

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



**Southern Lehigh Middle School**

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

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

**The Southern Lehigh Middle School administration, faculty and support staff welcomes you and wishes you a productive, exciting and successful school year.**

**The student handbook provides you with an important tool to assist you in organizing your school responsibilities. The handbook contains useful information, including approved standards of comportment incumbent upon all students.**

**At Southern Lehigh Middle School, we are committed to excellence. As we accept the adventures of a new school year, we ask every student, parent, guardian and teacher to work together in striving towards excellence.**

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

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

<b><u>Academic Programs</u></b>	<b><u>Athletic Programs</u></b>	<b><u>Musical Programs</u></b>
<b>National Junior Honor Society</b>	<b>Cheerleading</b>	<b>Concert Band</b>
<b>Studio 22</b>	<b>Field Hockey</b>	<b>String Orchestra</b>
<b>Builders Club</b>	<b>Football</b>	<b>Jazz Band</b>
<b>Debate Team</b>	<b>Girls Volleyball</b>	<b>Spartan Chorale</b>
<b>Student Council</b>	<b>Boys Basketball</b>	<b>SLMS Chorus</b>
<b>Yearbook</b>	<b>Wrestling</b>	<b>Theater Production</b>
<b>PEAK</b>	<b>Girls Basketball</b>	
<b>Math Counts</b>	<b>Girls Lacrosse</b>	
	<b>Track &amp; Field Club</b>	
	<b>Softball</b>	
	<b>Cross Country</b>	

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

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

All School District Policies can be accessed on the district website <http://www.slstd.org/>, and are also available in the Middle School office.

## **Table of Contents**

### **A**

[Academic Honesty Policy](#)

[Accidents and Injuries Information](#)

[Adapted Physical Education Program](#)

[AHERA](#)

[Alternate Busing](#)

[Athletics and Attendance](#)

[Attendance Information and Rules](#)

[Attendance Letters](#)

[Reporting Absences](#)

[Tardiness to Class](#)

[Tardiness to School](#)

[Athletics Implications](#)

[Truancy](#)

### **B**

[Bicycles](#)

[BlackBoard Connect!](#)

[Bus Code of Conduct](#)

[Bullying](#)

## **C**

[Cafeteria Procedures](#)

[Closing of School Information](#)

[Counseling and Consultation Services](#)

## **D**

[Damage to School Property & Equipment](#)

[Dances](#)

[Discipline Philosophy](#)

[Dress Code](#)

## **E**

[Electronic Devices](#)

[Email](#)

[Extracurricular Activities and Athletics](#)

## **F**

[FERPA](#)

[Financial Obligations](#)

[Fire & Emergency Drills](#)

## **G**

[Grading Procedure](#)

[Grade Floor](#)

## **H**

[Hazing](#)

[Health Curriculum](#)

[Health Services](#)

[Health Testing & Screening Programs](#)

[Hearing/Right to Appeal](#)

[Homework Requests](#)

## **I**

[Immunization Policy](#)

[Intramural Programs](#)

## **L**

[Lateness to Class](#)

[Library](#)

[Lockers & Desks](#)

[Locker Procedures](#)

[Lost & Found](#)

## **M**

[Medication](#)

[Mission & Goals](#)

[Morning Arrival/Homeroom Procedures](#)

[Music Program](#)

## **N**

[National Junior Honor Society](#)

## **P**

[Parent Pick up Procedures](#)

[Parental Transportation](#)

[Permission for Early Dismissal](#)

[Physical Education Safety Standards](#)

## **R**

[Reporting Absences](#)

[Requirements for Sports Participation](#)

## **S**

[Sapphire Community Web Portal](#)

[Schedule Change Policy](#)

[Scholastic Honors Information](#)

[School Safety Tips for Parents](#)

[School Code of Conduct](#)

[Level 1](#)

[Level 2](#)

[Level 3Level 4](#)

[School Store](#)

[Skateboarding, Rollerblading, etc](#)

[Special Deliveries](#)

[Special Education Notice](#)

[Sports/Athletics](#)

[STEM Safety Standards](#)

[Student Assistance Program](#)

[Student Council](#)

[Student Emergency Information](#)

[Student Passes](#)

[Student Insurance](#)

[Student Transfer & Withdrawal Information](#)

## **T**

[Tardiness](#)

[Technology](#)

[Telephone Use](#)

[Testing Information](#)

[Title I](#)

[Title I Right To Know](#)

[Title IX](#)

## **V**

[Visitors and Building Access](#)

[Voicemail](#)

## **W**

[Working Papers](#)



## **🎯Mission and Goals**

The purpose of Southern Lehigh Middle School is to provide a transitional experience from childhood to adolescence. This is a unique period of life and only a unique school will do. The mission of the middle school is to provide opportunities for success for all students. We support our mission through building goals. The major goals that currently direct the efforts of this school are:

- To provide a positive learning environment designed around academic teams of teachers and students. The teams provide integrated educational opportunities and instructional support in a flexible schedule.
- To use technology to enhance instruction and provide students with a sound foundation of computer skills.
- To meet individual student needs through a variety of teaching, learning, and assessment strategies.
- To provide a diverse exploratory arts curriculum to enhance pre-adolescent learning styles.
- To exist in a positive school community with a climate that keeps children at the center of all that occurs.

## **🎯Student Services**

### **Counseling and Consultation Services**

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

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

The school psychologist/counselor is available to meet with parents/guardians and serve as coordinator of services between school and outside agencies. Parents/guardians are encouraged to notify the psychologist/counselor if their child is receiving services from an outside agency. Appointments may be scheduled through the Guidance Office. If the counselor is not available or is in session, a student may request an appointment through a secretary.

Parents/guardians are encouraged to contact a Southern Lehigh Middle School counselor any time between 7:30 a.m. and 3:00 p.m. at 610-282-3700 ext. 6551 to get information or to schedule a team conference. Each team has a meeting schedule when your child's core team of teachers is available to meet with parents.

### **The Student Assistance Program**

From time to time some students need help dealing with problems or conditions that prevent them from being active, successful participants in the academic and social life of the Middle School. The Southern Lehigh Middle School is fortunate to have a group of staff members who have undergone specialized training in addressing these problems. The Student Assistance Program (SAP) is designed to help the student resolve those problems in order to become a more productive part of the school.

