

Northern Lehigh Middle School Planner



"Power from the P.A.C.K.!"

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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“The rules you are about to read in this code of conduct supplement are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority.”

Relationship to Board Policy

Please Note: If a situation should arise where provisions of the handbook are in contradiction to school board policy, the policy shall prevail. School board policy is often under update/revision but student handbooks may not yet have been altered to reflect recent changes.

2017 -2018 Northern Lehigh Middle School Handbook/Planner
600 North Diamond Street, Slatington, PA 18080
Main Office (610) 767 – 9812
Guidance Office (610) 767 – 9815
Fax (610) 767 – 9850
Website: www.nlsd.org

A Message from the Administration

Welcome to Northern Lehigh Middle School, this is the “transition school to high school.” These are the years that students should become independent responsible young adults. There are a variety of opportunities to get involved in the school community, try something new, expand your horizons and grow not only academically but emotionally.

Here at the middle school you are part of the Dawg Pack, so get your “Power from the P.A.C.K.!” (Pack = Pride, Academic Achievement, Confident & Kind)

Northern Lehigh Middle School Mission Statement

Northern Lehigh Middle School provides a cooperative and safe transition which encourages responsible life-long learners who contribute to their school and community!

We believe:

- That all of our faculty and staff believe in the success of all of our students.
- That all students can become life-long learners.
- That all students can make a positive contribution to the community
- That the middle school transitions the students from elementary school to high school.
- That all students can learn and work effectively in a cooperative environment.
- Creating and maintaining a safe environment will encourage problem-solving, critical thinking and risk- taking.
- That all students and teachers will be held to the highest standard of performance and attitude.
- That all students and staff with the appropriate goals can be self-motivated learners.

MIDDLE SCHOOL OFFICE

Mrs. Jill Chamberlain – Principal
Mrs. Linda Brown – Guidance Counselor
Mrs. Tricia Waylen – Administrative Secretary
Mrs. Dawn Tulio - Nurse

BOARD OF EDUCATION

Gary S. FedorchaPresident
Robin Distler..... Vice President
Gregory S. Williams Secretary
Donna M. Kulp. Treasurer
Debra Bower
Mathias J. Green, Jr.
Gale Husack
Robert Keegan, Jr.
Kristie Wilk

DISTRICT ADMINISTRATION

TBA..... Superintendent
Mrs. Karen Nicholas Asstistant Superintendent
Mr. Greg Derr Director of Bldg/Grounds
Mrs. Rhonda Frantz Co-Director of Bus. Affairs
Mrs. Sherri MolitorisCo-Director of Bus. Affairs
Mr. John Hrizuk Technology Coordinator
Mr. Jeffrey Bachman .. Asst. Tech. Coordinator
Mrs. Michelle Dotta. Special Ed. Coordinator
Mr. Gene Marks School Psychologist
Mr. Sidney Snyder School Psychologist

Northern Lehigh Middle School is a Career Pathways School

Middle School students are encouraged to explore their interests by gathering information about careers, including their requirements and the life-styles they represent. Teachers, guidance counselors and parents motivate the students to discover their abilities, to use decision-making skills and more. The 8th grade students are also encouraged to tour LCTI to see the opportunities offered there.

Middle School Hours
Master Schedule 2017-2018

7:13 AM	-	Bell to enter building
7:19 AM	-	Homeroom Warning Bell
7:20 AM - 7:25 AM	-	Homeroom

7th Grade Schedule

7:27 AM - 8:10 AM	Special/Team Time
8:12 AM - 8:55 AM	Special/Prep
8:57 AM - 9:52 AM	Core #1
9:54 AM - 10:49 AM	Core #2
10:51 AM - 11:46 AM	Core #3
11:48 AM - 12:18 PM	Lunch
12:22 PM - 1:17 PM	Core #4
1:19 PM - 2:15 PM	Core #5

8th Grade Schedule

7:27 AM - 8:22 AM	Core #1
8:24 AM - 9:19 AM	Core #2
9:21 AM - 10:04 AM	Special/Team Time
10:06 AM - 10:49 AM	Special/Prep
10:51 AM - 11:21 AM	Lunch
11:25 AM - 12:20 PM	Core #3
12:22 PM - 1:17 PM	Core #4
1:19 PM - 2:15 PM	Core #5

When inclement weather, road conditions, or other emergencies make it necessary to close our schools an announcement will be made over radio stations, television stations and through ConnectEd.

