agency appointment. Absences without valid proof will be recorded as unexcused.**

### ***Truancy***

- A student is truant if he/she incurs three (3) or more unexcused absences in a current school year.
- A student is habitually truant if he/she incurs six (6) or more unexcused absences in a current school year.
- 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 10 or more school days, and 5) a student is absent due to a trip **not** approved in advance by the principal/assistant principal.
- The school will notify parents within 10 days of a student's third unexcused absence that the student is truant.
- 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.
- 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 with the Office of the District Magistrate. Penalties for truancy include: 1) \$300 fine plus court costs for the first offense, 2) \$500 fine plus court costs for the second offense, and 3) \$750 fine plus court costs for the third offense. The Magisterial Judge may also assign Community Service or approve the student's participation in a program designed to improve attendance. The Court may also suspend the sentence if the student attends school in accordance with the court's plan.

Valid reasons for school absence are listed in the district's Attendance Policy. A copy of the Attendance Policy can be viewed in the office of your child's school or on the school website at <http://slsd.org/files/filesystem/Microsoft%20Word%20-%2020204%20Attendance.pdf>.

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### *Tardiness*

Students arriving after 8:50AM are tardy. Parents/guardians of elementary age students are expected to escort late arriving students into the school and sign them in at the main office. In cases of excessive tardiness, a School Attendance Improvement meeting may be offered to develop and document a School Attendance Improvement Plan.

For more detailed information regarding school attendance and the compulsory attendance laws of the state, please see <http://sbsd.org/Intermediate.cfm?subpage=813054>.

### *Time Schedule*

- Intermediate School Student Day – 8:50AM to 3:30PM
- Teacher Day – 8:15AM to 3:45PM

### *Arrivals & Pick Up*

To ensure student safety, parents/guardians who walk or drive students to/from school should follow the designated drop-off/pick-up times and traffic patterns established at the front of the school. Please do not park in the student drop off lane as this is also a fire lane, or along any curbing in the parking lot area. Please do not pass cars while in the drop-off lane. For their own safety, students should exit the vehicle on the curbside (passenger side) only.

- **AM Drop Off: 8:35AM. Morning care is not available at school. Please do not drop students off early.**
- **PM Pick Up: 3:25PM. After school care is not available. Please be on time if picking up students.**
- **AM Music: 8:00AM as scheduled by the Instrumental or Choral Music teachers.**

### *Early Pick Up for an Appointment & End Day Pick Up*

Parents/guardians are encouraged to arrange appointments outside of the school day. Students may be excused from school to attend medical or judicial agency appointments during school hours. A note indicating the reason for early pick up must be presented to the classroom teacher at the start of the school day. Please do one of the following to let us know that you will be picking up your student for an appointment.

1. Call the Early Pick Up Message Line – Dial 610-861-4040. Please make sure the message contains the information appearing under #3 below.
2. Complete an Early Pick Up Form – These forms are available on our website. Send the form in with your student in the morning.
3. Write a Parent/Guardian Note – Please send a written note with your name, the student's name, date, time of pick-up, and the responsible person picking up the student (students will only be released to persons appearing on emergency contact documents).
4. Use the Electronic Pick-Up Form – Submit an electronic Parent Pick-up Request Form before 2:45PM.

#### **Special Notes:**

- Except in cases of emergency, your student should know that you are picking them up. End day dismissal begins at 3:25PM. Students will meet parents/guardians in front of the school.
- If the school does not receive a note/message by 2:45PM advising us of your intended pick up, students will be instructed to board their regularly scheduled bus to ride home.
- Once dismissal has begun, we cannot delay the buses to pull students off for late parent/guardian pick-ups.

### *Lateness to Class*

Students are expected to move through the hallways in an orderly manner and report directly to their next scheduled class. Students need to obtain the permission of a teacher before stopping at lockers or visiting lavatories (except in cases of urgency).

## **ACADEMIC HONESTY (CHEATING)**

It is the intent of the Intermediate School to support students in learning. This includes teaching ethical learner conduct. Students demonstrating behaviors suggesting a lack of understanding or regard for appropriate learner citizenship will be supported through conversations and meetings with teachers, guidance counselors, administrators and parents/guardians. Consequences for dishonest learner behavior may result in a failing grade, the loss of credit or school privilege.

Cheating is defined as:

1. Looking or copying from another's test, quiz or providing / passing information to others during independent assessments.
2. False reporting on a book one has not read or performance one has not seen.
3. Submitting reports based on false information or data.
4. Plagiarizing, copying or submitting another's work and/or claiming it as one's own.
5. Allowing another to copy or use work or doing the work intended for another.
6. Having cheat or "crib" notes or other unauthorized materials during assessments.
7. Being in possession or having made unauthorized copy of a test, quiz or exam.

## **BLACKBOARD CONNECT - AUTOMATED ALERT / ANNOUNCEMENT SYSTEM**

### *District & School News*

Southern Lehigh School District and the Intermediate School use **Blackboard Connect**, an automated alert system for community and school news announcements. This system enables the district/school to send notifications by telephone, email and text message to select numbers and e-mail addresses provided by parents/guardians. Please go to <http://slsd.org/parents.cfm?subpage=430888> to update your contact information. Since general school news is sent by email only, it is important for parents/guardians to provide a valid email address in order to stay current with school happenings.

### *Inclement Weather Dismissal or School Closings*

Official public announcements concerning school cancellations and delays are posted on the school website, sent by Blackboard Connect, and announced on most local radio stations and WFMZ channel 69 TV. If the District does not make an inclement weather announcement, then school is in session. If schools are closed, all after school and evening activities are also cancelled, unless otherwise noted.

When school is dismissed early due to inclement weather, the roads may be difficult to travel. Please realize this may slow drive time and delay students' arrival to bus stops. Questions concerning district transportation may be directed to Transportation Office at 610-282-5589.

### *Other Potential Early Dismissal Announcements*

In the event of hazardous road conditions or unanticipated facility problems, such as heating or electrical failure, it may be necessary to dismiss students with little or no warning. The District will make every effort to communicate such circumstances via public announcement. Parents and students should make an "early dismissal plan" in advance so that students know where to go and who will care for them in the event of an emergency closing.

