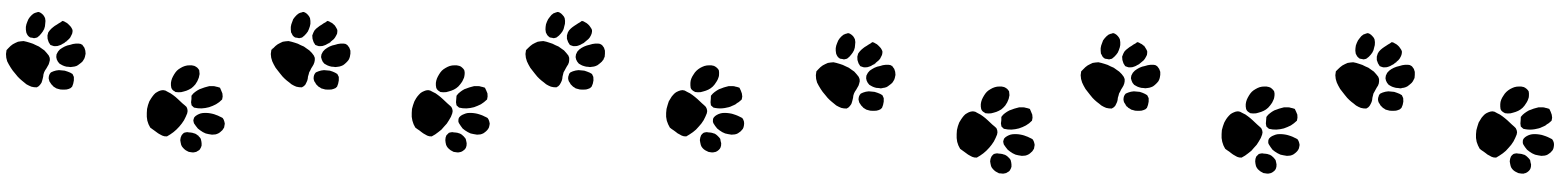


NWLSD
Elementary School
Student / Parent Handbook

2019 - 2020



SCHOOL BOARD

Willard G. Dellicker, President
Todd Hernandez, Vice President
Joseph Fatzinger
Marci Piescienski

John Casciano, Secretary
Phil Toll, Treasurer
Todd Leiser
Alan Rex
James Warfel, Ed.D.
John E. Freund III, Solicitor

CENTRAL OFFICE STAFF

Jennifer Holman.....Superintendent
Dr. Troy Sosnovik.....Assistant Superintendent
Leslie Frisbie.....Business Administrator
Andrea Edmonds.....Director of Student Services
Luann MatikaDirector of Human Resources
LeAnn Stitzel.....Director of Curriculum and Technology
Kelsey Schultz.....School Psychologist
Sarah Petcavage.....School Psychologist
Arthur Oakes.....Director of Operations/Transportation Coordinator
Andrea Stock.....Supervisor of Food Services
Jonathan Nederostek.....NWLSD Police Chief
Jason Zimmerman.....Director of Student Activities

Northwestern Elementary School
 6493 Route 309
 New Tripoli, PA 18066 **610 298-8661**
Maria Pulli, Principal **ext. 4203**

Weisenberg Elementary School
 2665 Golden Key Road
 Kutztown, PA 19530 **610 298-8661**
Jill H. Berlet, Principal **ext. 5301**

Administrative Offices
 6493 Route 309
 New Tripoli, PA 18066 **610 298-8661**

Northwestern Lehigh High School
 6493 Route 309
 New Tripoli PA 18066 **610 298-8661**

Northwestern Lehigh Middle School
 6636 Northwest Road
 New Tripoli, PA 18066 **610 298-8661**

Transportation Office **610 298-8661**
 6696 Hunters Hill Road **ext. 1222**
 New Tripoli, PA 18066
 before 8:00 a.m./after 4:00 p.m.
 610 298-8691

Food Services Office
 6493 Route 309
 New Tripoli, PA 18066 **610 298-8661**
 Andrea Stock, Supervisor **ext. 1255**

District Website www.nwlehighsd.org

PARENTS AND STUDENTS:

The information in this booklet will help you to become better acquainted with your schools. We are eager to strengthen our partnership between the home and the school.

We hope that you will read this material carefully and have it available so that you will be able to refer to it periodically.

MISSION STATEMENT:

We empower, inspire, and lead our students to strive for excellence in and out of the classroom...we are future ready!

VISION STATEMENT:

The Northwestern Lehigh School District will strive to create an environment where all students will have the opportunity to participate in highly engaging, authentic learning experiences that meet the needs of all of our students. Our students will learn the critical thinking, communication, collaboration, and problem solving skills necessary to adapt and navigate in a global society driven by twenty-first century technologies. Students will be encouraged to take calculated risks to reach their full potential. Our students will be challenged to become well-rounded students, with personal and educational goals, who have multiple opportunities to participate in extracurricular activities that enhance their social, mental and physical beings. Faculty and staff will engage in relevant, meaningful professional development to be current in best instructional practices and technologies. We will examine essential learning questions facing our students to give students the tools to become reflective learners. Together faculty, staff, students, parents and community will utilize our collective talents to provide opportunities for students to demonstrate a sense of pride, mutual respect, and a strong work ethic that yield productive members of society.

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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.

For information regarding civil rights or grievance procedures, contact the Director of Human Resources, (Title VI Coordinator, Title IX Coordinator, Section 504 Coordinator) at 6493 Route 309, New Tripoli, PA 18066 (610 298-8661). For information regarding services, activities and facilities that

are accessible to and usable by handicapped persons, contact Arthur Oakes, Director of Operations (610 298-8661).

