

SOUTHERN LEHIGH HIGH SCHOOL
5800 Main Street, Center Valley, PA 18034
Phone 610-282-1421, Fax 610-282-2965

This agenda belongs to:

Name _____

Homeroom _____

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.

***"Handbook is accurate at time of printing,
but is subject to change"***

BELL SCHEDULE

	REGULAR SCHEDULE	2-HOUR DELAY	ACT 80	PM Assembly	NO SPARTAN
Block 1	7:40-9:02	9:40-10:37	7:40-8:38	7:40-9:02	7:40-9:15
Block 2	9:06-10:23	10:41-11:33	8:42-9:35	9:06-10:23	9:19-10:47
Spartan	10:27-11:09	N/A	N/A	1:43-2:25 (ASSEMBLY)	N/A
Block 3	11:13-1:04 Lunches <i>A: 11:13-11:43 B: 11:53-12:23 C: 12:34-1:04</i>	11:37-1:28 Lunches <i>A: 11:37-12:07 B: 12:17-12:47 C: 12:58-1:28</i>	9:39-10:32	10:27-12:18 Lunches <i>A: 10:27-10:57 B: 11:07-11:37 C: 11:48-12:18</i>	10:51-12:53 Lunches <i>A: 10:51-11:21 B: 11:37-12:07 C: 12:23-12:53</i>
Block 4	1:08-2:25	1:32-2:25	10:36-11:30	12:22-1:39	12:57-2:25

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Southern Lehigh Mission Statement

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

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

Southern Lehigh Vision

The Southern Lehigh School District vision is one where:

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

Goals

1. Academic Proficiency.
2. Communications (Internal and External).
3. Highly effective teachers.

Shared Values

We believe:

- Society benefits when people act responsibly.
- All people can learn.
- High expectations promote high achievement.
- Environment impacts upon learning.
- Education is a fundamental partnership among individuals, home, school, and the community.

- The commitment of resources to public education provides long-term benefits to society.
- Continuous improvement is achieved by promoting and managing change effectively.

Notice of Non-Discrimination

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

Files Available for Download

Many of the documents referenced in this handbook are available for download from the district website (www.slsd.org) under the "files and documents" link.

Student Services

Counseling Services

Counselors are assigned to work with students and follow their progress from 9th through 12th grade. Students are assigned a counselor based upon the first letter of their last name. A school psychologist is available to work with students at the high school.

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

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

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

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

are posted in the guidance office and are also announced on the morning announcements.

A current list of the Guidance Counselors at Southern Lehigh High School can be found on the High School Website (www.slsd.org) under the Guidance subpage.

Schedule Changes

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

College Application Process

The guidance department utilizes Naviance to send transcripts and letters of recommendation to colleges and universities. Transcripts contain final grades for all courses taken throughout high school as well as any courses currently in progress. When requesting a transcript, students are asked to:

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

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

Health Services

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

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

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

- Routine immunization or booster information

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

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

Medication in School

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

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

We ask the parent/guardian to provide the single dose of medication in the original container, which must be clearly marked with the name of the student, the name of the medication, the dosage of the medication, the frequency of the dosage, the physician's name, and the physician's telephone number. The school will hold the medication in the health suite or the office when the nurse is not in the building.

It will be the student's responsibility to go to the office or the health suite at the correct time and request the medication for administration. The use of over-the-counter medications in school is subject to the same rules as prescription medications.

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

Health Testing and Screening Programs

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

- Physical Examinations: Grade 11 and all new entrants from out-of-state.

- Height, weight, BMI, and vision screenings performed every year on all grade levels.
- Hearing: grades K/1, 2, 3, 7, and 11. Follow-up hearing tests will be conducted on any student that fails the rapid hearing screen, any student that has a known hearing loss, any student that presents with recurrent upper respiratory infections with ear, nose and throat pathology, and any student that shows that a hearing problem may exist by her or his classroom behavior or speech pattern. If you do not wish your student examined in one of the screening programs, it is the responsibility of each parent/guardian to notify the school nurse in your student's school in writing no later than September 30th. If there is no response in writing by September 30th, the student will be scheduled for these examinations by the school. If a parent does not wish to have the exams performed, it is the responsibility of each parent/guardian to obtain the exams at a private physician's office at the parent's expense.

Student Insurance

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

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

Suggested Healthier Food Alternatives

Because of the number of students with significant medical issues throughout the school, all food served in the classroom must be reviewed in the Health Room (K-6). There are students with very specific allergens (i.e. apples, pears, eggs, red dye etc.). It is easiest, and safest for the students to have all food checked through a central location- The Health Room. When party planning, please choose from these healthier options:

Drink – limited to

Water (may be flavored, unsweetened or sparkling)

100% juice drinks

Low fat milk

Party Food: (4 selections only)

Fresh fruits, dried fruits, frozen fruits, canned fruits in water

Fresh vegetables, salad bar

Whole grain crackers, rice cakes

Humus or low fat dips or salsa

Baked tortilla chips or baked chips

Pretzels, especially whole grain
Yogurt – low fat or Greek style
Lo fat cheese including string cheese
Whole grain cereal (unsweetened)
Animal crackers, graham crackers, teddy grahams
Air popped or low-fat popcorn

PLEASE NOTE: Even if a food is on this list above it still **MUST** be checked in at the Health Room for it's nutritional label and official approval to be served. No homemade food is permitted.