## **BUS TRANSPORTATION**

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

1. Students should know their morning and afternoon bus numbers.
2. Students should be at the bus stop ten (10) minutes before the scheduled departure.
3. Boarding and exiting is permitted only at assigned stops. Any other arrangement requires a Special Bus Stop Permit and approval by the principal.
4. Boarding and exiting buses is in single file fashion.
5. Once inside the bus, students should quickly take their seats and remain seated.
6. Drivers will give permission to open and close windows.

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7. Seating arrangements are the responsibility of the bus driver.
8. When exiting the bus, students should look both ways and cross in front of the bus.
9. Alcohol and tobacco are not permitted on school buses or on District property. Open food packages and eating is also not permitted during routine bus rides to and from school.
10. Students are expected to obey the drivers and be respectful passengers.

***If Your Student Does Not Arrive Home On Time***

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

**Be Prepared**

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

**Possible Late Bus**

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

***If Your Student Was Not on the Bus***

- If you have determined that the bus has dropped off and your student did not arrive home, contact neighbors to see if your student got off at another stop.
- If your student was not on the bus, or got off at the wrong stop, call the school at 610-861-4040. If you are unable to get an answer please try our transportation offices at 610-282-5589 or 610-282-1030.
- If your student missed the bus, the school will contact you immediately.
- If your student boarded the wrong bus, the driver will take him/her to the bus garage at the end of the bus run. You will be contacted to pick up your student.

***If Your Student Misses the Bus To or From School***

- Please talk to your student and have a plan of action in the event that he/she misses the school bus. Parents/guardians are responsible for ensuring that their student(s) attend school. Absence from school as a result of missing the bus will result in an unexcused absence.
- Students are expected to be attentive to the end day school announcements and follow all directions for boarding school buses after school. Bus dismissal announcements are made multiple times over the school loud speaker and repeated by teachers inside classrooms before buses are released from school grounds.
- If your student misses the bus at the end of the school day, the following protocol will be followed:
  - Contact will be made to parents/guardians in order to ask the parent/guardian to provide transportation.
  - If circumstances make it impossible for a parent/guardian to pick up the student, the school will consult with the parent/guardian and utilize the people resources listed as emergency contacts to provide transport for the student.
  - If these efforts fail, an administrative representative will contact our district transportation department to arrange transportation for the student.

***Temporary Bus and Stop Changes – Special Bus Stop Permit***

A driver will not knowingly permit any student to get off the bus at a stop other than that assigned without permission from parents/guardians and the school. A written procedure is in place in order to accommodate a student's need to ride a different bus and/or embark or disembark at a bus stop different from their normal stop. Under this circumstance, parents/guardians need to complete a Special Bus Stop Permit for every occasion a student rides a different bus or embarks or disembarks at a different stop.

Permits are available in the school offices and are also available on-line at [www.slsd.org/documents.cfm](http://www.slsd.org/documents.cfm). Click on the 'Forms' and 'Transportation Forms' links.

#### ***Student Behavior on the Bus***

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

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

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

Examples of inappropriate conduct and/or behavior while riding district transportation include, but are not limited to the following: harassment of others, physical attack/harm to another, use of abusive language, yelling/stomping/pounding or other noise distractions, hanging items or body out of bus windows, littering, moving from seat to seat while the bus is in motion, climbing over seats, vandalism/damaging or defacing bus property, fighting, carrying on to the bus prohibited items (including but not limited to weapons, drugs, alcohol and tobacco), throwing items on the bus or out windows, tampering with emergency exits, tampering with bus controls/video, and intentional embarking or disembarking on unassigned buses or at unassigned stops.

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

#### ***Audio & Visual Recording Devices on Buses***

For the protection and safety of all students, video and audio recording devices may be utilized on school buses. The recording of student behavior and communication, while riding school buses, may be used for purposes of student discipline under provisions of the School District's Bus Transportation Policy, Student Discipline Code, and the Public School Code. For more information regarding District policies and transportation, please visit #810 at <http://www.slsd.org/documents.cfm>.

#### **CURRICULUM STANDARDS**

The information appearing below is an overview of the elementary school curriculum. For a more detailed explanation, please visit the District website at <http://www.slsd.org/academics.cfm>.

#### ***English Language Arts (ELA)***

Southern Lehigh's English Language Arts program offers an integrated approach to reading, writing, speaking and listening. The curriculum aligns with the Pennsylvania Core Standards for English Language Arts. The five standard categories addressed include:

1. Foundational Skills
2. Reading Informational Text
3. Reading Literature
4. Writing
5. Speaking and Listening

**PA Academic Standards for ELA grades K-5:**

<http://static.pdesas.org/content/documents/PA%20Core%20Standards%20ELA%20PreK-5%20March%202014.pdf>

**PA Academic Standards for ELA grades 6-12:**

<http://static.pdesas.org/content/documents/PA%20Core%20Standards%20ELA%206-12%20March%202014.pdf>

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

An effective writer is able to convey his/her thoughts in an organized fashion. Beginning writers use pictures and approximate spellings to convey their thoughts. As students grow in skill, spelling accuracy and the use of proper conventions increases in importance. In Southern Lehigh, we teach the three modes of writing (narrative, informative, opinion/persuasive/argumentative). Within each mode of writing we explicitly teach the writing process and the six traits of writing (ideas/content, organization, voice, word choice, sentence fluency and conventions). Writing is assessed using district and state specifically designed rubrics.

