August 2020

Dear Parents and Guardians,

Our administrative team has been hard at work this summer planning for the safe return of our students and staff amidst constantly evolving guidance. As you know, families had a choice of instructional model for their child(ren). Regardless of whether your child will participate in the Hybrid or 100% Online Model, we are excited to welcome them back to school. The first day of school for all students is Monday, August 31, 2020.

As the beginning of the new school year approaches, I look forward to the first day school. Opening day offers excitement and promise for educators and students alike. All back to school information for this school year will be available in the Sapphire portal beginning August 21, 2020. Transportation information will be available beginning August 25, 2020. If you do not already have a Sapphire account, please use this link to set it up - http://www.nwlehighsd.org/Page/11243.
*Please note, Seesaw and Clever accounts may not be accurate, so please check the portal for your child’s official teacher assignment for this school year,

For more information regarding Kindergarten Orientation, Open House, Instructional Models and other important Elementary specific information, please view this link - Back to School Parent Video

Please visit our school website at https://www.nwlehighsd.org/WEIS to locate other important Back to School Documents.

On behalf of the entire Weisenberg Elementary staff, I am excited to welcome you to the 2020-2021 school year. We look forward to working with you this year. Enjoy the last bit of summer. We’ll see you on August 31!

Sincerely,

Mrs. Jill Berlet

Mrs. Jill Berlet
Weisenberg Elementary Principal
August 2020

Dear Parents/Guardians:

Welcome! There is little that we do that causes as much excitement and anxiety as sending our children to kindergarten! While we know this year may look different than in years past, we also know that our teachers are ready to provide a quality and meaningful experience for your children.

We are sure you have many questions about what you can expect this year. In an attempt to answer your questions and rest your anxieties, we have scheduled an orientation for you and your child. Our kindergarten Orientation will be held at both Northwestern Elementary and Weisenberg Elementary on Wednesday, August 26, 2020. In order to follow proper social distancing, we have designated times for each teacher to hold three sessions for their class as outlined in the schedule below.

Please plan to bring your child at the designated time to meet their teacher and see their classroom. Please respect appropriate social distancing and wear a mask. In an effort to reduce the amount of people in the classroom at each time, please plan for only one parent/guardian to attend with each child. We also respectfully request siblings do not attend.

For online only students, a virtual opportunity will be provided to meet Mrs. Wendy White, who will be teaching all of our Kindergarten Online students. More information on this opportunity will be coming.

We will also provide informative videos created by classroom teachers for all families to help ensure that our students are prepared for the first day of school.

We thank you for your patience and cooperation.

Sincerely,

Jill Berlet, Weisenberg Principal and Maria Pulli, Northwestern Principal

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<th>Weisenberg</th>
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<td>Mrs. Keys</td>
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<td>Mrs. Scholl</td>
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Northwestern Lehigh School District is an equal rights and opportunity agency and does not discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation, gender identity, gender expression, ancestry, pregnancy, marital status, disability, or national origin/ethnicity in its activities, educational programs, or employment practices as required by Title VI, IX, and Section 504. For information regarding civil rights, grievance procedures, and/or information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact the Director of Human Resources (Title VI, Title IX Coordinator, and Section 504 Coordinator) at 6493 Route 309, New Tripoli, PA 18066 or 610.298.8661.
Dear Parents/Guardians:

This letter is to inform you that there are students in our school that have a severe peanut/nut allergy. Strict avoidance of peanut/nut products is the only way to prevent a life threatening allergic reaction. We are asking for your assistance in providing all students with a safe learning environment. As our students are frequently involved in activities throughout the school, this letter is being sent to all parents/guardians.

If exposed to peanuts/nuts, students may develop a severe allergic reaction that requires emergency medical treatment. The greatest potential for exposure at school is to peanut and nut products. Any exposure to peanuts or nuts through contact, inhalation or ingestion can cause a potential, life threatening, anaphylactic reaction. If your child has eaten any peanuts or foods containing nut products prior to coming to school, we ask that your child wash their hands and brush their teeth before leaving for school.

To reduce the risk of exposure, please adhere to the following:

- When sending in snacks for your child, please do not send in items that contain peanuts or nuts or that have been processed in a plant that also processes peanuts or nut products.
- Birthday treats are limited to non-food related items such as stickers, pencils, crayons, bookmarks, etc. Please do not send food items for a birthday treat.
- Classroom parties may be held 3 times per year (Holiday Party, Valentine’s Day and End of Year). Only fruits, vegetables and prepackaged items with ingredients clearly listed will be accepted. Home baked or store bought baked goods will no longer be allowed at classroom parties.

NWLSD will continue to implement an allergy free table at lunch. In the cafeteria, there will be a designated allergy-free table where any classmate without peanut, tree nut, soy, wheat, shellfish, dairy, or egg products may choose to sit. The allergy-free tables will be cleaned with Quat disinfectant cleaner and paper towels after each lunch.

We appreciate your support of these procedures as this plan will help to maintain a safer environment for all of our children. If you have any questions, please feel free to contact me.

Sincerely,

Jill Berlet
Principal
Weisenberg Elementary

Maria Pulli
Principal
Northwestern Elementary

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August 2020

Dear Parents/Guardians:

This year the Checklist for Return to School: 2020-21 will be digital. Please use the following link to verify you have completed all the required documents.

https://docs.google.com/forms/d/1spu0GwRUJgtmN1ywRs0b5ObjTtWRWPM1o_09yRxcjok/viewform?edit_requested=true

This online form will replace the Paperwork Checklist 2019-2020 For Return To School that parents/guardians are required to sign and return annually.

Please review each section and complete the form no later than August 31, 2020.

You only need to complete this form once per family.

Thank you for your patience and cooperation.

Sincerely,

Jill Berlet

Jill Berlet
Weisenberg Principal
Dear Parent and Guardians:

We have exciting plans and high expectations for your child’s learning. I know that you also have many hopes and dreams for your child’s success in school and beyond.

To make sure those hopes and dreams are realized, I want to ask for your commitment to making sure your child attends school every day possible. The evidence is clear: children with good attendance are more likely to be successful in school. High attendance rates are linked to high student achievement. This is true for every grade – elementary, middle, and high school students.

Every day counts. Every minute counts. Missing school even 10% of the time has a significant negative impact on reading and math achievement as children progress through school.

As you plan your vacations for next year, please consider the School District calendar to minimize absences from school.
- **Good attendance starts early.** Research has shown that the attendance habits established Kindergarten through Grade 2 have lasting effects on students throughout their education: children with high attendance in the early grades continue to have good attendance; and students with low attendance in the early grades are more likely to have low attendance—and lower academic performance—throughout their elementary and middle school years.

- Students with good attendance performed better in math and reading. Children who had good attendance in Kindergarten through Grade 2 were **more than twice as likely to score proficient** on state tests by the time they reached Grade 8 as their peers who missed more school.

- **Students who are chronically absent do not perform on grade level.** In fact, only 17% of chronically absent students in grades K and 1 read at grade level by Grade 3. Students who are not reading on grade level by Grade 3 are 13 times more likely to dropout of school.