Student Assistance Program (SAP)

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

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

It is the parents' rights to be involved in all phases of the student assistance program. The SAP Team is designed to assist students and parents by making in-school resources available and providing information about community resources. The SAP Team does not provide therapy or implement disciplinary consequences. Anyone who is concerned with a student and has observed any of the preceding barriers can refer that student to any team member or faculty member. Here are a few examples:

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

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

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

Support services available to the student include: Student mentoring and referral to other school professional and/or referral to outside agencies.

All of the information is confidential and separate from the students' school file.

Student Achievement

Graduation Requirements

The regulations instituted by the Pennsylvania Department of Education shall be the minimum requirements for graduation from Southern Lehigh High School.

Credit units for courses passed during the ninth, tenth, eleventh and twelfth grades shall be counted towards the necessary credits for graduation. To receive a diploma, each student shall have earned passing grades in all required subjects. The requirements are:

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

26.0 Total Credits

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

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

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

College Attendance Option

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

The student must:

1. Attend an accredited college or university.
2. Successfully complete the freshman year of college.

3. Take and pass English, social studies, and physical education courses that align with or meet state standards.
4. Receive prior permission from the principal.
5. Meet any special conditions imposed by the principal.

Graduation Project

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

Working individually under the direction of their Careers and Technology Applications Teacher, the student is required to complete a Graduation Project. Students attending half-day LCTI will complete the project under the direction of their English teacher. Although each student will be given direction during this project, the responsibility for completion of it lies with the student. It is expected that the Graduation Project will be completed in Careers and Technology Applications. The Graduation Project Presentation date for both the Fall and Spring Semesters of Careers and Technology Applications will occur during the Spring Semester. Additional information can be found on the Southern Lehigh School District Website (www.slsd.org) on the High School subpage under the Graduation Project subheading.

Grading System and Related Procedures

Philosophy

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

Procedures

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

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

F 0.0 Unsatisfactory achievement and progress

The following scale will be used to determine grades:

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

Final Exams and Grades

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

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

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

Grade Floor

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

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

Grade Point Average/Class Rank

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

averages are noted on report cards; cumulative grade point averages will be reported on transcripts.

Honor Roll

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

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

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

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

National Honor Society

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

Candidates who are eligible for election to this chapter must:

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

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

Weighting of Grades

The following courses carry weighted grades:

AP Courses will be assigned 1.0 weight.

Only grades A through C- will be weighted.

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

Honors will be assigned 0.5 weight.

Only grades A through C- will be weighted.

Calculus	Honors Biology
Honors Geometry	Honors Chemistry
Honors Algebra 2	Honors Anatomy & Physiology
Honors Pre-Calculus	Spanish Grammar & Composition II

Report Cards

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

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

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

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

Promotion Requirements

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

To Grade 10	English, Science, Math, Social Studies, P.E., Health - 6.6 credits
To Grade 11	English, Science, Math, Social Studies, P.E., Driver Ed - 6.6/13.2 credits
To Grade 12	English, Science, Math, Social Studies, P.E., Health- 6.6/19.8 credits
To Graduation	English, Math or Science P.E. - 6.2/26.0 credits

Credit Recovery

Students failing required subjects are encouraged to make up those course credits in summer school and thus continue in the regular school program. Students may attend summer school during the summer of any year. In other words, a class failed during ninth grade should be made up the following summer but may be taken the summer after tenth or eleventh grade if necessary. Summer school is currently offered at Southern Lehigh High School through our approved Cyber program; however, arrangements may be made for summer school at other high schools offering the same or similar courses. Information concerning summer school can be obtained by contacting the guidance office. Students lacking sufficient credit for

graduation will not graduate with their class. Failing grades affect class ranking and grade point average. A failing grade is not removed from the student's record by passing a remedial summer school course; however, successful completion of the remedial course is indicated in the student's record and credit is then given.

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

Student Expense Information

Financial Obligations

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

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

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

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

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

Class Dues

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

Senior Year - \$50.00
Junior Year - \$40.00

Sophomore Year - \$35.00
Freshman Year - \$30.00

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

Activities, Athletics and Organizations

Athletics

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

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

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

Interscholastic Teams

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

FALL	WINTER	SPRING
Competitive Cheerleading	Competitive Cheerleading	Lacrosse, Boys
Cheerleading	Cheerleading	Lacrosse, Girls
Cross Country	Basketball, Boys	Baseball
Field Hockey	Basketball, Girls	Softball
Football	Rifle	Tennis, Boys
Golf	Swimming	Track
Soccer, Boys	Wrestling	
Soccer, Girls		
Tennis, Girls		
Volleyball, Girls		

Requirements for Participation

1. In order for a student to participate in any athletic or extra-curricular activity, including practice, he/she must be in attendance at school before 9:00 AM on the day of the activity. Pre-approved educational

trips, college visits and funerals are exceptions to this rule. A student who is absent from school may attend an activity as a spectator if the activity is open to the public.