NORTHWESTERN ELEMENTARY SCHOOL

Erifili Draklellis	Kdg.	Ashley Brennan	Gr. 4-5 - Speech
Krista Keys	Kdg.	Kayla Mosser	Gr. K-3 - Speech
Katie Praetzel	Kdg.	Jackie Cogle	Learning Support
Wendy White	Kdg.	Karen Rex	Learning Support
Catherine Clifford	Gr. 1	Carolyn Schilling	Learning Support
Laura George	Gr. 1	Michelle Slack	Learning Support
Teresa Guthrie	Gr. 1	Jennifer Bernhard	Gifted Education
Karen McCloskey	Gr. 1	Kate Petcavage	Guidance
Allison Ashburne	Gr. 2	Nanette Lingenfelter	Nurse
Marissa Bartholomew	Gr. 2	Christy Diehl	Health Rm. Asst.
Carol Bettler	Gr. 2	Maria Pulli	Principal
Jacob Bennett	Gr. 2	Karen Wallace	Secretary to the Principal
Alissa Cawley	Gr. 3	Judy Henry	Office Asst.
Jodi Chandler	Gr. 3	Lori Peterson	Office Asst.
Tara Reigle	Gr. 3	Janine Birch	Instructional Asst.
Alyssa Hansen	Gr. 4	Silvana Bliven	Instructional Asst.
Karla Mertz	Gr. 4	Linda Eberle	Instructional Asst.
Monica Reiss	Gr. 4	Donna Knecht	Instructional Asst.
Melissa Kerschner	Gr. 5	Beverly Leibensperger	Instructional Asst.
Pam Newhard	Gr. 5	Kathleen McDonald	Instructional Asst.
David Keck	Gr. 5	Kimberly Meckley	Instructional Asst.
Melinda Scholl	IST/RTI/504 Teacher	Mary Ann Metzger	Instructional Asst.
Susan Hanlon	Library	Amy Nemeth	Instructional Asst.
Shawn Fies	Music/Band/Chorus	Tammy Rex	Instructional Asst.
Lora Krum	Music	Lori Roth	Instructional Asst.
Kyle Grim	Phys. Ed.	Abbey Surman	Instructional Asst.
Tracy Smoyer	Art	Kimm Teproovich	Instructional Asst.
Kristine Dangelo	Reading Specialist	Kelly Wehr	Instructional Asst.
Mollie Laubach	Reading Specialist	Lauren Yeakel	Instructional Asst.
Kate Pizzelanti	ESL	Mary Walls	Technology Asst.

WEISENBERG ELEMENTARY SCHOOL

Laura Luca	Kdg.	Jill Berlet	Principal
Marion Miller	Kdg.	Jean Overstrom	Secretary to the Principal
Amanda Reifinger	Kdg.	Natalie King	Office Asst.
Nicole Fulper	Gr. 1	Shelley Moyer	Office Asst.
Trish Holmes	Gr. 1	Dorothy Brobst	Library Asst.
Brooke Storms	Gr. 1	Samantha Busillo	Instructional Asst.
Jennifer Budick	Gr. 2	Tiffani Bailey	Instructional Asst.
Kimberly DeFazio	Gr. 2	Donna Dengler	Instructional Asst.
Melanie Urso	Gr. 2	Cheryl Deutsch	Instructional Asst.
Jennifer McDonald	Gr. 3	Keely Dumbleton	Instructional Asst.
Cindy O'Neil	Gr. 3	Denise Kilanowski	Instructional Asst.
Amanda Wilson	Gr. 3	Kathy Mack	Instructional Asst.
Hollie Citerone	Gr. 4	Joni Novotnak	Instructional Asst.
Jacob Davis	Gr. 4	Lisa Pollock	Instructional Asst.
Denise Wiik	Gr. 4	Amy Romig	Instructional Asst.
Jaime Hafner	Gr. 5	BonnieLee Sechler	Instructional Asst.
Tracy Heffelfinger	Gr. 5	Diane Smith	Instructional Asst.
Matthew Kitz	Gr. 5	Janice Surman	Instructional Asst.
Angela Rimm	Gr. 5	Lisa Zimmerman	Instructional Asst.
Jen Bernhard	Gifted Teacher	CLIU #21 Classrooms	
Ashely Brennan	Speech	Natalie Krebs	Teacher
Linda Curry	Reading Specialist	Hillary Orobono	Teacher
Kelly DeAntonis	Librarian	Candace Salegna	Teacher
Courtney Follweisler	Learning Support Teacher	Kelly Hoban	Teacher Asst.
Carol Gacesa	Music Teacher	Rosemarie Hoffman	Teacher Asst.
Amanda Geist	Learning Support Teacher	Cathy Peter	Teacher Asst.
Molly Geneczko	Learning Support Teacher	Susanne Ruhe	Teacher Asst.
Christopher Klein	Phys. Ed Teacher	Jillian Seymour	Teacher Asst.
Trisha MacKenzie	Reading Teacher	Stephanie Whary	Teacher Asst.
Karly Sacco	Art Teacher	Jeffery Kistler	Day Custodian
Dianne Searcy	Technical Support	Randy Holzer	Evening Custodian
Tracy Schmidt, RN	Health Room Asst.	April Bachert	PT Custodian
Julie Cenci/Nancy Skalski	Guidance Counselor	Carlos Devalle	PT Custodian
Justine Snyder	IST/RTI/504 Teacher	Richard Mengel	PT Custodian
Julie Wehr, RN	Nurse	Sandy Dengler	Cafeteria