**Mathematics**

Southern Lehigh’s mathematics program aligns with the Pennsylvania Core Standards for Mathematical Content and Practice. The content areas include:

1. Numbers and Operations
  - a. Counting and Cardinality
  - b. Numbers and Operations in Base Ten
  - c. Numbers and Operations – Fractions
  - d. Ratios and Proportional Relationships
  - e. The Number System
  - f. Number and Quantity
2. Algebraic Concepts
  - a. Operations and Algebraic Thinking
  - b. Expressions and Equations
  - c. Functions
  - d. Algebra
3. Geometry
  - a. Geometry
4. Measurement, Data and Probability
  - a. Measurement and Data
  - b. Statistics and Probability

**PA Academic Standards for Math:**

<http://static.pdesas.org/content/documents/PA%20Core%20Standards%20Mathematics%20PreK-12%20March%202014.pdf>

**Science**

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

**Social Studies**

The Social Studies program encourages students to think about communities, society, and their world as it relates to the past and present. History, geography, civics and government, and economics concepts are

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

#### ***Spanish Immersion***

Southern Lehigh offers a total Spanish Immersion program through grade 5. The purpose of this program is to provide a Southern Lehigh education while learning the Spanish language. This program serves one class of students per grade level starting in grade 1. The grade 1-3 program is housed at Liberty Bell School. Students are accepted from each of the three K-3 elementary schools. Participation in the program is limited. Please visit the website at [www.slsd.org/LibertyBell.cfm?subpage=83960](http://www.slsd.org/LibertyBell.cfm?subpage=83960).

#### ***Library/Research***

The library offers students exposure to many types of literature and supports research skills development.

#### ***Technology Literacy***

Students are provided with opportunities to use technology across the curriculum as an educational tool. These experiences begin in kindergarten and continue in a developmentally appropriate manner through the grades and in all courses of study. Learning activities will integrate and support the instruction in the core disciplines as well as focus on building digital literacy and research skills, communications, cyber-ethics, teamwork, and real-world problem solving abilities.

#### ***Music***

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

#### ***Art***

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

#### ***Physical Education***

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

#### ***STEM – Science Technology Engineering and Mathematics***

The goal of the STEM curriculum is to foster the natural curiosity of students and help them discover firsthand how ingenuity and application of certain coursework can lead directly to exciting and rewarding careers. Using an invention, innovation and inquiry based approach supported by an assortment of multi-media tool; students learn concepts and principles in an authentic, problem-based environment.

#### ***Spartan Period / Enrichment & Focus (EF)***

Spartan Period is a time in the day specifically tailored to permit for the delivery of specialized enrichment and or focused instruction. The program is designed to support the academic and social developmental needs of intermediate age students by providing targeted instruction in core subjects, as well as promote the musical aspirations of students (instrument lessons, chorus, band, and orchestra). The period allows staff to provide needed individual support to students for organizational habits and study skills, as well as citizenship/character education, team building, and bullying awareness and prevention.

#### **DEVELOPING HABITS OF LEARNING:**

##### ***Role of the Student***

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

1. Make sure he/she understands the assignment (purpose, due date, expected outcomes).
2. Find time to do homework, use time provided in school wisely, and plan for the completion of long and short-term assignments.

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3. Analyze his/her study habits and take advantage of available study aides and supports.
4. Ask his/her teacher for missed assignments upon return from an absence, or in advance of a scheduled absence.

#### ***Role of the Parent/Guardian***

Cooperation by parents/guardians is necessary for a meaningful homework experience. Parents/guardians should:

1. Review schoolwork with the student and sign assignments, tests and agenda books as requested.
2. Monitor TV, video & technology the student is using and be aware of the content and communications the student is viewing or having with others.
3. Check homework assignments regularly and offer assistance as needed. Insure that students complete homework missed due to absence.
4. Assist students in the development of strong study habits (planning, organization, setting a consistent time for study at home, and spending time to regularly review content) so as to enhance student understanding and promote continued learning readiness.
5. Ask students about what they are learning in school.
6. Monitor the student's participation in extra-curricular activities to avoid over-scheduling.

#### ***Role of the Teacher***

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

1. Assign relevant homework and make the purpose of assignments clear to students.
2. Provide guidance and direction that will enable students to practice independently.
3. Be aware of the demands on the student's time.
4. Review homework with students and in a timely fashion upon return to school.
5. Communicate expectations for homework completion, assignments, and the grading structure to students and parents/guardians.
6. Design and assign different types of classwork and homework or allow for differentiation in assignments.
7. Provide time and information that will allow a student to complete work missed due to absence (as a general rule, students shall have as many days to make up missed work as they were absent from school).

#### ***Role of the Administrator***

1. Help communicate the purpose and relevance of homework.
2. Monitor homework procedures with teachers, students and parents/guardians.
3. Coordinate homework guidelines between grade levels, with departments, and among teachers.
4. Evaluate periodically the consistent implementation of these guidelines.

### **DIRECTORY INFORMATION**

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

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

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

With the expressed permission of parents/guardians, the JPL IS PTG maintains and shares a student directory for the convenience of the school community. The directory is not a complete listing as only the names of students with permission appear in the directory.

### **DISCIPLINE PHILOSOPHY**

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

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

#### ***Code of Conduct***

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

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

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

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

#### ***Offenses and Disciplinary Options***

##### **Level 1**

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

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

Disciplinary Options (more than one option may apply)

1. Verbal reprimand
2. Restrictions
3. Counseling
4. Parent/Guardian notification
5. Parent/Guardian conference
6. Before of after school detention
7. In-school suspension

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## Level II

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

1. Defiance or disrespect
2. Truancy (see Attendance Policy #204)
3. Disruptive behavior
4. Fighting/Assault
5. Violation of District Bus Policy (see Policy #810)
6. Defacing school property
7. Extortion
8. Theft
9. Harassment (verbal, written, electronic, physical, ethnic/cultural, racial, sexual)
10. Verbal or written threats

Disciplinary Options (more than one option may apply)

1. Parent/Guardian notification
2. Parent/Guardian conference
3. Verbal reprimand
4. Restriction
5. Counseling
6. Before of after school detention
7. In-school Suspension
8. Out of School Suspension

## Level III

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

1. Vandalism
2. Violation of District Controlled Substance Policy (see Policy #227)
3. Endangering the safety of others
4. Arson
5. Bomb threats or other terroristic threats
6. False fire alarms
7. Unlawful harassment including sexual harassment (see Policy #248)
8. Possession of weapons or look-a-like weapons (see Policy #218.1)
9. Violation of District Internet Policy (see Policy #815)
10. Commission of any other act punishable under the Pennsylvania Crimes Code

Disciplinary Action (more than one option may apply)

1. Parent/Guardian notification by phone
2. Parent/Guardian notification in writing and made part of student record according to District Policy (see Discipline Policy #218)
3. Notification to local law enforcement agency
4. Parent/Guardian conference
5. Restitution if appropriate
6. Before of after school detention
7. In-School Suspension
8. Out of School Suspension/Expulsion

### *Administrative Action*

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

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

1. Parents/Guardians
2. Teachers
3. Social agencies
4. Psychologist/School Counselor
5. Law Enforcement

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

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

### ***Hearings and Right of Appeal***

#### **Informal Hearing**

Any student subject to suspension lasting more than three (3) school days is entitled to an informal hearing before an appropriate school official. Informal hearings are held to bring forth all relevant information and for parents, guardians, and school officials to discuss ways by which future offenses might be avoided. Regardless of a parent's attendance at an informal hearing, the student has the right to return to school once the out-of-school suspension is over, and to complete any assignments he or she missed.