Radio Stations

B104 FM (104)
WZZO FM (95.1)
KYW AM (1060)
Cat Country FM (96.1)
WYHM AM (1470)
WAEB AM (790)

TV Stations

WFMZ (69)
WCAU (10)
WYOU (22)
WBRE (28)
Blue Ridge Cable (13)

2 Hour Delay Schedule

9:13 AM -	Bell to enter building
9:19 AM -	Homeroom Warning Bell
9:20 AM – 9:25 AM	Homeroom
9:27 AM – 10:02 AM	Period 1
10:04 AM – 10: 39 AM	Period 2
10:41 AM – 11:16 AM	Period 3
11:18 AM – 11:53 AM	Period 4
11:55 AM – 12: 25 PM	8 th Grade Lunch
12:27 PM – 1:02 PM	8 th grade 5 th period
11:55 AM – 12:30 PM	7 th grade 5 th period
12:32 PM – 1:02 PM	7 th grade Lunch
1:04 PM - 1:39 PM	Period 6
1:41 PM – 2:15 PM	Period 7

Early Dismissal

When weather or emergency conditions warrant doing so, the decision to close schools early will be made. Students will be bussed in the following order: High School, Middle School, Slatington Elementary School and Peters Elementary School

PLEASE NOTE:

1. If you hear no radio announcement or do not receive a phone call, you will know that our school will operate as usual.
2. DO NOT CALL the homes of school employees.
3. When schools are closed for emergency reasons for one day, they will reopen the next day unless the radio stations/ConnectEd carry information that schools will remain closed.

School Closing

Whenever the NLS D is closed due to inclement weather or other emergency conditions, all school events, i.e. extra-curricular activities shall be postponed. Inter-scholastic athletic contests over which the NLS D has control shall be re-scheduled for the next mutually agree-able playing date. All other school events may be scheduled for the next earliest feasible date.

Community use of school district buildings shall be cancelled for the day or days that schools are closed due to emergency or inclement weather conditions. Early dismissal of students on a district level due to emergency or inclement weather conditions shall constitute the same “conditions” that apply to school closings.

Attendance

Regular attendance is essential to success in school.

Attendance records are a very important part of a student’s permanent record, which is kept in the office files. Regular attendance is a basic student responsibility, and students are expected to attend daily unless absent for a valid reason.

When a student is absent from school, a written legal excuse (signed by a parent or guardian) is required. When the student returns to school, he/she is required to submit such written excuse to his/her homeroom teacher. If excuses are not received within three school days, the day will be recorded as unexcused.

NLMS follows the PA State School Codes regarding compulsory attendance as well as enforcement. (PA S.S.Codes 1354 & 1333)

- Excused absences must meet the following criteria:
 - Religious Holiday-Observance of holiday by particular religious group
 - Health Care-Doctor/Dentist appointments
 - Illness or other Urgent Reason
 - Death in family
 - Impassable roads
 - * Quarantine when verified by public health service
 - * Unusual emergency affecting a given student
 - Educational Trip (non-school sponsored)
 - * Form from main office or printed from web site should be turned in two weeks prior to the date of trip to the principal for approval.
 - * Trip that is 5 or more days requires approval from the superintendent.