2. If a student has a doctor's appointment first thing in the morning, he or she needs a doctor's excuse when coming into school and signing in tardy.
3. If the student has a doctor's appointment later in the day, and can at least attend first period, the student should report to school on time.
The student needs a note from his/her parent and must sign out on the Early Dismissal Board upon arriving to school in the morning. When the student returns from the appointment, he or she must sign back in and he or she needs a note from the doctor.
4. For a college visit, the student needs to fill out an Educational Trip Form and turn it into the office. When they return to school, they need to turn in a note from the college stating they were there.
5. Suspended students are not eligible to participate in school activities from the time the disciplinary action starts. He/she becomes eligible at 7:46 AM of the school day immediately following the last day of suspension. Therefore, a student suspended on a Friday is not eligible for any weekend activities.
6. A student who is failing two or more subjects may not participate. Failing students will be reported on a weekly basis by the faculty. A student will remain ineligible for one week at a time (Monday to Monday) until he/she is no longer failing more than one course. All courses taken are included in the evaluation.
7. The PIAA requires all athletes to be passing a minimum of four credits.
8. Participants must abide by the Drug and Alcohol Regulations for Interscholastic Teams, Clubs and Organizations (available in the athletic office and main office).
9. Participants must abide by the Athletic/Extracurricular Code of Conduct (available in the athletic office and main office).

Drug and Alcohol Regulations for Athletics, Activities and Organizations

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

Co- & Extra-Curricular Activities

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

the High School website as well as in the High School Main Office. Other clubs may be formed with necessary support from students and faculty.

School Procedures

Student Expectations

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

Morning Arrival Procedures

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

Afternoon Dismissal Procedures

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

Flag Salute and Pledge of Allegiance

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

classmates who do participate. This respect shall include remaining silent and refraining from any activity that may be distracting to another

Cell Phones

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

Personal Music Players

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

Lockers

Every student will be assigned a locker. The student is expected to keep the locker in good condition. Any damage to the locker will be the responsibility of the student to whom the locker is assigned. Only school issued locks may be used on school lockers. All other locks will be removed; lockers without locks will be sealed shut. Locks may be purchased for \$6.00 from the main office all year long. When used appropriately, locks will deter theft and vandalism and provide greater protection for the student and his or her belongings. Gym lockers in the boys and girls locker room must also be locked. Gym locks may also be purchased from the school at a cost of \$6.00.

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

Media Center

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

Books and magazines/journals are available in a wide range of interest and reading levels for research and leisure reading. Materials may also be borrowed from other PA libraries through the ACCESS PA resource-sharing program. Black and white printing is available free of charge. Color printing is available for 25¢ a page. A coin-operated photocopier is available for students for 10¢ a page.

Media Center Policies and Guidelines

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

Media Center Technology

Electronic technology available in the Media Center includes 2 Windows workstations with access to the following: Destiny Quest, ACCESS Power, eLibrary, Overdrive, MS Office, Gale Virtual Reference Library, SIRS, Bloom's Literary Reference Online, Gale Global Issues, Gale Opposing Viewpoints, Gale Science in Context, Gale Testing and Education Reference Center, Book Review Digest Plus and World Book Online. Many of these resources are also available to students from home.

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

Hall Passes

Student passes are provided in the front of this agenda book. The pass is to be used for students to go to their locker or lavatory. One pass is designated for each marking period. Once the pass is used up for the marking period, the student loses their hallway privilege during class time. In order to receive permission to leave the classroom during class time, the pass must be signed by the teacher, and the student must sign in and out of the classroom. These passes are nontransferable.

Lost, stolen, misplaced or destroyed passes must be replaced. If available, replacement agenda books may be purchased in the main office.

Fire and Emergency Drills

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

Telephone Use

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

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.

Closing of School

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

When it becomes necessary to close the schools of Southern Lehigh School District, information can be found on the district website: www.slsd.org. Local TV and radio stations will also broadcast the closure. Among the first stations announcing school closings are WFMZ – 69 NEWS, WPVI – 6ABC, WNBC –TV10, FOX 29, WAEB – AM 790, WKYW – AM 1060. "No school" includes all student activities or functions for the 24-hour day.

Lost and Found

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

Bicycles, Other Modes of Transportation

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

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

Student Guidelines for Dances

1. Students attending any high school dances must be high school students.
2. Students wishing to bring guests from another school to a dance must obtain and complete a Dance Guest Registration Form from the main office. This form must be completed and returned to the main office with the appropriate signatures and paperwork no later than two days prior to the dance. Guests attending must be under the age of 21.
3. If the dance is formal in nature, then formal attire is required during attendance at all times.
4. "Glow sticks" or other "glow items" are not permitted.
5. Smoking, or the use/possession of any tobacco product, is not permitted.
6. The district's drug and alcohol policy is in effect.

7. Students must arrive no later than a half hour after the start of the dance. Once students leave the dance, they will not be permitted to return. These guidelines are in effect to ensure that all students have a safe and enjoyable time.