- If a student misses 10% of each school year (or 18 days per year), by the end of 9th grade, the student will have missed the equivalent of one full school year of school.

The Federal Government’s Every Student Succeeds Act (ESSA) and Pennsylvania’s Future Ready Index (FRI) defines 10% absence in a school year as “chronically absent.” All absences, including medical appointments, illness, and educational trips/vacations are all included toward your child’s absences from school. All absences from school count for your child and count for us as a District. We are asking for you to review the attached school calendar and plan for medical appointments and educational trips/vacations on days that are scheduled off from school on the calendar.

As your child’s most influential teacher, I am asking for your support in helping your child get to school each day on time this year. Your child needs to be in school and engaged in learning to reach his or her full potential. Yet, we realize that every family faces challenges. **Please let your child’s teacher or your child’s principal know if your family needs help dealing with a challenge to your child’s good school attendance.** We will do our best to help you and your family ensure that your child’s school attendance stays on track.

Thank you for all you do to support your child’s school success and well-being, as well as our School District. I look forward to working with you this year!

Educationally Yours,

Jennifer L. Holman
Superintendent
## Northwestern Lehigh School District
### 2020-2021 Blended Instruction School Calendar

**In-Service Days** - Aug. 24, 25, 26, 27, Oct. 12, Nov. 3, Jan. 18, 25, Mar. 12, Apr. 5 & June 14

**In-Service Half Days** - Dec. 23, Feb. 12, April 1, May 28


**Blended Schedule**
- Cohort A-K In-person; Cohort L-Z Online
- Cohort A-K Online; Cohort L-Z In-person
- Cohort A-K Online; Cohort L-Z Online

### AUGUST 2020

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### JANUARY 2021

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**Teacher Days** | **Student Days** | **Weather Make-up Days**
---|---|---
**August, 2020** | 5 | 1 | 1) June 8, 2021
**September, 2020** | 20 | 20 | 2) June 9, 2021
**October, 2020** | 22 | 21 | 3) June 10, 2021
**November, 2020** | 18 | 17 | 4) June 11, 2021
**December, 2020** | 17 | 17 | 5) April 5, 2021
**January, 2021** | 20 | 18 | |
**February, 2021** | 19 | 19 | |
**March, 2021** | 23 | 22 | |
**April, 2021** | 21 | 20 | |
**May, 2021** | 20 | 20 | |
**June, 2021** | 10 | 9 | |
**TOTAL** | 195 | 184 | |

**End of Marking Period Dates**

- 1st Marking Period - November 5, 2020
- 2nd Marking Period - January 4, 2021
- 3rd Marking Period - March 31, 2021
- 4th Marking Period - June 7, 2021

**Note:** Weather/Emergency Days may move marking periods and report card distribution. Five extra days are built into the calendar. School will be in session for the required 180 days.

**Board Approved - April 1, 2020**

V.0819
Dear Northwestern Lehigh School District Families:

The Northwestern Lehigh School District Food Services Department welcomes your child/children for the 2020-21 school year. Nutrition is an important role in your child’s education and at Northwestern Lehigh School District we are working to provide your child/children with a healthy and nutritious meal.

This year is different than most. We will be offering a limited menu while your child/children are in school. The menu will consist of a hot and cold option, complimented with fresh fruits and vegetables. At this point we will not be offering à la carte items, but as we proceed this may change.

Our first priority is safety! We are offering a Grab-n-Go Program in each cafeteria and these must be ordered online. The to-go meals are available to students that are home taking on-line classes. To place your order for pick-up, go to www.nwlehighsd.org/ggprogram and use the sign-up sheet. All information regarding this program will be posted on the website. NOTE: If your child is full pay their account will be charged accordingly.

The prices of meals for this school year are as follows:
- Elementary: $1.90 Breakfast, $2.90 Lunch
- Middle School: $3.05
- High School: $3.30

Your child/children may qualify for free or reduced price meals. To qualify go to www.compass.state.pa.us/. The application is posted on the District website, under food service. If you receive notification that your child is “direct certified” or “income free”, then your child is eligible for free meals. If you receive notification that your child is “reduced” than you will be charged $.30 for breakfast and $.40 for lunch.

Northwestern Lehigh School District will be CASHLESS this year. We will only accept check, money order or you can go on the K-12 online payment system to pre-pay for your child/children’s account. NO CASH WILL BE ACCEPTED!

Due to Federal Regulations, cashiers are no longer able to send home a note thru your child or tell your child that they have a negative balance on their meal account. The K-12 online system allows you to check your account as often as you like. To sign up you will need your student’s ID number. Simply go to www.k12paymentcenter.com to enroll for this service.

For your convenience menus are posted on the school website under Food Services – Lunch Menus for each school building.

Please be patient with us as we navigate this very different time. Our commitment is to keep our students safe during this first pandemic ever.

We look forward to serving your child/children.

Best Regards,

Sue Bahnick
Food Service Supervisor
610-298-8661 ext.1255
Free and Reduced application process

Dear Parent/Guardian:

Children need healthy meals to learn. Northwestern Lehigh School District offers healthy meals every school day. Breakfast costs $1.80; lunch costs $2.80 (elem.) $2.95 (MS) $3.20 (HS). Your child(ren) may qualify for free meals or for reduced price meals. Reduced price is $0.30 for breakfast (at elementary levels only) and $0.40 for lunch. This packet includes an application for free and reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

If you have received a NOTICE OF DIRECT CERTIFICATION letter for free meals, do not complete the application. But do let the school know if any children in your household are not listed on the NOTICE OF DIRECT CERTIFICATION letter you received.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS OR SPECIAL MILK?
   - All children in households receiving Supplemental Nutrition Assistance Program (SNAP) (formerly the Food Stamp Program) or Temporary Assistance for Needy Families (TANF) benefits are eligible for free meals.
   - Foster children who are under the legal responsibility of a foster care agency or court are eligible for free meals.
   - Children participating in their school’s Head Start program are eligible for free meals.
   - Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
   - Children may receive free or reduced price meals if your household’s income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

   Your children may qualify for free or reduced price meals/milk if your household income falls at or below the limits on this chart.

<table>
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<th>Annual</th>
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<td>81,622</td>
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<td>Each additional person:</td>
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</table>

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven’t been told your children will get free meals, call or email [school, homeless liaison or migrant coordinator].

3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: [name, address, phone number].

4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but read the letter you received carefully and follow the instructions. If any children in your household were missing from your eligibility notification letter, contact [name, address, phone number, email] immediately.

5. CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit www.nwlehighsd.org or visit the PA Department of Human Services website at www.compass.state.pa.us.
6. MY CHILD’S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child’s application is only good for that school year and for the first 30 operating school days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.

7. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Send in an application.

8. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.

9. IF I DON’T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and/or reduced price meals if the household income drops below the income limit.

10. WHAT IF I DISAGREE WITH THE SCHOOL’S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to LESLIE FRISBIE, BUSINESS MANAGER, 6493 RT. #309, NEW TRIPOLI, PA 18066, 610-298-8661, EXT.1272.

11. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.

12. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make $1000 each month, but you missed some work last month and only made $900, put down that you made $1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.

13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Be careful when leaving income fields blank, as we will assume you meant to do so.

14. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, or receive Family Subsistence Supplemental Allowance payments, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.

15. WHAT IF THERE ISN’T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper and attach it to your application. Contact [name, address, and phone number, email] to receive a second application.

16. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for SNAP or other assistance benefits, visit www.compass.state.pa.us, contact your local county assistance office, or call 1-800-692-7462.

If you have other questions or need help, call 610-298-8661 ext. 1255.

Sincerely,

Sue Bahnick, Food Service Supervisor

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at, http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights,1400 Independence Avenue, SW Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.
August 20, 2020

ITINERANT PROGRAM – SPEECH/HEARING/VISION SCREENING – 2020-2021

Dear Parents,

Children who exhibit speech and language disorders, hearing loss and/or visual impairment, often have difficulty with educational achievement. Early detection and treatment of these impairments help pupils to learn more easily and to adjust to the school environment more readily.

Speech therapists, teachers of the hearing impaired, and teachers of the visually impaired are available to help all pupils enrolled in schools within the Lehigh County. These specialists help to confirm suspected speech, language, hearing, and vision impairments detected as a result of screenings. The screenings are conducted as follows:

<table>
<thead>
<tr>
<th>Screening</th>
<th>Grades</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speech and/or Language</td>
<td>Kindergarten</td>
<td>August through June</td>
</tr>
<tr>
<td>Hearing (State Mandated)</td>
<td>K, 1, 2, 3, 7, 11, and all referrals</td>
<td>August through June</td>
</tr>
<tr>
<td>Vision – Screening, Distance and New Vision (State Mandated)</td>
<td>All grade levels</td>
<td>August through June</td>
</tr>
</tbody>
</table>

If further testing is indicated after the screening program is completed, parents will be notified of the results and any recommendations. Parents shall be notified before a child with a speech, language, hearing, or vision need is selected for special help.

The purpose of this letter is to inform you, as parents, of our screening program procedures. If you have any further questions, please contact your child’s school. Unless we hear from you, we will proceed with our routine screening program.

Sincerely,

Andrea Edmonds
Director of Student Services

Northwestern Lehigh School District is an equal rights and opportunity agency and does not discriminate on the basis of race, color, national origin, gender, disability, age, religion, ancestry, or any other legally protected classification in its activities, educational programs, or employment practices as required by Title VII, IX, Americans with Disabilities Act, Pregnancy Disability Act, and Section 504. For information regarding civil rights, grievance procedures, and/or information regarding services, activities, and facilities that are accessible to and usable by disabled persons, contact the Director of Human Resources (Title VII, Title IX Coordinator, and Section 504 Coordinator) at 6493 Route 309, New Tripoli, PA 18066 or 610.298.8661.
Notice to Parents
According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. This notice shall inform parents throughout the school district of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, the District publishes written information in the handbook and on the web site.

Special Education
Children ages three through twenty one can be eligible for special education programs and services. If the District identifies a child as possibly in need of such services, the parent or guardian will be notified of applicable procedures. If parents believe that the child may be eligible for special education, the parent should contact the appropriate staff member identified at the end of this public notice. Individualized programming is provided for students who are determined eligible for specially designed instruction due to the following conditions:

- Specific learning disability
- Emotional disturbance
- Intellectual disability
- Deaf or hearing impairment
- Blind or visual impairment
- Speech or language impairment
- Physical supports or Other Health Impairment
- Autism
- Multiple disabilities

Preschool Children with Special Needs
Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. A child is considered to have a developmental delay when one of the following exists: (i) The child’s score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child’s chronological age in one or more developmental areas; or (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. Parents of young children with concerns about their child’s seeing, hearing, learning, talking, moving about, manipulating objects, understanding, showing emotions, getting along with others, playing with toys, taking care of himself/herself, should contact the Carbon Lehigh Intermediate Unit – Project Connect at (610) 769-4111. Project Connect can provide information to parents about evaluations, programs, therapy, parent supports, and referral to community agencies at no cost to the parent.

Evaluation Process
Either parents or the school district can request an evaluation. If you believe your school-age child may be in need of special education services you may request screening and evaluation at any time whether or not your child is enrolled in the District’s public school program. Child Find federal regulations also apply to highly mobile children, including migrant children. Requests for evaluation and screening are to be made
in writing to the appropriate staff person identified at the end of this public notice. Parents of preschool age
children, age three through five, may request an evaluation in writing to Project Connect.

Protected Handicapped Students
The District completes child find activities for children who may be eligible for services via Section 504 of
the Rehabilitation Act of 1973. The District will provide to each protected handicapped student, without
discrimination or cost to the student or family, those related services or accommodations that are needed to
provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular
activities. These services and protections are distinct from those applicable to students receiving, or
eligible to receive, special education and related services. To qualify as a protected handicapped student,
the child must be school age with a physical or mental disability that substantially limits or prohibits
participation in or access to an aspect of the school program. For additional information related to Section
504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular
titled Implementation of Chapter 15.

Gifted Students
The District completes child find activities for children who may be eligible for gifted services via 22 PA
Code Chapter 16. Either parents or staff may request an evaluation to determine eligibility for gifted
services. Parents who believe their child is gifted may send a request for evaluation once per school term,
in writing to the appropriate staff members identified at the end of this notice. For additional information
regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and
eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

Consent
School entities cannot proceed with an evaluation or reevaluation, or with the initial provision of special
education and related services, without the written consent of the parents. For additional information
related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN
website, www.pattan.net or at www.nwlehighsd.org. Once written parental consent is obtained, the district
will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request
an independent education evaluation at public expense.

Program Development
Once the evaluation process is completed, a team of qualified professionals and parents determine whether
the child is eligible. If the child is eligible, the individualized education program team meets, develops the
program, and determines the educational placement. Once the IEP team develops the program and
determines the educational placement, school district staff, intermediate unit staff, or charter school staff
will issue a notice of recommended educational placement/prior written notice. Your written consent is
required before initial services can be provided. The parent has the right to revoke consent after initial
placement.

Confidentiality of Information
All school records are confidential. Personally identifiable information cannot be release without consent,
except as permitted under the Family Educational Rights and Privacy Act. The District shall ensure the
confidentiality of personally identifiable information at collection, storage, disclosure, and destruction
states. For additional information related to student records, the parent can refer to the Family Education
Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and
rights and protections pertaining to children with disabilities, children thought to be disabled, and their
parents. For more information or to request evaluation or screening of a public or private school child,
contact the responsible school entity listed below. For preschool age children, information, screenings and
evaluations requested may be obtained by contacting the Intermediate Unit at www.cliu.org

Revised July 2015
High-quality health care coverage from CHIP helps keep kids strong

CHIP COVERS
• Routine check-ups
• Prescriptions
• Hospitalization
• Dental
• Eye Care
• Eyeglasses
• Behavioral care
• Specialty care
• More

CHIP covers uninsured kids up to age 19 in Pennsylvania. It doesn’t matter why your kids don’t have health coverage right now; CHIP may be able to help. Most kids receive CHIP for free. Others can get the same benefits at a low cost.

