

# Student-Parent Handbook 2011-2012



**The rules you are about to read in our Student-Parent Handbook 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. A copy of the Student-Parent Handbook is available online [nlsd.org](http://nlsd.org).**

**NORTHERN LEHIGH SCHOOL DISTRICT**  
**2011-2012 SCHOOL CALENDAR**

August 20-25.....In-Service - Teachers Only  
 August 29.....Teachers and Pupils Report  
 September 2-5.....Schools Closed - Labor Day  
 October 10.....Schools Closed - Teacher In-Service  
 November 23.....Schools Closed - Teacher In-Service  
 November 24 – 28.....Schools Closed - Thanksgiving  
 December 23 .....Early Dismissal  
 December 26 – January 2.....Schools Closed - Winter Recess  
 January 16. .Schools Closed – Teacher In-Service Martin Luther King Holiday  
 January 20.....Schools Closed - Teacher In-Service  
 February 17 & 20.....Schools Closed - President’s Holiday  
 April 5-9.....Schools Closed – Spring Recess  
 May 28.....Schools Closed - Memorial Day  
 June 4.....Last Day for Secondary Students

PSSA Testing: **March 12-23-** Reading & Math,  
**March 26-30** – PSSA Writing; **April 16-20** - Science

The Northern Lehigh School District calendar contains 190 teacher days and 180 student days. If an emergency or weather forces the closing of school the term days will be made up as follows: **1<sup>st</sup> day – January 2 if school is closed prior to December 23; 2<sup>nd</sup> day – January 16; 3<sup>rd</sup> day – February 17**  
**Additional snow days will be added to the end of the year as needed.**

**MARKING PERIODS/  
 REPORT PERIODS END**

November 2, 2011  
 January 19, 2012  
 Monday, March 27, 2012  
 Monday, June 5, 2012

**APPROXIMATE DATES  
 THAT REPORT CARDS  
 WILL BE ISSUED**

November 11, 2011  
 January 30, 2012  
 April 10, 2012  
 June 13, 2012

**Alma Mater**

Just above the winding Lehigh,  
 Midst the mountains grand,  
 Stands our dear old Alma Mater,  
 Famed throughout the land.  
*Chorus*

Far and wide though we may  
 sojourn,  
 Still our hearts are true,  
 To our dear old Alma Mater,  
 Dear old white and blue,  
*Chorus*

*Chorus*  
 High school, high school,  
 Our own high school,  
 Dear NLHS,  
 When afar from thee we wander,  
 Thy dear name we bless.

**Northern Lehigh High School**

**Mission Statement**

Northern Lehigh High School, a small, proud community, empowers learners to become responsible, contributing citizens through challenging and evolving educational experiences.

**CATCH THE BULLDOG PRIDE**

COLORS: NAVY BLUE AND WHITE

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Homeroom: \_\_\_\_\_ Locker No: \_\_\_\_\_

*It is the policy of the Northern Lehigh School District not to discriminate on the basis of age, color, creed, handicap, national origin, race or sex in activities and programs under its sponsorship as required by Title IX of the Education Amendments of 1972. This applies to application and selection for admission to all courses by students.*

~ ACCREDITED BY THE MIDDLE STATES ASSOCIATION OF COLLEGES AND SECONDARY SCHOOLS ~

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### **2011-2012 DAILY TIME SCHEDULE**

Staff on Duty 7:10 a.m.  
Students May Enter Locker Commons Area 7:11 a.m.  
Homeroom Warning Bell 7:16 a.m.  
Homeroom 7:17 a.m. -7:28 a.m.  
Block 1 7:32 a.m. - 8:58 a.m.  
Block 2 -. 9:02 a.m. -10:28 a.m.  
Block 3 10:32 a.m.- 12:36 p.m.

**“A” Lunch 10:32 a.m.- 11:02 a.m.**  
**Block 3 Class 11:08 a.m. - 12:36 p.m.**

**Block 3 Class 10:32 a.m. - 11:15 a.m.**  
**“B” Lunch 11:19 a.m. - 11:49 p.m.**  
**Block 3 Class 11:53 p.m. - 12:36 p.m.**

**Block 3 Class 10:32 a.m. - 12:00 p.m.**  
**“C” Lunch 12:06 p.m. - 12:36 p.m.**

Block 4 12:40 p.m.-2:06 p.m.

### **2011-2012 LEHIGH CAREER AND TECHNICAL INSTITUTE STUDENT SCHEDULE**

AM LCTI Students Block 1...7:17 a.m.- 8:10 a.m.

- AM LCTI students depart for LCTI at approximately 8:10 a.m. and will arrive at the LCTI at approximately 8:25 a.m.
- All LCTI students depart from LCTI at 11:45 a.m. and will arrive at NLHS by 12:05 p.m. Upon arrival, students will be escorted to their lockers and then to study hall to do homework. With permission, they may also access the library or use the computer laboratories.
- PM LCTI students will eat “A” lunch (10:31 a.m.11:01 a.m.) and then board buses at the direction of the supervisors and depart for LCTI shortly thereafter.
- PM LCTI students will depart from the LCTI at 2:45 p.m. and will arrive at NLHS at approximately 3:05 p.m. to take the activity bus home.

**TWO-HOUR DELAY BELL SCHEDULE**

Staff on Duty.....9:10 AM  
Students May Enter Locker Commons Area.....9:11 AM  
Homeroom Warning Bell.....9:16 AM  
Homeroom.....9:17 AM- 9:23 AM  
Block1.....9:28 AM- 10:02 AM  
**(AM LCTI, CAP and Academic Center Students  
depart at 9:47 AM)**  
Block 2.....10:07 AM – 10:41 AM  
Block 3..... 10:46 AM – 12:36 PM  
(AM LCTI students return at 12:05 PM and report to study hall)  
“A” Lunch – 10:46 AM – 11:16 AM (return to class 11:21)  
(PM LCTI students depart at 11:16 AM)  
“B” Lunch – 11:26 AM – 11:56 AM (return to class 12:01)  
“C” Lunch – 12:06 PM – 12:36 PM  
Block 4.....12:41 PM – 2:06 PM

It is the responsibility of students who attend classes at another site to make arrangements with his/her professor at the college and his/her NL teacher in the event of a change in schedule due to weather, school event, etc.

In the event of excessive weather leading to an abundance of two-hour delays during the school year, the administration reserves the right to alter the above schedule.

**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 on school vehicles, video surveillance may be used. Video from surveillance equipment shall become the property of the school district and may be used for review of any incident or as evidence for disciplinary action.

### **ACTIVITY PERIOD**

Northern Lehigh High School has an activity period from 2:10-2:50 pm daily. The purpose of the “activity” period is to create a scheduled time for clubs and school organizations to meet without creating conflicts for students who wish to participate in our extra-curricular activities as well as athletics. In addition, this time can be utilized by all students who wish to make-up tests/quizzes or receive extra help from a teacher.

Student-athletes who will take advantage of the activity period for a club or after-school activity (i.e. Student Council, Spanish Club, NHS, etc.) are to report to their practice by 3 pm. It is always required, however, that student-athletes notify their coaches of their intent to participate in any after-school activity.

Athletes who need to make-up missed work during the activity period are to work until 3:05 p.m. and report to their in-season practices by 3:15 p.m. with a signed pass from the teacher for whom they are making up work. It is always required, however that student-athletes notify their coaches of their intent to make-up their academic work at this time.

### **ATHLETIC CONTESTS**

The Colonial League expects the highest standards of sportsmanship to be met in all athletic contests under its control. All schools in our league agree that: No alcoholic beverages are permitted at any athletic contests; Players, coaches, and fans should refrain from the use of foul and abusive language; The throwing of objects onto the playing area is strictly prohibited; Home and visiting spectators are requested to remain in designated areas; Running onto any playing area is prohibited; No food, gum, or soda shall be brought into the gym area; Students shall refrain from booing, whistling, shouting, or showing poor behavior toward the cheerleaders or referees; There shall be no display of hand-held signs of use of noisemakers.

**REMEMBER THAT THE REPUTATION OF OUR SCHOOL DEPENDS UPON YOUR CONDUCT DURING AND AFTER THE GAME.**

### **ATHLETIC PROGRAM**

Northern Lehigh High School, a member of the Colonial League and the Pennsylvania Interscholastic Athletic Association, offers a comprehensive athletic program. It is important that all students who anticipate participating in any interscholastic sport become acquainted with the rules and regulations which are rigidly enforced by these governing bodies. Some of the important rules are stated briefly as follows:

A student must be an amateur in order to participate. A pupil shall be ineligible for interscholastic athletic competition upon attaining the age of 19 years (with the following exception: if the age of 19 is attained on or after July 1, the pupil shall be eligible, age-wise to compete through that school year).

Special rules apply to students who transfer from one school to another. (Specific questions may be addressed to Mr. Bryan Geist, Athletic Director)

Students may not represent their school if they have been in attendance more than eight semesters beyond eighth grade.

Any member of a high school team who participates in an athletic contest as a member of any other similar team during the same season, which season shall include vacations, holidays, and periods of suspension, shall be ineligible to compete in that sport for the remainder of the season.

The following sports make up the sport program of Northern Lehigh High School: football, cross country, field hockey, cheerleading, basketball, wrestling, baseball, track, softball, and soccer.

### **BUS TRANSPORTATION**

Bus transportation to and from school is a privilege for eligible students living in the Northern Lehigh School District. The following regulations have been established to ensure the safety of all students:

- a. All riders must board and leave their assigned bus at the designated stop. Questions concerning transportation should be directed to the transportation office. Any changes due to emergencies must be accompanied by a written note signed by the parent/legal guardian and approved by the transportation office (610-767-9846).
- b. The bus driver has the authority to assign seats at his/her discretion.
- c. Students must remain seated, behave in an orderly manner, and respect the rights and property of fellow passengers.
- d. Littering, eating, drinking, smoking, fighting, and loud or profane language are prohibited on regular bus runs.
- e. Students shall not block the aisle or emergency door with musical instruments, books, lunch boxes, gym bags, or other possessions.
- f. Students shall not extend arms or heads out of the windows or throw any objects out of the bus.
- g. Students shall not regulate windows unless permitted to do so by the driver.
- h. Students shall not carry water pistols or any other water containers on the bus. They will be confiscated if found.
- i. Radios, tape recorders, or other forms of distraction are prohibited.
- j. Students will be held responsible for damage to school property, including buses, and will be held liable for payment and/or further prosecution for any such action.
- k. A driver cannot proceed until all students are seated or until students have reached safety after leaving the bus. **Failure to comply with bus regulations may result in a loss of bussing privileges.**

### **CHEATING/PLAGIARISM**

Plagiarism/Cheating is the claiming of another person's work as your own. Plagiarism/Cheating will be monitored at the department level and penalties will be as follows:

1. A zero will be assessed if the student is found to be cheating on any test by the teacher, project, or assignment.
2. Parental notification by the teacher.

### **CLASS ACCOUNTS**

It is important that all students understand the functions of their class account. Students should know how money is raised, managed, and spent. Each class has its own account. The main office secretary maintains a ledger sheet in the

Student Activities Fund for each class. Each time a deposit is made into your class account, your treasurer is given a receipt for the deposit. Each year, the class account, along with the entire Student Activities Fund, is audited by accountants to verify the system. Money for class accounts is raised in several ways:

1. Class dues
2. Fund-raising (approved by the administration)
3. Annual Fund-raising Campaign

#### **CLASS ORGANIZATION**

Each class elects officers at the beginning of the school term. Class dues, a class motto, a class flower, and class colors are selected by a majority vote in the first year. Two staff advisors are assigned to work with the class during the high school years. Each class sponsors specific functions and activities. All class monies must be deposited into the general Student Activities Fund in the name of the appropriate class account.

#### **CLASS DUES**

Students in their senior year are obligated/required to pay class dues to offset the expenses of their class for the past three years. These expenses include the Junior Prom, the Senior Farewell, the Senior Class Trip, graduation expenses, etc. It is encouraged that all students participate in their class activities (throughout all of their years at NLHS) to reap the benefit of their class dues. Please note:

- (1) A student who chooses not to participate in class activities is not relieved from his/her financial obligation to the class.
- (2) Early Graduates are required to pay class dues.
- (3) Failure to pay class dues will result in exclusion from class-related activities.

#### **COMMENCEMENT PARTICIPATION**

Students who have satisfactorily completed all current graduation requirements of the state and the Northern Lehigh School District and have fulfilled all of their financial obligations may participate in commencement activities. **Seniors should note that repeated failure to follow school rules and/or poor attendance may result in the loss of senior privileges including but not limited to early dismissal or late arrival permits, parking permits, attending the senior class trip or senior farewell, and commencement.**

#### **CONFIDENTIAL COMMUNICATIONS**

1. Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding.
2. Information received in confidence from a student may be revealed to the student's parents, the principal or other appropriate authority where the health, welfare or safety of the student or other persons is clearly in jeopardy.

### **CORPORAL PUNISHMENT**

Corporal punishment shall be defined as physically punishing a student for an offense. The Northern Lehigh School District does not permit the use of corporal punishment as a means of chastisement or discipline. However, reasonable force may still be used by teachers and school authorities under any of the following circumstances:

1. To quell a disturbance.
2. To obtain possession of weapons or other dangerous objects.
3. For the purpose of self-defense.
4. For the protection of persons or property.

### **COURSE CREDIT DENIAL**

Students are expected to attend all classes for which they are scheduled every day that classes are in session. Students who accumulate unexcused **absences** may be denied credit in each of their courses as follows:

- A. For Year Long Courses: On the 8th day of unexcused absence.
- B. For Semester Courses: On the 4th day of unexcused absence.