When absence is excessive, the following measures may be taken:

- Illegal absence notification to district magistrate
- Referral to appropriate child advocacy agency
- Parents may be offered a due process hearing by a review committee

When a student is absent upon their return they should comply with the following procedure:

Turn in the excuse note to their homeroom teacher immediately. Families with more than one student absent during the same period must send in separate excuses. The excuses are held in individual files. Written excuses must be received within 3 days to avoid illegal absences.

Tardiness

A student who is not in homeroom and seated by 7:20 A.M. will be considered late to school and should report directly to the office. They should have a note signed by a parent/guardian stating the reason for being tardy. The submitting of a note will not automatically guarantee classifying the tardy as an excused tardy.

Students who have unexcused late will be subject to detentions and/or suspensions. Students will be allowed one **(1) unexcused tardy to school per marking period without penalty**. Beginning with the second tardy in each marking period, students will be subject to the discipline policy regarding tardiness.

Early Dismissals

A written request from the parent or guardian must be presented to the main office stating the reason for an early dismissal. This request must be submitted prior to the homeroom period either the day before or the day of the appointment. The parent/guardian is required to report to the office and sign the student release register. Identification must be presented.

Inclement weather, when weather or emergency conditions warrant doing so, the decision to close schools early will be made. Students will be bussed in the following order: Senior High School and Middle School, Slatington Elementary School, Peters Elementary School.

Homebound Instruction

Homebound instruction is available to students who are unable to attend regular classes because of lengthy illness or disability. Parents should call the school nurse or guidance counselor for further information.

School Registration and Withdrawal

Please contact the districts main office at (610) 767 – 9800 to either register or withdraw your student.

Health Services

All injuries and illness should be reported to the school nurse where a report will be filed. Students should have passes to report to the nurse unless the situation is an emergency.

Any medication brought to school must be kept in the nurse's office. If a prescribed medication must be administered, the school nurse may perform the administration with the written permission of the student's parent/guardian. A special form must be used for this purpose; it is available from the school nurse. (Reference: PA Dept. of Health #8116178.)

Health services are mandated by the State of Pennsylvania. All children in grades K thru 12 are required to have vision screening. Students in grade 7 are required to have hearing screenings and mandated to have Scoliosis screenings. Dental exams are required on original entry into grade 7. Vision, hearing, height and weight are scheduled throughout the school year by the school nurse. After the screenings are complete, parents will be notified of the results. Physical and dental exams can be done by parent's own doctor and dentist at parent's own expense and provided to the health office. With parental permission, the school doctor and dentist can provide the required

physical and dental exams at no expense to the parents. Parents may be present for these exams if they wish. Parents will be notified of the date and time of the exams.

Scoliosis screenings in the seventh grade is done initially by the school nurse with signed permission of the parent. Any student with effects noted, the school nurse will notify their parents.

If parents have concerns or would like to be present for any of the screenings, please contact the health office immediately.

The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form in the presence of the school nurse.

Wellness Policy

Northern Lehigh School District adopted a Student Wellness policy in June, 2006. Our Wellness Committee's approach to our district's policy is that we as educators should teach good nutrition and physical education to our students in all aspects of the school day. Our Wellness policy #246 can be found on our district website at www.nlsd.org/policies.php. Further information on this policy and the Wellness Committee can be obtained by contacting our Assistant Superintendent.

Insurance

The school makes group insurance available to all students at a nominal cost. All students are urged to purchase this protection. More information on student accident insurance is available on the District's website. Participants in sports, band, and cheerleading are covered by school insurance during the activity. Participants who have their own coverage must indicate this fact on a form which is provided. All students incurring injuries should report immediately to the teacher in charge who will submit a school accident form to the school nurse.

PLEASE NOTE THAT THE INSURANCE COMPANY IS RESPONSIBLE FOR PAYMENT UNDER THE TERMS OF THE POLICY. THE SCHOOL DISTRICT PROVIDES THE INSURANCE THROUGH A CARRIER AS A CONVENIENCE ONLY, AND MAINTAINS NO RESPONSIBILITY FOR PAYMENT. PLEASE CALL THE INSURANCE COMPANY FOR ASSISTANCE WHEN REQUIRED. WE ARE AVAILABLE FOR FURTHER HELP, IF NECESSARY.