CHIP is brought to you by leading health insurance companies who offer quality, comprehensive coverage.

There is no limit on income. If your income is below CHIP guidelines, your child may be enrolled in Medical Assistance.

APPLY/RENEW
CHIPcoversPAkids.com • 800-986-KIDS
PSSA / Keystone Exams / Educational Trips

Dear Parents/Guardians,

With increased accountability for student achievement and our continued belief that we are providing the most comprehensive education and support possible to our students, we are respectfully requesting that parents review the enclosed testing dates and request that you schedule any educational trips around the timelines enclosed. This will allow your children the opportunity to participate in the testing for your particular grade.

We will continue, during the 2020-2021 school year, to implement benchmark assessments for our students. Benchmark assessments help us to track individual students’ progress, identify individual needs, provide appropriate interventions, examine current curriculum, and make necessary modifications. These benchmark assessments will not replace the PSSA/Keystone assessments but will provide us with more detailed data to assist us in meeting the needs of your child. Additionally, this data will be used in determining support strategies, intervention groups, and placements. Each building will notify you with a timeframe for each benchmark assessment.

Each year, students in grades 3-8 take state PSSA Tests. The Commonwealth of Pennsylvania requires all school districts to administer the Pennsylvania System of School Assessment (PSSA) in writing, reading, mathematics, and science according to a specified schedule.

Students completing courses in Algebra I, Algebra B, Biology, and English 10 will be required to take the Keystone Exams. Parents will receive more information about the Keystone Exams from the High School and Middle School principals.

The dates of the testing windows established by the Pennsylvania Department of Education (PDE) are listed below so that you are aware of the upcoming testing during the school year. Please note that the math, reading, and writing windows may be extended due to excessive snow days. Your child’s principal will publish a schedule with specific testing dates that will be sent home throughout the year. The dates and times may vary slightly across buildings based on schedules, and other events which may impact a quiet and uninterrupted testing environment for students in each respective building.

In order to help your child complete his or her PSSA/Keystone more accurately, we ask you to:

- Avoid making any appointments or vacation plans during the testing windows that would require your child’s absence from school.
- Make sure your child has adequate rest on the nights before testing and a good breakfast on testing days.
- Encourage your child to dress comfortably on testing days.
- Make sure that your child arrives at school on time so that any preparations or instructions will not be missed.
Encourage your child to have a confident and positive attitude toward this testing. Please do not over-stress the importance of test results; students who are tense often do not perform at their true ability level.

We request that you try to plan your educational trips around the following timeframes:

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Dates</th>
<th>Grade(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter Keystone Exams in Algebra I, Biology, Literature</td>
<td>January 4 - January 15, 2021</td>
<td>Varies</td>
</tr>
<tr>
<td>PSSA English / Language Arts</td>
<td>April 19 - April 23, 2021</td>
<td>3-8</td>
</tr>
<tr>
<td>PSSA Mathematics</td>
<td>April 26 – May 7, 2021</td>
<td>3-8</td>
</tr>
<tr>
<td>PSSA Science</td>
<td>April 26 – May 7, 2021</td>
<td>4 and 8</td>
</tr>
<tr>
<td>Spring Keystone Exams in Algebra I, Biology, Literature</td>
<td>May 17 - May 28, 2021</td>
<td>Varies</td>
</tr>
</tbody>
</table>

Please feel free to contact me should you have any questions relative to this communication or any other question at 610.298.8661 x1225 or via email at sosnovikt@nwlehighsd.org.

Thank you for your continued support and dedication to our students!

Regards,

Dr. Troy Sosnovik
Assistant Superintendent

Northwestern Lehigh School District
6493 Route 309, New Tripoli, PA 18066
Interactive Website Privacy Protections / COPPA Permission

FOR CHILDREN UNDER THE AGE OF 13 ONLY

Dear Parent:

The Northwestern Lehigh School District is committed to the safety of our students, especially when it comes to young students utilizing online resources. We regularly teach students about appropriate online behavior including interacting via social networks and in chat rooms, cyber-bullying, and protecting against the disclosure of personal information. We also recognize that there are a number of excellent online educational resources that would benefit our students, often by providing unique learning experiences. Notably, interactive online resources (known as Web 2.0) such as blogs, wikis, and other interactive websites provide some of the most compelling new educational tools for students. While allowing access to these interactive online educational resources, we also want to balance the protection of your child’s privacy and personal information.

The link below will provide you with a list of interactive websites and apps that have been approved for use during the 2020-2021 school year. Each site provides a link to a privacy policy, which describes how that site collects and/or uses student data. We encourage you to visit each website and review the privacy policy for how student data is used.

Each of the websites and applications requires registration prior to use. **Because your child is under 13 years of age, the registration process requires parental consent. You are consenting to allow your child’s teacher to indicate during the registration process that you have consented to the use of each of the above websites and applications, and that you agree to the privacy policy terms as enumerated on each website.**

Please visit [http://www.nwlehighsd.org/COPPA](http://www.nwlehighsd.org/COPPA) for a detailed list of approved websites.

Regards,

[Signature]

Dr. Troy Sosnovik
Assistant Superintendent

Northwestern Lehigh School District
6493 Route 309, New Tripoli, PA 18066
Blackboard Connect Parent Portal (K-12)

Dear Parents/Guardians;

The Northwestern Lehigh School District utilizes Blackboard Connect as the District communication system, which allows NWLSD to quickly communicate with parents/guardians on a variety of issues. In the event of an emergency, or for notification of events that may impact you or your children, we would be able to send an automated voice message and/or e-mail to all parents/guardians within minutes. This automated technology will allow us to keep you well informed of any important event by using telephone numbers and email addresses provided by you.

“Emergency messages” will be used to inform parents about unexpected emergencies and any time students will be sent home at times other than regularly scheduled dismissal times. Emergency messages will be sent to all contact methods listed.

“Outreach messages” will be used to update you with District and/or building informational outreach updates and to cancel/delay school in the evening or at 6 a.m. Most informational outreach messages will be scheduled to go out in the evening. Parents will receive outreach messages via their preferred emergency contact information.

“Attendance messages” will be used to inform parents of students who are absent from school.

All contact information will be handled with your privacy in mind and will not be shared or used for any purpose other than communications with Northwestern Lehigh School District. We are also sensitive to your personal time and will reserve the use of this system to urgent and important messages.

Blackboard Connect also allows users to log-in and create their own account to add phone numbers and email addresses to our system and determine your preferences for phone messages from the District. Go to nwlehighsd.org and click “BLACKBOARD CONNECT” on the bottom right OR navigate to: https://nwlehighsd.bbcportal.com/

Once the page is open, click “Sign me up” to setup your account. In order to create an account, you will need:

- An active email address
- Your Student’s ID Number – This is the same number your child uses for school lunch.
- The phone number or email address that we have on file for your students.

Once you have logged in, you can add any additional students you have attending Northwestern Lehigh Schools by clicking your name in the upper right corner and selecting “Contact Information.” Please be sure to subscribe to the District as well as the school your student(s) attend, in order to receive all messages. Step-by-step directions to set up a Blackboard Connect Parent Portal are included with this letter.