The major goal of the Southern Lehigh Middle School is to provide quality education to our students through excellent educational programs. In order to provide an environment to meet the goal, the social and emotional status of the student must function in a state of well-being. Middle School

students are faced with several pressures and changes that positively or negatively affect their self-esteem and decision-making process. Proper guidance, education, and support are extremely important in the development of well-adjusted youth.

In order to develop the skills necessary to cope with the pressures they face, our students must learn to make well-informed, constructive decisions. They must channel their energies and thoughts in positive ways that will benefit their present and future self-perception and actions. The health education curriculum and the interdisciplinary team structure are committed to creating a system of education and prevention, early identification and intervention. In addition, SAP can provide referral and support services.

The initial and most important phase of the SAP process takes place in the classrooms, and with the interdisciplinary teams. This is where a close link between the teacher and the student is established. Concerns that arise from this student/teacher relationship are identified and shared with other professionals who know and care about the students in their team. We believe that in most cases those staff members who work in close proximity to a specific group of students can provide the most immediate and effective support system for at-risk adolescents and their families. There may, however, be some students whose needs go beyond that which can be dealt with effectively within our normal procedures. The SAP team will review these cases. This team will serve as a steering committee for student assistance matters. They may recommend the involvement of outside resources or they may refer the case back to the child study team along with recommendations.

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

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

- |                      |                          |
|----------------------|--------------------------|
| * alcohol abuse      | * pregnancy              |
| * drug abuse         | * peer pressure          |
| * child abuse        | * loss/depression        |
| * suicide/depression | * eating disorders       |
| * family concerns    | * other related problems |

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

### **Title I**

The Title I program serves to provide support to general education students showing academic need. The program attempts to identify and target student specific academic needs through intense instruction and the use of strategic intervention resources. The goal of the program is to close the gap for students who are experiencing difficulty in meeting grade level benchmarks. Title I is a

federally funded program. As required by regulation, the district is required to advise parents of students receiving Title I services of their right to request the certification status of the teacher.

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

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

Your child attends Southern Lehigh Middle School which receives Federal Title I funds to assist students in meeting state achievement standards. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child. At Southern Lehigh Middle School we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

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

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications. The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes 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
  - o subject matter tested,
  - o purpose of the test,
  - o source of the requirement (if applicable),
  - o amount of time it takes students to complete the test, and
  - o time and format of disseminating results.

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

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

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

The following recommendations were provided for parents:

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

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

### **Health Services**

The health suite is open from 7:30 a.m. to 3:00 p.m. Monday through Friday. Health records are kept on each student and records are maintained in the health suite.

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

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

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

Students are allowed to receive acetaminophen (Tylenol) and/or ibuprofen (Advil/Motrin) in school without a doctor's note provided prior written approval is received from the parent. Pain reliever permission forms are sent home in the first day packets and are also available in the nurse's office and on the district web site.

If a student becomes ill during the school day, the health room staff may call the designated contact to pick him or her up. Symptoms that may require a child to be picked up may include: fever, diarrhea, vomiting, or any other illness which may be considered contagious.

Please check our nurses' webpage for up-to-date information [Middle School Nurse - Mrs. Krippe](#)

### **Immunization Policy**

The Pennsylvania Department of Health has changed the School Immunization Law.

Parents/guardians must provide documentation of immunizations and or a written plan from their child's doctor before the start of the 2018/2019 school year.

Under the new law, if documentation is not provided within the first five days of school, then the child must be excluded from school. We do not want to exclude any student, so we are committed to work with all families to support them in ensuring requirements are met. Please work with your child's physicians to ensure all immunizations have been given. Exemptions for moral, medical and religious reasons remain in place under the new regulations.

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

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

Should you find it necessary for a nurse to administer medication to your child during the school day, you may bring the medication to school consistent with the School District's policy on the administration of medication. You must provide all medication in the original bottle or package directly to a school nurse or other authorized health services personnel. In the absence of a nurse the medication shall be delivered directly to school office personnel.

The prescribing physician must complete an "Authorization for Medication During School Hours" form (forms available in the nurse's office, on the district web site, and in the school office). This includes:

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

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

### **Health Testing and Screening Programs** \*See Board Policy

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

- Height, weight, BMI and vision screenings performed every year on all grade levels.
- Hearing: grades K/1, 2, 3, 7, and 11. 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 or teacher request.
- Scoliosis: grades 6 and 7, or as necessary due to physical changes that suggest pathology of the spine.

If a student is not to be examined in one of the screening programs, it is the responsibility of each parent/guardian to notify the school nurse in your child's school in writing **by the end of the first week of school**.

Additional exams required by the state include:

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

If you do not wish to have the exams done on your child by the school, it is the responsibility of each parent/guardian to obtain the exams at your private physician's/dentist's office at your own expense. Permission forms for school physicals and dentals as well as forms for private physical and dental exams are available in the nurse's office and on the district web site.

## **☛ Student Achievement**

### **Grading Procedures**

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

#### **Explanation of Grades:**

**A - DISTINGUISHED ACHIEVEMENT AND PROGRESS**

**B - GOOD ACHIEVEMENT AND PROGRESS**

**C - AVERAGE ACHIEVEMENT AND PROGRESS**

**D - MINIMUM ACHIEVEMENT AND PROGRESS**

**F - UNSATISFACTORY ACHIEVEMENT AND PROGRESS**

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

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

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

A = 93-100 = 4.0

A- = 90-92 = 3.6

B+ = 87-89 = 3.4

B = 83-86 = 3.0

B- = 80-82 = 2.6

C+ = 77-79 = 2.4

C = 73-76 = 2.0

C- = 70-72 = 1.6

D+ = 67-69 = 1.4

D = 63-66 = 1.0

D- = 60-62 = 0.6

F = 00-59 = 0.0

M = Medically Excused

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

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

**Grade 7**

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

**Grade 8**

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

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

**Mid-terms and Finals** – All students will participate in mid-term and final assessments for each course. The following percentages will be implemented to calculate final averages for full year courses.

Marking period 1 - 20%

Marking period 2 - 20%

Marking period 3 - 20%

Marking period 4 - 20%

Midterm - 10 %

Final - 10%

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

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

**Grade Floor Policy**

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

**Scholastic Honors Information**

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

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

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

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

### **National Junior Honor Society**

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

Seventh grade students are invited to join if their cumulative grade point average is 3.8 or higher at the end of the third marking period.