Also available is the Children's Health Insurance Program (CHIP); Pennsylvania's program to provide health insurance to uninsured children and teens who are not eligible for or enrolled in Medical Assistance. Information on this program can be found underneath the Contact tab on the NLSD homepage in a navigation button labeled, Chip covers PA Kids.

Grading and Reporting

The school year is divided into four marking periods, each approximately nine weeks in length. A report card is issued to all students at the end of each marking period. Each core team will issue interim reports to all students midway through each marking period. It is the students' responsibility to provide their parents/guardians with the reports.

Students' grades may be accessed through the PowerParent portal of PowerSchool. **The same ID and password that they had last year will be used again this year. If you need your ID or password, please contact the main office at 610-767-9812 x1300.**

Grades will be reported as a numerical average on report cards (98%, 70%, 64%, etc.) A student will fail a course if he/she receives a yearly composite course average below 60%.

In order to achieve recognition for Honor Roll or High Honor Roll, a student must attain the following:

- High Honor Roll: composite average of 95% or above AND all individual course averages of 90% or above
- Honor Roll: Composite average of 85% or above AND all individual course averages of 70% or above

A grade of Incomplete (I) makes a student ineligible for High Honor Roll and Honor Roll.

For a student to be "promoted" to the next grade level, he/she may NOT fail more than a total of 2 credits in that given year.

Course changes are rarely considered and are only approved under highly extenuating circumstances.

The dropping of any course from a student's schedule that is not school initiated will result in either a grade of "Withdraw/Pass" (W/P) or "Withdraw/Fail" (W/F) for that course. A student receiving a grade of W/F will not be eligible for any honor rolls for the marking period during which the course was dropped and for all subsequent marking periods during the school year.

Northern Lehigh School District will not conduct a Secondary Summer School Program.

Family Educational Rights and Privacy Act (FERPA)

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

1. The right to inspect and review the student's education records within 45 days after the School receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records 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.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and 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.
3. The right to provide written consent before the school discloses personally identifiable information from 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 employed by the school or school district 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 contacted 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 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 or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202

The records of each student with the exception of special education are reviewed at the end of each school year. Information the district no longer deems necessary to provide appropriate programming is discarded. Parents have a right to meet and discuss with the principal in regard to all records that are to be purged or retained prior to June 1 each school year.

Pupil Services and Activities

An **activity bus** shall leave the High School Monday through Friday at 3:00 PM. This is the only bus available for transportation following after-school activities. Students must get an Activity Bus Pass from the teacher who sponsored the activity/detention or from the administration. Students will not be allowed on the activity bus without this pass. **Regular bus students only** may ride the activity bus.

Cafeteria service is provided to the student body. Meals are carefully prepared so that students may be served well-balanced, nutritious meals at nominal cost. There will be two 30 minute lunch periods. Students have the choice of bringing their lunch or buying the prepared lunch. Students are expected to conduct themselves in the cafeteria in the same manner as would be required in polite society. Unmannerly, rude, loud or boorish behavior cannot be accepted in the cafeteria and has no place in any part of the school.

The following guidelines are published to ensure that every student is afforded efficient service and the opportunity to enjoy his/her meal in a safe and controlled environment.

- No student may leave the building.
- Students should leave books in their lockers.
- Sit down at their table upon entering the cafeteria.
- Raise their hands to empty trays, ask to use the lavatory. (No roaming) (No changing seats)
- Glass bottled beverages and/or containers are not allowed.
- Food from commercial establishments may not be ordered or delivered to the building at any time.
- Games, cards, dice, etc. are not allowed. No gambling of any kind.
- All students are expected to keep the area around them clean and free of litter. **If directed to clean up an area, all students are expected to comply with the directive or face disciplinary action.**
- Misbehavior may result in assigned seating.
- The cafeteria monitors dismiss the students.