The impact of a student being Denied Course Credit is as follows: The student does not receive credit for those courses. This will negatively affect the number of credits needed for graduation. A student's GPA is not negatively affected by the loss of credit. Administrative policy requires student/parent notification occurs after each unexcused absence in a course.

### **DANCES**

Students must present ID cards on request. Student guests are permitted provided that have completed a Guest Registration Form and provided picture ID. Students guests must be under 21. Guest Registration Forms must be turned in no later than 9 am on the Friday before the dance. Smoking or drinking on school premises or prior to the dance is forbidden. The premises of the school are defined as all school property, both buildings and grounds. Any student who violates this rule shall be subject to the same penalties as if the violation was committed during a regular School day. Middle School students are not permitted at school dances. Chaperones are delegated full authority to remove, reprimand, or report any student who violates any regulation. There is no loitering outside the building. No one can be readmitted after leaving the building.

### **DESTRUCTION OF PROPERTY**

Students should feel responsible for keeping our building and fixtures in good condition. Moreover, they should respect school property as they would their own. Students apprehended destroying/defacing the building, its contents, or any school property outside the building, will be suspended and the parent/guardian will receive a bill for damages. Payment must be made before the student is reinstated. **(PA. State law requires that a student pay the cost of equipment damaged or destroyed, plus labor. Willful acts of vandalism will result in suspension and referral to Magisterial Court.)**

## DRESS CODE

The Northern Lehigh School District is of the opinion that good grooming and dress are, first and foremost, 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, to a lesser degree, shares 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 towards the maintenance of a positive educational atmosphere.

Our guidelines suggest that all clothing be clean and neat and in good taste. It 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 the following:

- Any clothing that displays, advertises and/or promotes drugs, alcohol or tobacco
  - Any clothing that displays or suggests derogatory and/or inappropriate messages
  - See-through or revealing blouses/shirts that expose undergarments/upper torso
  - Pants/Tops that expose a bare midriff (all tops should be able to be tucked in)
  - Shirts/tops without sleeves
  - Spandex, biker and/or boxer shorts, pajamas
  - Shorts/skirts that do not extend past one's fingertips when arms are fully extended at one's sides
  - Pants worn in such a manner that the undergarments are exposed.
  - Hats, caps, certain types of scarves and bandanas
  - Sunglasses and/or contact lenses that significantly alter the appearance of the eyes (unless approved by an administrator)
  - Chains and studded/spiked clothing and accessories
- (For safety reasons, open-toe or open-backed shoes may not be permitted in certain classes.)**

School officials reserve the right to individually review student dress and, if found unacceptable, to quietly and privately attempt to settle the problem. When deemed necessary, students will be sent home to change or other appropriate actions will be taken to correct the situation. ***Please note: Repeated violations of the dress code may result in disciplinary actions.***

In making these guidelines, we have given the opportunity to the individual to use his/her good judgment and that of his/her parents. The Board of Education, through its administrators, reserves the right to make reasonable judgments as they affect student dress—giving full consideration to health, sanitation, and safety of the pupils.

### **ELECTRONIC DEVICE AND CELL PHONE USAGE**

Cellular telephones, iPods, MP3 players, CD players, radios, headphones, video games, personal DVD players and other electronic devices are not to be used in the high school building between the hours of 7:10 a.m. and 2:06 p.m. **All devices must be turned off and kept out of sight.** This policy includes all classes, hallways and study halls during the hours listed above with the exception of the library, where students may use library-issued headphones ONLY. Failure to adhere to this policy will result in the following:

**1<sup>st</sup> offense** – administration will hold device until the end of the next school day when it will be returned to the owner

**2<sup>nd</sup> offense** – administration will hold device until the end of the following week – device must be picked up by a parent/guardian – student may receive one after-school detention.

**3<sup>rd</sup> offense** – administration will hold device until the end of the semester – device must be picked up by parent/guardian – student may receive one Saturday detention.

***NOTE: Failure to turn over an electronic device listed above when requested by high school faculty, staff or administration will be considered insubordination and will result in appropriate disciplinary consequences. Students will also be charged with the 3<sup>rd</sup> offense consequences listed above.***

### **ELEVATOR KEYS**

A limited number of elevator keys are available for students with medical problems. Certification of the problem and request for a key must be processed through the school nurse. Students will be charged for lost keys.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The following information is provided to notify you of your rights and privileges under the Family Educational Rights and Privacy Act (FERPA), a federal law which protects the confidentiality of student educational records by limiting their disclosure. FERPA guarantees parents and “eligible students” (students eighteen years of age or older) certain rights which are described below.

#### **I. ACCESS TO RECORDS**

Parents or eligible students have the right to inspect their child’s or their own educational records, to receive copies of the records in most cases, and to have a school official explain the records if requested. Requests to do this will be honored within a reasonable period of time, but in no case more than 30 days after the request has been made.

#### **II. CHALLENGE TO RECORDS**

Parents or eligible students have the right to request that their educational records be changed if they are inaccurate, misleading or violate students’ rights, and to have a hearing if that request is refused.

#### **III. DISCLOSURE**

FERPA provides that educational records cannot be released without the written consent of the parent or eligible student, except in certain specified instances.

#### **IV. POLICY**

A more detailed explanation of your rights, the procedures to follow if you

want to take advantage of them, and the limitations on the release of records is presented in the school district's FERPA policy statement. You may obtain a copy of this policy by contacting the Guidance Department at the senior high school.

#### V. PURGING

All records (category A, B, & C) are subject to annual review and are purged from a student's file upon the student's withdrawal or graduation from high school unless the verified material is deemed to be of such importance that it should be retained. Parents have a right to meet and discuss with the principal in regard to all records that are to be purged or retained.

#### VI. COMPLAINTS

If you believe that the school district is not complying with FERPA or not guaranteeing you your rights outlined previously, you may file a letter of complaint with the federal office in charge of enforcing the act at the address below:

FERPA Office Department of Education Room 4511 - Switzer Building  
Washington, D.C. 20202

#### FIELD TRIPS

Students who have been mandated according to the NLHS attendance policy and/or have a D or F average in any class on the day of the trip will not be permitted to attend field trips that will cause them to miss more than the class sponsoring the field trip.

#### FLAG SALUTE

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 will stand in respectful silence as to respect the rights and interest of classmates who do wish to participate.**

#### FOOD AND DRINK POLICY

No food or drink is to be consumed outside of the cafeteria. **Eating or drinking is not permitted in the hallways or classrooms.** Students are not to access the drink machines in the cafeteria except during their scheduled lunch. Students in violation of this rule will be required to throw the food and/or drink in the garbage and disciplinary consequences may occur.

#### GRADUATION REQUIREMENTS

In order to graduate from Northern Lehigh High School a student must:

1. Pass 25 credits of course work in grades 9-12
2. Attain a G.P.A. of 2.0 in all courses in grades 9-12
3. Successfully complete a graduation project

#### HEALTH SCREENINGS

Health services are mandated by the State of Pennsylvania. All children in grades K through 12 are required to have vision screening and height and weight measurement yearly. Grades K through 3, 7 and 11 are required to have hearing screening. Scoliosis screening is mandated in grades 6 (as part of the

sixth grade physical) and 7. Physical exams are required on original entry into school, for grades 6 and 11. Dental exams are required on original entry into school, for grades 3 and 7.

Vision, hearing, and body mass index (BMI) screenings are scheduled throughout the school year by the school nurse. Parents/guardians will be notified of the results of the BMI screening and will be notified if vision or hearing concerns are detected. Physical and dental exams can be completed by a student's own doctor and dentist at the family's expense and provided to the Health Office. With parental/guardian permission, the school doctor and dentist can provide the required physical and dental exams at no expense. Parents/Guardians may be present for these exams if so desired and will be notified of the date and time of the exams.

Scoliosis screening in the seventh grade is done initially by the school nurse with signed permission of the parent. A second screening of any student with defects noted by the school nurse is done by the school doctor before a referral is made.

**If parents/guardians have concerns or would like to be present for any of the screenings, please contact the Health Office immediately.**

#### **HOMEBOUND INSTRUCTION**

Homebound instruction is to be provided on a limited basis when it is impossible for a student to attend any type of educational programming outside the home. Homebound tutoring is not intended to take the place of regular or special education program obtained through regular school attendance and is not an educational placement. The purpose of homebound tutoring is to maintain current skill levels and prevent regression, if possible, until the student can return to school. ***The homebound student may not acquire credit in certain instances.*** Absences, however are to be excused. Students on homebound excused shall not be permitted to participate in any extracurricular, co-curricular, or after school activities or events while on a homebound excuse. To be eligible for homebound tutoring, the district requires that the student meet the following criteria:

1. Student is unable to attend school and anticipates being absent from school fifteen (15) consecutive school days or more due to a temporary, serious medical reason such as a car accident, disabling surgery, serious illness, acute hospitalization (instruction can be provided in hospital) or other serious, temporary health condition.
2. Applications for homebound instruction must be submitted to the Superintendent on the NLSD form: HOMEBOUND INSTRUCTION and include a copy of the physician's medical request for homebound instruction certifying the nature of the illness or condition, and the probable duration of the confinement.

#### **IDENTIFICATION CARDS**

Student ID cards are issued to each student. Students may be required to present ID cards upon request at school events in order to purchase a student ticket. REPLACEMENT ID CARDS ARE NOT AVAILABLE. ID cards that are issued by the LCTI school to LCTI students shall be used for ID purposes when bus transportation is provided to and from the

### **INCOMPLETE GRADE(S)**

Students whose required work for any grading period is not complete when due may, depending upon the circumstances and at the discretion of the teacher, be given an Incomplete (I) on their report card. The **incomplete grade (I) may remain for a period of time not to exceed five (5) school days following the date on which report cards are distributed to students.** (Policy exceptions: serious illness or hospitalization, death in family, etc.) **Any incomplete work that is not completed within the five school days will be assessed a grade of “0” and averaged into the student’s marking period grade.**

### **INSURANCE**

The school makes group insurance available to all students at nominal cost. All students are urged to purchase this protection. Participants in activities (field trips, athletics, intramurals, band, band front, cheerleaders, etc.) must carry school insurance OR furnish proof of equivalent coverage. 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. PARENTS, PLEASE FOLLOW DIRECTIONS ON THE INSURANCE FORM. PLEASE NOTE THAT THE INSURANCE COMPANY IS RESPONSIBLE FOR PAYMENT UNDER THE TERMS OF THE POLICY. THE SCHOOL 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.

### **LEGAL AUTHORITY/SCHOOL COOPERATION**

While the Student’s Rights and Responsibilities addresses discipline measures concerning student behavior, there are those situations where severe discipline problems involving harassment, criminal mischief, criminal trespass, disorderly conduct, and related offenses will be handled under the Pennsylvania Crimes Code, Title 81, Chapter 55, Sections 2709, 3304, 3503, and 5503, as well as other appropriate sections. A decision on the involvement of the Northern Lehigh High School in the pressing of charges of harassment, disorderly conduct, criminal mischief, or criminal trespass is to be made by the administration. The person who witnesses the incident will not be the person bringing the charges if it is decided that the Northern Lehigh High School is to prefer charges. However, all school personnel who are involved in any way will give their full support and the person who witnesses the incident will appear at the hearing if requested by the magistrate.

Charges of harassment, disorderly conduct, criminal mischief, and criminal trespass may be brought against a student or any other individual whether on school property, at school-related functions, or on school buses.

The Northern Lehigh High School will utilize the Pennsylvania Criminal Code and Criminal Procedures through the local magisterial court system for infractions of the Northern Lehigh High School discipline policies, when in the opinion of the administration, this is the most effective procedure to remedy a

problem, correct an unacceptable behavior or to recover costs incurred as a result of the misbehavior of students, visitors, or others covered by these policies. The initiation and continuation of criminal proceedings may take place in addition to disciplinary procedures and actions warranted by the Northern Lehigh High School Policy on Student Rights and Responsibilities. These procedures are applicable to problems involving students and/or visitors in school buildings or on school grounds, students on buses, persons other than students who attempt to use school transportation improperly and students attending school-related functions.

### **LIBRARY RESEARCH AND INFORMATION CENTER LOAN POLICY**

1. Books may be borrowed for a period of two weeks.
2. Reference books and magazines may only be borrowed overnight and must be returned the following school day prior to the homeroom period. **Please note that students who owe fines in excess of one dollar will not be able to check out books until that fine has been cleared.**
3. Non-fiction and overnight books may be renewed one time unless there has been a reserve placed on them.
4. All materials and books must be signed out at the circulating desk.
5. A charge of 10 cents per school day will be assessed for overdue library books (nonreference). A fine of 25 cents for each day will be assessed for overdue reference books and magazines.
6. **STUDENTS ARE RESPONSIBLE FOR MATERIALS BORROWED AND WILL BE CHARGED REPLACEMENT COSTS FOR ANY BOOKS THAT ARE LOST OR DAMAGED.**

### **LOCKERS**

Each student is loaned a separate locker for clothing, books, and personal belongings. The assigned lock is the property of the Northern Lehigh School District and should not be removed from your locker; if this lock is lost or damaged the student will be responsible for replacement cost of \$5.00. Combination numbers are supplied by the homeroom teacher. The student is responsible for the security and condition of his/her locker at all times. A student should use only the locker he/she has been assigned. Sharing or using another locker may result in disciplinary action.