Eighth grade students who are new to our school will need to have a 3.8 GPA from their 7<sup>th</sup> grade year in their previous school, plus demonstrate a 3.8 GPA in their 1<sup>st</sup> marking period as an SLMS student to qualify for NJHS. If both criteria are met, the student will be invited to join NJHS for the remainder of their 8<sup>th</sup> grade year.

### **Sapphire Community Web Portal**

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

<http://southernlehigh-sapphire.k12system.com/CommunityWebPortal/Public/DistrictCheck.cfm>

Keyword SPARTANS

### **Schedule Change Policy**

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

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

### **TESTING INFORMATION**

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

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

1. Determining the degree to which school programs enable students to achieve and exceed appropriate student learning outcomes and



2. Providing results to school districts for consideration in the development of strategic plans. Parent/guardian requests for review of the tests are honored. For further information contact the Curriculum Coordinator at 610-282-3121 ext. 5400.

### **Keystones**

Keystone exams are end of course assessments designed to evaluate proficiency in academic content.

7<sup>th</sup> and 8<sup>th</sup> grade students enrolled in an Algebra I course are required by the Department of Education to participate in the Keystone Exams

### **☛Student Expense Information**

#### **Cafeteria Procedures**

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

#### **Financial Obligations**

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

#### **Family and Consumer Sciences**

Foods are provided from school district funds.

#### **Physical Education**

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

#### **Student Insurance**\*See Board Policy

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

### **Field Trips**

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

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

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

## **☛School Procedures**

### **Student Emergency Information**

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

### **Visitors and Building Access**

For security purposes, the middle school doors are locked during the instructional day (7:45 a.m. through 2:30 p.m.). Visitors may enter our school via the lobby doors by “buzzing” into the office. A secretary will assist you. All guests are asked to state their purpose, sign in, and wear a visitor’s pass.

### **Morning Arrival/Homeroom Procedures**

Upon arrival in the morning, students are to wait in the designated area until 7:32 a.m., at which time students are to report to their lockers and then directly to homeroom. Students arriving after 7:32 a.m. are to report to their lockers and then directly to homeroom. Students arriving after 7:40 a.m. must report to the **reception area** for a late pass to class. Students desiring to go to other areas of the building for approved business must get a homeroom pass. Students should take care of all office business (getting forms, paying debts, reporting early dismissals, etc.) before and during homeroom.

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

### **Parent Pick Up Procedures**

Parents who wish to pick up their students at the end of the day should send a note in with their student to give to their homeroom teacher. Students who are scheduled for parent pick up at the end of the day will report to the cafeteria for dismissal after all buses have left. Do not call the office to schedule a last minute pick up.

### **Permission For Early Dismissal**

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

A parent/guardian **written request** that the student be permitted to leave school must be presented to the office secretary before or during the homeroom period that morning. Early dismissal slips are then given to the student before the start of school and are to be signed by the teachers from whose class the student will be absent. The student must then report to the main

office at the appropriate time and return the slip before leaving the building. Parents are to meet students in the reception area and sign out with a secretary.

### **Library**

The library program is designed to encourage student growth, create confident researchers and lifelong learners. Students use the middle school library for a variety of reasons; to learn the skills required to use library resources efficiently, to apply library skills in the academic/arts areas, and to find the right book for personal reading pleasure.

Books and magazines/journals are available in a wide range of interest and reading levels for research and leisure reading. Materials may also be borrowed from other PA libraries through the ACCESS PA resource-sharing program.

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

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

### **Technology**

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

Applications provided include: Microsoft Office, iLife, and iWorks suites. Students are also provided a Google for Education account (aka SpartanDocs), which provides unlimited online storage and access to internal email.

Students utilizing technology are expected to:

- Be responsible and comply with the SLSD Acceptable Use Policy
- Use secure account passwords and keep them confidential
- Bring their laptop fully charged to school each day
- Carefully transport their laptop throughout the day
- Know the whereabouts of their laptop at all times

### **Student Passes**

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

### **Fire and Emergency Drills**

Students should become familiar with fire exit routes from each of their classes. During a fire drill, students will leave the classroom in a quiet, orderly manner. The route and exit is designated on the fire exit sign. In the event of a building evacuation requiring another site, students are required

to remain with their assigned class under teacher supervision. Orderly, cooperative and calm behavior is required for safety.

### **Telephone Use**

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

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

Cell Phone use is strictly prohibited during the school day.

### **Accidents and Injuries Information**

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

### **☛ Student Attendance Information**

#### **Attendance Information and Rules General Procedures**

1. Not reporting to school or arriving after 11:00 AM is considered a full day absence.
2. Arriving at school between 9:00 and 11:00 is considered a half day absence.
3. Students must turn in written absence excuses to the main office within three school days following an absence. **If the excuse is not turned in on the third day at school following the absence, the absence will remain unexcused.**
4. Unexcused Absences In accordance with state regulation (24P.S.131327) "All absences should be treated as unlawful until the school district receives a written excuse explaining the reason(s) for an absence.
5. Parents/guardians and students should submit the written explanation within three calendar days of the absence, the absence would be permanently counted as unlawful." All student absences are considered unlawful until the district receives a written excuse.
6. Students are considered to be excessively absent if they are absent more than ten days during the school year. All absences in excess of ten days during the school year will be coded excused only if the student turns in an "official" medical/dental/judicial agency excuse. All unexcused absences may result in the assignment of a Saturday detention (Level III violation).
7. Truancy is defined as being absent from school or leaving school without prior permission from parents/guardians or the school (the willful intent to skip school). There are times when a student's absence can be considered truancy even if it is permitted by the parents/guardians. Truancy results in the assignment of a detention, the loss of credit in all classes that were missed.
8. Students age 17 and over who are absent for ten consecutive days with no explanation will be withdrawn from school.
9. Pre-approval is required for all educational trips. The approval form must be turned in to the office at least one day before the absence. If this is not done, the absence will be considered unexcused. An adult must accompany students on educational trips. Students on a college

visit must have an appointment to meet an official college representative. Students must turn in to the office a signed statement from the college representative and a telephone number must be provided so the visitation can be confirmed.