School Guests

Students are not permitted to bring guests to school.

Student Automobile Regulations

1. The Southern Lehigh School District prohibits student parking in areas other than those authorized and/or approved by the administration and assumes no responsibility for any damages or injury that result from violations of this policy.
2. Any student desiring to park or to operate a motor vehicle on the property of Southern Lehigh School District must file a completed application with the parking lot supervisor prior to driving.
3. Parking spaces will be issued to seniors first, and then any remaining spots will be available to juniors. Once all spots have been assigned, no further applications will be accepted.
4. To obtain a parking space students must give the Assistant Principal a completed application, a valid registration card, a valid insurance card, a valid driver's license, and \$25 fee per semester.
5. Students must have a driver's license and be covered by insurance as required by the Pennsylvania Motor Vehicle Code.
6. Students and their parents or guardians shall agree by their signature on the application form to be financially responsible for any damage done to School District property by their vehicle.
7. The Assistant Principal shall have the right to refuse to issue a parking space unless sufficient need has been shown.
8. The motor vehicle shall be licensed, inspected, and insured.
9. Any car that is parked illegally, or is not registered with the school, may be ticketed and/or towed at the owner's expense.
10. The parking space shall apply only to the approved applicant and vehicle and may not be shared with any other student.
11. Students who need to drive to school for one day only because of a scheduled appointment may obtain temporary parking permission in the main office.
12. All drivers shall carefully observe the following traffic regulations:
 - a. The maximum speed limit on school property is 15 miles per hour.
 - b. All stop signs and other related traffic signs must be observed.
 - c. There shall be no passing of moving vehicles on any roadway or driveway on school property.
 - d. Students are not to interrupt and/or enter the bus traffic pattern once school buses have begun to move in the main parking lot.

- e. Students are to park only in those spaces reserved for students. These include the main (gym) lot except for the row closest to the school, the new lot, and the lot by the maintenance building. In addition to the areas listed above, students are not permitted to park at the Middle School, at the Central Office, in front of the high school, Preston Lane, grass areas, or in any other place that is not a designated parking space for students.
 - f. Handicapped parking spaces are located at the end of the bus loading area. Students who need to use these spaces must satisfy and adhere to all handicapped eligibility requirements as established by the PA Department of Transportation.
 - g. The vehicle may not be used for any purpose during the school day except for morning arrival and after school dismissal unless permission is given by the administration.
 - h. All vehicles are to be parked so that the license plate is facing the roadway (students may not reverse into parking spots).
 - i. The same safety regulations which apply to school-hour vehicle operations shall also apply to school activities and school-sponsored social, athletic, and other events during the afternoon, evening, and weekend hours.
 - j. In general, any operation of a motor vehicle by a student, which the principal or his properly designated representative, shall judge to be reckless in nature and dangerous to the safety of other persons, shall be forbidden.
 - k. Upon entering school property the vehicle shall be parked immediately and the driver and passengers are to go into the building immediately. Students are not permitted to loiter in the parking lot before or after school.
 - l. Each car may occupy only one parking space.
 - m. The driver is responsible for the behavior of all passengers. If anyone in the car violates the Code of Conduct, the driver's permit will be suspended until those responsible are identified.
 - n. Students are not permitted to drive through one parking space to get to another spot.
 - o. Parking violations at the end of the year or during finals will be carried over to the next school year.
13. The administration reserves the right to conduct searches of automobiles in accordance with its Policy 227.1 - Search of Student Lockers and Vehicles Located in Student Parking Lots and Use of Animals to Search.

Penalty for Parking Violations

The assignment of a driving/parking permit, when coupled with a Pennsylvania operator's license, imposes upon the holder the responsibilities and obligations of an

adult. Irresponsible or reckless operation of the vehicle by the operator, in the minds of observing citizens, leads to a blemish upon the good name of the high school and its entire student body and faculty. Violations of the above regulations are placed into three levels.

LEVEL I - Students who drive an unregistered car, drive unsafely, transport students in an open pick-up, drive on grass areas, illegally park, use an unauthorized space or do not park as soon as they enter the lot and immediately go into the school will be issued the following:

First Violation -After school detention. (To be served before driving again)

Second Violation - 3-hour after school detention. (To be served before driving again)

Third Violation - 30-day suspension of driving privileges.

Fourth Violation - Loss of parking privileges for the remainder of the year.

Fifth Violation and More - Towed at owner's expense.

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

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

Dress Guidelines

Specific types of clothing/jewelry that are not permitted in school include:

- Coats, hats, caps, bandanas or other head coverings or any headgear that distracts from instruction are not to be worn or displayed at any time in the building. They are to be removed upon entering the building. This applies to both males and females.
- Chains, wallet chains, or similar types of jewelry, which may be in Violation of the Southern Lehigh School District Weapons Policy, Are not to be worn in the building.
- Gloves, belts, bracelets, necklaces or other types of clothing that have metal spikes.
- Clothing/jewelry that makes reference to or promotes drugs, alcohol, or tobacco use.
- Clothing/jewelry that makes reference to or promotes cult or satanic activity.
- Clothing/jewelry that makes reference to or promotes violence, sex, or ethnic/racial prejudices.
- Clothing/jewelry that displays profanity or obscene/suggestive writing, pictures or gestures.