According to the regulations of the state board of education as well as case law, "School authorities **may search a student's locker to determine the presence of any illegal material which may be a threat to the health, safety, and welfare of the school community. Such materials may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings.**" In addition, 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.**" **In addition, it should be noted that students' lockers are subject to random, periodic searches/inspections.** The student is responsible for maintaining a clean and sanitary locker and he/she will be held accountable for any damage to the locker. When a student is having difficulty with the locker, the problem should be reported to the high school office. **Jewelry, money, or other valuables should not be stored in the locker.**

Help prevent locker theft by following these simple rules:

1. Never (not even during the school day) keep money or other valuables in your locker.
2. Never give your locker combination to another student, not even a close friend.
3. Report damaged lockers (especially those that will not close properly) to the high school office as soon as possible.
4. Do not “pre-set” combination locks. Be sure to close the lock and turn the dial. By following these simple precautions, you can avoid becoming a victim of theft.

#### **MAKE-UP WORK (From School Absence)**

- Upon returning to school following an excused absence, (includes absences from class due to school activities) regardless of length, the student’s duty is to request work from the teacher that may have been missed during the absence.
- Students must complete the work missed within a time period equal but not more than one plus the number of school days missed due to an absence.
- Students will not receive credit for any work not requested and/or completed by the due date.

**“WORK MISSED” DOES NOT INCLUDE LONGTERM ASSIGNMENTS, SUCH AS TERM PAPERS, BOOK REPORTS, ETC., THAT ARE DUE ON THE DAY OF AN ABSENCE; IN FACT, SUCH LONG-TERM ASSIGNMENTS ARE DUE ON THE SCHEDULED DATE OR THE NEXT DAY THE STUDENT IS IN SCHOOL. IN ADDITION, IF A STUDENT IS ABSENT ON THE DAY OF A SCHEDULED ASSESSMENT (TEST, QUIZ, ORAL PRESENTATION, ETC.) THE STUDENT SHOULD EXPECT TO TAKE THAT ASSESSMENT ON THE DAY HE/SHE RETURNS TO SCHOOL.**

#### **MAKE-UP WORK (Suspension)**

Students who are suspended from school must also make up the work/tests required by the teacher. Make-up work may be given to a student while on suspension. However, if it is given, it is expected that the student complete it and hand it in when he/she returns to class. Students not completing the work under those circumstances should receive a “0” at that point.

Students or parents must request work assignments through the guidance office. It is the student’s responsibility to have his/her work picked up. Work given to a student who is on out-of-school suspension should be expected to be handed in when the student returns to class. Failure to complete this could result in a “0” (not one day plus the length of the suspension).

#### **MAKE-UP WORK/WITHDRAWAL POLICY**

If a student withdraws from school during the school year and decides to reregister for school, he/she should understand the following work makeup policy is in effect.

1. The student will be allowed the number of school days of absence plus one to make up the work. In the event the aforementioned number of school days is greater than the number of days remaining in the school year, the student will be required to make up all of the work missed prior to the end of the school year.
2. It will be the student's responsibility to see all of his/her teachers about make-up work (not vice versa).
3. Any work that is not made up within the specified number of days could result in a failure of that course.
4. If a student is a senior and the make-up time takes him/her beyond graduation, the work would have to be completed satisfactorily by the graduation date. Otherwise, the student would not be permitted to participate in graduation ceremonies.

**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 does not discriminate on the basis of race, religion, age, color, national origin, sex, handicap or limited English proficiency in its activities, programs or employment practices as required by Title VI, Title IX, Section 504, and the Americans with Disabilities Act of 1990.

Physically and/or mentally handicapped individuals may qualify for special educational 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 information regarding civil rights, grievance procedures, and special services for physically and/or mentally handicapped individuals, contact the Northern Lehigh School District Office, located at 1201 Shadow Oaks Lane, Slatington PA 18080, (610) 767-9800.

Board of School Directors  
NORTHERN LEHIGH SCHOOL DISTRICT  
Slatington, Pennsylvania  
Policy Revised: December 6, 1993

**NOTICE TO THE PARENTS OF CHILDREN WHO RESIDE IN  
NORTHERN LEHIGH SCHOOL DISTRICT 1201 SHADOW OAKS LANE  
SLATINGTON, PENNSYLVANIA 18080**

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

1. Autism/pervasive development disorder

2. Blindness or visual impairment
3. Deafness or hearing impairment
4. Developmental delay
5. Mentally gifted
6. Mental retardation
7. Multi-handicapped
8. Neurological impairment
9. Other health impairments
10. Physical disability
11. Serious emotional disturbance
12. Specific learning disability
13. 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 Districts 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 person listed above 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 person named above or any building principal.

#### **NORTHERN LEHIGH SCHOOL DISTRICT WEBSITE**

The Northern Lehigh School District website contains district information as well as links to specific schools for additional details. Links also include cafeteria menus, school board meeting dates, agendas and minutes, career guides, NL community pages and other educational information and resources. The URL for the website is [www.nlsd.org](http://www.nlsd.org)

#### **PARKING PRIVILEGE**

1. Due to limited parking space in the High School parking lot, student parking spaces will be assigned to licensed seniors first and then, if spots are still available, to licensed juniors as determined by a lottery.
2. Student drivers must register for a parking permit in the Main Office. Registration will include the license number, color, year, make and model of the vehicle and proof of insurance. The parking permit grants a student the privilege of driving to school and parking in the student's parking area in front of the High School.

3. A student's parking permit is to be displayed on the vehicle's rearview mirror or on the dashboard.
4. Students must register the vehicle that will be driven to school on a regular basis. If a student drives another student to school, the change is to be reported to the parking lot monitors. Parking permits should always be displayed in the vehicle that the student has driven to school that day.
5. Students will be issued a specific parking space with their parking permit. All students **MUST** park in their assigned parking space. A student may not allow another student to park in his/her assigned parking space for any reason (including if another student is driving you to school).
6. Loitering in the vehicle by the driver or passengers is forbidden. Prompt entrance into the High School building or departure from the parking lot is expected.
7. All student drivers are expected to follow the school district speed limit (10 MPH) and to drive according to the guidelines as specified by PennDot and the Pennsylvania Driver's Manual at all times.
8. Violation of any driving/ parking rules may result in disciplinary consequence and/or loss of parking privilege.

#### **PLANNERS**

Planner passes are not valid if the pages are torn from the planner and/or the planner is not intact. Planners will be replaced only at administrative discretion at a cost of \$5.00. They will not be replaced because all of the passes have been filled.

#### **PUBLIC DISPLAYS OF AFFECTION**

We recognize that caring for others and showing affection are important. Public displays of affection are not wrong, they simply are not appropriate in a school setting. There is nothing wrong with a simple show of affection such as holding hands; however, kissing and close physical contact in public school are out of place. In order to avoid offending or embarrassing others, students are to confine displays of affection to hand holding while on school property. Affectionate behavior not appropriate in school may result in disciplinary action.

#### **SCHOOL CLOSINGS/DELAYS/ EARLY DISMISSALS**

Whenever the Northern Lehigh School District is closed due to inclement weather or other emergency conditions, all school events, i.e., extra-curricular activities and inter-scholastic contests shall be postponed. Inter-scholastic athletic contests over which the NLSLD has control shall be re-scheduled for the next mutually agreeable 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: All school events—extra-curricular activities, inter-scholastic contests, practices, etc.—shall be postponed.

### **RADIO/TV COMMUNICATIONS**

When inclement weather, road conditions, or other emergencies make it necessary to close our schools, an announcement will be made over radio and TV stations in the Allentown and Lehigh areas. These radio and TV stations will repeat the announcement a number of times in the morning, usually before bus time.

#### ***Radio stations:***

B104 FM	WZZO 95 FM
KYW NEWS RADIO 1060 AM	CAT COUNTRY 96 FM
WYHM 1470 AM	WAEB 790 AM

#### ***TV Stations:***

WFMZ CHANNEL 69	WNEP CHANNEL 16
WYOU CHANNEL 22	WBRE CHANNEL
28WCAU CHANNEL 10	
BLUE RIDGE CABLE CHANNEL 13	

WEB SITES [www.mcall.com](http://www.mcall.com) (THE MORNING CALL)  
DISTRICT MAIN PHONE NUMBER 610-767-9800

### **DELAYED OPENING/TIME SCHEDULE**

Under certain conditions, it may be possible to avoid canceling school sessions for an entire day by opening later than the regularly scheduled time. If this condition should apply, an announcement to the effect that all schools will open late will be made at the time of the early morning radio announcements. In that event, students are to be at their bus stops as announced. School sessions will then begin later than usual; however, students will be sent home at the normal time. (See Bell Schedule Page 6)

### **EARLY DISMISSAL FROM SCHOOL**

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, Middle School, Elementary.

Parents are urged to anticipate closing early when weather conditions appear to warrant such action. If you wish to drive your child home, meet him or her at the bus stop; do not drive all the way to the school and create additional traffic problems for the police and school officials.

#### **Please Note!**

1. If you hear NO announcement from the aforementioned radio stations, you will know that our schools will be open.
2. Please DO NOT CALL THE SCHOOL or the homes of school officials and teachers regarding the closing of schools. This is important. We need our lines for out going calls.
3. When schools are closed for emergency reasons for one day, they will reopen the next day unless the radio stations carry information that the schools will remain closed.

### **STUDENT DEPARTURE - EVENING ACTIVITIES**

Students must be picked up by a parent/guardian after a school-sponsored activity/event within 15 minutes of the advertised conclusion of that event/activity. Students who fail to comply with this regulation will be denied permission to attend future school sponsored events/activities.

### **STUDENT PASS SYSTEM**

The Student Planner contains a student passport to leave class. A student will be permitted to leave class for lavatory or locker privileges twice a day. When students are leaving class to use the lavatory they must sign-out and use the lavatory on the same floor as the class they are leaving.

### **CORRIDOR ADMISSION PASS**

A student leaving a classroom for a reason other than lavatory or locker privileges must ask permission from the teacher and then secure an accurately completed Corridor Admission Pass. Upon return, the student will present the pass to the teacher with the bottom portion of the pass properly signed. A student may not be in the corridor without an appropriately signed pass.

### **SCHOOL PROPERTY/STUDENT OBLIGATION**

Textbooks and Library Materials remain the property of the school district. The student is solely and totally responsible for the same numbered book issued to him/her and will be responsible for its loss and/or damages. Students will be charged for the total cost of replacement, including shipping costs. The same policy is applied to all other school district property including, but not limited to, choir gowns, band uniforms, and athletic equipment and supplies.

A \$25.00 assessment penalty will be placed on obligations that remain unpaid by October 1st of the following school year. All financial obligations must be met before a student transfers to another district.

Senior students who have not made restitution of financial obligations are prohibited from participating in the end of year senior activities including but not limited to Senior Class Trip, Senior farewell, Senior Picnic, Baccalaureate and/or Graduation Ceremonies, and diplomas will be withheld until all obligations have been fulfilled.

### **STUDENT RECORDS**

The School keeps three record folders for each student. The **Cumulative** folder, on file in the guidance office, includes such items as the school registration form, report cards, and other non-confidential information. The **Personal** folder, on file in the counselor's office, contains confidential information such as anecdotal counseling records, test results, individual education plans, etc. The student's **Health** record is maintained in a folder in the nurse's office.

A child's school records are open to the student and/or parent. If you wish to see any or all of these records, send a request in writing to the principal or school counselor and an appointment will be made within 30 days. During the appointment, the counselor and/or other professional personnel will be present to answer any questions you might have.

Other than school personnel with legitimate reasons for seeing a child's records, no one is permitted to see the folders without your written permission (except in the case of a court subpoena). This policy protects your right to privacy.

At the end of 12th grade, your child's personal folder is reviewed by the school counselor, and materials longer necessary is destroyed. Official administrative records will be maintained in perpetuity by the school district. Personal records will be destroyed six years after graduation or upon withdrawal from school, with the possible exception of certain special education records.

Copies of the complete Student Record Policy, Board Policy No. 216 are available for your review in every school office.

#### **TELEPHONES**

A telephone is provided in the lobby of the gymnasium and is available for student use after 2:15 P.M. During school hours, if a student must use a phone, she/he should ask their classroom teacher to use the phone in the classroom. This is to be done for emergency purposes only. **Parents are asked to call the Main Office during school hours to relay emergency messages or to speak to a student directly. Parents are reminded that the use of cell phones to make or receive calls or text messages are not permitted during school hours. Consequences will apply for those students who use cell phones during school hours.**

#### **TESTING PROGRAMS**

A testing program is conducted by the Guidance Department to help assess your abilities and measure your achievements. Special competency tests are administered to sophomores and juniors each spring. Aptitude tests and interest surveys are administered during the year. All tests should be taken with a seriousness of purpose to help us to help you make good decisions. Testing dates are announced by the Guidance Department and will be posted in the Guidance Office. Information regarding specialized tests can be obtained from the guidance counselor. Consult with your guidance counselor to help you interpret the results of any tests. Students planning to attend institutions of higher learning should plan to take the PSAT in their junior year. This test prepares students for College Board examinations.

#### **VISITORS**

Visitors are welcome on campus only for the purpose of conducting official business and are required to register at the high school office in accordance with the Trespass Laws of the State of Pennsylvania. All visitors must obtain a visitor's pin for easy identification by school staff. The administration reserves the right to exclude anyone that they deem potentially disruptive to the normal educational process.

**All guests must wear a visitor's pin as identification. Students who plan to bring a visitor to school must submit a written parental request to the office one day in advance of bringing a guest to school** (Forms available in the Student Office). Northern Lehigh students are not permitted to visit other

schools or school districts on days off without permission from the school being visited.

#### **WORK PERMITS (Employment Certificates)**

Working papers are issued in the guidance office. Any individual who seeks employment is required to hold working papers. The steps for obtaining working papers are as follows:

1. Obtain an application from the guidance office.
2. Employer must complete the portion of the application form where indicated.
3. Have a health examination by a physician, the results of which must be noted on the back of the application form.
4. Parent must sign the application in the guidance office or in the presence of a notary.
5. Upon receipt of the completed application form and evidence of date of birth, formal working papers will be issued in the guidance office.