Northwestern Lehigh School District 2019-2020 School Calendar

- In-Service Days—Aug. 19, 20, 21, 22, Oct. 14, Nov. 5, Jan. 20, 21, Mar. 13, Apr. 13 & June 9
- In-Service Half Days—Sept. 13, Feb. 14, Apr. 9, May 22
- No School

	TEACHER	/STUDENT	DAYS
August, 2019	8		4
September	20		20
October	23		22
November	19		18
December	14		14
January, 2020	22		20
February	19		19
March	22		21
April	21		20
May	20		20
June	7		6
TOTAL	186		184

Weather Make-up Days

- 1)– June 3, 2020
- 2)– June 4, 2020
- 3)– June 5, 2020
- 4)– June 8, 2020
- 5)– April 13, 2020

AUGUST 2019						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 12, 13, 14, 15, 16—New Teacher Orientation
 18, 20, 21, 22—Teacher In-Service Days (22 trade day)
 26—First Student Day
 30—Labor Day Holiday

FEBRUARY 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

- 14—Early Dismissal for Teacher In-Service
 17—President's Holiday

SEPTEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 2—Labor Day Holiday (No School)
 13—Early Dismissal for Teacher In-Service

MARCH 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 13—Teacher In-Service Day

OCTOBER 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 14—Teacher In-Service Day

APRIL 2020						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 9—Early Dismissal for Teacher In-Service Day
 10—Spring Break (no school)
 10—"OLSDH"
 13—Teacher In-Service Day (trade day)

NOVEMBER 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 5—Teacher In-Service Day
 22, 25, 26—Early Dismissal for MS/Elementary
 27—All Buildings early dismissal
 28, 29—Thanksgiving Holiday
 29—"OLSDH"

MAY 2020						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 22—Early Dismissal for Teacher In-Service Day
 25—Memorial Day Holiday

DECEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 2—Thanksgiving Holiday (No School)
 23, 24, 25, 26, 27, 30, 31—Winter Holiday
 26, 27, 30—"OLSDH"

JUNE 2020						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 8—Tentative Last Student Day
 9—Tentative Last Teacher Day
 9—Teacher In-Service Day

JANUARY 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 1—Winter Holiday
 20—Martin Luther King, Jr. Holiday - Teacher In-Service Day
 21—Floating Mid-Year Teacher In-Service Day (to be determined January 3)

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.

- End of Marking Period Dates:**
 1st Marking Period – October 30, 2019
 2nd Marking Period – January 17, 2020
 3rd Marking Period – March 26, 2020
 4th Marking Period – June 2, 2020

Board Approved—March 20, 2019

2019/2020 Important Dates

Monday, August 19	Building Staff Development
Tuesday, Wednesday, Thursday, Aug. 20-22.....	District Staff Development
Wednesday, August 21.....	Kindergarten Orientation, 2-3:30
Wednesday, August 21.....	Meet the Teacher, Open House, 6-8 PM
Monday, August 26	First Day of School
Friday, August 30.....	No School
Monday, September 2.....	Labor Day Holiday, No School
Friday, September 13.....	Early Dismissal, Teacher In-Service
Monday, October 14.....	Staff Development -- No School- Columbus Day
Wednesday, October 30.....	K-5 End of 1 st Marking Period
Tuesday, November 5.....	Staff Development -- No School- Election Day
Friday, November 8.....	K-5 Report Cards Distributed
Friday through Wednesday, November 22-27.....	Parent/Teacher Conferences -- Noon Dismissal
Thursday through Monday, November 28-December 2.....	Thanksgiving Holiday
Monday, Dec. 23 through Wednesday, January, 1.....	Winter Holiday
Thursday, January 2.....	School in session
Friday, January 17.....	End of 2 nd Marking Period
Monday, January 20.....	Building Staff Development -- No School-Martin Luther King Holiday
Tuesday, January 21.....	Building Staff Development -- No School
.....	This is a floating day. The actual date will be determined by the Northwestern Lehigh School Board by January 3, 2020
Monday, January 27	Report Cards Distributed
Monday, February 17.....	Presidents' Holiday, No School
Friday, March 13.....	Building Staff Development --No School
Thursday, March 26.....	Tentative K-5 End of 3 rd Marking Period
Friday, April 9.....	K-5 Report Cards Distributed
Friday, April 10.....	Holiday, No School
Monday, April 13	Building Staff Development --No School
April 20–24.....	ELA PSSA for Grade 3, 4 & 5
April 27– May 1.....	Math PSSA for Grade 3, 4 & 5
April 27– May 1.....	Science PSSA for Grade 4
Friday, May 22.....	Early Dismissal, Teacher In-Service
Monday, May 25.....	Memorial Day Holiday
Monday, June 8.....	Students' Last Day (Tentative)