If there is an informal hearing, the following due process requirements will be observed: the parents/guardians and student must receive written notice of the reasons for the suspension, the student and parents/guardians must have sufficient advance notice of the time and place of the hearing, the student has the right to question any witnesses present at the hearing, and the student has the right to speak and to produce witnesses on his/her own behalf.

#### **Formal Hearing**

The school must hold a formal hearing before an expulsion. The school must give at least three (3) days notice of the time and place of the hearing. You may ask to reschedule this hearing if you can show good reason. The hearing must be held before the school board, before a committee, or before a hearing officer appointed by the board. A majority vote of the entire School Board is required to expel a student.

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

1. Notification of the charges in writing, sent to the parents or guardian by certified mail, and to the student.
2. Sufficient notice of the time and place of the hearing
3. The right to an impartial tribunal
4. The right to be represented by counsel
5. The right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
6. The right to 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 a video recording or stenographer.
9. The proceeding must be held with all reasonable speed.
10. The hearing will be private unless requested by the student's parents.

#### **Expulsion Appeal**

In the event that a student is expelled as the result of a formal hearing, parents/guardians may appeal the decision within 30 days of the expulsion. Appeals must be made in writing. Parents/guardians who waive

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**Deleted:** Students facing suspension or expulsion from school for more than ten days must be afforded all appropriate elements of due process. Part of the due process rights is a formal hearing before the Board of School Directors or a fully authorized committee of the Board. The hearing committee's decision is advisory to the School Board where expulsion is recommended.



their right to a hearing cannot appeal. An expelled student under age 17 must continue to receive an education. Parents/guardians must arrange for continued education, either by enrolling the student in another school or by arranging for homeschooling. Parents/guardians unable to arrange such a program must promptly notify the district in writing. The district must then provide for the student's education. Expelled students who move to another district in Pennsylvania may be placed in the regular school unless the student was expelled for having a weapon. In such cases, the new school district may place the student in alternative education for the duration of the expulsion.

#### **DISTRICT & STANDARDIZED COMMON ASSESSMENTS**

Assessment of student progress is ongoing in the intermediate school. Benchmark assessments are given in reading and math to all students at appropriate intervals during the school year. In addition to classroom based tests and quizzes, assessments common to a grade level are given in accordance with specific units of study. Since some tests are common, which means that they are the same for all students in a grade, classroom teachers may need to give these tests on different dates as appropriate to the needs of their students. Because these same testing instruments may also be used to assess student learning annually, **common assessments may be held as secure tests and are not always sent home.** Parents/guardians will be afforded the opportunity to view any grade level common assessment taken by their student upon request, with exception to assessments given for placement or course acceleration consideration. Simply contact your student's teacher to schedule a time to review the desired test.

**All grade levels in the intermediate school will participate in the Pennsylvania System of School Assessment.**

#### **DRESS / APPROPRIATE SCHOOL ATTIRE**

Students should wear clothing and footwear to school that is safe and fitting for the season and learning environment. The following clothing/jewelry should not be worn to school:

1. Footwear such as "Heely's" or other such brands of rolling shoes and athletic cleats.  
SPECIAL NOTE: Flip-flops or (soccer) slides are not appropriate for recess. If worn to school, students are prohibited from running, jumping, hopping, etc., and climbing on playground equipment.
2. Hats, hoods and head coverings should be removed upon entry into the building. This applies to all students. Hats or other head covering apparel worn for cultural, ethnic, religious, health or other meritorious reasons shall be considered exempt from this rule. It is kindly requested that parents and/or students share the purpose for head covering so that the staff may be appropriately sensitive and supportive of all students within the larger school environment.
3. Chains, wallet chains, gloves/belts/bracelets/neckwear with spikes or similar jewelry that may be in violation of the District's Weapons policy.
4. Clothing or jewelry that promotes or makes reference to drug, alcohol or tobacco use.
5. Clothing or jewelry that promotes or makes reference to cult or satanic activity.
6. Clothing or jewelry that promotes or makes reference to violence, sex or ethnic/racial prejudices.
7. Clothing or jewelry with suggestive themes or obscene pictures words or gestures.
8. Clothing that is ill fitting (oversized, falling off hips, too tight or too short, etc.) or revealing such as mesh or see-through items, halter tops, tube tops, spaghetti strapped tops, too short-shorts, muscle shirts, half shirts, wide open-arm basketball shirts, or other such items that might be form fitting or permit seeing inside the top or exposure of the midriff.
9. Undergarments are not to be worn on top of clothing.
10. Pants must be worn and undergarments are covered.
11. Very short-shorts and short skirts are not suitable for school. Shorts and skirts must be long enough on the leg to offer full frontal coverage and coverage to the buttocks when standing and sitting, or to the approximate length of mid thigh. Skin-tight apparel including shorts, bathing suits, running or cycling spandex style shorts are not permitted.
12. Slippers or pajamas are not to be worn to school.

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**Deleted:** The student and/or his parents/guardian may appeal any ruling by a school official to that official's immediate supervisor. Appeals to the Superintendent of Schools and the Board of School Directors must be made in writing on a form available in the school office and addressed to the Superintendent of Schools. Any appeal must be made promptly, usually within 48 hours. -

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

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

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

#### **ELECTRONIC DEVICES – CELL PHONES, GAME PLAYERS, TABLETS and E-READERS**

District policy governs the use of electronic devices in school. Electronic devices include any personal communication device including mobile telephones and smartphones; any device that can capture still images or movies; any device that can record, store, display, transmit, or receive audio or video; personal digital assistants (PDA's); any device that can provide a connection to the internet (whether wireless, wired, 3G or 4G); laptops and tablet computers, electronic gaming systems, pagers, e-readers, and laser pointers.