The **school activity** program being offered at the Middle School is an important part of the middle school program. Students are encouraged to become involved in at least one or more extra-curricular activity. There are activities for everyone. These include the following:

- | | | | |
|------------------------------|-----------------|----------------------|--------------------|
| * Academic Challenge Eighth | * Band | * Girls Softball | * Girls Basketball |
| * Boys Basketball | * Chorus | * Co-ed Soccer | * Intramurals |
| * Student Council | * Football | * School Newspaper | * Wrestling |
| * National Jr. Honor Society | * Weightlifting | * Girls Field Hockey | * Yearbook |

The following guidelines must be adhered to in relation to all after-school activities:

- All students must report to their assigned activity immediately after dismissal and remain in that area.
- Students remaining for extra help with a teacher shall report to that designated area immediately after dismissal and leave the building when finished in a prompt manner.
- Students assigned to intramurals or weightlifting shall remain in those areas until the end of the activity.

In conjunction with the PIAA Eligibility Policy, the following Northern Lehigh Policy governs students wishing to participate or perform publicly in a sport or extra-curricular activity which meets after regular school hours.

During the school year, a weekly evaluation of students' eligibility will be conducted. If a student fails to pass four full credits or the equivalent on a weekly basis, the student is allowed to practice but not compete interscholastically or perform publicly. At the end of each marking period, if a student fails to pass four full credits or the equivalent, the student is allowed to practice but not compete interscholastically or perform publicly for a period of twenty school days. At the end of the school year, the student's final grades and credits, rather than his/her grades and credits for the marking period, shall be used to determine his/her eligibility for the next year.

Students must pass the eligibility standards in order to leave school hours for non-required, school related activities. For singular activities such as the Spring Musical, etc. a student's eligibility will be determined at the beginning of the activity's practice/tryout period. It will only be determined once; therefore, a student who is not eligible at that time will not be permitted to participate.

Operational Policies and Procedures

Bicycles/skateboards/skates, etc. are to be placed in the racks provided upon arrival at school and are not to be used until the end of the school day. They may not be brought into the building. Students assume full responsibility

for the safety of their bicycles. At no time are students to joy ride around the school grounds or parking lot interfering with the flow of traffic.

Pupils **changing** their residence, telephone number, or any other information on their registration card should report the same to the main office as soon as the change has been made.

The Northern Lehigh School District is of the opinion that good **grooming and dress** are, first of all, the responsibility of the parents and students. We recognize the need on the part of the student to display maturity and good judgment.

Nonetheless, our school also is involved in this responsibility, and thus must actively cooperate. We, therefore, offer these guidelines in a helpful way. We are also strongly interested in the health, safety, and well-being of all the students. Proper dress is conducive toward the maintenance of a constructive educational atmosphere.

It is our belief that the dress of students is one of the factors which determines their general behavior and attitude. Our guidelines suggest that all clothing be clean and neat and in good taste. Clothing should not be extreme to the extent that it focuses attention on the wearer, indicating indecent or disruptive suggestions. Examples of unacceptable clothing could include, but is not limited to:

- See-through or revealing blouses/shirts that expose upper torso.
- Tops that expose a bare midriff (all tops should have the ability to be tucked in and stay there.)
- Shirts/tops must have sleeves.
- Skirts/shorts should reach one's finger tips or longer when arms are extended at the sides of the body
- No exposed undergarments
- No spandex or biker shorts
- No pajama pants
- Clothing that displays inappropriate or derogatory messages or promotes the use of alcohol, tobacco, or illegal substances.
- No head coverings such as hats, caps, certain types of scarves or bandanas
- For safety reasons, open-toe or open-backed shoes may not be permitted in certain classes.
- No sunglasses
- Other types of articles of clothing may also be determined to be unacceptable by the building administration.

