

# 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!

Printed on recyclable paper



“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.

2011 -2012 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](http://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  
Mr. Paul Leonzi - Guidance Counselor  
Mrs. Tricia Waylen - Secretary  
Mrs. Karen Beltz - Secretary  
Mrs. Melissa DeSocio - Nurse  
Mrs. Dawn Tulio - Health Room

### **Middle School Faculty/Staff**

#### **7th Grade**

Mr. Christopher Barnes  
Mrs. Sandra Becker  
Mr. Jason Graver  
Mrs. Lynn Haab  
Mr. Stephen Hluschak  
Mrs. Kathy Walter  
Ms. Amy Zeiser

#### **8th Grade**

Ms. Beth Case  
Mrs. Catherine Farole  
Mrs. Kim Filipovits  
Mrs. Catherine Grega  
Mrs. Hali Kuntz  
Mr. Larry Meixsell  
Mr. Brian Schell

#### **Specials**

Mrs. Susan Bowser (F.C.S.)  
Mr. Rick Eckhart (Art)  
Mrs. Alice Lieberman (ESL/Gifted)  
Mr. Jason Reinhard (Health & PE)  
Mrs. Rachel Reiter (PSSA Math Coach/Choir)

Mr. David Carroll (Music)  
Mr. Robert Hicks (Technology)  
Mrs. Michelle Raber (Health & PE)  
Mrs. Lori Wolfe (Computers)

#### **Instructional Assistants**

Mrs. Monica DeLong (Special Education)  
Mrs. Debra Knerr (Cafeteria/Hall)  
Mrs. Michelle Jones (Special Education)  
Mrs. Grace Reppert (Special Education)  
Mrs. Veronica Scheffler (Cafeteria/Hall)  
Mrs. Elizabeth Trantham (Instructional Aide)  
Ms. Kimberly Wagner (Special Education)

#### **Cafeteria Staff**

Mrs. Connie Check  
Mrs. Karen Hluschak  
Mrs. Wendy Shirk

#### **Custodial Staff**

Mr. Scott Hankee  
Mr. Arthur Kuntz  
Mrs. Jennifer Wentz

## Northern Lehigh Middle School is a Career Pathways School

**Why?** According to recent statistics, too many of today's high school graduates are floundering among their many options, wasting time and money, because they failed to develop an informed career plan. Studies show that student who begin planning their careers early are much more successful than those who wait until after graduation.

**What?** Career Pathways guide students of all ages through a process to realistically prepare them for a promising future. To help graduates compete in a job market that requires more and more technological know-how. Career Pathways is designed to provide all students with the academic and technical skills they need to reach their career goals.

### How? Step 1: Career Awareness

Throughout the elementary school years, Career Pathways teaches students about a broad range of careers through guest speakers, videos and field trips. Teachers, guidance counselors and parents help their students develop an awareness of the importance of good work habits, the benefits of educational achievement and much more.

### Step 2: Career Exploration

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.

### Step 3: Career Preparation

Ninth graders, with the help of their parents, guidance counselors and some special tests, choose one of four broad clusters of careers to pursue:

\*Arts & Humanities

\*Engineering & Industrial Technology

\*Health & Human Services

\*Business & Communication Technology

Then, they choose one of two pathways within that cluster:

\*Traditional Academic: which leads to jobs that require four or more years of college

or

\*Technical Academic: which leads to jobs that require an associate's degree or advanced technical training.

High school students take both the standard required courses as well as courses recommended by their chosen cluster and pathway, which means some students get to take courses at the local career and technical institute.

Career Pathways aims to prepare students for careers based on their specific interests and abilities, so once they choose a career cluster, they're not locked-in. This flexibility, along with experiences like job shadowing days and internships, helps students decide if a certain career is right for them at a time when their choices won't cost them any money.

### Step 4: Career Development

Based on the career goals they've chosen, students are advised to continue preparing for their careers through one or more of the following:

\*Four-year college

\*Two-year college

\*Business or trade school

\*Military

\*Entry-level employment

\*Apprenticeship

Step 5: Career and Lifelong Learning

After further readying themselves for the exciting world of careers through some form of higher education, Career Pathways students are set to pursue their goals.

All students, no matter which cluster and pathway they've chosen, are encouraged to make learning a lifelong priority.