Pagers and laser pointers are prohibited. Use of devices in bathrooms, locker rooms and changing areas is prohibited. Students are prohibited from using electronic devices to take photographs, or to record audio or video at any time during the school day or at any school sponsored event that is not open to the general public, unless the building administrator has authorized the photograph or recording by giving written consent, unless the use is authorized for educational purposes as outlined below.

**Policy prohibits the use of any electronic device by any Elementary School student while in district buildings or on school grounds during school hours.** An electronic devices that is possessed by any student in school buildings or on school grounds during school hours must remain powered off and kept out of sight at all times except as follows below.

Exception:

- Students may use electronic devices in the classroom during the school day **for instructional purposes if, and only if,** they have the prior permission of the teacher or building administrator to do so.

This policy shall not affect the ability of the building administrator or his/her designee to grant approval for the use of an electronic device by a student because of a student's urgent health or safety needs, or in the event of an emergency.

This policy shall not affect the provision or use of an electronic device as stated in an Individualized Education Program or Section 504 Service Agreement.

It is recommended that students leave at home costly electronic game playing devices such as PSPs, and Nintendo products as these devices are generally not used for instructional purposes. Personal tablets, iPads, Nooks, Kindles and other e-readers may be used in the classroom with teacher or principal permission.

Please be advised that the school and district are not responsible for lost or stolen personal electronic devices.

#### **FIELD TRIPS**

Field trips are intended to support and enhance the District curriculum and program of studies delivered to students. Field trips may require additional expenses to students or parents/guardians. Parents/guardians or students experiencing financial hardship should contact the school office and appropriate accommodations will be made to ensure a student's participation.

## **FIRE DRILLS, EMERGENCY WEATHER DRILLS, EVACUATION DRILLS & SAFETY DRILLS**

Fire, weather drills and other emergency event and evacuation drills are conducted periodically during the school year. Various drill procedures are reviewed with all staff and students during the first [week](#) of school. When an alarm or announcement is sounded, students and teachers move quickly and quietly to their designated area or exit, and remain in a safe position or at a safe distance from the school building until the all clear signal is given.

## **GRADING & COMMUNICATING STUDENT PROGRESS**

### ***Grading Explanation***

Teachers at the Southern Lehigh Intermediate School assess student achievement in accordance with taught subject matter. The following chart defines reporting/subject categories as they appear on student report cards.

<b>Reporting Categories Core Subjects:</b>	<b>Reporting Categories Special Subjects:</b>
Mathematics	Physical Education/Health
English Language Arts	STEM (Science Technology Engineering Math)
Social Studies	Art
Science	Music / Band / Orchestra

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

### ***Report Card Summary***

Parents/guardians and students will have access to a report summarizing their quarterly progress in the core subjects at the conclusion of each marking period. In grades 4-12 **electronic report cards** are made available for student and parent/guardian view. A Sapphire Community Web Portal account and login is required to view your student's online quarterly report card.

### **Grades 4, 5 and 6 – Grade progress descriptors are as follows:**

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

### **For complementary/special subject areas, the following progress descriptors will be used:**

<b>O</b> Level of work is outstanding
<b>S</b> Level of work is satisfactory
<b>N</b> Level of work needs improvement
<b>U</b> Level of work is unsatisfactory

\* In rare instances of significant student absence, an "I" (incomplete) or "NG" (no grade) may be issued.

### ***Sapphire Community Web Portal***

The Sapphire Community Web Portal allows parents/guardians to monitor the academic progress of their children/students throughout the school year. Teachers input grade data regularly so that parents can follow the in-progress performance of students. Parents are asked to understand that teacher grade books are not updated daily, as adequate time must be permitted for teachers to provide meaningful and personal feedback to students regarding their learning and performance. Parents/guardians are encouraged to sign up for an account by going to the Parents tab on the district website. Click the Community Portal Application and Acceptable Use Policy link [and the keyword is Spartans.](#)

<https://southernlehigh-sapphire.k12system.com/CommunityWebPortal/Public/DistrictCheck.cfm?master=81949&cfm=end>,

#### ***Parent/Guardian-Teacher Conferences***

Although time is set aside for parent conferences annually, parents/guardians should feel free to communicate with teachers at any time. Teachers can be reached between the hours of 8:15 a.m. and 3:45 p.m. Realize that telephone calls received during the instructional day will be auto-forwarded to a teacher's voicemail. Teachers can also be contacted through email. Parents/guardians are encouraged to monitor their student's progress during the marking period and throughout the school year using the **Sapphire Community Web Portal**.

#### ***Homework***

Homework is assigned by teachers and meant to provide students with skill specific practice in academic concepts. Homework is intended to be completed outside of the regular classroom and/or normal school day. Homework is considered essential practice and plays an important role in the academic success of students. While teachers are responsible for defining the rigor and relevance of homework, students and parents/guardians must assume responsibility for homework completion and monitoring. Cooperation and communication between the home and school in this matter is critical.

#### **Types and Purposes for Homework**

- **Practice** - helps students to master skills presented in class
- **Preparation** - helps students to gain maximum benefit from future lessons
- **Extension** - helps students apply specific skills and concepts to new situations
- **Creativity** - requires students to integrate skills and concepts in order to produce original responses.

Teachers will accommodate requests for homework for students absent **two or more consecutive days**. When a student misses only one day of school, it may not be possible for teachers to collect homework by the end of our school day.

#### **GUESTS IN SCHOOL**

To reduce liability and ensure a safe and secure school environment, students may not bring guests to school.

#### **HEALTH SERVICES**

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

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

#### ***Illness during the School Day***

If a student becomes ill at school, he or she may seek permission from a teacher to visit the health room.

**Students are not be permitted to call/text home before consultation with the school nurse / health paraprofessional (students are not permitted to use personal cell phones during school day hours).**

Students are not permitted to leave school during regular school hours for any cause without permission of the principal, or his/her designee, which may include the school nurse and their administrative assistants.