10. Students who request an early dismissal must bring to the office before homeroom a note from home which includes a parent/guardian signature, the reason and time of the appointment, and the name and telephone number of the destination.
11. A School Attendance Improvement meeting will be offered if the student continues to accumulate unexcused absences. The outcome of the meeting will be to develop and document a School Attendance Improvement Plan.
12. In cases of habitual truancy (six or more unexcused absences) the school may refer the student to a school or community based truancy prevention program, refer to the county children and youth services, or file a truancy citation against parents/guardians with the Office of the District Magistrate.
13. Penalties for truancy include:
14. \$300 fine plus court costs for the first offense,
15. \$500 fine plus court costs for the second offense, and
16. \$750 fine plus court costs for the third offense. The Magisterial Judge may also assign
17. 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.

### **Attendance Letters**

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

- **Absence Letters** 3 Day Unlawful Absence Notice & 7 Day Absence Notice letters mailed home, accumulating days of absence regardless of excused or not.
- **Tardy Letter** After the 10th tardy to school, a Discipline Letter will be mailed home explaining that the student has reached the 10th tardy to school. An additional Discipline Letter will be mailed home following each subsequent tardy to school discipline infraction. If students or parents/guardians have any questions regarding these letters, please contact the attendance secretary at the high school.

### **Reporting Absences**

You can report your child absent from school by calling 610-282-3700. A written parent/guardian excuse state the reason for a pupil's absence from school is required for each absence.

Parents/guardians of absent students are notified daily using an automated telephone notification system. Parents/guardians, please be advised that parental phone call cannot take the place of a written excuse. Written verification for student absences is required for legal purposes.

### **Tardiness to Class**

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

#### *Late to Class (less than 1 minute)*

- 25 times - Teacher assigned detention. Detentions will not be issued for the first tardy of each marking period. 6 or more in a rating period referral to the Assistant Principal

#### *Late to Class (more than 1 minute)*

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

### **Tardiness to School**

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

#### **Tardiness 7:40AM - 9:00AM**

- 5 times: Parent / Guardian Notified
- 10 times: Saturday detention – Parent/Guardian Notified
- 20 times: Saturday detention – Parent/Guardian Notified  
***Doctor’s note may be required for each tardy.***
- 25 times: 2 – Saturday detentions – Parent/Guardian Notified  
***Doctor’s note may be required for each tardy.***
- 30 times: 2 – Saturday detentions – Parent/Guardian Notified  
***Doctor’s note may be required for each tardy.***
- 35 times or more: 3 – Saturday detentions – Parent/Guardian Notified  
***Doctor’s note may be required for each tardy.***

### **Athletic Implications**

1. In order for a student athlete to participate in any athletic activity, including practice, he/she must be in attendance at school before 9:00 AM on the day of the activity. Pre-approved educational trips, college visits, funerals, and medical/dental appointments are exceptions to this rule. The Middle School Principal or his/her designee is the only person that may waive the 9:00 AM rule. Students must be in school at start time prior to all doctor appointments after 9:00 AM until appointment dismissal time and all students must return to school with a doctor’s note. For example, school starts at 7:40 AM and the doctor’s appointment is at 9:30 AM, the student athlete must report to school on time and follow normal sign out procedures. A student who is absent from school may attend an activity as a spectator if the activity is open to the public.
2. A student athlete who leaves early during the school day may not participate in a practice or contest unless prior permission is granted by the building Principal or the Coordinator of Athletic Services. If the student athlete leaves school early to attend a doctor appointment, he/she must bring a note from the doctor verifying the appointment. This note must be given to the Coordinator of Athletic Services, Athletic Trainer or Coach. If the student athlete returns to the practice/game without the doctor note, he/she will not be permitted to participate.
3. A student athlete who is out of school suspended is not eligible to participate in school activities from the time the disciplinary action starts. He/she becomes eligible at 7:40 AM of the school day immediately following the last day of suspension. Therefore, a student out of school suspended on a Friday is not eligible for any weekend activities.

### **Truancy**

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

### **Closing Of School Information**

When it becomes necessary to close the schools of Southern Lehigh School District, several mediums are used to communicate the information to our community. The District uses **Blackboard Connect**, an automated alert system for important community announcements. This system enables the District to send voice, email and text notifications to select numbers and email addresses provided by parents. Parent should update their information as needed in their Blackboard account <http://www.slsd.org/parents.cfm?subpage=430888>.

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

### **Alternate Busing**

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

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

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

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

### **Special Deliveries**

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

### **Lost And Found**

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

### **Working Papers Information**

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

### **Bicycles**

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

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

### **Parental Transportation**

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

### **Homework Request**

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

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

### **Voice Mail**

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

### **Email**

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



### **Lockers and Desks**

Hall, gym lockers and desks will be assigned to students. These are to be kept neat and orderly. Lockers and desks are the property of the Southern Lehigh School District and may be opened and/or searched by authorized school district personnel (refer to Board Policy regarding Searches). Please use discretion with the amount of money and/or valuable items that are carried by students. Students are urged to keep electronic equipment such as cell phones, ipods, mp3 players and other valuables at home. To prevent personal belongings from being stolen, lockers should be kept locked at all times. **Southern Lehigh School District does not assume responsibility for lost or stolen items.** Students should not disclose their personal combination to other students and may not share lockers.

### **Locker Procedures**

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

### **STEM Safety Standards**

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

### **Physical Education Safety Standards**

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

### **Student Activities**

#### **Student Council**

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

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

1. Provide varied social functions,
1. Act as a connecting link between administration and the student body,
2. Sponsor various activities and promotions to provide an interesting and functional school environment,
3. Maintain a harmonious school atmosphere, and
4. Guide the student body in acceptable school roles.

### **Dances**

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

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

### **School Store**

The school store is operated to provide students with the opportunity to purchase necessary school supplies such as paper, pencils, notebooks, etc. School spirit items are also on sale. Items are sold at prices close to cost. The school store is open from 7:40 a.m. until 7:55 a.m. Monday – Wednesday-Friday. Students should get a pass from their homeroom teacher if they wish to go to the school store.

### **Intramural Programs**

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

### **Sports/ Athletics**

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

Students participating either as players or as spectators in an athletic event involving our school are accountable to the school for their conduct. They should always display good sportsmanship, courtesy, and respect to reflect credit upon our school.

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

Before participating in any athletic activity, practice or contest, the student must turn in an insurance waiver and parental permission form. The athlete must pass a physical examination by a licensed physician. If the examination is completed by the school physician, a fee will be charged.

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

### **Hazing**

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

### **Music Program**

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

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

**String Orchestra** - String students in seventh through eighth grade may participate in the String Orchestra as graded course 727 or 728. At least two years of experience are necessary for full membership. Six to eight weeks before each performance students will have required after-school rehearsals on Tuesdays.