#### **DISCIPLINE & ATTENDANCE POLICIES** **SCHOOL REGULATIONS/PRIVILEGES**

##### **SCHOOL POLICIES AND REGULATIONS**

At Northern Lehigh, our corrective or disciplinary alternatives are dependent upon the degree of communication and cooperation between the home and the school. We will try, in every instance, to seek the most appropriate action, hopefully with the support of parents. There are times and situations, of course, that suspension from school is necessary to protect the rights of teachers who wish to teach and the majority of students who desire to learn. In our country, a public education is each child's birthright; but more pertinently, it must and should be considered a privilege. That privilege may be denied if students interfere with the rights of their fellow students through disruptive or dangerous behavior.

##### **DISCIPLINE AUTHORITY**

Public schools are governed by the complex interaction of the U.S. Constitution, the statutes of the General Assembly, the regulations of the State Board of Education, the policies of school directors, the rules of individual school buildings, and court decisions. The laws of the Commonwealth give the State Board of Education authority to establish regulations governing student discipline. These regulations recognize the need to maintain a safe and orderly learning environment and balance the comprehensive authority of school administrators against the rights of individual students. School officials' general authority over students flows from the School Code and is reiterated in the regulations. Section 510 of the School Code states in part:

“The board of school directors in any school district may adopt and enforce such reasonable rules and regulations as it may deem necessary and proper, regarding the management of its school affairs and the conduct and deportment of... all pupils attending the public schools in the district, during such time as

they are under the supervision of school directors and teachers, including the time necessarily spent in coming to and returning to school.”

Further, designated professional employees are given “in loco parentis” status by Section 1 317 of the Code. It states:

“Every teacher, vice principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them.”

### **STUDENT RIGHTS AND STUDENT RESPONSIBILITIES**

The following information is required by the State Board of Education to be communicated to you. Please make yourself aware of your responsibility and duty, for it is only under your compliance to these obligations that the privileges or rights of students are granted-- both by law and for the natural efficient operation of a complex institution. When the rights of others to learn are violated or the orderly operation of the school is disturbed, it becomes necessary to deal with the problem-causing individual. It is for this purpose that a discipline policy, accomplished in conjunction with the representatives of the student government body, is necessary. The policies are to provide you with all the due process of law which requires that you be informed and that the resultant process is fair.

#### **Student Responsibilities - Code Of Conduct**

- (a) Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. 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.
- (b) No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
- (c) Students should express their ideas and opinions in a respectful manner.
- (d) It is the responsibility of the students to adhere to the following:
  - (1) Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
  - (2) Volunteer information in matters relating to the health, safety and welfare to the school community and the protection of school property.
  - (3) Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
  - (4) Assist the school staff in operating a safe school for all students enrolled therein.
  - (5) Comply with Commonwealth and local laws.
  - (6) Exercise proper care when using public facilities and equipment.
  - (7) Attend school daily and be on time at all classes and other school functions.
  - (8) Make up work when absent from school.

(9) Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.

### **DISCIPLINE STRUCTURE/GUIDELINES FOR STUDENT DISCIPLINE**

Communication and fairness of application are critical to the success of any rules of discipline. First, all teachers, students, and parents need be made aware of student behaviors that are unacceptable and the consequences that have been established to correct/remediate the misbehavior. Second, conduct invoking a particular consequence in one case should invoke similar consequences in a subsequent case of like circumstances. By pairing misbehavior with fair and firm disciplinary responses, the District ensures that its disciplinary practices and procedures are consistent, reasonable, and equitable.

The school code of Pennsylvania grants that every teacher in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them. Should discipline problems occur, students are informed that the teachers shall meet this problem quickly and forcefully.

Usually, a teacher's detention is the first step in the disciplinary process. If any student behaves in such a fashion so that the teacher cannot carry on instruction, a definite student-teacher conference (detention) will be scheduled by the teacher within 48 hour period. A teacher detention form will be given to the student indicating the meeting time and location of the mandatory conference (detention). The student is required to sign the detention form. Remaining copies of the form is given to the administration for proper record keeping purposes. Students are expected to attend all assignee teacher detentions. If a student chooses not to attend the mandatory detention, the teacher is required to refer that student to the assistant principal for the appropriate disciplinary consequence.

If after serving a teacher's detention a student continues to misbehave in the classroom setting, a second teacher detention will be given and the teacher will call home to discuss the student's behavior with his/her parents. Any further disruption of classroom activities will usually result in the student being referred to the assistant principal for more severe consequences.

Almost all students want to learn and are willing to cooperate. The small number who do not, will not be permitted to deprive others of their right to learn or the teacher's right to teach.

### **ADMINISTRATIVE DETENTION**

The administrative detention room will be open Tuesdays and Thursdays from 2:20 to 3:50 p.m. Students are expected to attend all assigned administrative detentions unless the appropriate administrator excused and/or cancelled the detention. Failure to attend an administrator detention will result in a Saturday detention being assigned.

Students who are assigned an administrative detention must observe the following rules:

1. Students must read or study.
2. Students are not allowed to talk, sleep, eat food, or listen to headphones.

#### **SATURDAY DETENTION**

Saturday detention is in session from 8:30 a.m. to 11:30 every Saturday throughout the school year. Failure to report to a scheduled Saturday detention will result in the student being suspended out-of-school for 3 days and may result in placement on school probation. The number of days a student will be suspended will be progressive at the discretion of the assistant principal.

#### **IN-SCHOOL SUSPENSION**

It is the intention of the school administration to also employ in-school suspensions on an as needed basis. Students who fail to serve a Saturday detentions may be assigned a day of in-school suspension. The school administrators may also impose in-school suspensions instead other sanctions if they determine that it is the most appropriate consequence for a particular student. This will not be an option for students and/or parents to choose a preferred consequence, rather the determination will be by school administrators. Factors that may necessitate such a decision may include, but are not limited to: School attendance, special instructional needs, repetitive offences.

#### **OUT-OF-SCHOOL SUSPENSION**

A student, under an out-of-school suspension is returned temporarily to his home and placed in the custody of parent(s) or guardian(s). During the period of suspension (from the designated starting time to 12:00 midnight of the last day of suspension), the student is also barred from involvement in any school sponsored activity, either as a participant or a spectator. Furthermore, the student must remain away from the school grounds throughout the duration of the suspension. Students who come onto school property may be arrested or cited for trespassing. The cooperation of the parents is requested in the enforcement of this policy.

The Guidance Office has been notified of the suspension. It will be your responsibility to call the Guidance Office (610-767-9837) within 24 hours in order to let them know who will be picking up the assigned work. **All homework and/or classwork assignments collected for and given to your student must be completed upon his or her return to school. Missed tests/quizzes/labs must be completed within four (4) days for a suspension of four to ten days and be completed within two days for a suspension of one to three days of his or her return to school.** Failure to complete or submit their work on time will result in a grade of "0" being assessed for the assignment(s). After completion of the suspension, the student will be readmitted after a conference with the student, parent(s) or guardian(s), and appropriate administrator. Please see policy on make-up work following suspension.

#### **EXCLUSION FROM SCHOOL (Out-of-School)**

The reasons a student may be excluded from school shall include, but are not limited to: disruption; violence; vandalism; dangerous or illegal acts; violation of the rights of others; and possession or use of alcohol, drugs, or tobacco on

school property or at school- sponsored activities. Persistent or flagrant violations may lead to long-term exclusions.

Exclusions from school may take the form of suspension or an expulsion. A suspension is the exclusion from school for a period of from 1 to 10 consecutive school days.

Suspensions may be given by the principal, assistant principal or person in charge of the public school. Expulsion is the exclusion from school for more than 10 consecutive school days.

### **SUSPENSION POLICY AND SCHOOL PROBATION**

Students who continue to violate school rules which result in suspension may be placed on school probation. A student who is placed on school probation and continues to violate rules will follow a progressive suspension track.

The normal suspension process will be as follows: one (1), three (3), five (5), seven (7), ten (10) days and possible expulsion from school. Any of the above steps may be bypassed and a student may move directly to the second or third, etc., suspension step. This will depend on the severity of the infraction. For example, a violation of the Drug or Alcohol Policy or an assault on a faculty member would mandate a 10-day suspension. At the 10-day suspension level, a student must appear with a parent at a hearing/meeting with the building principal. At the meeting, the principal/assistant principal will present evidence for the school and the student/parent will have the opportunity to speak about the student's problem. This hearing/ meeting will be used to determine any further appropriate disciplinary action.

Students may not participate in any extra-curricular activities, practices, sporting events, dances, plays, and concerts during the entire length of the suspension. This is defined as from the designated starting time to 12:00 midnight of the last day of the suspension.

### **SUSPENSION PROCEDURES**

#### **FOR A SUSPENSION OF 1-3 CONSECUTIVE SCHOOL DAYS:**

1. Give oral notice to the student and an opportunity to respond to the suspension (exception: when the student poses a threat to his health, safety, or welfare this informal notice and hearing may be delayed until as soon as possible afterwards).
2. Immediately notify the parents and student in writing and by telephone.
3. Give the student the right and responsibility to make up missed work and exams.

#### **FOR A SUSPENSION OF 4-10 CONSECUTIVE SCHOOL DAYS: (use the same 1-3 days suspension procedure plus):**

1. Provide notification to parents that includes the reason for the suspension and the time and place of an informal hearing sufficiently in advance, but within the first 5 days of the suspension.
2. Provide informal hearing with appropriate school officials, where student has a right to speak, to question witnesses present, and to provide his own witnesses.

The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended. The informal hearing also encourages the student's parent/legal guardian to meet with the principal/designee to discuss ways by which future offenses can be avoided.

#### **DISCIPLINE CODE**

To achieve an efficient and orderly operation of the school, we expect all students to meet certain responsibilities with respect to behavior.

The following regulations are cited below with the appropriate disciplinary action in order to inform students and parents as to what is considered unacceptable behavior. Every effort has been made to develop an approach to discipline which embodies fairness, firmness, and consistency.

Every attempt will be made to resolve individual problems which originate within the classroom by an approach involving teacher, counselor, administrator, and student. Should this prove unsuccessful, parents will be involved immediately. Outside resources may also be utilized (school psychologist, child guidance services, etc.).

Finally, the Northern Lehigh High School is not limited to the following specific disciplinary actions listed:

#### **CLASS CUTTING**

Students are not permitted to cut classes, study hall, or lunch. Additionally, a student who deliberately comes late to school (e.g., goes to breakfast at McDonalds) thus missing his/her first block class(es) is considered to be cutting classes as well as being tardy to school. In the event a student should violate this regulation parents will be notified.

Class cuts will be handled in the following manner:

1st cut - Saturday detention

2nd cut – One day out-of-school suspension

3rd cut - Three day out-of-school suspension

A cut of any class will result in a loss of credit for that days work and a "0" given for all work missed, a denial of school privileges, and ultimate suspension from school. Additionally, class cutting may result in denial of course credit.

Common courtesy requires that a student inform a teacher from whose class he/she knows he/she will be absent. It is the responsibility of the student to make each of his/her teachers aware of any absences from class in advance.

The school district does not recognize any day as a so-called "cut day" Absences on such days are considered unlawful/unexcused and, therefore, makeup privileges are not granted.

#### **TARDINESS TO CLASS, STUDY HALL AND LUNCH**

It is the responsibility of the student to get to class on time. The bell is the determiner of lateness, which means that you must be in your assigned area and seated when the bell rings. Tardiness results in a teacher detention being issued to the student.

### **DISRESPECT TO AN ADULT**

The educational experience at Northern Lehigh includes training in citizenship through development of respect for one's self, respect for one's fellow man— students, teachers, and administrators—and respect for law, all necessary ingredients for a successful democracy.

Any student who verbally displays behavior which is offensive, challenges authority, shows blatant disrespect to a teacher, or refuses to follow a reasonable request will result in one of the following consequences (depending on the circumstances):

Administrative Detention - Saturday Detention - Suspension

Any student who physically assaults a member of the Northern Lehigh School District staff (teachers, aides, administrators, cafeteria workers, custodial staff) will result in the following: a suspension of four to ten days/possible expulsion. A hearing will be held within three (3) days in the principal's/designee's office and will include the student, the parent(s) or guardian(s), and the principal. A hearing before the school board may be held within ten days to determine whether the student will be expelled from school or if additional disciplinary action is necessary. The student will also be liable for any damages or, in cases of assault, medical expenses. The appropriate law enforcement officials will be notified.

### **DRUGS/ALCOHOL**

The possession, use, or sale of alcohol, drugs, drug paraphernalia, or narcotics, including hallucinogens and look-alike drugs, on school property is strictly forbidden. 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 (see Northern Lehigh School District Summarization of Drug and Alcohol Administrative Guidelines).

### **FALSE FIRE ALARM**

Ten days out-of-school suspension and parent conference, criminal charges will be filed and possible expulsion.

### **FIGHTING (The Excessive Use of Physical Force)**

Aggressors who harass other students or initiate fights will be suspended from school and school-related activities. In cases when it is impossible to determine the identity of the aggressor, the responsibility for the fight will be shared by the participants involved. Consistent with state and local statutes, it is the policy of the Northern Lehigh School District to ensure the health, safety, and welfare of all students in school, on school property, on buses, at bus stops, etc. In keeping with PA Crime Code Statutes #2709 & #5503, aggressors and/or participants in fighting and harassment incidents will be referred to the District Magistrate's Office to be charged with the summary offense(s) of harassment and/or disorderly conduct.