- Clothing that is revealing, skintight or exposes shoulders must be covered by another article of clothing. This includes leotards, see-through clothing, spandex shorts/skirts, spaghetti straps, tank tops with spaghetti straps, halter-tops, tube tops, mesh sweaters, muscle shirts, half shirts, or any other type of shirt that permits bare midriffs.
- Spandex shorts when worn alone, boxer shorts, running or biking shorts are not permitted. Skirts must be at least mid-thigh in length.
- Pants that are worn below the waist may not expose any bare skin or type of undergarments, including boxer shorts.
- Footwear must be worn. However, slippers, shoes with cleats or shoes with wheels are not permitted.
- Sunglasses may not be worn in the building.

Students may be required to wear certain types of clothing while participating in physical education classes, shops, labs or extracurricular activities. Hats or other head covering apparel worn for religious or medical reasons will be excused by the building level administration on a case-by-case basis.

Physical Education Uniforms

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

Requirements for Field Trip Participation

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

Attendance and Absences

General Procedures

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

district receives a written excuse explaining the reason(s) for an absence. Parents/guardians and students should submit the written explanation within three calendar days of the absence, the absence would be permanently counted as unlawful." All student absences are considered unlawful until the district receives a written excuse.

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

Letters Mailed Home

Letters are mailed home to inform the parents/guardians of their students' attendance at school.

•**Absence Letters** - 5 day & 10 day absence 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 have any questions regarding these letters, please contact the attendance secretary at the high school.

Assignments During Absence

When a student is absent from school it is the student's responsibility to communicate with their teachers via email or check assignments posted on the teacher website. The main office no longer collects or gathers student's assignments for absences.

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

Homebound Instruction

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

Tardiness to Class

Late to Class (less than 1 minute)

- 2-5 times - Teacher assigned detention. Detentions will not be issued for the first tardy of each marking period.
- 6 or more in a rating period - referral to the Assistant Principal

Late to Class (more than 1 minute)

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

Tardiness to School

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

TARDINESS	7:40AM-9:00AM
10 Times	Three hour after school detention - Parents Notified
20 Times	Three hour after school detention - Parents Notified <i>Doctor's note may be required for each tardy. Driving privileges may be suspended up to 5 school days</i>
25 Times	2, Three Hour After School Detentions - Parents Notified <i>Doctor's note may be required for each tardy. Driving privileges may be suspended up to 10 school days</i>

30 Times	2, Three Hour After School Detentions - Parents Notified <i>Doctor's note may be required for each tardy. Driving privileges may be suspended indefinitely</i>
35 Times or More	3, Three Hour After School Detentions - Parents notified <i>Doctor's note may be required for each tardy. Driving privileges may be suspended indefinitely</i>

Tardiness to School - Athletics

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

Leaving School Grounds

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

Codes of Conduct

General Student Behavior Guidelines

School rules shall govern student conduct on school property, on school buses and at any school-sponsored event including extracurricular and co-curricular activities

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

Bus Code of Conduct

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

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

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

Purpose

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

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

Possible infractions have been divided into five categories with corresponding levels of disciplinary action aligned with the Code of Conduct. The definitions of typical infractions are listed below. Offenses listed are typical and representative but, by no means, comprise a complete list.

Level I

1. Littering on the bus

Level II

1. Climbing over seats
2. Spitting
3. Tussling
4. Failure to comply with the reasonable request of the driver
5. Putting head or another part of the body outside of the bus
6. Abusive language to other students
7. Use of water pistols or other water propellants
8. Being on the wrong bus or getting on or off at the wrong stop without proper authorization
9. Moving from seat to seat or in the aisles when the bus is in motion
10. Riding on an unassigned bus without a "green slip"

Level III

1. Abusive language to the driver
2. Putting head or another part of the body outside of the bus when the bus is in motion
3. Minor vandalism (restitution is required)
4. Insubordination
5. Behavior in a manner, which would distract the driver, such as yelling, pounding on walls, floors or ceiling of the bus
6. Harassing or aggravating other students
7. Possession of a lighter or matches
8. Vulgar or profane language or gestures
9. Throwing items on the bus
10. Disobedience

Level IV

The following offenses represent behaviors, which constitute safety concerns of a serious nature. In cases of criminal activity or serious safety concerns, the administrator in charge may suspend a student from bus privileges immediately. These offenses include, but are not limited to, the following:

1. Hitting the driver with a thrown object or throwing an object that constitutes a safety hazard
2. Tampering with or operating the emergency door except in cases of emergency
3. Leaving or entering the bus via the emergency exit
4. Behavior, which constitutes a safety concern of a serious nature
5. Smoking (because it constitutes a safety hazard)
6. Major vandalism (restitution is required)
7. Throwing things from the bus

8. Fighting

Level V

1. Consumption, sale, distribution, transfer, or being under the influence of drugs or alcohol
2. Possession of drugs or alcohol
3. Physical attack on the bus driver
4. Tampering with the bus controls
5. Possession or use of a weapon
6. Any violation of the crimes code

Southern Lehigh High School Student Code of Conduct

The goal of the Southern Lehigh High School is to educate each individual to the best of his or her ability. To achieve this goal, it is necessary that the school function within a disruption-free environment. This environment can be achieved by operating with a Code of Conduct that is fair and consistent.