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

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

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

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

**Spartan Chorale** - This choral group is an auditioned small ensemble. Membership is open to SLMS Chorus and String Orchestra participants. Singers will be invited to audition for this select group at the start of each semester. Attendance is required at large group rehearsals held each Thursday during Activity Period.

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

1. In order for a student to participate in any athletic or extracurricular activity, including practice, he/she must be in attendance at school before 9:00 a.m. on the day of the activity. Pre-approved educational trips and medical/dental appointments are exceptions to this rule. A student who is absent from school may attend an activity as a spectator if the activity is open to the public.
2. If the student has a doctor's appointment first thing in the morning, they need a doctor's excuse when coming into school and signing in at the office.
3. If the student has a doctor's appointment later in the day, and can at least attend first period, the student should report to school on time.
4. A student who is out of school on suspension is not eligible to participate in school activities from the time the disciplinary action starts through the suspension and probation period.
5. A student who is failing two or more subjects may not participate. Failing students will be reported on a weekly basis by the faculty. A student will remain ineligible until a teacher verifies that he/she is no longer failing more than one course. **All courses taken are included in the evaluation.**
6. If there is any other reason that the student will not be attending the full day of school, please call 610-282-3700. A student who is absent from school may attend an activity as a spectator if the activity is open to the public.

### **Health Curriculum**

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

### **Adapted Physical Education Program**

There is an adapted Physical Education Program available at Southern Lehigh Middle School, in addition to regular physical education classes. This program has been designed to meet the needs of those individuals who have specific physical limitations or problems for which a physician recommends specific physical education activity. This program is not designed to rehabilitate short-term injuries. Should you need additional information on the specialized program, please contact the Middle School at 610-282-3700.

## **Student Behavior**

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

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

## **Discipline Philosophy**

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

## **Dress Code Guidelines**

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

- Clothing that is revealing, skin tight, and or generally exposes parts of the body that are covered in a professional working environment.
- Sleeveless shirts, cut-off shirts, half shirts, tube tops, off the shoulder tops, spaghetti strap tops, strapless garments, halter tops, backless shirts, mesh tops, low cut tops, and tops that expose midriffs.
- Dresses, skirts, and shorts, that are inappropriate in length.
- Clothing that has been torn, ripped, or cut in any way that bares the anatomy or makes the clothing overly suggestive or revealing; and wearing articles of clothing in which undergarments are deliberately exposed to view.
- Clothing or jewelry that violates the Southern Lehigh School District Weapons Policy are not to be worn in the building including; gloves, belts, bracelets, necklaces that feature sharp edges.
- Clothing or jewelry that promotes or makes reference to drugs, alcohol or tobacco.
- Clothing or jewelry that promotes or makes reference to cult or satanic activity.
- Clothing or jewelry that promotes or makes reference to weapons, violence, gang affiliation, sex, sexism, sexuality, and or ethnic/racial prejudices.
- Clothing or jewelry with suggestive themes and or obscene pictures, words, or gestures.
- Sunglasses may not be worn in the building.
- Footwear must be worn at all times.
- Coats, hats, caps, bandanas, or other head coverings that distract from instruction are not to be worn in the building and should be removed upon entry.

- Hats or other head coverings worn for cultural, ethnic, religious, health or other meritorious reasons shall be considered exempt from this rule. It is kindly requested that the parent/guardian and/or the student share the purpose for head covering so that the staff may be appropriately sensitive and supportive of all students within the larger school environment.

In addition to the aforementioned criteria, the administration reserves the right to make a decision regarding the decency of student dress.

When a student's dress is representative of a danger to his/her health, safety, or welfare or creates a distraction to the learning environment, the administration will request that the student change his/her clothing. A violation of the dress code may result in disciplinary action.

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

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

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

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

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

### **SCHOOL CODE OF CONDUCT**

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

Our secondary schools can better ensure disruption free learning environments by employing preventative and proactive approaches to student misbehavior. As classroom managers, teachers will establish classroom rules and make decisions concerning appropriate discipline of students in class. Additionally, all secondary school staff members have responsibility to enforce school rules in common areas such as the halls, lavatories, cafeteria, etc.

The administration will work with teachers, parents, guardians, and students to help students understand and comply with school rules. Parent and guardian support and cooperation is important in that it helps students to see adults as working partners in this process.

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

**The following listing of definitions and examples are not all-inclusive or encompassing. Student behavior is unique and individual; therefore, no list can be all encompassing. The**

**following are put forth as examples in order to give students and parents a clear idea of both appropriate and inappropriate behavior of students.**

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

### **Level One**

<b>Failure to Follow Pass Procedures</b>	Failure to obtain a pass from a faculty or staff member to go to desired location; being in the hallway without a pass; failure to see a teacher who provides you with a pass (e.g. labs & tutoring); leaving the cafeteria without prior permission. See “Passes” section in this handbook for additional information.
- Enforcement	<ul style="list-style-type: none"> <li>● 1st offense: Warning</li> <li>● 2nd offense: Warning</li> <li>● 3rd offense: After School Detention</li> </ul>
<b>Other Minor Misbehavior</b>	Misbehaviors that cause disruption or are off task during the school day. Examples include, but are not limited to, making loud noises, sleeping, being inattentive, publicly displaying affection, food outside cafeteria, wearing inappropriate apparel, failure to follow pass procedures.
- Enforcement	<ul style="list-style-type: none"> <li>● 1st offense: Warning</li> <li>● 2nd offense: Warning</li> <li>● 3rd offense: After School Detention</li> </ul>
<b>Violation of Electronic Device</b>	Use of any electronic device (including cellphones/headphones/ear buds) in the middle school, use of electronic devices are prohibited in all areas. Any such device must be <b>OFF</b> and <b>OUT OF SIGHT</b> .
- Enforcement	<ul style="list-style-type: none"> <li>● 1st offense: Warning</li> <li>● 2nd offense: After School Detention</li> <li>● 3rd offense: Saturday Detention</li> </ul>
<b>Minor Tech Violations</b>	The unauthorized use of computer and/ or Electronic Communications Systems equipment beyond the main lobby from 7:30 a.m. – 2:30 p.m. (including after school detention and 3 HR after school detention; failure to sign in to the network when using a laptop; abuse of computer equipment; revealing personal account & password information to others).
- Enforcement	<ul style="list-style-type: none"> <li>● 1st offense: Warning</li> <li>● 2nd offense: After School Detention</li> <li>● 3rd offense: Saturday Detention</li> </ul>
<b>Unexcused Lateness To Class</b>	Failure to report to class by the time the classroom bell rings.