Tylenol (acetaminophen) and/or ibuprofen may be administered in school without a doctor's note provided the health room receives permission from the parent/guardian via telephone or by written note for a one-day administration.

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

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

If your student has symptoms of illness and/or has a temperature/fever equal to or greater the 100 degrees, please keep him/her at home so as to prevent the spread of virus or infection to other students. Please notify the school by calling the nurse's office and indicating the reason for absence.

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

#### ***Disease & Period Exclusion from School***

- **Chicken Pox** – Until all lesions are dry and crusted over.
- **Conjunctivitis** – 24 hours after starting medications or until judged non-infective by nurse or a physician.
- **Fever** – Students must be fever free (temperature below 100 degrees) for 24 hours without the aid of medication, including acetaminophen (Tylenol) or ibuprofen (Advil) before returning to school.
- **German measles, measles, Mumps, Pertussis (Whooping Cough)** – A physician's note is needed for return to school.
- **Impetigo** – 24 hours after starting appropriate medications or until judged non-infective by the school nurse or child's physician.
- **Pediculosis (head or body lice)** – The PA Department of Health has indicated that head/body lice are a "nuisance" disease. Since it poses no significant health risk to others, students are not sent home from school for this condition. As a courtesy, the school nurse/health paraprofessional will contact parents/guardians should your student have lice. Parents/guardians are to treat the student as per the instructions provided by a medical professional (pharmacist/physician's assistant/family physician). For more information about Pediculosis please see the school nurses webpage at <http://www.slsd.org/staffcenter.cfm?subpage=1400240>.
- **Scabies** – After treatment, a physician's note or approval of the school nurse is needed to return to school.
- **Streptococcal Sore Throat (Strep or Scarlet Fever)** – A student may return to school 24 hours after starting antibiotic therapy and once they have been fever-free for 24 hours.
- **Vomiting and Diarrhea** – Exclusion is possible if occurring frequently or accompanied by other symptoms.

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

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

#### ***Medication During School Hours (Prescription and Non-Prescription)***

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

The school nurse can administer medication under the following conditions: Completion of an “Authorization for Medication During School Hours” form by the prescribing physician. Forms are available in the school office and on the district web site at [www.slsd.org/documents.cfm](http://www.slsd.org/documents.cfm). Click on ‘Nurse/Health’ and then ‘Health.’ Parent/guardian and physician signatures are required on the form. A single dose of medication must arrive in the original container and be delivered to the health room staff by a parent/guardian. NOTE: Parents or guardians may also personally come to school to administer medication as an alternative to completing the “Authorization for Medication During School Hours” form.

**Students are not permitted to carry medication on their person without special exception. This includes prescription and non-prescription products. Students found in possession of medication may be considered to be in violation of the District’s drug policy and may be subject to disciplinary consequence.**

#### *Health Testing and Screening Programs*

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

- Height, Weight, BMI performed every year in all grade levels.
- Near and distance vision screening performed every year in all grade levels.
- Plus vision, color vision, depth perception performed once during the student’s elementary school career.
- Hearing: grades K, 1, 2, 3, 7 and 11. Follow-up hearing tests will be conducted on any student that fails the rapid hearing screening. Arrangements can be made for hearing tests on students not in those grades by parent/guardian or teacher request.
- Scoliosis screening performed once a year in grades 6 and 7.
- Parents or guardians will receive notification concerning the results of their student’s screening along with an annual Body Mass Index (BMI) report. Parents/guardians wishing to have their student excluded from a school-screening program must notify the school nurse in writing no later than September 30<sup>th</sup>. Barring any written requests for exclusion, students will be scheduled and included in the above stated screenings.

#### *Other Examination Requirements*

- Dental Exams: Required in grade K or 1, 3 and 7 as necessary for new entrants.
- Physical Exams: Required in grade K or 1, 6 and 11 and as necessary for new entrants.
- Physical and dental examinations are available through the District’s physician and dentist. Examinations by private physicians and dentists will also be accepted, however, such will not be funded by the district and will be at the parent/guardian’s own expense. Permission forms and forms for school physicals and dentals are available in the nurse’s office and on the district web site.

#### **LOCKERS**

Students will be assigned lockers. The student is expected to keep the locker in good condition. Any damage to the locker will be the responsibility of the student/family. Students are responsible for all items in their lockers. Students shall not expect privacy regarding items placed in school lockers because school property is subject to search at any time by school officials. It may also be necessary to invite local authorities and their resources for search purposes, and such searches may involve the use of trained police dogs. **The administration reserves the right to open lockers without informing the student or student’s parent/guardian.** The District policies on Searches and Use of Animals to Search School Property may be viewed at: <http://www.slsd.org/documents.cfm> policy # 226 and # 227.1.

#### **LOST AND FOUND**

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

## **LUNCH AND CAFETERIA**

School lunches are available for all students in grades 4 through 6 in the intermediate school. Students may purchase a lunch from school or bring a lunch from home. Milk is available for purchase in the cafeteria. Soda or other carbonated beverages and/or glass containers are prohibited. Toys, cell phones, game players or other items unrelated to dining are not permitted in the cafeteria. Monthly school lunch menus are posted on the District website at [www.slsd.org](http://www.slsd.org). Click on the 'School' and 'Lunch Menus' link.

Lunch Purchase Options - Lunches may be purchased with cash daily or by creating a prepay account at the school. Parents/guardians may deposit money into student accounts by writing a check to JPL Intermediate School. Please remember to include the student name and ID number on your check. Checks should be delivered to the cafeteria, cafeteria manager's office, or dropped into the designated cafeteria deposit box. As lunches are purchased, money from the account is debited. Information on how to establish a lunch account will be made available at the beginning of the school year and to all newly enrolled pupils.

We ask that you avoid sending in money with one child expecting him/her to get change to siblings.

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

In compliance with State and Federal requirements, Southern Lehigh School District provides free or reduced price lunches to those students whose family cannot afford to pay full price. Application forms must be completed each year and will be distributed to all students during the first week of school. The application form is also available on the District website at [www.slsd.org/documents.cfm](http://www.slsd.org/documents.cfm). Click on 'Forms' and "General Forms" links. Due to space [limitations](#) and [other](#) regulations parents/[guardians](#) may not [join](#) students [for lunch](#) in the cafeteria.