Please retain this letter along with your username and password for your records. If you change your address, phone numbers or email address, you will also need to update this information in the Sapphire parent portal.
If you do not have Internet access, a paper form is attached to this letter. Please submit the updated information to your child’s office before Friday, September 4, 2020.

Regards,

Dr. Troy Sosnovik
Assistant Superintendent

Northwestern Lehigh School District
6493 Route 309, New Tripoli, PA 18066

Demographic Change Request
If you do not have Internet access, please complete this form and return it to your child’s school office by Friday, September 4, 2020. Thank you!

<table>
<thead>
<tr>
<th>Parent/Guardian Name(s):</th>
</tr>
</thead>
</table>

### Student Information: (Please Print)

1. **First Name**  
   Last Name  
   Grade  
   Date of Birth

2. **First Name**  
   Last Name  
   Grade  
   Date of Birth

3. **First Name**  
   Last Name  
   Grade  
   Date of Birth

4. **First Name**  
   Last Name  
   Grade  
   Date of Birth

5. **First Name**  
   Last Name  
   Grade  
   Date of Birth

### Contact Information

<table>
<thead>
<tr>
<th>Street Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>City, State, Zip code</td>
</tr>
<tr>
<td>Home Phone</td>
</tr>
<tr>
<td>Mobile Phone</td>
</tr>
<tr>
<td>Work Phone</td>
</tr>
<tr>
<td>E-mail address</td>
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</tbody>
</table>

### Emergency Contact Information

| Emergency Contact 1 |
|---------------------|------------------------|
| Address |
| Release to ☐ Yes ☐ No |
| Home Phone Number |
| Cellular Phone Number |
| Work Phone Number |

| Emergency Contact 2 |
|---------------------|------------------------|
| Address |
| Release to ☐ Yes ☐ No |
| Home Phone Number |
| Cellular Phone Number |
| Work Phone Number |

☐ Sapphire _______

☐ Blackboard Connect _______

☐ Nurse Suite _______
1. Click “Sign Me Up!”

2. Input the requested information to sign up for Blackboard Connect Ed parent Portal account and click box to agree to the user agreement.
   - **Password must contain at least 8 characters, including 1 number and 1 capital letter.**
     *Spaces and special characters are not permitted.*
   - Click “Continue”
3. You will receive this screen if you have finished signing up. Check the email account that you indicated and follow the directions provided to complete your registration:

Greetings,

Thank you for registering for a Blackboard Connect user account. To activate your new account, simply follow the link below:

https://nwlehighsd.bbcportal.com/Activation/

Thanks,
Blackboard Connect

4. You will be asked to identify 3 security questions/answers.
5. You will receive the following screen noting your account has been activated. You must log in to manage your account.

6. You will begin the process of associating your child with your account.

7. Enter student ID #, Submit

8. Enter phone # that will be associated with student(s), Submit
9. Select appropriate option

10. Make sure blocks are checked for the options you have selected.
11. Click on Find Contacts to add another student.

12. Click Subscription to check or edit how you receive your information.

13. Hover over and click the pencil icon to edit the information.

14. If there are no check marks indicating your choices, you will not receive information.
15. Click Contact Info to edit your personal
Sapphire Parent Portal - All students in grades K-12

Dear Parents/Guardians:

The Northwestern Lehigh School District utilizes K12 Systems Sapphire Software for management of student data including demographic information, attendance, student schedules, grades and report cards. It is critical that the information contained within the Sapphire system is the most up to date demographic and emergency information in the event that we need to contact you.

The Sapphire Parent Portal is available for students in grades K-12. If you do not have a Sapphire Parent Portal account, please reference the following instructions for creating one:

Go to nwlehighsd.org and click “PARENT PORTAL” on the bottom right or navigate to: https://nwlsd-sapphire.k12system.com/CommunityWebPortal/

● Click “COMMUNITY PORTAL APPLICATION and ACCEPTABLE USE POLICY FORM” on the right side of the screen.
● Enter the District keyword – tigers (all lowercase) and click “CONTINUE”
● Please read and acknowledge the District’s access policy by selecting “YES” and “CONTINUE” at the bottom of the page.
● Complete the application fields and click “SUBMIT”
● After your account is approved, you will receive a PIN# via email.

Step-by-step directions to set up a Sapphire Parent Portal are included with this letter.

The Sapphire Parent Portal provides you with valuable information and data about your child’s academic performance and progress. Furthermore, you will be able to request an update of your child’s demographic or emergency contact information. When you log-in to the Sapphire portal, you will see all of your child’s parent/guardian and emergency contact information including: email addresses and phone numbers. As a parent/guardian, you will be able to electronically request an update of this information for your child.

At the beginning of the year, complete the form under “Student Data Forms” electronically
At the beginning of every school year, we ask that you complete the Student Emergency Contact Information form, and you can now request the demographic updates electronically in the system. You still need to submit the health updates portion of the “green” form to the school nurse. To access this form electronically, click “Student Data Forms” on your child’s portal account. Select the form and complete the form. Be sure to click “Complete Form” to send it to us!

Throughout the year if there are changes, use the “Change Student Data” in the portal
You can update this information throughout the year anytime a change happens! When you log-in to the parent portal, you will see all of your child’s emergency contact information under “change student data” within the Sapphire Parent Portal. As a parent, you will be able to electronically request an update to this information for your child.
All contact information will be handled with your privacy in mind and will not be shared or used for any purpose other than communications with Northwestern Lehigh School District.

If you do not have Internet access, a paper form is attached to this letter. Please submit the updated information to your child’s school office before Friday, September 4, 2020.

Please retain this letter and your username, password, and PIN# for your records. Should you lose your login information, please contact your child’s school office. If you change your address, phone numbers or email address, you will also need to create or log-in to the Blackboard Connect account to update your information.

Regards,

Dr. Troy Sosnovik
Assistant Superintendent

Northwestern Lehigh School District
6493 Route 309, New Tripoli, PA 18066
Demographic Change Request

If you do not have Internet access, please complete this form and return it to your child’s school by Friday, September 4, 2020. Thank you!