- Enforcement	<ul style="list-style-type: none"> <li>• 1st offense: Warning</li> <li>• 2nd offense: Warning</li> <li>• 3rd offense: After School Detention</li> </ul>
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## **Level Two**

<b>Peer to Peer Misconduct</b>	Peer to Peer Misconduct shall mean unwelcome and intentional electronic (including but not limited to social networking sites), verbal, written or physical acts or series of acts directed at a student by another student that takes place in the school setting.
- Enforcement	<ul style="list-style-type: none"> <li>• 1st offense: Detention</li> <li>• 2nd offense: Two Detentions</li> <li>• 3rd offense: Saturday detention for MS</li> </ul>
<b>Bus Problem</b>	Infraction of the bus rules (delineated in the student handbook in the section entitled "Transportation") and/or other infractions outlined in the discipline code climbing over seats, spitting, tussling, failure to comply with the reasonable request of the driver, putting head or another part of the body outside of the bus, abusive language to other students, use of water pistols or other water propellants, being on the wrong bus or getting on or off at the wrong stop without proper authorization.
- Enforcement	<ul style="list-style-type: none"> <li>• 1st offense: Detention</li> <li>• 2nd offense: Two Detentions</li> <li>• 3rd offense: Saturday detention for MS</li> </ul>
<b>Cutting Class</b>	Failure to report to an assigned class. Teachers do not have the authority to allow students to miss other teacher's classes except for the preapproved activities or field trips. All students must secure permission from their classroom teacher before missing any part of that teacher's class.
- Enforcement	<ul style="list-style-type: none"> <li>• 1st offense: Detention</li> <li>• 2nd offense: Two Detentions</li> <li>• 3rd offense: Saturday detention for MS</li> </ul>
<b>Refusing or Cutting After School Detention</b>	Failure to report to an assigned detention by its official start time (2:30 pm for High School, 2:40 pm for Middle school)
- Enforcement	<ul style="list-style-type: none"> <li>• 1st offense: One additional detention, for a total of two</li> <li>• 2nd offense: Saturday detention</li> <li>• 3rd offense: Saturday detention for MS</li> </ul>

<b>Cutting 3 Hr/Saturday Detention</b>	Failure to attend an assigned 3 HR/Saturday detention (cut, dismissal for inappropriate behavior, and/or no work). See 3 HR/Saturday morning detention section in the handbook for more information.
- Enforcement	<ul style="list-style-type: none"> <li>• 1st offense: Two Saturday detentions</li> <li>• 2nd offense: Three Saturday detentions</li> <li>• 3rd offense: Out of School Suspension</li> </ul>
<b>Unexcused Lateness to School</b>	Failure to report to block 1 by the time the 7:40 a.m. bell rings. All students who arrive after the block 1 bell has rung MUST report to the main office to sign in.
- Enforcement	<ul style="list-style-type: none"> <li>• 5 times: Parent / Guardian Notified</li> <li>• 10 times: Saturday detention – Parent/Guardian Notified</li> <li>• 20 times: Saturday detention – Parent/Guardian Notified <i>Doctor's note may be required for each tardy.</i></li> <li>• 25 times: 2 – Saturday detentions – Parent/Guardian Notified <i>Doctor's note may be required for each tardy.</i></li> <li>• 30 times: 2 – Saturday detentions – Parent/Guardian Notified <i>Doctor's note may be required for each tardy.</i></li> <li>• 35 times or more: 3 – Saturday detentions – Parent/Guardian Notified <i>Doctor's note may be required for each tardy.</i></li> </ul>
<b>Academic Honesty Violation &amp; Forgery</b>	Forgery is the act of intentionally representing one's own work as another's. Plagiarism/Cheating is the act of presenting, either intentionally or unintentionally, another person's work as one's own. See "Academic Honesty" section of this handbook.
- Enforcement	<ul style="list-style-type: none"> <li>• 1st offense: No credit given for document presented, Saturday detention &amp; 3 day Suspension from activities</li> <li>• 2nd offense: Two Saturday detentions; no credit given for document presented &amp; 5 day suspension from activities</li> <li>• 3rd offense: Student receives a failing grade for the course (WF). Student is suspended for 1 –3 days and receives an additional 10 day suspension from all extracurricular activities. Parent / Guardian are contacted to schedule a conference.</li> </ul>
<b>Foul &amp; Obscene Language</b>	Conversational use of foul and obscene language. (Excluding Racial / Ethnic / Protected Class Language which is a Level III)
- Enforcement	<ul style="list-style-type: none"> <li>• 1st offense: one detention</li> <li>• 2nd offense: two detentions</li> <li>• 3rd offense: Saturday detention</li> </ul>



<b>Insubordination</b>	Failure to promptly follow a staff member's directive or doing so with defiance or disrespect.
- Enforcement	<ul style="list-style-type: none"> <li>• 1st offense: one detention</li> <li>• 2nd offense: two detentions</li> <li>• 3rd offense: Saturday detention</li> </ul>
<b>Leaving School</b>	Leaving school grounds without permission before the end of the student's school day.
- Enforcement	<ul style="list-style-type: none"> <li>• 1st offense: Saturday Detention</li> <li>• 2nd offense: In School Suspension</li> <li>• 3rd offense: Out of School Suspension</li> </ul>
<b>Level 1 Unmodified Misbehavior</b>	Continuation of any Level 1 misbehavior previously addressed by a teacher or administrator.
- Enforcement	<ul style="list-style-type: none"> <li>• Depends of the severity of the infraction, detentions, Saturday detentions or suspensions may be assigned.</li> </ul>
<b>Minor Verbal Altercation</b>	Verbal conflict by two or more parties
- Enforcement	<ul style="list-style-type: none"> <li>• 1st offense: After School detention</li> <li>• 2nd offense: Saturday detention</li> <li>• 3rd offense: In School Suspension</li> </ul>
<b>Other More Serious Misbehavior</b>	Misbehaviors that substantially disrupt the school environment within the classroom or without. Examples include, but are not limited to, cafeteria problems, disruption during a scheduled assembly or field trip, "pantsing", etc
- Enforcement	<ul style="list-style-type: none"> <li>• Depends of the severity of the infraction, detentions, Saturday detentions or suspensions may be assigned.</li> </ul>
<b>Violation of Computer Use and/or Acceptable Use Policy</b>	Infraction of any of the computer, internet or laptop rules delineated in the school Board's Acceptable Use
- Enforcement	<ul style="list-style-type: none"> <li>• Responses depend on the severity of the infraction. Detentions, suspensions, or laptop take home privileges revocation may be assigned.</li> <li>• Access to the internet, and/or the school network may also be denied for certain periods of time.</li> <li>• Possible police notification</li> </ul>