School officials, however, do reserve the right to individually review student dress and if found unacceptable, to attempt to solve the problem. When deemed necessary, students will be asked to call home for a change of clothes or other appropriate actions will be taken to correct the situation. Noncompliance is subject to disciplinary measures.

Electronic devices are not allowed in the building by the authority of the Public School Code (24 PS 1317.1), the School Board prohibits possession of laser pointers and attachments, cellular phones, pagers, IPODs, and MP3 players, digital cameras, by students on school grounds, on buses and other vehicles provided by the district, and at school sponsored events. The first infraction will result in the confiscation of the device where it may be picked-up by the student at the end of the day. The second infraction will result in confiscation of the device and may be picked up by the parent in a week's time as well as an after-school detention. Any further infractions may result in appropriate disciplinary consequences. However, there are exceptions, refer to School Board Policy #237, section 5.

The state requires regular **fire drills**. These are indicated by the sounding of a special alarm. During a drill, everyone should move in a single file as quickly and as orderly as possible to the designated exit and area for the room in which he/she is having class at the time. The first person to reach the door should hold it open until all students have passed and then follow the last person out.

It is the responsibility of every citizen to show proper respect for his country and its flag. Students may decline to recite the **Pledge of Allegiance** and may refrain from saluting the Flag on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

Gambling and card playing in any form is strictly forbidden in school. Violators face disciplinary actions of detentions and/or suspensions with confiscation of gambling materials.

Open containers are NOT permitted in the middle school.

For information on **lost articles**, student should contact the Middle School health office. Any item found by students should be taken to the health office. Unclaimed items will be periodically discarded.

Lockers are the property of the Northern Lehigh School District. As such, students have no expectation of privacy in their lockers. Each student is assigned a locker. The administration reserves the right to inspect any locker and its contents at any time and may confiscate prohibited material. Lockers may be subject to canine sniff searches.

It has been established by case law (Commonwealth of PA v. Cass, 1994) that “there is no reasonable expectation of privacy for belongings in the lockers.”

All lockers contain combination locks. The following guidelines are provided in order to help alleviate locker problems and maintain student safety:

- Lock your locker
- Lockers that are open or have their combination set will be emptied of their contents and locked. Should a student continue to not comply they will lose their locker privilege.
- **Do not share with another student.**
- Report damage or vandalism immediately.
- No stickers, pictures, postings on the outside of the lockers.

The school can assume NO responsibility for books or other articles lost or stolen. Valuables should not be placed in lockers.

Drugs and Alcohol Policy

The possession, use or sale of alcohol, drugs, drug paraphernalia or narcotics, including hallucinogens, look-alike drugs, and inhalants, on school property is strictly forbidden. It is forbidden to misuse prescription or nonprescription drugs. It is also forbidden to come onto school property while under the influence of any of these substances. Any student violating this rule will be removed from the classroom for administrative action (Refer to Drug and Alcohol Policy found on the website).

Non-Discrimination Policy

Section 504, Title IX, Title VI and Americans with Disabilities Act of 1990

Northern Lehigh School district is an equal opportunity educational institution and will not discriminate on basis of race, religion, age, color national origin, sex, handicap or limited English proficiency in its activities, programs or employment practices as required by the above mentioned laws.

Physically and/or mentally handicapped individuals may qualify for special education/employment services and equipment modifications. These services will assist students in successfully completing their educational program and in participating in school activities. On the other hand, these services will enable employees covered by this policy in the performance of their job-related duties.

For more information regarding civil rights, grievance procedures, and special services for physically and/or mentally handicapped individuals contact the Special Education Coordinator at our district office.

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

Home Language Survey

The Civil Rights Law of 1964 requires that school districts and charter schools identify limited English proficient (LEP) students. Pennsylvania has selected the Home Language Survey as the method for identification. The surveys are kept on file for all school district students. The forms are available from the middle school office. Parents should complete the forms, and submit them to the office.