**Middle School Hours**

**2011– 2012 Daily Time Schedule**

7:05 a.m.	Students Enter Waiting Area
7:13 a.m.	Students Leave Waiting Area
7:19 a.m.	Homeroom Warning Bell
7:20 a.m. – 7:25 a.m.	Homeroom Period
7:27 a.m. – 8:12 a.m.	Period 1
8:14 a.m. – 8:59 a.m.	Period 2
9:01 a.m. – 9:46 a.m.	Period 3
9:48 a.m. – 10:33 a.m.	Period 4
10:35 a.m. – 11:05 a.m.	Grade 8 Lunch
11:08 a.m. – 11:52 a.m.	Period 5 (Grade 8)
10:35 a.m. – 11:19 a.m.	Period 5 (Grade 7)
11:21 a.m. – 11:51 a.m.	Grade 7 Lunch
11:54 a.m. – 12:39 p.m.	Period 6
12:41 p.m. – 1:26 p.m.	Period 7
1:28 p.m. – 2:11 p.m.	Period 8

Students who arrive early should enter by the gym entrance and report directly to the cafeteria.

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 (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**

9:05 a.m.	Students Enter Waiting Area
9:13 a.m.	Students Leave Waiting Area
9:19 a.m.	Homeroom Warning Bell
9:20 a.m. – 9:27 a.m.	Homeroom
9:29 a.m. – 9:58 a.m.	Class
10:00 a.m. – 10:29 a.m.	Class
10:31 a.m. – 11:00 a.m.	Class
11:02 a.m. – 11:32 a.m.	Grade 8 Lunch
11:35 a.m. – 12:05 p.m.	Grade 8 Class
11:02 a.m. – 11:32 a.m.	Grade 7 Class
11:35 a.m. – 12:05 p.m.	Grade 7 Lunch
12:08 p.m. – 12:37 p.m.	Class
12:39 p.m. – 1:08 p.m.	Class
1:10 p.m. – 1:39 p.m.	Class
1:41 p.m. – 2:11 p.m.	Class

### **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: Senior 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 NLSD 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 NLSD 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 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.

## **Tardiness**

A student who is not in homeroom and seated by 7:20 A.M. will be considered late to school. They 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 unexcused tardy to school per semester without penalty. Beginning with the second tardy in each semester, 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.

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, Middle School, Slatington Elementary School, and Peters Elementary

## **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.)

Group accident insurance is available to all students at a nominal cost. All students are urged to purchase this protection. Participants in activities must carry school insurance OR furnish proof of equivalent coverage.

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.

## 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 parent portal of PowerSchool. A letter will be sent home with the parents' access code.

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.

The Family Educational Rights and Privacy Act (FERPA) guarantees parents and "eligible students" (students 18 years of age or older) certain rights which are described in District Policy #216.

## 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 8th | * Band (elective)               |
| * Boys Basketball        | * Chorus (elective)             |
| * Football               | * Intramurals                   |
| * Girls Basketball       | * School Newspaper              |
| * Student Council        | * Girls Field Hockey            |
| * Weightlifting          | * Wrestling                     |
| * Yearbook               | * National Junior Honor Society |

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
- 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.

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.

**Hall/lavatory passes** at the beginning of each marking period will be issued. The pass must be kept in the student's possession at all times. A student will be permitted to leave a class for lavatory privileges twice a day.

There are 90 spaces on the card for each marking period. When permission is asked to leave a class, the student must produce this pass for the teacher to initial and date. The student will sign out of the class, proceed to the nearest lavatory or destination, and return quickly by the shortest route. Students will be excused to use the lavatory during classes in the case of an emergency only.

If a pass is revoked, the student must obtain administrative approval to use the lavatory at any time. A replacement pass containing a limited number of spaces may be issued by the administration one time for any given marking period. A written request from a parent is required.

If an emergency situation exists which would require a student to use the lavatory more frequently during a class period on a particular day, the student should secure a special pass from the office only valid for that day. For this purpose a student needs to give a note with the reason signed by the parent to the nurse. The pass should be picked up in the office upon arriving at school in the morning.

**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 NLS D 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 website.)

## 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
- Saturday 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	Tardiness to Class and Lunch
Fighting	Terroristic Threat
Firecrackers, Fireworks, Smoke Bombs, etc.	Theft/Larceny
Forgery	Truancy
Harassment	Vandalism
Insubordination	Weapons (or look-a-likes)
Intimidation/Threats	

## **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.