### **Level Three**

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

<b>Fighting</b>	Intentional physical contact by two or more parties
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- Enforcement	<ul style="list-style-type: none"> <li>● Middle School: Combination of OSS and ISS depending on the severity of infraction</li> <li>● Police notification</li> </ul>
<b>Verbal Assault</b>	Aggressive use of words to attack a student or teacher in order to demean, belittle, incite, anger, or otherwise provoke.
- Enforcement	<ul style="list-style-type: none"> <li>● In School Suspension</li> <li>● One or two day(s) of Out of School Suspension</li> <li>● Police Notification</li> </ul>
<b>Possession, Sale, or Use of Tobacco</b>	Possession of tobacco or smoking paraphernalia in or on school property
- Enforcement	<ul style="list-style-type: none"> <li>● Two Saturday detentions</li> <li>● Police Notification</li> <li>● Possible \$50.00 fine</li> </ul>
<b>All Other Forms of Harassment/Intimidation</b>	All other verbal, written, graphic or physical conduct when such conduct is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment. Has the purpose or effect of substantially or unreasonably interfering with an individual academic performance. Otherwise adversely affects an individual's learning opportunities
- Enforcement	<ul style="list-style-type: none"> <li>● 1st Offense: 1 – 2 day OSS</li> <li>● 2nd Offense: 5 day OSS</li> <li>● 3rd Offense: 10 day OSS &amp; possible expulsion</li> <li>● Police Notification</li> </ul>
<b>Conduct that Presents Danger to the Health and Welfare of Others</b>	Examples may include attendance at school with a known communicable disease, leading a riot or inciting others to violence. (arson, indecent exposure, extortion, serious vandalism, etc.)
- Enforcement	<ul style="list-style-type: none"> <li>● Varies, depending on severity</li> <li>● Police Notification</li> </ul>
<b>Disorderly Conduct</b>	Intent to cause an inconvenience, annoyance, or alarm, or recklessly conduct. A person who engages in fighting or threatening, or in violent, or tumultuous behavior; makes unreasonable noise; uses obscene language, or makes an obscene gesture; creates a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor.

- Enforcement	<ul style="list-style-type: none"> <li>• 1st offense: 3 day OSS</li> <li>• 2nd offense: 5 day OSS</li> <li>• 3rd offense: 10 day OSS</li> <li>• Police Notification</li> </ul>
<b>Level II Unmodified Misbehavior</b>	Continuation of any Level Two misbehavior previously addressed by a teacher or administrator
- Enforcement	<ul style="list-style-type: none"> <li>• 1st offense: 3 day OSS</li> <li>• 2nd offense: 5 day OSS</li> <li>• 3rd offense: 10 day OSS</li> </ul>
<b>Racial/Ethnic/and or Protected Class Intimidation</b>	Malicious intention toward the actual or perceived race, color, religion, national origin, ancestry, mental or physical disability, sexual orientation, gender or gender identity of another individual or group of individuals.
- Enforcement	<ul style="list-style-type: none"> <li>• 1st offense: 3 day OSS</li> <li>• 2nd offense: 5 day OSS</li> <li>• 3rd offense: 10 day OSS</li> <li>• Possible Police Notification</li> </ul>
<b>Reckless Endangerment</b>	Any act that creates a substantial risk of serious physical injury to another person.
- Enforcement	<ul style="list-style-type: none"> <li>• 1st offense: Combination of OSS and ISS</li> <li>• 2nd offense: 5 day OSS</li> <li>• 3rd offense: 10 day OSS</li> <li>• Possible Police Notification</li> </ul>
<b>Sexual Harassment</b>	Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature that tends to create a hostile or offensive environment
- Enforcement	<ul style="list-style-type: none"> <li>• 1st offense: 3 day OSS</li> <li>• 2nd offense: 5 day OSS</li> <li>• 3rd offense: 10 day OSS</li> <li>• Possible Police Notification</li> </ul>
<b>Terroristic Threats Excluding Bomb Threat</b>	Committing an act for the purpose of terrorizing another or of causing panic or fear.
- Enforcement	<ul style="list-style-type: none"> <li>• 1st offense: 3 day OSS</li> <li>• 2nd offense: 5 day OSS</li> <li>• 3rd offense: 10 day OSS</li> <li>• Possible Police Notification</li> </ul>

<b>Theft</b>	The removal of personal property with intent to deprive the rightful owner of it OR the knowing receipt of personal property gained with the above intent.
- Enforcement	<ul style="list-style-type: none"> <li>• 1st offense: 3 day OSS</li> <li>• 2nd offense: 5 day OSS</li> <li>• 3rd offense: 10 day OSS</li> <li>• Possible Police Notification</li> </ul>
<b>Threatening School Official or Student</b>	Any form of expression that conveys the intent to cause bodily harm to an individual or his/her family.
- Enforcement	<ul style="list-style-type: none"> <li>• 1st offense: 3 day OSS</li> <li>• 2nd offense: 5 day OSS</li> <li>• 3rd offense: 10 day OSS</li> <li>• Possible Police Notification</li> </ul>
<b>Trespassing</b>	Unlawfully entry by a person into a private property or area within the building without permission; or being on school property while on OSS.
- Enforcement	<ul style="list-style-type: none"> <li>• 1st offense: 3 day OSS</li> <li>• 2nd offense: 5 day OSS</li> <li>• 3rd offense: 10 day OSS</li> <li>• Possible Police Notification</li> </ul>
<b>Vandalism</b>	Doing damage to school property
- Enforcement	<ul style="list-style-type: none"> <li>• 1st offense: 3 day OSS</li> <li>• 2nd offense: 5 day OSS</li> <li>• 3rd offense: 10 day OSS</li> <li>• Possible Police Notification</li> </ul>

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

#### **Level Four**

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

<b>Possession of a Weapon</b>	Anything readily capable of lethal use and possessed under circumstances not manifestly appropriate for lawful uses which it may have.
- Enforcement	<ul style="list-style-type: none"> <li>• Ten day OSS</li> <li>• Possible referral for expulsion</li> <li>• Police notification</li> </ul>
<b>Possession/Use of a Controlled Substance</b>	Possession or use of controlled substances in or on school property or at school sponsored events. Please consult Southern Lehigh School Board Policy 227 for a complete list of controlled substances.
- Enforcement	<ul style="list-style-type: none"> <li>• Ten day OSS</li> <li>• Mandatory drug and alcohol assessment / SAP Referral</li> <li>• Possible referral for expulsion</li> <li>• Police notification</li> </ul>
<b>Simple or Aggravated Assault</b>	Intentional physical contact of another person without retaliation.