Student Assistance Program

The Student Assistance Program is comprised of staff members who want to help students with their problems. If an individual is having problems at home or school, with personal issues, with drugs or alcohol, or if she/he just wants to talk to someone, we are ready to listen. We are available to meet with students at their request or by referral. (For more information visit the Middle School's web-site.)

Financial Obligations

The district needs a way to protect itself from students who do not pay the financial obligations they have accumulated.

Student will be charged for the total cost of replacement, including shipping costs when applicable, of library books, textbooks, and school property or supplies.

Students owing obligations will be notified by the principal or designee about the obligation due. If the student does not meet a financial obligation within one month of being notified, parents/guardians will be contacted. Three (3) documented contacts will be made to parents, the final being a certified receipt requested letter.

A \$25 assessment penalty will be placed on fines that remain unpaid by October 1 of the following school year. This penalty is cumulative and will continue to be added each year until the fine is paid. If a student terminates his/her relationship with NLSD unpaid fine(s) will be referred to the District Magistrate. If the student is a senior who has not made restitution, the student will be prohibited from participating in the senior class trip and/or graduation ceremonies and the unpaid fines will be referred to the District Magistrate.

Discipline Code

The goal of the disciplinary policy is to achieve an efficient and orderly operation of the school. It attempts to eliminate disruptive behavior through a code that has built-in rehabilitative component. The infractions cited below are to inform students and parents as to what is considered unacceptable behavior. This is not an all-inclusive list, and the **administration reserves the right to judge actions and behavior which are not on this list but may be a threat to the safety of the school and our students.**

Unacceptable behavior for the following will result in the student being assigned any one of the following consequences (depending on circumstances and cumulative occurrence):

- Administrative Detention
- Suspension

In addition, charges may be filed through the local magistrate and/or the student may be referred to the Board of Education for further consequences including possible expulsion.

Assault	Leaving School without Permission
Cutting Class	Obscenity or Profanity
Defiance/Disrespect to an Adult	Public Display of Affection
Drugs/Alcohol	Smoking/Tobacco Products
False Alarms	Vape/Nicotine Products
Fighting	Tardiness to Class and Lunch
Firecrackers, Fireworks, Smoke Bombs, etc.	Terroristic Threat
Forgery	Theft/Larceny
Harassment	Truancy
Insubordination	Vandalism
Intimidation/Threats	Weapons (or look-a-likes)

Audio and Video Surveillance

To discourage misconduct, to protect the security, safety and property of students and others, and to maintain safety and order on school property and in school vehicles, audio and/or video surveillance may be used. Recordings from surveillance equipment shall become property of the school district and may be used for review of any incident or as evidence for disciplinary action.

Use of Internet/Network Technology Equipment

System security is protected through the use of passwords. Failure to adequately protect and/or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

- Employees/students shall not reveal passwords to unauthorized individuals.
- Users are not to use a computer that has been logged in under another's person's name.
- Any user identified by the principal as a security risk may be denied access to the network.

Any internet/network software, hardware, peripherals, and other information technology equipment user who received threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator.

Internet/network software, hardware, peripherals and other information technology equipment users shall not reveal personal addresses or telephone numbers to other users on the network.

The user of any and all technology equipment shall be responsible for all costs for damages to the equipment, systems, hardware and software resulting from deliberate or willful acts.

Illegal use or intentional deletion or damage to files of data belonging to others, copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution under PA and/or US Crimes Code and/or to school authorities for possible prosecution under school policy.

For a full listing of all consequences view the school district's Acceptable Use Policy (815) on the web.

Notice to Parents

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

Autism/pervasive development disorder, blindness or visual impairment, deafness or hearing impairment, developmental delay, mentally gifted, mental retardation, multi-handicapped, neurological impairment, other health impairments, serious emotional disturbance, specific learning disability and speech and language impairment.

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

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location), you may contact in writing the Director of Special Education or any building principal. Confidentiality: All information gathered about your child 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, you may contact in writing the Director of Special Education or any building principal.