I. IMPORTANT PARENT INFORMATION - Handbook Revisions 19/20

A. School Board Policies

The Northwestern Lehigh School Board of Directors have developed School Board Policies the set guidelines for governing, developing programs, and supporting students and staff. There are a number of policies that require annual notification to students. The policies that govern students are listed in the 200 Section entitled Board Policies (200 - Pupils), the policies that govern programs are listed in the 100 Section entitled Board Policies (100 - Programs), the policies that govern operations are listed in the 800 Section entitled Board Policies (800 – Operations)

Here is a quick link to all of our school board policies: www.nwlehighsd.org/policies

The following Northwestern Lehigh School Board Policies apply to students and require annual notification and dissemination to students and parents. Please take the time to review all of our student policies but pay particular attention to the policies listed below that require periodic notification. The links are hyperlinked and you can click on the title to open the policy.

[006](#) Meetings

[100](#) Strategic Plan

[103](#) Nondiscrimination in School and Classroom Practices

[103.1](#) Nondiscrimination – Qualified Students with Disabilities

[105](#) Curriculum

[105.1](#) Curriculum Review by Parents / Guardians and Students

[108](#) Approval of Textbooks

[109](#) Resource Materials

[113](#) Special Education

[113.4](#) Confidentiality of Special Education Student Information

[114](#) Gifted Education

[115](#) Career & Technical Education

[122](#) Extracurricular Activities

[123](#) Interscholastic Athletics

[127](#) Assessments

[138](#) Limited English Proficiency Program

[141](#) Home or Charter School Student Participation in Interscholastic Sports and/or Extracurricular Activities

[142](#) Migrant Students

[143](#) Standards for Persistently Dangerous Schools

144	Standards for Victims of Violent Crimes
146	Student Services
200	Enrollment
203	Communicable Diseases and Immunization
203.1	HIV Infection
204	Attendance
209	Health Examinations – Screenings
209.1	Food Allergy Management
210	Use of Medications
210.1	Possession/Use of Asthma Inhalers, Insulin Injection Devices and Epinephrine Auto injectors
211	Student Accident Insurance
216	Student Records
217	Graduation Requirements
218	Student Discipline
218.1	Weapons
218.2	Threats
220	Student Expression/Distribution and Posting of Materials
222	Tobacco Use
226	Searches
227	Illicit Substances/Paraphernalia
233	Suspension and Expulsion
235	Students Rights/Surveys
237	Electronic Devices
246	Wellness
247	Hazing
248	Unlawful Harassment
249	Bullying/Cyberbullying
250	Student Recruitment
251	Homeless Students

- [302](#) Employment of Superintendent/Assistant Superintendent
- [312](#) Evaluation of Superintendent and Assistant Superintendent
- [314.1](#) HIV Infection
- [333](#) Professional Development
- [335](#) Family and Medical Leaves
- [351](#) Drug and Substance Abuse
- [604](#) Budget Adoption
- [610](#) Purchases Subject to Bid/Quotation
- [619](#) District Audit
- [621](#) Local Taxpayer Bill of Rights
- [626](#) Federal Fiscal Compliance
- [705](#) Safety
- [707](#) Use of School Facilities
- [716](#) Integrated Pest Management
- [718](#) Service Animals in Schools
- [800](#) Records Management
- [801](#) Public Records
 - [801.1](#) Records Retention / Destruction
- [805](#) Emergency Preparedness
- [808](#) Food Services
 - [808.1](#) Lunch Money – Insufficient Funds
- [810](#) Transportation
 - [810.1](#) School Bus Drivers and School Commercial Motor Vehicle Drivers
 - [810.2](#) Video and Audio Recording on District School Buses
 - [810.3](#) School Vehicle Drivers
- [815](#) Acceptable Use of Technology and Electronic Resources
 - [815.1](#) Use of District-Owned Technology

- [815.2](#) Use of District Network and Internet
- [815.3](#) Use of Personally-Owned Electronic Devices
- [819](#) Suicide Awareness, Prevention, and Response
- [824](#) Maintaining Professional Adult/Student Boundaries
- [827](#) Conflict of Interest
- [830](#) Breach of Computerized Personal Information
- [901](#) Public Relations Objectives
- [904](#) Public Attendance at School Events
- [906](#) Public Complaints
- [916](#) School Volunteers
- [918](#) Title I Parent Involvement

B. District Compliance Officer – Title VII, Title IX, Section 504

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.