This Code of Conduct shall be applied with the following purpose:

1. To make students aware of what is expected of them.
2. To provide a safe environment so students can come to school without a feeling of fear.
3. To create and maintain an environment conducive to achieving the educational goals of Southern Lehigh High School.
4. To recognize that the responsibilities for creating this environment rest jointly with students, administrators, faculty and parents.
5. To recognize that student rights are dependent upon the student's acceptance of responsibilities that go with these rights. Included among these responsibilities are regular school and class attendance and conformance to school and classroom rules and regulations.
6. To recognize the fact that no student has the right to interfere with the personal rights and educational rights of other students. It is the responsibility of each student to respect the rights of all who are involved in the educational process.

The list of behaviors and actions listed in the discipline code are minimum guidelines for disciplinary action. Other misbehaviors will be dealt with as they occur. Behaviors not specifically identified will be treated in the same manner as those to which they are most similar. Methods of dealing with misbehavior, as well as application of the disciplinary code, will be utilized as needed. This can include immediate removal of a student from school property in extreme situations. Special circumstances may also result in immediate progression to the final steps of the disciplinary code, or immediate referral to outside agencies in conjunction with the policies of the Southern Lehigh School

Board. For example, due to aggravating circumstances or the seriousness of a particular offense, the administration in its absolute discretion may accelerate an offense from one level to another level and recommend a greater action of discipline, including referral to an expulsion hearing.

Possible violations of the Code of Conduct have been divided into five categories or levels. The examples listed with each level should not be considered all inclusive.

Level I

1. Cut Spartan Period
2. Not taking care of financial and/or other various obligations on time
3. Not returning library books or other borrowed material/equipment on time
4. Running in the halls
5. Cutting in line
6. Use of the elevator without permission
7. Possession of food or drinks (excluding water in a clear container) beyond the cafeteria area
8. Excessive noise (yelling)
9. Blocking the halls or doorways
10. Inappropriate dress
11. Not reporting to the tardy desk/office when arriving late to school

Discipline

1. The first Level I violations may result in a student conference and/or detention.
2. Multiple Level I violations may result in further disciplinary action.

Level II

1. Out of assigned area / loitering
2. Cutting school or teacher assigned detentions
3. Excessive physical contact (the only display of affection that is acceptable is holding hands)
4. Throwing objects
5. Possession of a lighter or matches
6. Pushing or shoving other students or knocking books out of another student's hands
7. Behavior that results in the disruption of the orderly running of the school
8. Excessive tardiness to class
9. Not having a school lock on assigned locker or use of a locker not assigned

Discipline

1. Level II violations may result in a detention. When cutting a detention is involved, this is in addition to reassigning the detention that was cut.

2. Multiple Level II violations may result in a 3-hour after school detention. When cutting a detention is involved, this is in addition to reassigning the detention that was cut.

Level III

1. Disobedience
2. Forgery or altering any document that requires the signature of a parent or School District employee. This also includes the use of another student's pass.
3. Cutting class
4. Lying
5. Gambling
6. Profane or vulgar language or gestures
7. Minor acts of vandalism, theft, or destruction of personal/school property
8. Statements directed towards other students that are insulting or cause embarrassment
9. Hazing
10. Possession and / or unauthorized use of lighters or matches.
11. Disorderly conduct or gross misconduct - any behavior that causes a danger to others or causes significant disruption to the orderly running of the school
12. Disrespectful behavior
13. Cutting 3-hour after school detentions
14. Cheating/Plagiarism (see below)
15. Leaving school property without permission
16. Throwing food
17. The opening of a door or permitting the admission of a person(s) to the school building during regular hours of operation

Discipline

1. The first and second Level III violations may result in one or two 3-hour after school detentions.
2. The third and fourth Level III violations may result in 3 days of out of school suspension.
3. Each subsequent Level III violation may result in 3 to 5 days of out of school suspension.
4. Whenever a class is cut there will also be a loss of credit for that class.