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<th>Parent/Guardian Name(s):</th>
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<tr>
<th>Student Information: (Please Print)</th>
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<td>1. First Name</td>
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<td>Grade</td>
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<td>Date of Birth</td>
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<td>Date of Birth</td>
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<td>3. First Name</td>
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<td>Last Name</td>
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<td>Grade</td>
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<td>Date of Birth</td>
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<tbody>
<tr>
<td>4. First Name</td>
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<tr>
<td>Last Name</td>
</tr>
<tr>
<td>Grade</td>
</tr>
<tr>
<td>Date of Birth</td>
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</tbody>
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<tbody>
<tr>
<td>5. First Name</td>
</tr>
<tr>
<td>Last Name</td>
</tr>
<tr>
<td>Grade</td>
</tr>
<tr>
<td>Date of Birth</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
</tr>
<tr>
<td>City, State, Zip code</td>
</tr>
<tr>
<td>Home Phone</td>
</tr>
<tr>
<td>Mobile Phone</td>
</tr>
<tr>
<td>Work Phone</td>
</tr>
<tr>
<td>E-mail address</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Emergency Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Contact 1</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Release to ☐ Yes ☐ No</td>
</tr>
<tr>
<td>Home Phone Number</td>
</tr>
<tr>
<td>Cellular Phone Number</td>
</tr>
<tr>
<td>Work Phone Number</td>
</tr>
<tr>
<td>Emergency Contact 2</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Release to ☐ Yes ☐ NO</td>
</tr>
<tr>
<td>Home Phone Number</td>
</tr>
<tr>
<td>Cellular Phone Number</td>
</tr>
<tr>
<td>Work Phone Number</td>
</tr>
</tbody>
</table>

☐ Sapphire _______

☐ Blackboard Connect _______

☐ Nurse Suite _______
The Parent Portal

This online resource will provide parents/guardians with valuable information and data about their child’s academic performance and progress.

This system allows you to view:
- Student Information including homeroom and counselor
- Student Schedules *
- Courses & Grades *
- Attendance
- Announcements
- Report Cards & Progress Reports *

* Available for grades 6-12 only

This system will also allow you to electronically request updates to:
- Your contact information and emergency contact information

Please be assured that your child’s academic records are secure and private. Access to this information is restricted by your secure logon.

How to register for a new parent portal

1. Visit www.nwlehighsd.org and click the Sapphire Community Web Portal link
2. Click the Create a Web Portal Account link (on the bottom)
3. Enter the district keyword – tigers (all lowercase)
4. Please read and acknowledge the district’s access policy by selecting Parent or Student, selecting Yes and clicking Continue at the bottom of the page
5. Complete the application’s required fields and click Save form and Continue
6. After your account is approved, you will receive a PIN # via email.
7. Return to the Parent Portal link on the district’s website and enter your user information to gain access.

If you have a parent portal account

1. Visit www.nwlehighsd.org and click the Sapphire Community Web Portal
2. Login using your username, password, and pin number provided to you when you created your account.

If you have an existing account and want to add another child

1. Visit www.nwlehighsd.org and click the Sapphire Community Web Portal link
2. Login to your existing Sapphire Parent Portal Account by entering your USERNAME, PASSWORD, and PIN
3. On the top right of the page, click your name
4. On the left of the page, click on “Students”
5. At the bottom of the page, “Click to Request Access to Other Students”
6. Fill in the Blanks for NAME, BIRTHDATE, GRADE, and SCHOOL as indicated.
7. Submit request.
8. After your account is approved, you will receive a PIN # via email.
9. Return to the Parent Portal link on the district’s website and enter your user information to gain access.

Look for the Parent Portal link on our website www.nwlehighsd.org

Record your information here:

Username _______________________
Password _______________________
PIN ______________

We encourage you to register for your FREE access today!
Directions for Creation of Accounts in the Parent Portal:

1. Go to the District webpage: [www.nwlehighsd.org](http://www.nwlehighsd.org)
2. Click on the “Parent Portal” link under Quick Links
3. On the Portal login page, click on the link for “Community Portal Application and Acceptable Use Policy Form”

4. In the keyword box, enter the word “tigers” and press the continue button.

5. This will take you to the Sapphire Community Web Portal User Agreement page.
   - On the bottom of the page, select the type of account, select yes, then press continue to advance to the registration page.
Complete all of the information and security questions, then click save form and continue.

Sapphire Community Web Portal Application

Family Information

Applicant

(first) (last)

Name:* ___________________________ 

Relation:* STUDENT

Address 1:* ___________________________

Address 2: ___________________________

City:* ___________________________

State:* Pennsylvania

Zip Code:* ___________________________

Home Phone:* ___________________________

Work Phone: ___________________________

Cell Phone: ___________________________

E-Mail:* ___________________________

Student Information

* Indicates required fields

Login Information

Username: ___________________________

Password: ___________________________

Re-enter Password: ___________________________

*If you forget your password you will be asked to answer a security question to verify your identity. Please choose a question from the list below, or create one of your own.

Sample Questions:

Question: ___________________________

Answer: ___________________________

Save Form and Continue

• After submitting this form, a pop up window will come up to inform you of your PIN number. Write down this pin number.
• Your application gets sent electronically to the School District.
• Within a few days, you will receive an email from Sapphire indicating your account has been approved.
• You will then be able to go to the NW Lehigh School District home page, click on the Parent Portal tab, to access the Welcome page to login to your sapphire account.
• You can access the account by entering your username, password and PIN number.
August 31, 2020

Dear Parent or Guardian:

Each year the Northwestern Lehigh Board of School Directors makes a voluntary student accident policy available to students. A brochure outlining the benefits and exclusions of this policy is forwarded with this letter. Please keep this brochure for future reference. The following is a short summary of the policy.

This student accident policy is an excess policy, which provides for payment of the first $100 of covered expenses without regard to other insurance. Thereafter, benefits shall be payable for covered expenses above $100 that are not recoverable from other group insurance (such as Capital Blue Cross or Highmark Blue Shield). If denied by your other carrier, evidence of denial for each unpaid bill is required by the student accident carrier in order for the excess policy to cover remaining charges. This policy provides for payment of such charges up to the policy limits.

If the student is not covered by other group insurance, the excess provision shall not apply, and once non-coverage is confirmed, benefits will be payable to the limits described in the brochure.

A brief explanation of the coverages available are:

1. School Time - covers student while attending or participating in school sponsored and supervised activities on or off school premises and whether or not school is in session, excluding interscholastic sports.

2. 24-Hour - covers student 24 hours a day, at home or while away, any place, any time excluding interscholastic sports.

The cost of this student accident insurance is as follows:

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Time</td>
<td>$28.00</td>
</tr>
<tr>
<td>24-Hour</td>
<td>$124.00</td>
</tr>
</tbody>
</table>

The school has purchased a sports excess policy that covers interscholastic sports, band, cheerleaders, majorettes and intramural sports. This coverage only pertains to participants injured while practicing, participating or traveling under these programs. Therefore, students enrolled in activities other than those covered by the school policy should consider either school-time or 24-hour accident insurance, as provided in this policy, to protect themselves outside of their sports participation.

Parents who have their own insurance policy must remember that if their comparable policy is HOSPITALIZATION type coverage rather than ACCIDENT coverage, it may not cover all expenses for an accident except possible surgery and x-ray bills. For your own peace of mind, please check with your medical insurance carrier to see if your child would be covered for all expenses, which are a result of an accidental injury. The student accident policy would cover your deductible and could provide for payment of exemptions under your plan up to the policy limits.

Parents of students wishing to take advantage of the voluntary student accident insurance should promptly complete the enclosed application form, insert your check for the proper amount and mail it to the A-G Administrators. (Please fill out a separate application for the purchase of each child’s insurance.)