C. Annual Asbestos Notification

D. Annual IMP Notification

E. Annual Parent Notification – Federal Title I

F. Annual Child Find Notice

Annual Child Find Notice Northwestern Lehigh School District

Annual Public Notice of Special Education Services and Programs, Services for Gifted Students and Services for Protected Handicapped Students

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 entitled 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 released 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 Educational 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)

G. Notice of Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires the Northwestern Lehigh School District, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Northwestern Lehigh School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Northwestern Lehigh School District to include information from your child's education records in certain school publications. Examples include: a playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs and sports activity sheets, such as for football, showing weight/height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Northwestern Lehigh School District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the District in writing by October 15 of the current school year. The Northwestern Lehigh School District has designated the following information as directory information:

- Student's name
- Address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level

- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended** (Revised July 2015)

II. GENERAL INFORMATION

A. SCHOOL DAY

The school day begins at 9 a.m. at NWE and 9:05 at WEIS for elementary students. Students are to report to their homeroom immediately upon entering the building. Students are not to use restrooms prior to arriving to their homeroom.

Students that arrive late (after 9 a.m. at NWE, 9:05 a.m. at WEIS) must report to the office prior to going to their classroom. They will be marked tardy. Students who are not riding the bus should follow student arrival procedures found below.

The school day ends at 3:25 p.m., and student dismissal will be at 3:30 p.m. All students will go home on their regularly assigned buses. Parents should follow student dismissal procedures found below.

The Board does recognize the constraints placed on working families and to that end will consider written requests for a single day care stop alternative where that stop is established on a consistent basis from week to week throughout the school year. *The use of buses for personal convenience and the transporting of students for social arrangements will not be permitted.*

1. STUDENT ARRIVAL

When you drive your child to school, please follow these guidelines:

- Two assigned staff members will report to the front or side of the school for morning bus duty (8:45 at NWE, 8:50 at WEIS).
- Students may be dropped off only if a staff member is on duty outside.
- *At Northwestern Elementary: **Parent Drop Off*** – If you are dropping off in the morning, you will enter the NWE lot by the marquee and drive up the far end of the parking lot. You will make a left in front of the Administration Building and drop off at the entrance by the cafeteria. You will continue around the loop to exit the lot by the marquee. ****Please note ~ Drop Off is 8:45 – 8:55. Once buses begin to pull into the lot at 8:55, NO cars will be allowed through. If you arrive after 8:55, you will need to park your car in a visitor spot and walk your child(ren) to the white fence.**
- *At Weisenberg Elementary:* Enter the side lot off of Bleiler Hill Road. Cue up along the drop off zone. Your child will exit your car on the building side. Parents/guardians are to remain in their car. A staff member will assist your child.

When you arrive late, please follow these guidelines:

- Park in a visitor's parking spot and walk your child to the main entrance.
- Ring the buzzer.
- When you are buzzed in, report to the office to sign your child into school for the day. Your child will receive a tardy slip to give to the teacher. This lets the teacher know that the child reported to the office and the attendance register will be adjusted. **Please do not walk your child to the classroom.**

2. STUDENT DISMISSAL

Student dismissal time is 3:25 pm for Northwestern Elementary and 3:30 pm for Weisenberg Elementary. ***Any time*** you plan to pick your child up or have him/her picked up by someone else, **a note to the teacher will be necessary.** This allows us to prepare for the student's early departure or know where to send students at the end of the day. Students without notes telling us they will be picked up (especially at the end of the day) will ride the bus home. For your child's safety, he/she will only be available for pick up with a written note from you. **In order to ensure for the safety and security of all children, please do not call the office to arrange to pick up your child at dismissal. Please be sure to send in a note with your child if you are picking up your child at the end of the**

day. A call to the office to arrange for private transportation should only be made in an emergency situation.

When your child needs to leave school early for an appointment, send a note to school that morning with the following information:

- **Name of child**
- **Name of the adult who will be picking up the child from school**
- **Time the child will be picked up**
- **Reason for leaving early**
- **If the child will be returning to school the same day** (this is to let us know whether or not to send homework with the child).