If, as a result of an aggression incident, a student requires medical attention, liability for payment of expenses shall not be the responsibility of the school district. Any reimbursement for expenses (or award for damages) shall be

resolved by mutual agreement of the aggrieved parties or by the determination of a court of law.

Verbal provocation is not an excuse to initiate physical contact. Verbal harassment or other provocation which may lead to a physical encounter shall be reviewed and judged relative to the circumstances of each case. The penalty may be the same as or different from the penalty administered for fighting.

The school district does not condone fighting in school under any circumstances. In addition to the normal discipline procedures of 3 – 10 days out- of school suspension, a student may be issued a citation (fine) if he/she is apprehended fighting or is involved in an assault anywhere on school property.

#### **FORGERY OR ILLEGAL POSSESSION OF MATERIALS**

Students are expected to be honest. A student who uses any forged or altered forms/letters, etc. or illegally obtained school materials will face appropriate disciplinary actions.

#### **GAMBLING/CARD PLAYING**

Gambling/card playing during study halls or in class is strictly forbidden. The consequence for violating this rule is confiscation of the gambling device, assignment of a Saturday Detention, or in extreme cases, recommendation for expulsion.

#### **HARASSMENT**

The PA Statute #2709 states that “A person commits a summary offense when with the intent to harass, annoy, or alarm another person:

1. He/she strikes, shoves, kicks or otherwise subjects him to physical contact, or attempts or threatens to do the same; or
2. He/she follows a person in or about a public place or places; or
3. He/she engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such person and which serve no legitimate purpose.”

Harassment includes verbally, physically, or sexually threatening or intimidating another student. The term “harassment” includes but is not limited to slurs, jokes, or other verbal, graphic or physical conduct relating to an individual’s race, color, religion, ancestry, sex, national origin, age or handicap/disability.

When a student believes that s/he is being harassment, the student should immediately inform the harasser that his/her behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the student shall report substantiated complaints of harassment, orally or in writing, to the building principal or a designated employee, who shall inform the student of his/her rights and of the compliant process.

A substantiated charge against a district student shall subject such student to disciplinary action, consistent with the student discipline code, and may include educational activities and/or counseling services related to unlawful harassment.

If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the student discipline code.

**Bullying** – See District Policy 249 for more information.

### **HAZING**

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

For purpose of this policy, hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

Endangering the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates. The Board does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored student activity. No student, sponsor, or volunteer shall plan, direct, encourage, assist or engage in any hazing activity.

Any form of hazing shall not be condoned or permitted. The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

### **LEAVING SCHOOL WITHOUT PERMISSION**

Northern Lehigh High School is a closed campus. Permission from the office (and in some cases from the parents) is needed in order to be out of the building during school hours. The time of absences will be considered unexcused and the student will not be permitted to make-up missed work. Disciplinary consequences will be assigned by building administrators.

### **MISUSE OF LAVATORY**

Any student who is excused from class to use the lavatory is expected to use the lavatory closest to the classroom on the same floor. Students may not loiter in the lavatory for any reason.

### **MISUSE OF PARKING PRIVILEGE**

Any student who violates the parking regulations as set up by the school and/or drives at unsafe speeds on school property shall have his school parking privilege suspended and/or may result in disciplinary consequences. Excessive tardiness to school will also result in loss of the parking privilege. Severe violations will be reported to the police.

### **OFFENSIVE LANGUAGE**

Courtesy must be observed at all times and in all situations. There can be no exception to this rule. Discourtesy and disrespect will not be tolerated.

Courtesy also involves the use of appropriate language in a school setting. Profanity is never acceptable.

Please note: any serious, flagrant use of offensive language or threats directed at any adult employed by the school district by a student may result in the arrest of that student for disorderly conduct. The determination of whether or not an incident is of a serious nature rests with the administration of the building.

#### **OFFENSIVE MATERIAL**

Students are not permitted to bring in to school, have in their possession, distribute, or use the computer or cell phone to access, download or print offensive/pornographic material. Any student in violation of this policy may receive disciplinary consequences. Depending upon circumstances local law enforcement may be notified.

#### **TERRORISTIC THREATS OR ACTS**

The School Board recognizes the importance of a safe school environment to the educational process. Terroristic threats or acts in a school environment or activity are threats to the safety of students and staff and are prohibited by law.

A **“Terroristic Threat”** is defined as a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or **inconvenience**. A **“Terroristic Act”** is defined as an offense against property or involving danger to another person.

A student guilty of terroristic threats or acts may be suspended, may be reported to law enforcement officials, and may be recommended to the School Board for expulsion depending on the individual circumstances.

If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others. Upon returning to school, the student shall be subject to random searches.

#### **RESTRICTED MOVEMENT POLICY**

Any student who becomes involved in certain discipline infractions will be put on a restricted movement list. During this time the following privileges will be denied: Leaving classes except for approved teacher help or test make-up.

1. Lavatory privileges except during the passing of classes.
2. The length of restricted movement is at the discretion of the administrator.

\*\*\*Failure to follow the guidelines of the restrictive movement policy will result in administrative detention and additional days added to the restrictive movement time period. The following infractions are examples of the types of behavior that will result in placing a student on restricted movement:

1. Loitering in the lavatory.
2. Smoking on school property (suspension for smoking).
3. Vandalism.
4. Continued lateness to class (has received detention for lateness).
5. Cutting classes, leaving school without permission, and wandering in the halls.

6. Students suspended for drug and alcohol related offenses.
7. Forged passes.

#### **SMOKING/TOBACCO PRODUCTS**

The possession and or use of tobacco products and paraphernalia (lighters, matches, pipes, papers) on school property is prohibited. Violators will be cited for a summary offense.

#### **THEFT**

Theft is not only a violation of school regulations, but also a violation of the law. Anyone found guilty of stealing will be subject to the consequences of discipline in keeping with school disciplinary policy as well as referral to Juvenile Authorities. Consequences range from detention to suspension depending on the circumstances. If a student fails to return equipment or any school property and is a member of an activity, that student may not participate in any future school activities until all obligations have been met.

#### **TRUANCY (Unexcused absence from school) Students Under the Compulsory Attendance Age - Under 17**

1. A Saturday detention for the truancy and parental notification for the first unlawful absence. Successive truanies will result in similar consequences. If a student continues to not carry out appropriate attendance responsibility, consequences may be more severe at the discretion of the administration.
2. Once three days of unlawful absences are compiled, a first offense notice will be served on the parents and a parent conference may be requested.
3. More than three days of unlawful absences, the parents will receive a second offense notice including arrest and fine.

#### **STUDENTS OVER COMPULSORY ATTENDANCE AGE - 17 OR OLDER**

A Saturday detention for the truancy and parental notification for the first unexcused absence. Successive truanies will result in similar consequences. If a student continues to not carry out appropriate attendance responsibility, the consequences may be more severe at the discretion of the administration.

Please note that excessive unexcused absences from school will result in credit denial in a course.

#### **WEAPONS**

The School Board recognizes the importance of a safe school environment to the educational process. Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law.

A "Weapon" is defined as any object which could be used to injure another person and which has no school-related purpose for being in school or on school grounds. The term "weapon" shall include but not be limited to any knife, cutting tool, nunchaku stick, brass or metal knuckles, firearm, shotgun, rifle, bb or pellet gun, look-alike gun, chemical agent, explosive device, lead pipe, chains, chuck-sticks, throwing stars, darts, black-jack, and/or any other tool, instrument or implement capable of inflicting serious bodily injury. Articles designed for other purposes but which are used to inflict bodily harm and/or to intimidate other persons will be treated as weapons (examples: laser pointers, scissors, lighters, belts, pencils, files, compasses, tools).

A student is in "possession" of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while s/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school. This includes possession of weapons in personal vehicles while on school premises and in vehicles used for official school purposes and school-sponsored activities.

The Board prohibits possession of weapons and replicas of weapons in any school district building, on school property, at any school sponsored activity, and in any public conveyance providing transportation to school or a school sponsored activity.

The possession, distribution, concealment, and/or use of any weapon on school property is an extremely serious offense. A student who possesses, uses, and/or distributes any of the above-named items or who aids in the concealment of an article construed to be a weapon shall be expelled for a period of not less than one (1) year. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend discipline short of expulsion on a case-by-case basis. All incidents will be reported to the proper law enforcement agencies.

In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals With Disabilities Act.

#### **OTHER UNACCEPTABLE BEHAVIOR**

Unacceptable behavior not specified will be dealt with at the discretion of the teacher and/or administration. Examples of such behavior are loitering or unauthorized entrance into the middle school.

#### **ATTENDANCE POLICY**

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. Students who attend Lehigh Career Technical Institute are expected to return a separate excuse to LCTI for their absences.

**If excuses are not received within three school days, the day will be recorded as unexcused.** If the student is 16 or under, the absence is illegal the parents will be subject to the state's Compulsory Attendance Law. If the student is 17 or older, unexcused absences will be penalized by privilege restriction, detention, suspension, and ultimately expulsion from school.

If a student will be absent for at least three or more days, the parents should contact the school nurse to inform him/her of the nature of the illness or injury. Parents should also contact the guidance office for homework assignments during any extended illness.

Make-up privileges will be granted by teachers to any student who has been legally absent providing the student requests the privilege within three days after returning to school. Teachers may request students to take tests and make up class work immediately upon returning to school if circumstances dictate.

It a student will be absent two (2) or more weeks due to a long term confinement, parents are requested to contact the school nurse or school counselor to discuss the possibility of homebound instruction. A student illegally absent from school (e.g. truancy, cutting class) does not have the right to make up a test and will receive a “0” for class participation or a test administered during this period of absence. (See also, “Course Credit Denial.”)

In the case of unexcused absences the following provisions for enforcement will be followed:

**FIRST OFFENSE (STATE SCHOOL CODE 1354)**

A first offense consists of three or more days of student absence without legal excuse. Upon three days of illegal absence, it is the responsibility of the school to provide a written notice to parents. This reminder, the school district’s official notice of violation, will be delivered by the home and school visitor or by registered mail.

**SECOND OFFENSE (STATE SCHOOL CODE 1333)**

After the first offense is closed, the next day (or half day) during the school year that the child is unlawfully absent becomes a second offense and requires the serving of a warrant to the parent through the office of the alderman, magistrate, or justice of the peace, resulting in a fine and court costs. The serving of the warrant closes the second offense. Each succeeding day of unlawful absence by the same pupil becomes another second offense.

**In addition, students who accumulate four (4) days of unexcused absence in a semester will be denied course credit upon reaching the fourth(4) unexcused absence. If the course is a year-long course then credit will be denied upon reaching the eighth (8) day of unexcused absence.**

**Northern Lehigh High School Attendance Summary**

	<b>Attendance Code</b>	<b>Disciplinary Action</b>	<b>Academic Action</b>	<b>Extra curricular Action</b>
Excused arrival before 8:58 a.m.	EXCUSED tardy	None	None	None
Excused arrival between 8:58 a.m. and 10:32 a.m.	½ day absence EXCUSED	None	None	****
Excused arrival after 10:32 a.m.	1 full day absence EXCUSED	None	None	****
Excused dismissal before 10:32 a.m.	1 full day absence EXCUSED	None	None	None, with doctor’s excuse

Excused dismissal between 10:32 a.m. and 12:36 p.m.	½ day absence EXCUSED	None	None	None, with doctor's excuse
Excused dismissal after 12:36 p.m.	EXCUSED early dismissal	None	None	None, with doctor's excuse
1 <sup>st</sup> , 2 <sup>nd</sup> unexcused arrival to school per semester between 7:17 a.m. and 7:32 a.m.	Unexcused Late	None	7:17 - 7:32 a.m. - NONE	None
between 7:32 a.m. and 8:58 a.m.	Unexcused Tardy		7:32 - 8:58 a.m. - **	
3 <sup>rd</sup> - 4 <sup>th</sup> unexcused arrival to school between 7:17 a.m. and 7:32 a.m. per semester	Unexcused late	1 after-school detention	None	None
4 <sup>th</sup> - 5 <sup>th</sup> unexcused arrival to school between 7:17 a.m. and 7:32 a.m. per semester	Unexcused late	2 after-school detentions	None	None
7 <sup>th</sup> - 8 <sup>th</sup> unexcused arrival to school between 7:17 a.m. and 7:32 a.m. per semester	Unexcused late	1 Saturday detention and parent/guardian contact	None	None
9 <sup>th</sup> - 10 <sup>th</sup> unexcused arrival to school between 7:17 a.m. and 7:32 a.m. per semester	Unexcused late	1 day in-school suspension, parent/guardian contact, & student/guidance counselor meeting	None	None

Each subsequent arrival to school between 7:17 a.m. and 7:32 a.m. per semester	Unexcused late	1 day Out-of-school suspension and parent/guardian conference held before the student is to return to school	None	None
3 <sup>rd</sup> , 4 <sup>th</sup> unexcused arrival to school between 7:32 a.m. and 8:58 a.m. per semester	Unexcused tardy	1 after-school detention	**	****
5 <sup>th</sup> – 6 <sup>th</sup> unexcused arrival to school between 7:32 a.m. and 8:58 a.m. per semester	Unexcused tardy	1 Saturday detention and parent/guardian contact	**	****
7 <sup>th</sup> – 8 <sup>th</sup> unexcused arrival to school between 7:32 a.m. and 8:58 a.m. per semester	Unexcused tardy	1 day in-school suspension, parent/guardian contact, & student/guidance counselor meeting	**	****
Each subsequent arrival to school between 7:32 a.m. and 8:58 a.m. per semester	Unexcused late	1 day Out-of-school suspension and parent/guardian conference held before the student is to return to school	None	None

Unexcused arrival between 8:58 a.m. and 10:32 a.m.	½ day absence Unexcused	TBD by HS Admin	**	****
Unexcused arrival after 10:32 a.m.	1 full day absence Unexcused	TBD by HS Admin	**	****
Unexcused dismissal before 10:32 a.m.	1 full day absence Unexcused	TBD by HS Admin	**	****
Unexcused dismissal between 10:32 a.m. and 12:36 p.m.	½ day absence Unexcused	TBD by HS Admin	**	****
Unexcused dismissal after 12:36 p.m.	Unexcused early dismissal	TBD by HS Admin	**	****
12 or more cumulative absences and/or tardies*** with a DOCTOR'S NOTE	Excused absence	None	None	None
12 or more cumulative absences and/or tardies*** without a DOCTOR'S NOTE	Unexcused absence	None	**	TBD by coach/a dvisor
3 <sup>rd</sup> UNEXCUSED absence	Unlawful absence	Official notice sent to parent/guardian	**	
Accumulation of 4 UNEXCUSED absences for students under 17 years old	Unlawful absence	Citations issued through District Magistrate	** and Course Credit Denial	

Accumulation of 4 UNEXCUSED absences for students 17 years or older	Unlawful absence	None	** and Course Credit Denial	
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**\*\* Student may not make up any work missed during an unexcused absence**

**\*\*\* Any student with 12 or more absences and/or tardies in one school year will be issued a mandatory physician’s letter from HS administration requiring that a doctor’s excuse be returned to school with each additional day of absence.**

**\*\*\*\* A student must be present in school, unless excused by a doctor, by 8:00 a.m. in order to be a participant in any school-related event on that day (excepting practice).**

**EXCESSIVE ABSENCES/MANDATING**

Students with excessive absences may be issued a mandatory physician’s letter from administration requiring that a doctor’s excuse be returned to school with each day of absence or tardiness. Excessive absence is defined as a total of twelve (12) absences and/or tardies.