Level IV

1. Insubordination.
2. Fighting.
3. Abusive language directed at a school district employee.
4. Threatening someone with physical violence

5. Possession, use, or sale of tobacco/smoking products on school property, buses, vans, and or vehicles that are owned, leased, or controlled by the school district or by students at school sponsored activities that are held off school property. (This includes a lighted or unlighted cigarette, cigar, pipe, or other smoking product or material, and smokeless tobacco in any form including electronic cigarettes or vape device.)
6. Vandalism
7. Theft
8. Destruction of school property
9. Inciting a fight
10. Smoking
11. Disorderly conduct.
12. Harassment and or Bullying - Subjecting another person to physical contact or attempting/threatening to do the same or engaging in conduct that causes alarm or seriously annoys others but serves no legitimate purpose. Bullying behaviors include, but are not limited to, hitting kicking, theft, name calling, racist remarks, spreading rumors, excluding someone from social groups. (SB Policy #249)
Steps to take if harassed/bullied:
 - Tell the harasser that his/her behavior (be specific) is bothering you and tell that individual to "stop"
 - Walk Away
 - Write down the following:
 - What happened (who said/did what)
 - When and where it occurred
 - Who else saw it
 - How it made you feel
 - What you did or said
 - Who you told about this
 - Talk to a trusted adult in school (include parents at home)

All Level IV violations may result in suspension from school; in addition, all Level IV violations may result in an additional 5-day suspension from all extracurricular activities beginning at the time of return to school

Discipline

1. The first Level IV violation may result in 3 days of out of school suspension.
2. The second Level IV violation may result in 5 days of out of school suspension and a parent/principal conference.
3. Each subsequent Level IV violation may result in 10 days of out of school suspension and a possible expulsion hearing.
4. Notwithstanding anything contained above, the administration, in its absolute discretion, may accelerate any of the foregoing offenses from

Level IV to Level V and recommend referral for an expulsion hearing due to aggravating circumstances or seriousness of the offense.

Level V

1. Arson.
2. Setting off the fire alarm.
3. Assault on a School District employee.
4. Use/possession/sale of weapons or fireworks. Weapons not only include firearms and knives but also include any instrument that is capable of causing serious bodily injury.
5. Use/possession/sale of drugs, drug paraphernalia or alcohol. Being under the influence of drugs or alcohol is also included.
6. Use/possession/sale of mace, stun guns or bullets.
7. Extortion.
8. Indecent exposure.
9. Serious acts of vandalism, theft or destruction of school property.
10. Any other violations of the criminal code.
11. Possessions of look-alike drugs/weapons in accordance with the District's Controlled Substances Policy. *
12. Terroristic threats.

All Level V violations will result in suspension from school; in addition, all Level V violations may result in an additional 5-day suspension from all extracurricular activities beginning at the time of return to school

* The entire School District policy may be reviewed in the High School Office.

Discipline

1. Any Level V violation may result in 10 days of out of school suspension, a parent/principal conference, and a possible expulsion hearing.

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 about proper citations

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

Consequences:

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

First Offense: Student receives a zero for the assignment. One 3-hour after school detention is assigned and parents are notified. Student is suspended three days from extra-curricular activities.

Second Offense*: Student receives a zero for the assignment. Student is suspended for 1-3 days and receives an additional 5-day suspension from all extra-curricular activities. Parents are contacted and the parents may request a conference.

Third 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 extra-curricular activities. Parents are contacted to schedule a conference.

* Students who reach the second offense during their senior year will not be eligible for internal senior awards.

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

**Southern Lehigh One-to-One
Laptop Initiative**

- The laptops are approved for use within the school building during the school day.
- Students will have the opportunity to use the laptop off of school grounds only after completing the proper paperwork, paying the district insurance premium, and acquiring permission.
- The laptops are school district property and should be treated as such. They will be assigned to each student just as textbooks are assigned.
- The laptops are school district property and should not be defaced. This means no stickers or other decoration.
- Sleeve for the laptops are provided; however, if students want to purchase a case or a bag to use, they may do so. Students are responsible for these personal belongings.
- The laptop must be protected at all times. The laptop must be in the provided sleeve when being transported. It may then be placed in a backpack but should not be transported uncovered at any time.
- Students will use the same laptop for their entire high school career.
- If a laptop is broken or not working properly, the student should report to the Technology Hub (across from nurse's office) and work with the Technology Department.

- Laptops must stay in a bag during lunch. Food and drink may not be used near the laptops.
- Due to the student body congestion in the halls, laptops must be in their case while moving between classes.
- Students will be responsible for the cost of the computer if it is not returned, intentionally damaged, lost because of negligence, stolen (but not reported to high school administration).
- Our policy does not permit the use of personal computing devices, only school-issued laptops.
- Computers are to be used for academic purposes only.
- The bell schedule will allow adequate time to return the computer to the computer cart at the end of the school day and get on the bus.
- Students may continue to use the laptop at the end of the school day, however in order for your computer to be accounted for and charged for the following day, it must be returned to homeroom before 2:50pm. This way, it can be accounted for and stored appropriately.

Technology Specific Disciplinary Actions

Possible infractions have been divided into five categories with corresponding levels of disciplinary action aligned with the Code of Conduct. The definitions of typical infractions are listed below. Offenses listed are typical and representative but, by no means, comprise a complete list.

Level I

1. The unauthorized use of computer and/or Electronic Communications Systems equipment (as defined in policy #815 AUP) beyond the main lobby from 7:30AM- 2:30 p.m. (including after school detention and 3-hour after school detention)
2. Failure to sign in to the network when using a laptop
3. Abuse of computer equipment
4. Revealing personal account and password information to others

Level II

1. Attempting to circumvent network firewall and/or network filtering
2. Using a laptop that was not assigned to the student in class.
3. Signing in to the network using someone else's ID and password.