When you pick your child up during school hours, please follow these guidelines:

- Park in a visitor's spot.
- Ring the buzzer and announce your name and reason for entering.
- When you are buzzed in, report to the office and show your ID to pick up and sign your Child(ren) out.
- Please remain in the office; your child will meet you in the office.
- When you pick your child up at the end of the school day, please follow these guidelines:
- ***Send a note to your child's teacher stating that your child will be picked up at dismissal time. Please include the name of the person picking up your child. If someone other than the legal guardian is signing your child out, you must notify the office in advance or we cannot release your child until we have contacted the guardian to confirm. Photo ID is required for all at time of pickup.***
- ***At Northwestern Elementary:***
- Parents should enter the high school parking lot, not the Northwestern Elementary parking lot for parent pick up in the PM. Please park in one of the numbered or visitor parking spaces located in the high school parking lot and proceed to Northwestern Elementary using the sidewalks from the high school parking lot and in front of the district administrative office. Parents will enter the school through the doorway across from the Music room, next to the district administrative offices. The children will be dismissed from the cafeteria beginning at 3:20 PM. Staff will be available to assist in signing your child out after you have shown your ID. Once your child is signed out, please proceed back to the high school parking lot using the sidewalks in front of the district administrative office and the high school. Please use caution as there will be bus traffic entering Northwestern Elementary's parking lot beginning at approximately 3:15 PM. ALL children MUST be signed out.
- A staff member will dismiss your child.
- ***At Weisenberg Elementary:***
- When picking up your child at the end of the day, please park in a visitor spot in the south lot, near the gymnasium. Enter the building through the white, side gymnasium door to sign out your child. The door will be opened as soon as all children are checked into the gym at approximately 3:30. Staff will assist in signing your child out after you have shown a valid picture ID. ALL children MUST be signed out. Once signed out, please use caution heading back out to the parking lot. **Please supervise your children at all times.** You may leave following the traffic pattern but please be cognizant and cautious as there will be car and bus traffic. Please always yield to buses. Many times we are able to release our parent pickups prior to bus dismissal, but buses may be arriving as well. (Parents are not permitted to leave the front of the building with children from 3:20 until after buses leave. The gym exit is used during this time for safety purposes at bus dismissal. THANK YOU FOR YOUR

COOPERATION WITH THIS PROCEDURE IN ORDER TO KEEP OUR CHILDREN SAFE.)

B. SECURITY PROCEDURES

All entrances to district buildings will be locked at all times, please have photo identification available.

- When visiting the school, go to the main entrance at the front of the building. Directions for entering are posted.
- Ring the buzzer. When the office staff hears the buzzer, they will check the visual monitor to identify the visitor. Office staff will welcome you and ask how they may help you.
- Identify yourself and state the reason for your visit.
- Report to the office when signaled to enter and be prepared to show your picture ID. Office staff will have you sign in and help facilitate your visit.
- For the safety of all students, staff and visitors, please do not use cell phones when entering, leaving or waiting in school and parking areas.

All numbered spaces in the parking lots are assigned to staff members. Please do not park in reserved spaces, security parking spaces, handicapped parking spots or fire lanes.

- Short-term visitor parking spots are located near the front of the building. These are for your convenience when you need to enter the school for less than 30 minutes. Please feel free to use them when they are available.
- Additional parking spots are available at the northwest corner of Weisenberg's parking lot, along with a south and north lot. All un-numbered spots around the perimeter of Northwestern's parking lot are available for visits of more than 30 minutes.
- For the safety of all students and visitors, please do not double park or park behind rows of cars. The parking lot becomes a safety hazard when cars are turning around or backing up while trying to exit. Do not park in front of the building. All vehicles must park in an appropriate space.

C. STUDENT INSURANCE

The district makes available to every student in grades kindergarten through twelve a variety of different insurance plans. Prices vary according to the type of plan selected. Literature is sent home early in the school term to explain the complete program and its benefits. An additional policy is offered covering dental benefits only. Parents are not obligated to insure their children unless they so desire.

D. SCHOOL LUNCH PROGRAM

Meals served in the Cafeteria are part of the National School Lunch Program (NSLP). The meal patterns required by the NSLP regulations are designed so that over a period of time, school lunches will provide children with approximately one-third of the nutrients they need according to the Recommended Dietary Allowances.

A school lunch consists of five different food items. The five components are (1) meat/meat alternative, (2) bread/bread alternative, (3) vegetable, (4) fruit, and (5) fluid milk. All five food items are offered daily. The Cafeteria staff encourages students to take all five items but students must choose at least 3 of the 5 to make a meal. Whether students choose 3, 4, or 5 items, the price of the meal is the same. This "offer vs. serve" procedure was instituted to encourage children who

may not like one menu item to purchase lunch and to help eliminate the vast amount of plate waste generated by forcing children to accept products they will not eat.

The National School Lunch Program requires that the school offer only milk with a student meal. The school will not offer a student juice or water with their meal. In order for a student to receive a substitute for their milk, a current doctor's note must be on file with the Food Service office and school health room. **A current doctor's note must be submitted each school year.**

Free/Reduced-price Lunches:

The application for free or reduced-price meals is distributed to all students at the beginning of the school year. **A new application must be completed and returned to the food service office each school year.** Following review of each application, parents/guardians are notified of the child's eligibility for either free or reduced-price meals. Any student who was eligible for free or reduced price lunch benefits at the end of a school year will begin the next school year at the same level. Parents/guardians must complete a new application for the current school year as soon as possible. Carry-over benefits will expire 30 calendar days from the first day of school. In the operation of the child nutrition programs, no child will be discriminated against because of race, sex, color, national origin, or handicap.