In accordance with Pennsylvania Department of education Policy Code #133-411 - In case of chronic irregular absence, school authorities may request a physician’s certificate showing such absences to be justifiable.

**EXCUSED ABSENCES (Definition)**

The compulsory attendance law requires a child of compulsory school age to be in attendance at school, unless absent for an approved reason, and charges the parent of the child with the responsibility for such attendance. Compulsory school age refers to the period of a child’s life from the time the child enters school as a beginner, which shall be no later than the age of eight (8) years, until the age of seventeen (17), or until graduation from a regularly accredited senior high school, whichever occurs first.

**ACCEPTABLE/UNACCEPTABLE REASONS FOR EXCUSED ABSENCE/LATENESS**

**Acceptable Reasons**

1. Illness
2. Death in the immediate family
3. Emergency at home (provided Attendance Office is notified and with administrative approval)
4. College Interview (provided prior approval is obtained from Attendance Office)
5. Military Recruiting Function (provided prior approval is obtained from school counselor who will notify attendance secretary)
6. Medical/Dental appointments

7. Official religious holidays
8. Pre-Approved Educational Tour/Trip (a form must be obtained, completed and submitted to the office two weeks before the departure date for approval)
9. Permit/Driver's License (1/2 day excused only)

**Unacceptable Reasons**

1. Absence through parental neglect
2. Missed bus
3. Overslept
4. Shopping
5. Unapproved appointments
6. Working
7. Truancy
8. Vacation/Tours/Trips (without prior approval)
9. Absence on day after a suspension is completed
10. Car problems

**EXTRA-CURRICULAR ACTIVITIES AND ATTENDANCE**

All coaches and advisors will enforce the regulation that a student must be present in school, unless excused by a doctor, by 8:00 a.m. in order to be a participant in any school-related event on that day (excepting practice.) For example: if a student arrives any time after 8:00 a.m., he/she may not participate in the musical, any interscholastic event, debate final, etc., unless excused by a doctor.

Participation in after-school activities requires that students follow these necessary regulations:

1. Students must remain in the area of the activity.
2. Corridor travel is restricted except to and from the activity to the nearest exit.
3. Students must await the arrival of the sponsoring teacher before entering place of activity or engaging in the activity.

**EXTRA-CURRICULAR ELIGIBILITY**

In conjunction with the PIAA Eligibility Policy, the following Northern Lehigh High School policy governs students wishing to participate in a sport or extracurricular 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 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 example, decorating for the prom, setting up for the Senior Farewell, etc. For singular activities such as the Senior Class Play or 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 in the entire activity. Dances, formal or in-formal, are not included under this policy, as well as students who are spectators at school events.

#### **18 YEAR OLD STUDENTS SIGNING ABSENTEE EXCUSES**

The Division of Child Accounting, Department of Education, Harrisburg, has indicated that eighteen year olds are no different than other students. They are still required to have their parents sign excuses if they are living with their parents. Emancipation must be proven to the school and is the burden of the student would require a notarized statement from the parents absolving them of all legal responsibility, proof of the students change of address (voting registration, license, etc.) or whatever other proof the school would consider appropriate. Marriage for an eighteen year old is not, in itself, a criterion for emancipation if the student is living with the parents of the eighteen year old. An eighteen year old is required to follow the attendance rules of the school. The only time an eighteen year old is treated differently is when there is a specific law such as the privilege of voting.

#### **EARLY DISMISSAL FOR APPOINTMENT**

We encourage doctor/dentist appointments to be made during non-school hours. If this is not possible, an early dismissal permit may be obtained from the student office. A student is required to bring a written note from his/her parent/guardian requesting the early dismissal. The note should contain the following: the date of the early dismissal, the time of the dismissal, and the reason for the dismissal. When a student returns to school (either the same day or the next day), a written verification from the doctor/dentist must be turned in to the homeroom teacher. Failure to turn in verification will result in a **one half day unexcused absence** on the student's attendance record. For your convenience, verifications may be faxed to the high school at 610-767-9848.

#### **EARLY DISMISSAL OR LATE ARRIVAL PRIVILEGE FOR SENIORS**

Early dismissal/late arrival permits may be issued to twelfth grade students only after the first marking period of the semester. Early dismissal permits are issued through the student office to provide individuals with an opportunity to study at home or work part-time. Late arrival permits may be issued to those students who have a regularly scheduled Block 1 study hall. Both the student and the parent or guardian must sign the early dismissal permit/late arrival form. Twelfth grade students are eligible for early dismissal/late arrival privilege if his/her:

- last scheduled class is completed before the end of the regular school day.
- are a student in good academic standing.
- have had no referrals to the student office resulting in disciplinary consequences.
- have had no unexcused absences.

Student schedules will not be changed to accommodate early release/late arrival privileges. Students with early dismissal privileges are required to leave the building and grounds at the time indicated on the “Early Dismissal Permit”. Remaining in the building and or on school property will result in the suspension of this privilege.

The Assistant Principal will periodically monitor students with early dismissal/late arrival privileges for compliance with the early dismissal/late arrival regulations. The assistant principal may, at any time, revoke a student’s early dismissal/late arrival privilege for noncompliance with the eligibility standards. Student’s who receive one failing grade in a grading period will automatically lose their early dismissal/late arrival privilege during the succeeding grading period.

#### **EDUCATIONAL TOUR AND TRIPS (NON-SCHOOL SPONSORED)**

Upon receipt of a written request from the parents of the pupils involved, pupils may be excused from school attendance to participate in an educational tour or trip provided during the school term at the expense of the parents when such tour or trip is so evaluated by the District Superintendent. Pupil participants are subject to direction and supervision by an adult acceptable to the District Superintendent and to the parents of the pupils concerned. A SPECIAL FORM IS AVAILABLE IN THE MAIN OFFICE.

In order to clarify absences under this reason, the following policy for educational tours and trips, non- school sponsored, is established:

1. Educational tours or trips will be considered for approval if it can be determined that such tour or trip will be of equally rewarding educational significance to the students. In order for the school district to make such a determination, the parent and/or guardian shall provide a written request for excuse which shall indicate the days to be missed, the destination of the tour or trip, and the reason why the tour or trip could not be taken on days when school is not in session. (See page 8 for requirements/procedures regarding college, industry, or military visitations.)
2. Unless some emergency arises, such requests shall be made at least two weeks prior to the date of the tour or trip to the principal.
3. Unless some unusual family circumstances exist, such tours or trips shall not be approved during the final two weeks of the school’s term.
4. If more than one child in a family will be taking the tour or trip, the request for all the children shall be included in the request made to the principal of the oldest child. However, the name and school of each involved child should be noted in the request so that their absences may be cleared with the appropriate principals.
5. Students are strongly advised to see each one of her/his teachers to get assignments and material that will be taught during this time. This should be done at least one week prior to leaving on the trip to allow the teacher’s time to gather the work and materials. **All homework and/or classwork assignments collected for and given to your student must be completed upon his or her return to school and missed quizzes/tests/labs are to be completed within two (2) days of his or her return to school.**

6. **Students will not be allowed to make-up final exams missed due to an Educational Field Trip until after the scheduled exam dates.**

7. LCTI students are responsible for showing an approved educational trip form to LCTI.

### **NURSE SERVICES**

#### **WELLNESS AND FITNESS EXCUSES/ADAPTIVE PHYSICAL EDUCATION**

An approved excuse from wellness and fitness class can be obtained by presenting a note from parents to the school nurse (one day to one week). A physician's excuse is necessary for any period longer than one week. The note must then be given to your wellness and fitness instructor. A student must take Adaptive Wellness and Fitness even if the student provides a statement from the doctor indicating absolutely no physical activity of any type. An appropriate educational program must be adapted even if it entails all written- type work/assignments or spectator-type activities.

#### **MEDICATION**

Staff may not administer any type of medication to a Student (including Aspirin). If, however, a prescribed medication must be administered, the School Nurse (subject to school policy) may perform the administration with the written permission of the student's parent or guardian. A SPECIAL FORM must be used for this purpose; it is available from the School Nurse (Reference: Pennsylvania Department of Health, 8/16/78). **Students who do not follow this procedure will be considered in violation of the Northern Lehigh School District's Drug and Alcohol Policy.**

The use of prescribed self-administering inhalers is permitted under the following conditions:

1. A written request from parents/guardian that the School complies with the order of the physician, certified Registered Nurse Practitioner or Physician Assistant.
2. A statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. A written statement from the Physician, certified Registered Nurse Practitioner or Physician Assistant that states: name of the drug, prescribed dosage, times medication may be taken, length of prescription, diagnosis or reason medication is needed (unless confidential), potential serious reaction or side effects of the medication, emergency response, and if the child is qualified and able to self-administer the medication.
4. The student shall notify the School Nurse immediately following each use of the asthma inhaler. Violations of this policy shall result in the immediate confiscation of the asthma inhaler and medication and loss of privileges.
5. Student must sign his/her medication sheet to acknowledge having taken the medication.

### **ACCIDENTS**

Students who are injured on school premises during the school day must report to the teacher! supervisor. An accident report must be filed. A student who is ill should report to the nurse. Students must have passes to report to the nurse unless the situation is an emergency. Students may be excused to go home only upon confirmation by the parents or guardians. Transportation shall be the responsibility of the parents unless the illness or injury is of an emergency nature.

### **IMMUNIZATIONS**

Each Student will be given a copy of his/he own immunization record upon graduation. According to PA state school code a student's health record will be retained for two (2) years after a student graduates. Parent/Guardian may request any of their child's health records within two years of graduation.

### **PHYSICAL EXAMINATIONS (Inter-Scholastic Sports)**

All students who wish to participate in any interscholastic sport must have a physical examination before any practice sessions. Physicals given by a student's personal physician at the physician's office are the responsibility of the student and the parent.

### **PHYSICAL EXAMINATIONS (Juniors)**

All juniors are required by school code to undergo a physical examination. Physicals that are given in the high school are paid by the school district. Physicals given by the student's personal physician or a physician other than the school physician are not reimbursable by the school district. Physicals administered to juniors for interscholastic sports also meet the requirement of the mandatory junior physical for all juniors.

### **REGULATIONS**

#### **CAFETERIA**

Students are expected to conduct themselves in the school cafeteria in the same manner as would be required in polite society. Eating should be, and can be, a pleasant social experience if all are cognizant of their responsibility to those about them. Unmannerly, rude, loud or boorish behavior cannot be accepted in the school 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.

1. All students are required to eat during their assigned lunch period. Leaving a class or study hall to visit the cafeteria will result in disciplinary action.
2. All students must report to the cafeteria. Loitering in the lavatories is forbidden.
3. Students may go to their lockers or the lavatory before entering the cafeteria, but must remain in the cafeteria after entering.
4. All students are to go directly to the end of the line upon entering

the cafeteria.

5. Students are not allowed to save seats and seating is limited to eight students per table.
6. 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.
7. Students are to clear their tables and place garbage in the proper receptacles. Separate marked cans are provided for paper and left-over food. Please separate the waste into the proper cans and place the silverware and tray as directed.
8. Return to your seat and remain seated until the bell rings.
9. Students are to remain in their seats until the cafeteria monitor dismisses them.
10. Food from commercial enterprises may not be delivered to the building.
11. The juice machine may only be accessed during lunches and before and after school. Juice may not be taken to classes.
12. Food and drink is not permitted to leave the cafeteria
13. Loud, boisterous conduct of any kind will not be tolerated

#### **FIRE DRILL**

When the bell sounds signaling a fire drill, all students must come to complete attention and operate as a group. Please leave the room and evacuate the building through the nearest exit. Complete directions for the fire drill and the route of march to be used by the students are posted in each room.

Remain quiet and calm during the fire drill. Your teacher will organize students for specific action during the fire drill.

#### **ASSEMBLIES**

School assemblies are an important phase of our school life. Assemblies provide entertainment, guidance, instruction, and an opportunity to develop poise and confidence through participation in program.