4. Possession of a cell phone or personal music player in an unauthorized area.
5. Playing games on the Internet.

Level III

1. Interfere with, damage, modify in an unauthorized manner or disrupt computer or network users, services or equipment.
2. Removing a computer or other district technology from an authorized area.
3. Loading or installing software.
4. Possession of pager/beeper by a student at school or any school activity is illegal*
5. The use of a cellular phone or other communication device. This includes text messaging outside of the cafeteria during lunch.
6. Circumventing the network firewall and network filtering.
7. Use of personal music player in unauthorized area.

*NOTE: Exceptions include any student who serves as a volunteer fireman/ ambulance person, family emergencies/illness and has prior approval by an administrator.

Level IV

1. Circumventing the network firewall or network filtering and interfering with the operation of the computers, the network or the school's Internet connection
2. 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.
3. Use of a media device (cell phone, etc.) to record a student or teacher without prior consent.

Level V

1. Participate in the acquisition, creation or distribution of but not limited to advertising, computer "worms" or "viruses", "chain-letters", "spam" or other messages/files which could cause congestion, interference or failure of the system or any computing equipment, whether attached to the system or not.
2. 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

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 3-hour after school detentions. No more than two 3-hour detentions can be accumulated. All others will become 1-2 days of out of school suspension.
8. Senior students must complete all detentions, including 3-hour after school detentions, prior to obligation day. Any outstanding detention will be considered an obligation owed.
9. Suspended students may not be on school grounds at any time during their suspension. This includes before and after school activities.

Hearing/Right of Appeal

Informal Hearings

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

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

Formal Hearings

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

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

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

Policies

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

Southern Lehigh Bullying Policy

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

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

Southern Lehigh Copyright Policy

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

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

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

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

Southern Lehigh Corporal Punishment Policy

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

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

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

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

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

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

Southern Lehigh Dissection Policy

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

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

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

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

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

Southern Lehigh Drug and Alcohol Policy

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

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

Southern Lehigh Hazing Policy

The practice of hazing in connection with any District sport, club or active sponsored by or affiliated in any way with the Southern Lehigh School District is strictly forbidden. (See School Board Policy 123.4)

Southern Lehigh Internet Use Policy

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

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

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

Southern Lehigh Movie Policy

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

Southern Lehigh Sexual Harassment

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

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

Southern Lehigh Smoking Policy

A pupil who possesses or uses tobacco in a school building, a school bus, or on property owned by, leased by, or under the control of a school district commits a summary offense. A pupil who commits an offense under this policy shall be

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

Southern Lehigh Weapons Policy

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

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

Further the policy shall not apply to the following:

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

Violation of this policy may result in:

1. Immediate suspension not to exceed ten days.

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

Student Records

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

Student Records Plan

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

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

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

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

NOTE: The parent of the student or eligible student has the right to refuse disclosure of any or all of the categories of directory information. The student's principal shall be informed in writing within thirty (30) days of receipt of this notice that certain information is not to be designated as directory information. The

parent/guardian of the student or an eligible student* has the right to review and, if necessary, to seek the correction of education records of the student through a request to amend the records or a hearing. A written statement of disagreement with the information entered on the record may be placed in education records of a student by the parent of the student or an eligible student*.

The parent/guardian of the student or an eligible student* has the right to forward, in writing, to the Department of Education, Washington, DC, 20202, complaints concerning alleged failure by school district personnel to comply with the requirements of the Rights and Privacy Act.

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

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 a student is identified by the District as possibly in need of such services, parents/guardians will be notified of applicable procedures.

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

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

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

Parents may request screening and evaluation at any given time, whether or not their student is enrolled in the District's public school program. Requests for evaluation and screening are to be made in writing to the Superintendent of Schools.

For further information on the rights of parents and students, provision of services, evaluation and screening (including purpose, time and location), parents may contact the special education director or any building principal.

Confidentiality

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

Suspensions and Expulsions for New Entrants

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

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

AHERA - Asbestos Hazard Emergency Response Act

In compliance with the notification and record keeping requirements of EPA's 40 CFR, Part 763.93 (g) (4) Asbestos-Containing Materials in Schools Law (more commonly known as AHERA-(Asbestos Hazard Emergency Response Act), Southern Lehigh School District is notifying organizations and families of the availability of the Asbestos Management Plans. A copy of each building's Management Plan is available in the office of the building, and a master copy of all Management Plans is maintained in the Support Services Department. The management plan includes: inspections and physical assessment reports, training requirements for the custodial and maintenance personnel, plans and procedures to

minimize disturbance of any asbestos-containing materials, and if applicable at your school, a program for regular surveillance and inspection of asbestos-containing materials. Also, every three years, and asbestos re-inspection of the district will be conducted to comply with the AHERA law. Southern Lehigh School District is complying with all regulations in regards to any ACBM (Asbestos Containing Building Material) and there is no need for safety or health concerns relative to asbestos exposure.

Notification of Rights under FERPA for Elementary and Secondary Schools

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 identifying 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, S W
Washington, DC 20202