## **MOVIES IN SCHOOL**

Many off air recorded television and radio programs, videotapes and movies have educational value and enhance the district curriculum. The Motion Picture Association of America rates film content. District personnel will seek parental permission whenever the materials exceed a "G" (General Audience) rating. If not rated, the materials should satisfy the intent of a "G" rating, specifically, containing nothing in theme, language, violence, or other thought to be unfitting or inappropriate content which would potentially be offensive to students or parents/guardians. A "G" rating is not a certificate of approval, nor does it suggest children's film. Some "G" ratings allow for language that goes beyond polite conversation, but are common expressions. (MPAA guidelines).

## **POLICIES & NOTICES**

### ***Hazing***

The practice of hazing in connection with any District sport, club or active sponsored by or affiliated in any way with the Southern Lehigh School District is strictly forbidden. To review this policy, please visit policy #123.4 at <http://slsd.org/files/filesystem/123.4%20Hazing.pdf>.

### ***Unlawful Harassment***

The Southern Lehigh School District will not tolerate unlawful intimidation and/or harassment. Such behavior is illegal under state and federal law. A student of the District who engages in conduct that constitutes a violation of the harassment policy shall be subject to discipline pursuant with the provisions of this policy. A student in the District who is subjected to harassment shall have the right to file a complaint in accordance with the procedures set forth by this policy.

Any student who believes that he/she has been subject to unlawful harassment shall file by verbal report the occurrence(s) of all incidents of such conduct to the principal or assistant principal. Students may lodge harassment complaints with other appropriate individuals in the district including teachers, counselors, nurses, or other administrators. To review this policy, please visit policy #248 at <http://www.slsd.org/documents.cfm>.

### ***Bullying and Cyber Bullying***

**General Definition:** A person is said to be bullied when he or she is the target of or exposed to the repeated negative actions on the part of one or more other persons, and he or she has difficulty defending him or herself.

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

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

Bullying, as defined in this policy, includes cyber bullying. The school setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised by the school. The Board prohibits all forms of bullying by district students. The Board encourages students who believe they have been to promptly report such incidents to the building principal or designee.

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

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Discipline Code. For complete reference to this policy please see policy #249 at <http://www.slsd.org/documents.cfm>.

### ***Use of Internet***

Southern Lehigh School District will provide access to the Internet for students who have their parents' or guardians' permission. School library media specialists and teachers will work with students to develop critical thinking skills to meet educational purposes at developmentally appropriate levels. A complete policy is available at <http://www.slsd.org/documents.cfm>, policy #815.

### ***Public Complaint Policy***

Any parent/guardian, resident or community group that wishes to log a public complaint with the District should refer to School Board Policy 906 for the complaint procedure. The complete policy is available at <http://www.slsd.org/documents.cfm>

### ***AHERA – Asbestos Hazard Emergency Response Act***

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

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The management plan includes: inspections and physical assessment reports, training requirements for the custodial and maintenance personnel, plans and procedures to minimize disturbance of any asbestos-containing materials, and if applicable at your school, a program for regular surveillance and inspection of asbestos-containing materials. Also, every three years, and asbestos re-inspection of the district will be conducted to comply with the AHERA law.

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

***ACT 35 and ACT 36 Integrated Pest Management (IPM) Notification***

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

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

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

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

If a chemical application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and antimicrobial products, self-contained baits placed in areas not accessible to students, and gel-type baits placed in cracks, crevices or voids.

Each year the district will prepare a new notification registry.

***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.

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

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

#### ***Weapons Policy & Act 26 Law***

Students are not permitted to possess or handle any instrument that may be considered, a weapon or dangerous object. This includes instruments that **look like** weapons. A weapon is defined in policy as follows:

*A weapon shall include any metal instrument, or implement capable of directly or indirectly inflicting serious bodily injury, or other object, facsimile or look-alike that can be considered to be a weapon, including, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, razor, ice pick, any explosive device of any kind, including firecrackers, tear gas canisters, smoke bombs, or chains, loaded cane, sword cane, loaded or unloaded fire arms, including pellet guns, BB guns, any Bowie knife, Dirk knife, lock-blade, hunting knife, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting serious bodily injury.*

The policy applies to students at all school buildings, on any school premises, at a bus stop, in a school bus, or at any school activity or related event held at or away from school.

Act 26, the law that addresses possession of weapons, and Southern Lehigh School District policy #218.1 states “***Any person who is discovered to be in violation of this policy by possessing any weapon as defined in this policy shall be subject to have said weapon immediately seized by school personnel, and except as otherwise provided in this policy, a student shall be expelled for a period of not less than one year.***” The complete policy is available at:  
<http://www.slsd.org/files/filesystem/218.1%20possession%20of%20weapons.pdf> policy # 218.1.

#### **PARENT/GUARDIAN AND TEACHER COMMUNICATION & CONTACTS**

Parent/Guardian-teacher dialogue is important. Teachers can be reached between the hours of 8:15 a.m. and 3:45 p.m. Telephone calls received during the instructional day will be auto forwarded to a teacher’s voicemail. Teachers can also be contacted through email.

Parent/guardian concerns can be resolved using the following procedure:

1. Parent/guardian concerns relating to student progress or experiences should first be brought to the attention of the appropriate teacher.
2. If the concern remains unresolved or is of a school-wide nature, the teacher and/or parents/guardians should communicate the concern to the building principal or assistant principal for assistance.

#### **PARTIES / FOOD IN SCHOOL / STUDENT WELLNESS POLICY**

##### ***Birthday or Other Party Invitations***

Party invitations cannot be handed out in school unless **all** members of the student’s class are invited.

##### ***Classroom Parties***

In an effort to maintain student safety and wellness, the following guidelines will be strictly enforced for the sake of all classroom parties.

- Homemade foods will not be accepted.**

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2. All foods contributed **must be in their original package with a label** so that they may be properly evaluated for special nutritional needs. All food dropped off for classroom celebrations **must be provided to the school 24 hours in advance**. The exception would be fresh vegetables, fruit and cases of bottled water.
3. Only **1 unhealthy treat** (such as sugary foods or treats high in fat - cupcakes, brownies, ice cream, candy, potato chips, Doritos, etc.) is permitted at classroom parties.
4. **Food treats are not permitted and cannot be exchanged or distributed for Birthday or other celebratory or holiday occasions (changing schools, Halloween, Valentine's Day, Easter, etc.)**. Food items will only be accepted during school & grade scheduled classroom related events.