For all assemblies, students shall follow the directions given over the public address system. These guidelines shall be followed for all assemblies:

1. Passing to and from the place of assembly must be executed quickly and quietly.
2. On entering the assembly area, be seated in the assigned area.
3. Courtesy shall be shown to all assembly participants.
4. Clapping is the only approved method of applause. Booing and whistling are not permitted.

Students who fail to display proper conduct and courtesy during assemblies will be removed and restricted to a supervised study hall for all future assemblies.

#### **SAFETY AND SECURITY**

The Board of Education is deeply concerned with the illegal use of controlled substances and alcohol among our young people as well as the illegal possession of weapons and incendiary/explosive devices as major problems confronting our schools, our community, and our society in general.

The Board, therefore, reserves the right to authorize school personnel to inspect student lockers, student vehicles, book bags, gym bags, music instrument cases, and the like, when the health, welfare, and safety of the students and/or the school may be in jeopardy.

The Board reserves the right to authorize school officials to conduct a search of an individual student when such employee has reasonable suspicion that contraband is in the possession of the student and/or is being concealed by said student.

Students are only allowed to carry book bags and gym/equipment bags to and from school. However, all such bags must be placed in the student's locker upon arrival at school and must remain in the locker throughout the regular school day. Students will be allowed to use their lockers between each class within the time frame provided for the changing of classes and will have the opportunity to retrieve gym bags at that time. These bags must be returned directly to one's locker immediately after his or her gym class. Oversized or large purses may not be carried. If such items are brought to school, they must be placed in lockers until dismissal. Coats and jackets may not be worn during the regular school day. All such items must be placed in lockers until dismissal.

#### **SEARCHES (Lockers & Vehicles)**

The Board of Education acknowledges the need for safe in-school storage of books, clothing, school materials, and other personal property and provides lockers for such storage.

Student lockers are school district property which is loaned to students for their convenience. Students are not only encouraged to keep their assigned lockers clean and orderly, but also secured against incursion by other students. No student may use a locker as a depository for a substance or object which is potentially dangerous and threatens the health, safety, and/or welfare of the occupants of the school building or the building itself. Students use of said lockers are expressly conditioned upon the students' acknowledgment that the locker belongs and remains the property of the Northern Lehigh School District.

The Board, therefore, reserves the right to authorize school officials to inspect a student's locker by random and/or periodic searches when the decision by a school official is reasonable given all the circumstances present at the inception of the search and the search itself was reasonably limited in its scope to the objective which initially prompted the search.

Applying the aforementioned procedure and/or periodic search, school authorities may search a student's locker and seize any illegal materials and/or contraband.

Prior to a locker search a student may be notified and given opportunity to be present (optional, student's presence is not mandatory).

However, where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare and safety of students of the Northern Lehigh School District and/or the school, students' lockers may be searched without prior warning.

A significant school district interest which would override or outweigh the intrusion into the limited privacy right of the students would include one (1) or more of the following circumstances:

1. Possession of contraband which poses a threat to the health, welfare and safety of the students and/ or the school.
2. Concerns indicating that drugs or other contraband are being transmitted or sold within the school.
3. Specific reasons for heightened concern as to drug activity within the school may include:
  - a. Information received from unnamed students, teachers, family members.
  - b. Observations from students and teachers.
  - c. Suspicious activity by the students such as passing small packages between themselves in the hallways.
  - d. Increased use of the student assistance program for counseling.
  - e. Call from concerned parents.
  - f. Observation of students in possession of a large amount of money.
  - g. Observation of increased use of pay phones by students.
  - h. Observance of students exhibiting physical signs of drug use.
  - i. Ongoing problems with either drug issues and/or weapon/contraband issues and/or disciplinary problems dealing with same.
  - j. Other reasons (aforementioned list inclusive but not limited to, other reasons can be included).

General inspections of school property with drug detecting dogs may be conducted at the discretion of the Superintendent or designee. During a search using dogs, pupils and teachers shall be segregated from the search area and the dogs shall not come in contact with pupils and staff. Individuals may be inspected by dogs only if a search warrant has been secured by a District Magistrate.

Students who wish to receive a parking permit will require both student and parental signature on the search waiver portion of the application. This waiver will allow any car to be searched should there be probable cause. Refusal to sign the waiver will mean a complete denial of parking privileges for the remainder of the school year.

## **STUDENT ASSISTANCE PROGRAM**

### **Drugs/Alcohol**

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 (see Drug and Alcohol Policy).

#### **A .Preface**

The Northern Lehigh School District values each member of its school community and believes that all individuals have the right to develop to their fullest potential. We recognize that chemical abuse and dependency seriously impairs the ability of individuals to develop their full potential. We also recognize that problems created by chemical abuse and dependency have an adverse effect on the ability of all members of the school community to achieve personal and district educational goals. Our policy is based on the belief that chemical dependency is a life-threatening illness that affects the emotional, physical, intellectual, and social

development of all individuals. Because it is also our conviction that chemical dependency is a treatable illness, the Northern Lehigh School District has adopted the following policy:

B. Policy Statement

- (1) The Board of School Directors of the Northern Lehigh School District recognizing that the misuse of chemical is a serious problem with legal, physical, emotional and social implications for the whole school community, adopts the position that students must be chemically free in order that they may develop in the most productive and healthy manner.
- (2) It is, therefore, this district's policy to prevent and prohibit the possession and/or use, distribution and/or intent of distribution of an illegal or controlled mood-altering chemical, medication, or abuse chemical not approved by the health office, on school property, at school sponsored events, on school buses and enroute to and from school by any mode of travel.
- (3) Such prevention and/or prohibition shall occur through a four faceted program, including:
  - (a) education,
  - (b) prevention,
  - (c) intervention, and
  - (d) disciplinary policy.
- (4) Violations of this policy include the possession, use, sale of, distribution of, or solicitation of chemicals as defined and described within the parameters of this policy. The consequences of such violations may result in permanent expulsion from school by the Board of School Directors.
- (5) This policy will be implemented through the cooperative efforts of the Board of School Directors, Student Assistance Program, faculty, administration, school employee groups, students, parent/guardians, bus drivers, and community agencies of the Northern Lehigh School district.

C. What is the Student Assistance Program (SAP)?

The Student Assistance Program is designed to identify and refer students having concerns because of drug, alcohol, and/or mental health issues. **It is an intervention, not a treatment program.** The Student Assistance Program provides two methods for dealing with student drug, alcohol, and/or mental health issues. It offers early intervention, assessment, and appropriate referral to support services, and a related comprehensive discipline policy.

D. Northern Lehigh Student Assistance Program Overview

The Northern Lehigh Student Assistance Program is an adolescent drug, alcohol, and mental health intervention program set up within the Northern Lehigh School District. It has two specific purposes:

- (1) to facilitate the educational process in Northern Lehigh High School by creating and maintaining a chemically free academic environment and
- (2) to identify and refer "at risk" students into a drug and alcohol or mental health treatment system. In addition to its goal of service to students with drug and alcohol dependency, it also is considered a "helping mechanism" which works within the structure of the schools disciplinary system to provide a response to the problems of adolescents in school which are a direct manifestation of the students' lifestyles.

The Northern Lehigh Student Assistance Program (NLSAP) is composed of a team of concerned faculty and school administrators trained in the process of identifying and documenting behaviors of "at risk" adolescents, gathering information related to the adolescents' school performance, and making determinations as to the most appropriate response to the findings. This process permits the school to distinguish between adolescent problems which can be

resolved internally through counseling, special education programs or disciplinary action and those education programs or disciplinary action and those problems which require resolution through a human service agency. The NLSAP "CORE TEAM" does not diagnose students. Their function is to address whether behavioral patterns are indicative of "at risk" behavior and initiate action accordingly.

High school faculty, a high school administrator, and a district office administrator (ad hoc Team Member) comprise the NLSAP "CORE TEAM" functioning at Northern Lehigh High School. Members of the "CORE TEAM" have a common base knowledge of the mechanics of a student support service, adolescent chemical dependency, and the treatment, recovery and aftercare process. Training is an ongoing process. The initial in-depth training was received through the Pennsylvania Department of Education and the Department of Health.

#### **Definition of Terms**

**DRUGS, MOOD-ALTERING CHEMICALS, ALCOHOL and PARAPHERNALIA** shall include any alcohol or malt beverage, controlled substance, lookalikes, inhalants, or illegal or abused substance or medication not approved and registered by the health office, or any substance which is intended to alter mood, or any item that may be identified as drug paraphernalia.

CORE TEAM is a multi-disciplinary team composed of school personnel (teachers, staff, administrators, nurses, counselors). This team will be trained to understand and work on the issues of "at risk" adolescent behavior and will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy. **CONFISCATION** will occur when there is reasonable cause to believe that a student is in the possession of drugs or mood-altering chemicals, and there exists an obligation to search for and seize chemicals or substances by the building administrator(s) or designee. This will include school lockers, possessions, and/or cars on school property. **SCHOOL PROPERTY** shall include not only the actual building, facilities, and grounds on the school campus, but shall also include school buses, school bus stops, school parking areas, the vocational technical school, and any facility being used for a school function. **SCHOOL PERSONNEL/STAFF** shall be defined as any administrator, nurse, teacher, guidance counselor, support staff (custodians, cafeteria staff, and bus drivers), secretaries, employees of any contracted groups who work with students, athletic coach or other educational or medical employee employed by the Northern Lehigh School District.

#### **GROUPS**

The Northern Lehigh High School Student Assistance Program is made up of staff members who want to help. If an individual is having a problem at home or at school, with personal things, with drugs or alcohol, or if they just want to talk to someone, we are ready to listen. Groups vary and may change from year to year as needed. Please contact the Guidance Office for more information. **For additional information on adolescent drug and alcohol related problems, contact: THE STUDENT ASSISTANCE PROGRAM CORE TEAM NORTHERN LEHIGH HIGH SCHOOL 610-767-9837.**

#### **NORTHERN LEHIGH SCHOOL DISTRICT DRUG & ALCOHOL POLICY**

The student support services program is designed to identify and refer students having problems because of drug or alcohol use. It is an intervention, not a treatment program. The Student Support Services Program provides two methods for dealing with student drug and alcohol problems. One, it offers early intervention, assessment and appropriate referral to support services. Two, it provides for drug and alcohol prevention through the enforcement of a comprehensive discipline policy. The Student Support Services Program is an adolescent drug and alcohol intervention program set up within the Northern Lehigh School District. It has two specific purposes: facilitate the educational

process in Northern Lehigh High School by creating and maintaining a chemically free academic environment and identify and refer "high risk" chemically dependent students into a drug and alcohol treatment system. It is considered a "helping mechanism" which works within the structure of the school's disciplinary system to provide a response to the problems of adolescents in school which are a direct manifestation of the students' chemical lifestyle. The Northern Lehigh Student Support Services (NLSSS) is composed of a team of concerned faculty and school administrators trained in the process of identifying and documenting behaviors of chemically dependent adolescents, gathering information related to the adolescents school performance, and making determinations as to the most appropriate response to the findings. This "pre-assessment" process permits the school to distinguish between adolescent problems which can be resolved internally through counseling, special education programs or disciplinary action and those problems which require resolution through a human service's agency. The NLSSS "core team" does not diagnose students as chemically dependent. Their function is to assess whether behavioral patterns are indicative of chemical abuse and initiate action accordingly. A high school guidance counselor, two high school teachers, a school nurse, a high school administrator, and a district office administrator (ad hoc team member) comprise the NLSSS "CORE TEAM" functioning at Northern Lehigh High School. Members of the "CORE TEAM" have a common base knowledge of the mechanics of a student support service, adolescent chemical dependency, and the treatment, recovery and aftercare process. Training is an ongoing process. The initial in-depth training was received through the Pennsylvania Department of Education and the Department of Health. The School District currently offers the following services to high school students and their families.

#### **Informal Intervention**

**Participation:** Required, as a condition of reinstatement, for all students caught using chemicals or with chemicals in their possession. Voluntary participation for those students who are referred to the core team as a result of behaviors of concern. **Facilitator:** Core team member(s) and/or staff. **Structure:** One session during suspension or other appropriate time. **Content:** Present concerns to student. If appropriate, administer the Drug and Alcohol Questionnaire to determine the seriousness of the student's chemical involvement. **Result:** A recommendation is made to the entire Core Team for review and disposition.

#### **Formal Intervention**

**Participation:** Required, as a condition of reinstatement, for all students caught using chemicals or with chemicals in their possession, or as deemed necessary by the Core Team. **Facilitator:** The Core Team. **Structure:** Formal meeting planned by the Core Team to include parents, and other appropriate staff. **Content:** Basic information concerning drug/alcohol use, and/or behaviors of concern, academic record, attendance record and any other appropriate information.

#### **Support**

Chemically free students meet together and support each other in their effort to remain drug free. **Participation:** Any student who is involved in rehabilitation. **Facilitator:** Core team member(s). **Structure:** Group meets once a week after normal school day. This is a condition of return. **Parent Information Session Participation:** Required of parents as a condition of reinstatement of students found under the influence of and/or in possession of drugs/alcohol. **Facilitators:** Building administrator and Core Team member(s). **Structure:** One session. **Content:** Programs offered by the school and community to assist parents are outlined. Contracting procedures are explained.