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

### **BUS CODE OF CONDUCT**

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

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

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

#### **Purpose**

Appropriate behavior on the buses, which provide transportation for students, is important for two reasons:

- First, inappropriate behavior can result in safety hazards not only for the individual student but also for other students on the bus;
  - Second, socially unacceptable behavior can infringe on the rights of other individuals.
- This Bus Discipline Code has been developed with these two purposes in mind.

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

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

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

The administration of this bus discipline code will reflect the level of social maturity of the individual student. At the elementary level, disciplinary action may be tempered as appropriate

to the maturity level of the child. At the secondary level, Middle School and High School, the code will be administered as written.

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

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

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

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

### **Academic Honesty Policy**

#### **Rationale:**

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

#### **Definition:**

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

#### **Procedures:**

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

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

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

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

**Examples:**

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

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

**Cheating**

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

**Bullying**

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

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

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

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

**Additional Disciplinary Guidelines**

1. Whenever the behavior of a student is a violation of the criminal code, the police will be contacted.
2. Restitution must be made whenever property damage, vandalism or theft takes place.
3. A student who receives no disciplinary referrals for one marking period may be reinstated to the first step of each level for all subsequent disciplinary action (this applies to Level I, II and III violations only).
4. The administration reserves the right to use discretion whenever there is a violation of the Code of Conduct. If a behavior or action is of an extreme nature, immediate long-term suspension and/or expulsion may occur.



5. The entire Code of Conduct applies anywhere on the School District property (inside and outside the building). It also applies to all school activities (on or off school property). Examples include athletic events, field trips, proms, class trips, and dances.
6. All disciplinary action that results from end of the year violations of the Code of Conduct must be served before final exams are taken.
7. No more than three after school detentions can be accumulated. All others will become 3hour after school detentions. No more than two 3hour detentions can be accumulated. All others will become 12days of out of school suspension.
8. Senior students must complete all detentions, including 3hour after school detentions, prior to obligation day. Any outstanding detention will be considered an obligation owed.
9. Suspended students may not be on school grounds at any time during their suspension. This includes before and after school activities.

## **DEFINITIONS**

### **Detention**

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

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

### **Saturday Morning Detentions**

In compliance with the discipline code, students may be required to attend Saturday morning detentions. Saturday morning detentions will be from 7:30 a.m. to 11:30 a.m. at the Middle School. Transportation will not be provided. Students are expected to be on time. Students, who fail to attend an assigned Saturday morning detention or are uncooperative during the detention, may be assigned an out-of-school suspension.

### **Suspension and Expulsion**

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

### **Concerns**

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

### **Complaint Procedure**

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

### **Hearing/Right of Appeal**

#### **Informal Hearings**

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

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

#### **Formal Hearings**

Students facing expulsion from school for more than ten days will be afforded all appropriate elements of due process including a formal hearing before the Board of School Directors or a duly authorized committee of the Board. A hearing committee's decision is advisory in nature to the school board where expulsion is recommended. A majority vote of the entire school board is required to expel a student.

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

1. Notification of the charges in writing, sent to the student's parents or guardian by certified mail.
2. Sufficient notice of the time and place of the hearing.
3. The right to an impartial tribunal.
4. The right to be represented by counsel.
5. The right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
6. The right to request that any such witness appear in person and answer questions or be cross examined.
7. The student's right to testify and produce witnesses on his own behalf.
8. A record must be kept of the hearing, either by tape recorder or stenographer. The student is entitled, at the student's expense, to a copy of the transcript.
9. The proceeding must be held with all reasonable speed.
10. The hearing will be held in private, unless the student or parent/guardian request a public hearing.

#### **Appeals**

The student and/or his parents/guardian may appeal any ruling by a school official to that official's immediate supervisor. Appeals to the Superintendent of Schools and the Board of School Directors must be made in writing on a form available in the school office and addressed to the Superintendent of Schools. Any appeal must be made promptly, usually within 48 hours. It must be pointed out that no student will be permitted to graduate while an appeal is in progress. An appeal to the Superintendent will be heard within 15 days of receipt of the appeal forms. Should the

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

The list of misbehaviors and actions listed in the discipline code are minimum guidelines for disciplinary action. The list is not all-inclusive. Other misbehaviors will be dealt with as they occur. Misbehaviors not specifically identified will be treated in the same manner as those to which they are most similar. Methods of dealing with misbehavior, as well as application of the disciplinary code, will be utilized as needed. This can include immediate removal of a student from school property in extreme situations.

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

### **Special Education Notice**

In compliance with state and federal law, notice is hereby given by the Southern Lehigh School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services. If your child is identified by the District as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

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

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

parents and children, provision of services, evaluation and screening you may contact in writing the person listed above or any building principal.

**Title IX**

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

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

**AHERA****Asbestos Hazard Emergency Response Act****Parent / Student Handbook Notification – September 2012****To All Parents, Guardians and Employees**

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

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

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

Sue Knoll

Designated Person / Asbestos Coordinator

## **FERPA**

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

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

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

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

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

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

**Family Policy Compliance Office  
U.S. Department of Education**

**400 Maryland Avenue, SW  
Washington, DC 20202-5901**

## **Commitment to Parent Involvement**

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

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

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

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

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

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

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

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

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

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

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

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

- Email
- Phone conversations
- Pre-scheduled conferences

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

- Parent-Teacher Group membership
- Serve as activity chaperones

### **Parent Responsibilities**

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

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

### **Student Responsibilities**

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

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