Please refer to the Class Party Food Wellness Guideline page on the school website for more information and to reference the healthy foods list before purchasing food for a classroom party.

#### **PTG (PARENT/GUARDIAN TEACHER GROUP) & HOME AND SCHOOL RELATIONS**

The Intermediate School has an active PTG organization. Monthly meetings of the PTG serve to support the education of students attending the intermediate school. Topics covered at PTG meetings may include but are not limited to the following:

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

#### **PLEDGE OF ALLEGIANCE**

The Southern Lehigh School District begins each day with the Pledge of Allegiance to the flag of the United States of America by students and staff members. A moment of silence shall accompany the Pledge of Allegiance each morning, with students 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 may choose to remain seated at desks, and shall respect the rights/interests of classmates participating. This respect shall include remaining silent and refraining from any activity that may be distracting to another.

#### **SAFE USE OF SCHOOL GROUNDS – Bikes, Skateboards, Mini-Bikes, Pets on Property**

##### *Skating and Riding*

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

##### *Pets on Property*

Pets (including dogs, cats, and other animals) are not permitted on school grounds during school hours, which include arrival and dismissal times with exception to service animals and police canine units.

#### **SCHOOL INSURANCE**

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

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

#### **SCHOOL SECURITY**

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

- All front entries will be open for arrival and dismissal of students.
- Doors will be secured during these hours: **8:50 a.m. – 3:30 p.m.**

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

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

### **SCHOOL VISITATION**

Parents/guardians are encouraged to take opportunity to learn about the school programs by accepting invitations to [volunteer](#), and meet with teachers on occasions such as Open House Night, Parent/Guardian – Teacher Conferences, school/district showcases and [by attending school-wide events](#). Parents/guardians are welcome to request conferences by special arrangement made with the teacher, guidance counselor, and assistant principal or principal.

### **SOLICITATION / FLYER DISTRIBUTION**

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

Selling or soliciting in school to raise money for organizations or groups not affiliated with the school shall be prohibited. Please be advised that school board policy governs the distribution of flyer information to students in school. For specific guidance concerning this policy please see board policy #913.1 <http://www.slsd.org/files/filesystem/913.1%20flyer%20information%20distribution.pdf>

### **SPECIAL EDUCATION**

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

#### ***Learning Support***

The Southern Lehigh School district provides learning support programs for students with learning disabilities, mental retardation, other health impaired, some mild emotional disturbances and autism, in grades kindergarten to twelfth. Different levels of intervention are available [and range](#) from support [provided](#) in the regular classroom to full time support. A regular education curriculum is provided, with adaptations, to meet the individual needs of the students. [These programs are provided in district buildings and most students are served in their home schools.](#) The staff consists of special education teachers and [instructional](#) assistants.

#### ***Emotional Support***

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

#### ***Speech and Language Support***

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

### ***Other Services***

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

### ***Early Intervention***

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

### **STUDENT RECORDS**

The Southern Lehigh School District recognizes the need to protect the confidentiality of personally identifiable information in the education records of all students in our district. A comprehensive plan has been developed to insure the privacy of both the parents/guardians and the students in the collection, maintenance, release, and destruction of education records. Every effort has been made to incorporate all applicable provisions from the Pennsylvania Public School Code of 1949, the Regulations of the State Board of Education, the Family Educational Rights and Privacy Act of 1974, the Individual with Disabilities Education Act, the Hatch Act, and the Code of Federal Regulations. For more information concerning the district's Education Record policy please refer to school board policy #216 or see <http://www.slsd.org/files/filesystem/216%20education%20records.pdf>

### **SUPPORTIVE EDUCATIONAL SERVICES & TITLE 1**

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

#### ***Small Group and Individual Support***

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

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

#### ***Instructional Support Team (IST) & Response to Instruction & Intervention (RtII)***

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

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

### ***Title 1 Services***

Like the district's Response to Intervention and Instruction program (RtII) described above, the Title I program also 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.](#)

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

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

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additionally 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 he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact the principal at JPL Intermediate School at 610-861-4040 or contact the human resources department at 610-282-3121 ext. 5112.

#### ***Guidance Counselors & School Psychologists***

Guidance Counselors and School Psychologists are on hand to serve students at the Intermediate School. These support professionals are members of the school educational teams, which monitor student progress. The Counseling Department is available to assist students with adjustment to school issues, peer/social difficulties, academic concerns, personal matters, and to encourage successful student behaviors and habits. Other members of the student services team include the principal, assistant principal and appropriate teachers and specialists.

With administrative and parental approval the counselor and/or psychologists offer group or individual counseling and individual testing of students. Classroom visits are another important function. The school counselor and psychologist can also be valuable resources to parents.

#### ***Gifted Support***

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

#### **TEXTBOOKS, LIBRARY BOOKS, TECHNOLOGY – Lost & Damaged**

Students are expected to be responsible for the care and safe keeping of all textbooks, library materials, desks and any other school property issued to them. Parents/guardians are financially responsible for lost or damaged school property; outstanding obligation will be transferred to the receiving school when a child moves to a new building.

Restitution for damages and lost books, equipment, supplies and outstanding financial obligations:

- A student who is found to be responsible for the loss, destruction, breakage or damage of school books, equipment, property and supplies including library and assigned materials shall make restitution to the school in the form of cash/check payment in the amount determined necessary to replace the item through school vendors.
- Failure to do so will result in the loss of privileges to participate in athletics, and co-curricular activities until restitution is made.
- All school property loaned to students or signed out by parents must be returned at the conclusion of the school year.

The associated cost for replacement materials will be determined by this method:

<b><u>New Book/Item</u></b>	<b><u>Replacement cost</u></b>
<b>Good Condition</b>	<b>80% of cost</b>
<b>Fair Condition</b>	<b>70% of cost</b>
<b>Usable condition</b>	<b>50% of cost</b>