Northwestern Lehigh School District is an equal rights and opportunity agency and does not discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation, gender identity, gender expression, ancestry, pregnancy, marital status, disability, or national origin/ethnicity in its activities, educational programs, or employment practices as required by Title VI, IX, and Section 504. For information regarding civil rights, grievance procedures, and/or information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact the Director of Human Resources (Title VI, Title IX Coordinator, and Section 504 Coordinator) at 6493 Route 309, New Tripoli, PA 18066 or 610.298.8661.
If you choose to purchase this insurance and your child would have an accident, please report all accidents immediately to the building nurse or principal who will then inform our Business Office. Upon notification to the Business Office, the parent of the injured student will receive a claim form with instructions attached. The insurance carrier must be notified within 90 days of the accident. Please adhere to these procedures for prompt claim service. Additionally, claims must be submitted within 90 days from the date of claim. All claims will be processed through A-G Administrators, Inc. For information regarding your filed claim, please call 1-610-933-0800.

For questions regarding this communication, please contact the Business Office at (610) 298-8661, ext. 1230.

Sincerely,

Jennifer Holman
Superintendent

cls
K-12 Voluntary Student Accident Insurance
top $250,000

2020-2021

Administrative Office
A-G Administrators LLC
Valley Forge, PA USA
Phone (610)933-0800
www.agadministrators.com

Plans are Underwritten by
United States Fire Insurance Company
K-12 Accident Insurance

Unexpected Accidents Can Happen

This brochure explains how you can help guard against certain unexpected events. Our plans are designed to help supplement any insurance you have by satisfying deductibles or co-insurance requirements, or limiting the possible financial impacts of an injury if you have no other insurance. Remember that the more active your child is, the more valuable this coverage can be.

Choose Your Coverage Plan

24 Hour Coverage (Accident Only) – This plan provides around the clock coverage to your child 24 Hours a day, while he or she is in school, at home or away. Coverage is provided from the effective date of the insured student’s coverage for which premium has been received by A-G to the opening of the next school term. Excludes all interscholastic sports. ($124.00)

School Time Coverage (Accident Only) – This plan provides coverage to your child while he or she is on school premises, during school hours/days, attending school sponsored and supervised activities including travel directly without interruption between the student’s residence and school/activity with transportation furnished by the school. Coverage is provided from the effective date of the insured student’s coverage for which premium has been received by A-G to the end of the regular school term. Excludes all interscholastic sports. ($28.00)
# Description of Benefits

<table>
<thead>
<tr>
<th>Benefit</th>
<th>24 Hour Coverage/School Time Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Benefits provided for all enrolled students of the Policyholder excluding interscholastic sports for whom premium is paid</strong></td>
<td></td>
</tr>
<tr>
<td>Maximum Benefit:</td>
<td>$250,000</td>
</tr>
<tr>
<td>Deductible:</td>
<td>$0</td>
</tr>
<tr>
<td>Benefit Period:</td>
<td>52 Weeks</td>
</tr>
</tbody>
</table>

### Hospital Services

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Room &amp; Board:</td>
<td>Semi Private Room</td>
</tr>
<tr>
<td>Miscellaneous Hospital Services:</td>
<td>During hospital confinement (100% UCR (not to exceed $10,000))</td>
</tr>
<tr>
<td>Intensive Care:</td>
<td>When confined to a Hospital Intensive Care Unit (100% UCR)</td>
</tr>
<tr>
<td>Emergency Room Charges:</td>
<td>When hospital confinement is not required (100% UCR)</td>
</tr>
<tr>
<td><strong>Emergency Room Charges:</strong></td>
<td>If out-patient surgery is required, the maximum is increased to $2,500 (The benefits are payable in addition to the X-rays and surgeon’s services shown below.)</td>
</tr>
</tbody>
</table>

### Physician Services

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surgery:</td>
<td>including pre- and post-operative care (100% UCR)</td>
</tr>
<tr>
<td>Anesthesia:</td>
<td>45% of the Surgery Benefit Paid</td>
</tr>
<tr>
<td>Assistant Surgeon:</td>
<td>100% UCR</td>
</tr>
<tr>
<td>Doctor’s Visit:</td>
<td>other than for Physiotherapy or similar treatment not payable in addition to Surgery Benefit (100% UCR)</td>
</tr>
<tr>
<td>Non-Surgical doctor’s charges in the emergency room:</td>
<td>100% UCR</td>
</tr>
<tr>
<td>Second Surgical Opinion, Consultation and Specialists:</td>
<td>100% UCR</td>
</tr>
</tbody>
</table>

### Laboratory and X-Ray Services

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Other than Dental and including fee for interpretation and/or reading of X-rays.)*</td>
<td>$28 Unit Value</td>
</tr>
<tr>
<td>Lab and X-Ray:</td>
<td>(when no fracture is demonstrated) $700 Maximum</td>
</tr>
</tbody>
</table>

### Additional Services

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physiotherapy or similar treatment:</td>
<td>including Diatherm, Ultrasonic, Microtherm, Manipulation, Massage and Heat (100% UCR)</td>
</tr>
<tr>
<td>Registered Nurse:</td>
<td>$60/Visit up to 12 Visits Maximum of $720</td>
</tr>
<tr>
<td>Ambulance Transportation:</td>
<td>(Ground Only) (100% UCR)</td>
</tr>
<tr>
<td>Orthopedic Appliances:</td>
<td>When ordered by attending physician $700 Maximum</td>
</tr>
<tr>
<td>Out-Patient Drugs and Medication:</td>
<td>Administered in Doctor’s office or by prescription (100% UCR)</td>
</tr>
<tr>
<td>Dental (including X-rays):</td>
<td>For treatment, repair or replacement of each injured tooth which was sound and natural at the time of injury (100% UCR)</td>
</tr>
<tr>
<td>Eyeglasses, Contact Lenses:</td>
<td>Replacement of broken glasses and/or frames, contact lenses, resulting from a covered injury (100% UCR)</td>
</tr>
</tbody>
</table>

### Accidental Death Benefit

- $2,500

### Accidental Dismemberment, Loss of Sight

- $20,000

* In accordance with the 1974 Revised California Relative Values Studies, 5th Addition, using a conversation factor.
Policy Exclusions

Benefits will not be paid for a Covered Person's loss which:

(1) Is caused by or results from the Covered Person's own:
   (a) Intentionally self-inflicted Injury, suicide or any attempt therat. (In Missouri this applies only while sane.);
   (b) Voluntary self-administration of any drug or chemical substance not prescribed by, and taken according to the directions of, a doctor (Accidental ingestion of a poisonous substance is not excluded.);
   (c) Commission or attempt to commit a felony;
   (d) Participation in a riot or insurrection;
   (e) Driving under the influence of a controlled substance unless administered on the advice of a doctor; or
   (f) Driving while Intoxicated. “Intoxicated” will have the meaning determined by the laws in the jurisdiction of the geographical area where the loss occurs;

(2) Is caused by or results from:
   (a) Declared or undeclared war or act of war;
   (b) An Accident which occurs while the Covered Person is on active duty service in any Armed Forces. (Reserve or National Guard active duty for training is not excluded unless it extends beyond 31 days.);
   (c) Aviation, except as specifically provided in this Certificate;
   (d) Sickness, disease, bodily or mental infirmity or medical or surgical treatment thereof, bacterial or viral infection, regardless of how contracted. This does not include bacterial infection that is the natural and foreseeable result of an accidental external bodily injury or accidental food poisoning.
   (e) Nuclear reaction or the release of nuclear energy. However, this exclusion will not apply if the loss is sustained within 180 days of the initial incident and:
      (i) The loss was caused by fire, heat, explosion or other physical trauma which was a result of the release of nuclear energy; and
      (ii) The Covered Person was within a 25-mile radius of the site of the release either:
          1) At the time of the release; or
          1) Within 24 hours of the start of the release.