Meals Plus Point of Sale System:

The Food Service Department operates all cashier functions under a computerized point-of-sale system. All students are issued a student identification number (PIN), which is their student ID number. Parents can create an on line account at k12paymentcenter.com in order to view their student's purchase history and receive low balance notifications.

Deposits may be made with cash, check, or online. Checks should be made payable to NWLSD Cafeteria and contain the current date. **The Food Service Department will not accept post-dated checks.**

Charges:

The Food Service Department extends to all Elementary School students the privilege of charging meals in the cafeteria. Students are not denied meals. Students with delinquent account balances will receive a notice highlighting the amount of the delinquency.

Website: The Food Service Department page of our District web site contains additional information concerning the operations of the food service department. Such items include monthly menus, ala carte items, lunch prices, nutritional information, and much more. Please visit our website at www.nwlehighsd.org. to learn more including our new breakfast program.

E. LOST AND FOUND ITEMS

Students who find lost articles are asked to take them to the school office. Periodically, all lost and found articles will be displayed in the vicinity of the school office where they can be claimed by their owner. At the end of the school year, any remaining items will be given to a local charity.

F. PETS IN SCHOOL

Since many students and staff members have allergies to furry pets, with few exceptions, pets are not permitted in school. Prior approval by the classroom teacher and Principal is necessary for any pet brought to school. Pets are not permitted on the bus.

G. CLASSROOM PARTIES

Large-scale classroom parties may be permitted only three times a year – Winter Holiday, Valentine's Day or at the end of the year. These parties are held at the end of the day and are approximately 30 minutes in length. Parents will be contacted if help is needed. **Due to allergy concerns, no snacks containing nuts or nut oils are permitted.** In addition, when asked to bring in food items for parties, only fruit, vegetables, and prepackaged items in the original packaging with the ingredients clearly listed will be accepted. Home baked or store bought baked good will no longer be allowed at classroom parties. **Parents are encouraged to support our wellness initiative by sending in non-food items such as stickers, small school or art supplies for classroom party treats.**

As a reminder, **we will not allow food treats for birthday celebrations.** If you would like to celebrate a child's birthday, we encourage you to consider non-edible items such as stickers, crayons, pencils, pencil topper and bookmarks.

H. BIRTHDAY CELEBRATIONS

Invitations to private parties sent to school for distribution, are not permitted. Students and parents are not permitted to hand out birthday invitations during the school day or at dismissal. Address information for students cannot be provided from the office or by the classroom teacher. Please do not send gifts for students (such as flowers or balloons). This is a disruption to the educational process. Gifts will not be delivered to the classroom.

As a reminder, **we will not allow food treats for birthday celebrations.** If you would like to celebrate a child's birthday, we encourage you to consider non-edible items such as stickers, crayons, pencils, pencil topper and bookmarks.

I. FUND RAISING PROJECTS

Students in grades K-5 have the opportunity to participate in a school-wide fund raising project. Profits from this sale are used to support numerous school projects such as assemblies, parties, awards, field trip expenses, and artist-in-residence programs.

J. SCHOOL PICTURES

Each year school pictures are taken of all students. Parents are given the option of purchasing different picture packets prepared by the photographer. Information about the picture options will be sent home with students prior to picture day.

K. TRANSFERS TO ANOTHER SCHOOL DISTRICT

Parents are requested to contact the school office prior to moving out of the school district. A withdrawal form needs to be signed by parent/guardian. All textbooks must be returned, and all financial obligations must be paid before transfer cards will be issued.

L. EMERGENCY SCHOOL CLOSING

When a decision is made to close school, to have a delayed starting time, or for an unscheduled early dismissal; our automated alert system, Connect Ed, will notify you and the announcement will be on our district website. The following radio stations will also be notified:

WAEB -- 790 AM	B104.1 FM
WODE-- 99.9 FM	WLEV-- 100.7 FM

WEEX- 1230 AM
WFMZ-TV 69
WYOU-TV 22

WLSH--1410 AM
WNEP-TV 16
WBRE-TV 28

In the event of an early dismissal due to inclement weather, all activities will be canceled. Parents should make plans beforehand so that their children will have a safe place to go in case of emergency closings.

It is important to discuss an emergency plan with your child, which could be used in the event school was dismissed early. Children should know in advance what to do if they return home to an empty house. Parents are requested to update any changes to their emergency contact information in writing to the office.

In the event that the elementary dismissal is around Noon, morning kindergarten students will be held to go home with the rest of the school. Since the buses will be leaving later than the regular scheduled time, and there are many more children on the bus, kindergarten students will arrive at their stops later than normal.