#### **Definition Of Terms**

**Drugs, Mood Altering Chemicals, And Alcohol** shall include any alcohol or malt beverage controlled substance, look-alikes, or illegal or abused substance or medication not approved and registered by the health office, or any substance which is intended to

alter mood. **Core Team** is a multi-disciplinary team composed of school personnel (teachers, staff, administrators, nurses, counselors). This team will be trained to understand and work on the issues of adolescent chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy. **Cooperative Behavior** shall be defined as the willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of said staff. **Confiscation** will occur when there is reasonable cause to believe that a student is in the possession of drugs or mood-altering chemicals, and there exists an obligation to search for and seize chemicals or substances by the building administrator(s) or designee. This will include school lockers, cars on school property, clothing, purses, book bags, books and other personal property. Reasonable efforts will be made to secure the student's voluntary consent and to have the student present at the time of the search. **Confidentiality** between students and guidance counselors, school nurses, school psychologists, home and school visitors, staff and/or CORE team shall be respected and no confidential communication shall be made relative thereto without the consent of the student or his/her parents/guardians unless the best interests of the student can be served only by doing so or the subject of that confidentiality presents a clear and present danger to self and to the school community. **Enabling** is allowing irresponsible and destructive behavior patterns to continue by taking responsibility for others and not allowing them to face the consequences of their own actions (helping, fixing, placating, and ignoring). This includes failure to take appropriate action when aware of a difficulty. **School Property** shall include not only the actual buildings, facilities and grounds on the school campus, but shall also include school buses, school bus stops, school parking areas, and any facility being used for a school function. **School Personnel/Staff** shall be defined as any administrator, nurse, teacher, guidance counselor, support staff (custodians, cafeteria staff, and bus drivers), secretaries, employees of any contracted groups who work with students, athletic coach or other educational or medical employee employed by the School District. **Student Contract Procedure** indicates any written agreement between a student and a teacher which is intended to help the student improve some aspect of classroom performance. **Uncooperative Behavior** shall be defined as any resistance or refusal, either verbal, physical, or passive, on the part of the student to comply with the reasonable requests or recommendation of a staff member at the time that a student is apprehended using, or in the possession of drugs/alcohol. Defiance, assault, and deceit shall constitute examples of uncooperative student behavior. In addition, failure to abide by recommendations of the drug and alcohol referral shall constitute uncooperative behavior.

#### ARTICLE I

##### STUDENT BEHAVIOR

A student volunteers information about personal drug or alcohol usage and asks for help. **Immediate Action** - The student is informed of the services available and that a referral will be made to the Core Team. The student is also informed that no punitive action will be taken as a result of this referral. **Investigation** -The staff member must contact the member or the Core Team immediately. Appropriate intervention procedures will be followed by the Core Team. **Notification of Parents** -Notification of parents only with the consent of the student, unless there is clear and imminent danger to the student.

#### ARTICLE II

##### STUDENT BEHAVIOR

A student volunteers information about personal drug/alcohol use of another student. **Immediate Action** -The referred student is informed of the services available and that a referral will be made to the Core Team. Student is also informed that no punitive action will be taken as a result of this referral. **Investigation** - The staff member must contact a member of the Core Team immediately. Appropriate intervention procedures will be

followed by the Core Team. **Notification of Parents** - Notification of parents only with the consent of student, unless there is a clear and imminent danger to the student. **Confidentiality** - Confined to those with a need to know as mandated by school policy. **Discipline** - None. Assistance available. **Notification of Police** Not applicable.

#### ARTICLE III

**STUDENT BEHAVIOR** -A staff member is concerned about inappropriate behavior, poor class performance, tardiness, absenteeism, etc. It may or may not be related to chemical use. **Immediate Action** - The staff member determines whether s/he can handle the situation or should refer it to the principal. If the teacher can handle the problem, s/he shall:

1. Observe and record inappropriate behaviors.
2. Discuss concerns (inappropriate behavior) with student.
3. Ask for a change in the student's behavior(s). In order to facilitate this, the teacher may consider using a student contract procedure.
4. Evaluate behavior again in two to four weeks.
5. If no satisfactory change, confer with student's Guidance Counselor regarding his/her specific behavioral problem.
6. Refer to Core Team if behavioral problems remain unresolved and chemical use is suspected.

**Investigation** - Core Team will investigate. **Notification of Parents**

Yes. **Confidentiality** - Confined to those with a need to know as mandated by school policy. **Disposition of Substance** -Not applicable. **Disposition of Student** - Core Team referral and recommendations. **Discipline** - Not mandated unless behavior is in violation of school discipline policy. Discipline will be administered according to discipline code. **Notification of Police** - Notified in circumstances required by the discipline code.

#### ARTICLE IV

**STUDENT BEHAVIOR** - The student demonstrates symptoms of possible drug/alcohol overdose (staggering, slurred speech, incoherence, dazed appearance, inability to respond, vomiting, unconsciousness, etc.) This situation will be handled as a medical emergency. **Immediate Action** - All standard health and first aid procedures will be followed. The student shall not be left alone. **Investigation** -If drug/alcohol use is confirmed, the principal or authorized delegate is responsible for initiating procedures normally employed when a student is apprehended for drug/alcohol use or possession. See Articles III, IV, or V. The student's person, locker, desk and all personal property (including vehicles) will be searched according to policy. **Notification of Parents** - The parents/guardians will be contacted immediately and the situation described. **Confidentiality** - Confined to those with a need to know as mandated by school policy. **Disposition of Substance** - If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented, and submitted to the police for analysis. **Disposition of Student** - If no confirmed chemical involvement, follow standard school health procedures. If chemical use is confirmed, follow procedures outlined in Articles V, VI, or VIII. **Discipline** - If chemical use, discipline will be determined by whether this is a first, second offense, etc. Refer to Articles V, VI, or VIII as appropriate. **Notification of Police** -As required by discipline code.

#### ARTICLE V

**STUDENT BEHAVIOR** -The student is caught with drugs/alcohol for the first time and is cooperative with the investigation. **Immediate Action** - School personnel will confiscate the chemical(s), escort student to the principal's office or summon the principal or his/her designee. **Investigation** -The principal or designee will request that the student empty his/her pockets and/or purse and volunteer all drug- like substances. The student's person, locker, desk, and all personal property will be searched according to policy. The student shall not be left alone. **Notification of Parents** - The principal or designee will contact the parents/guardians immediately and describe the situation. The principal will

attempt to provide the parents/guardians with an opportunity to be present when police are involved. **Confidentiality** -Confined to those with a need to know as mandated by school policy. **Disposition of Substance** -If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented, and submitted to the police for analysis. **Disposition of Student** - Refer to Core Team to investigate student's background and make finding known to parents/guardians, counselors, assessment counselor and principal. **Discipline** -Ten (10) days full suspension and/or expulsion hearing Board meeting. **Notification of Police** -Required.

#### ARTICLE VI

**STUDENT BEHAVIOR** -The student is caught with drugs/alcohol for the first time and is uncooperative with the investigation. **Immediate Action** -School personnel will confiscate the chemical(s), escort student to the principal's office or summon the principal or his/her designee. **Investigation** -The principal or designee will request that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student's person, locker, desk, and all personal property will be searched according to policy. The student shall not be left alone. **Notification of Parents**-The principal or designee will contact the parents/guardians immediately and describe the situation. The principal will attempt to provide the parents/guardians with an opportunity to be present when police are involved. **Confidentiality** -Confined to those with a need to know as mandated by school policy. **Disposition of Substance** - If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented, and submitted to the police for analysis. **Disposition of Student** -Refer to Core Team to investigate student's background and make findings known to parents/guardians, counselors, assessment counselor and principal. **Discipline** -Ten (10) days full suspension and/or possible referral to the Board for expulsion hearing. **Notification of Police** - Required.

#### ARTICLE VII

**STUDENT BEHAVIOR** - The student is found using, in possession of, or suspected to be under the influence of a drug while attending or participating in any school sponsored function on or off school property, including any athletic event at another school district, school or public/private location. **Immediate Action** - The group sponsor or accompanying administrator will be notified. Security will be summoned if necessary. **Investigation** -Notify police or security for assistance. The sponsor or administrator will request that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student's person, locker, desk and all personal property will be searched according to policy. The student shall not be left alone. **Notification of Parents** -The parents/guardians will be contacted immediately and the situation will be described. The parents/guardians will be requested to transport the student home. If parents/guardians are unable or unwilling to transport student, police will be contacted and the student will be placed in their custody. **Confidentiality** -Confined to those with a need to know as mandated by school policy. **Disposition of Substance** -If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented, and submitted to the police for analysis. **Disposition of Student** -Refer to Core Team to investigate student's background and make findings known to parents/guardians, counselors, assessment counselor and principal. **Discipline** -Discipline will be determined by whether this is only the first offense, second offense, etc. as described in Articles V, VI, or VIII.

#### ARTICLE VIII

**STUDENT BEHAVIOR** -The student is caught with drugs/alcohol for the second time. **Immediate Action** -School personnel will confiscate the chemical(s), escort student to the principal's office or summon the principal or his/her designee. **Investigation** -The principal or designee will request that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student's person, locker, desk, and all personal

property will be searched according to policy. The student shall not be left alone. **Notification of Parents** - The principal or designee will contact the parents/guardians immediately and describe the situation. The principal will attempt to provide the parents/guardians with an opportunity to be present when police are involved. **Confidentiality** -Confined to those with a need to know as mandated by school policy. **Disposition of Substance** -If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented, and submitted to the police for analysis. **Disposition of Student** - Refer to Core Team to investigate student's background and make findings known to parents/guardians, counselors, assessment counselor and principal. **Discipline** -Ten (10) days full suspension and referral for an expulsion hearing. **Notification of Police** -Required.

#### ARTICLE IX

**STUDENT BEHAVIOR** -The student is caught in the process of distributing drugs/alcohol to anyone. **Immediate Action** -School personnel will confiscate the chemical(s), escort student to the principal's office or summon the principal or his/her designee. **Investigation** -Police will handle from legal points of view. Core Team will gather data, assess and plan for intervention process with all involved. **Notification of Parents** -The principal or designee will contact the parents/guardians immediately and describe the situation. The principal will attempt to provide the parents/guardians with an opportunity to be present when police are involved. **Confidentiality** -Confined to those with a need to know as mandated by school policy. **Disposition of Substance** - If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented, and submitted to the police for analysis. **Disposition of Student** -Refer to Core Team to investigate student's background and make findings known to parents/guardians, counselors, assessment counselor and principal. **Discipline** - Ten (10) days full suspension and referral for an expulsion hearing. **Notification of Police** - Required.

#### INTERNET/NETWORK/SOFTWARE, HARDWARE, PERIPHERALS, AND OTHER INFORMATION TECHNOLOGY ACCESS AGREEMENT

The Northern Lehigh School District will provide access to the internet/network/software, peripherals, and other information technology equipment for students. A signature form is given to all students on the first day of school stating that you have read this policy. Students will not be permitted to use District equipment if this signature form is not returned signed by both parents and student.

The Acceptable Use Policy strictly prohibits the following activities and any other determined by district authorities to be unacceptable uses of the internet/network./software, hardware, peripherals, and other information technology equipment. These prohibitions are in effect any time school district resources are accessed in any way whether in school, directly from home, or indirectly through another Internet service provider.

- Allowing another person to use an account not assigned to them.
- Use of the Internet/network/software, hardware, peripherals, and other information technology equipment to transmit material likely to be offensive or objectionable to recipients.
- Use of Internet/network/software, hardware, peripherals, and other information technology equipment to participate in inappropriate and/or objectionable discussions of news groups.

- Use of the Internet/network/software, hardware, peripherals, and other information technology equipment to transmit hate mail, harassment, discriminatory remarks, and other antisocial communications on the network.
- Use of the Internet/network/software, hardware, peripherals, and other information technology equipment which results in a copyright violation.
- Use of the Internet/network/software, hardware, peripherals, and other information technology equipment to order or purchase in the name of the school district or the name of any individual type of merchandise or service. All costs to the district or any individual incurred because of this type of violation will be the responsibility of the user.
- Use of the Internet/network/software, hardware, peripherals, and other information technology equipment to access fee-based on-line/Internet service. All costs to the district or any individual incurred because of this type of violation will be the responsibility of the user.
- The illegal installation, distribution, reproduction or use of copyrighted software on district computers.
- Use of the Internet/network/software, hardware, peripherals, and other information technology equipment to intentionally obtain or modify files, passwords, or data belonging to other users.
- Use of the Internet/network/software, hardware, peripherals, and other information technology equipment to misrepresent other users on the network.
- Use of the Internet/network/software, hardware, peripherals, and other information technology equipment for fraudulent copying, communications or modifications of materials in violation of local, state, and federal laws.
- Use of the Internet/network to distribute games of files to other users.
- Using the Internet/network/software to obtain answers to tests or present others work as your own (academic dishonesty).
- Loading, downloading, or use of unauthorized games, programs, files or other electronic media.
- Malicious use of the Internet/network/software, hardware, peripherals, and other information technology equipment to develop programs that harass other users or infiltrate a computer system and/or damage the software components of a computer system.
- Destruction of district computer hardware or software.

#### **CONSEQUENCES FOR INAPPROPRIATE USE**

The Internet/network/software, hardware, peripherals, and other information technology equipment user shall be responsible for all costs for damages to the equipment, systems, hardware and software resulting from deliberate or willful acts.

Illegal use of Internet/network/software, hardware, peripherals, and other information technology equipment; intentional deletion or damage to files of

data belonging to others; copyright violations or theft of services may be reported to the appropriate legal authorities for possible prosecution under Pennsylvania and/or U.S. Crimes code and/or school authorities for possible prosecution under School Policy and/or Pennsylvania School Code.

General rules for behavior and communications apply when using the Internet/network/software, hardware, peripherals, and other information technology equipment, in addition to the stipulations of this policy. Loss of access and other disciplinary actions in accordance with other school board policies and state law may be consequences for inappropriate use.

Vandalism may result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks. This includes but is not limited to the uploading or creation of computer viruses. Vandalism may also result in school or criminal prosecution as stated above.