Benefits will not be paid for:

1. Normal health check ups
2. Dental care or treatment other than care of sound, natural teeth and gums required on account of Injury resulting from an Accident while the Covered Person is covered under this Certificate, and rendered within 6 months of the Accident;
3. Services or treatment rendered by a doctor, nurse or any other person who is:
   a. Employed or retained by the Certificateholder; or
   b. Who is the Covered Person or a member of his immediate family;
4. Charges which:
   a. The Covered Person would not have to pay if he did not have insurance; or
   b. Are in excess of Usual, Reasonable and Customary charges.
5. An Injury that is caused by flight in:
   a. An aircraft, except as a fare-paying passenger;
   b. A space craft or any craft designed for navigation above or beyond the earth's atmosphere; or
   c. An ultra light, hang-gliding, parachuting or bungi-cord jumping;
6. Travel in or upon:
   a. A snowmobile;
   b. Any two or three wheeled motor vehicle;
   c. Any off-road motorized vehicle not requiring licensing as a motor vehicle;
7. Any Accident where the Covered Person is the operator of a motor vehicle and does not possess a current and valid motor vehicle operator's license;
8. That part of medical expense payable by any automobile insurance policy without regard to fault. (Does not apply in any state where prohibited);
9. Injury that is: a. The result of the Covered Person being Intoxicated. (“Intoxicated” will have the meaning determined by the laws in the jurisdiction of the geographical area where the loss occurs); or
   a. Caused by any narcotic, drug, poison, gas or fumes voluntarily taken, administered, absorbed or inhaled, unless prescribed by a doctor;
10. Any sickness, except infection which occurs directly from an Accidental cut or wound or diagnostic tests or treatment, or ingestion of contaminated food;
11. An Injury resulting from participation in or practice for non-School sponsored skiing, ice hockey, lacrosse, soccer or football;
12. Practice or play in any sports activity, including travel to and from the activity and practice, unless specifically provided for in this Certificate;
13. Expenses to the extent that they are paid or payable under other valid and collectible group insurance or medical prepayment plan;
14. Blood or Blood plasma, except for charges by a Hospital for the processing or administration of blood;
15. Elective treatment or surgery, health treatment, or examination where no Injury is involved;
16. Injury sustained while in the service of the armed forces of any country. When the Covered Person enters the armed forces of any country, we will refund the unearned pro rata premium upon request;
17. Eyeglasses, contact lenses, hearing aids, braces, appliances, or examinations or prescriptions therefore;
18. Treatment in any Veterans Administration or Federal Hospital, except if there is a legal obligation to pay;
19. Treatment of temporomandibular joint (TMJ) disorders involving the installation of crowns, pontics, bridges or abutments, or the installation, maintenance or removal of orthodontic or occlusal appliances or equilibration therapy;
20. Cosmetic surgery, except for reconstructive surgery on a diseased or injured part of the body;
21. Any loss which is covered by state or federal worker's compensation, employers liability, occupational disease law, or similar laws;
22. The repair or replacement of existing artificial limbs, orthopedic braces, or orthotic devices;
23. The repair or replacement of existing dentures, partial dentures, braces or fixed or removable bridges;
24. Services and supplies furnished by a Student Infirmary, its employees, or doctors who work for the School;
25. Expenses incurred for an Accident after the Benefit Period shown in the Schedule of Benefits; or
26. Hernia of any kind; or any bacterial infection that was not caused by an Accidental cut or wound.
27. Rest cures or custodial care;
28. Prescription medicines unless specifically provided for under the Certificate;
29. Orthopedic appliances which are used mainly to protect an Injury so that a covered student can take part in interscholastic or intercollegiate sports;
How to Enroll

1. Determine which plan of coverage you would like to enroll your child in – 24 Hour Coverage Only) or School Time Coverage
2. Fill out the Enrollment Form below, enclose a check or money order in an envelope payable to the Company for the correct amount and mail to A-G Administrators LLC PO Box 824936 Lock Box # 824936 Philadelphia, PA 19182-4936
3. Make Checks Payable to UNITED STATES FIRE INSURANCE COMPANY c/o A-G Administrators LLC
4. Return by mail to A-G Administrators LLC. Your cancelled check or money order stub will be your receipt and confirmation of payment. Please write student’s name and school name on your check.

INDIVIDUAL VOLUNTARY STUDENT ENROLLMENT FORM
UNITED STATES FIRE INSURANCE COMPANY
STUDENT ACCIDENT COVERAGE

STUDENT’S LAST NAME (one letter per box)

STUDENTS FIRST NAME

Age: _____ Grade: _____ Phone #: __________

Date of Birth: __________ Gender: Male □ Female □

Home Address ________________________________

City __________ State____ Zip ________

Name of School ________________________________

School District ________________________________

X ___________________________ Date: ______
Signature of Parent or Guardian (Required)

Period of Coverage

Persons applying for coverage shall be covered as of the date premium receipt, but in no event prior to the opening of school activities. Coverage ends at the close of the regular school term, except under 24 Hour Coverage, which continues until school reopens for the fall term. You may enroll at any time, but premiums will not be prorated.
Questions and Answers

Q. Is this Policy primary or secondary coverage?
A. This policy is Primary Excess – meaning A-G will pay the first $100 in valid medical expenses payable without regard to any other valid and collectible insurance plan. Once expenses have exceeded $100, A-G will make payments in excess of any other valid and collectible insurance.

Q. May we purchase the policy at any time during the year?
A. Yes, coverage may be purchased at any point in time during the school year for your child. However, there is no pro-rating of premium for enrollment that occurs after the policy effective date. The earlier you enroll the more your child will maximize their coverage.

Q. Will this policy pay if our other insurance has a deductible?
A. Yes, this policy does not have deductible. You should submit expenses in excess of $100 to your other insurance carriers and forward a copy of the itemized bill and explanation of benefits showing the amount of the deductible.

How to File a Claim

1. Obtain an accident claim form through your school office or A-G Administrators LLC. Please answer all questions and provide all necessary signatures.
2. Attach all itemized bill(s) and any explanation of benefits to the claim form and mail or fax to the Administrator’s Address indicated on the claim form.
3. Claims for benefits must be filed within 90 days from the date of accident. Only one claim form is needed per accident.

Important Note

This brochure is a summary of the insurance plan as specified in the policy form (BA-50000P-USF) on file with the School. This brochure is subject to the terms and conditions of the Policy, which contains all benefits, limitations and exclusions as underwritten by United States Fire Insurance Company. In the event of a discrepancy, the Policy with prevail.