INCLEMENT WEATHER AND EMERGENCY SCHOOL CLOSING ACTIVITIES PROCEDURE -- Whenever the Northwestern Lehigh School District is closed due to inclement weather or other emergency conditions, all school events, i.e., extra-curricular activities, interscholastic contests, practices, etc., shall be postponed. In extenuating circumstances, decisions may be made by the Principal in cooperation with the Athletic Director, Coach, Advisor, and Director of Transportation. These events will not require mandatory student attendance.

Interscholastic athletic contests over which the NWLSD has control shall be rescheduled for the best mutually agreeable playing date. All other school events may be scheduled for the next feasible date.

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, interscholastic contests, practices, etc. -- shall be postponed.

M. EARLY DISMISSAL AND APPOINTMENTS

Children will be excused as necessary for dentist and doctor appointments if a written request is presented by the parent. Whenever possible, medical appointments should be made after school hours. ***Shopping trips, dancing, horseback riding, tennis, music lessons or other non-school related activities, must be arranged outside of the school day. Late arrivals and early dismissals may accumulate to full day absences.***

N. STUDENT RECORDS POLICY

In compliance with the Federal Family Education Rights and Privacy Act (FERPA) of 1974, as amended, Regulations of the State Board of Education on Pupil Records (Pennsylvania Code 22, Ch. 12), the Confidentiality Section of P.L. 94-142, and the Confidentiality Standards for Special Education (Pennsylvania Code 22, Ch. 341), the Board of Education has adopted Policies 216, 216.1 and 113.4 to address confidentiality of personally identifiable information in the educational records of all students in our district. A comprehensive plan has been developed to insure the privacy rights of both the parents/guardians and the students in the collection, maintenance, release, and destruction of educational records. Additionally, the federal legislation stipulates that parents and students shall be informed annually of their rights under FERPA. This section serves as that notification. For detailed

information regarding the collection, maintenance, release, and destruction of educational records and parent and student rights, please refer to the Rights Related to Student Records and Notice of Directory Information under the Student Services Section of the District website

O. PARENT INVOLVEMENT IN OUR SCHOOLS

Throughout the school year, numerous opportunities are provided for parents to become actively involved in many of our school programs. We encourage you to take an interest in your child's education and attend many of our school functions.

Some of the parent activities may be scheduled during the school year include the following:

- *VOLUNTEER PROGRAM* -- Each year many parents donate their time and talents to serve as volunteers in our school. Activities include preparing additional teaching materials, working with individual students or small groups, and assisting with class projects. Please contact the school office if you would like to become a part of our parent volunteer program. **You will need to complete the Volunteer Application and provide clearances to our Human Resource Department.** Please see website for details.
- *CLASS PRESENTATIONS* -- There are many parents within our district who have occupations, hobbies, or talents in subject areas that are of great interest to our students. Please contact the school office if you would be willing to share your expertise.
- *COMMITTEE MEMBERSHIPS* -- Each year, requests may be made for parents to serve on a variety of committees. These may include curriculum committees and special committees such as discipline, schedule, or before/after school programs, which might involve building or district needs. You will receive notice of these meetings as they arise. We welcome your participation.
- *OPEN HOUSE* -- A special evening Open House program will be held for all parents and students. Come visit the classrooms, meet the teachers, and learn about the curriculum at each grade level.
- *CLASSROOM VISITATIONS & PARENT READ ALOUD* -- Parents are urged to keep informed of all phases of the school program by accepting invitations to visit the classrooms and meet with teachers on occasions such as parent/teacher meetings, demonstrations, and others. Parents are welcome to visit and request conferences at any other time when special arrangements are made with the Principal and the teacher. **Classroom visitations should be planned at least 24 hours in advance. Please do not bring pre-school children to classroom visitations and parent read alouds.**

Parents are reminded that they are not to go to classrooms without permission from the office. This applies to all times, not just when students are in class. This request includes, but is not limited to, parents who are visiting, meeting with teachers, or carrying an item for their child. These measures will help us provide a safer environment for the children and also maintain the integrity of teacher planning time. **To help insure safety and security, all visitors must wear an identification badge** (even if standing in the hallway waiting for a child).

Parents/guardians only are welcome to join their child for lunch. Please provide written notice **24 hours in advance** to your child's teacher if you will be joining your child for lunch.

If you are ordering lunch, please indicate your lunch selection in the note. Please sign in and wear an identification badge when joining your child for lunch. ***Parents/guardians are not permitted to bring in outside restaurant food.*** Please do not join your child for lunch when the children are eating in the classroom. **Due to safety concerns, and the need for accountability of children, siblings and other children are not permitted to join you for lunch.**

P. FIELD TRIPS and STUDENT PROGRAMS/ASSEMBLIES

In conjunction with the regular instructional program, your child's teacher may find it beneficial to plan a trip for the entire class during the regular school day. In such cases, information will be sent home explaining details of the activity. As well, several student programs/assemblies will be scheduled during the school year.

Q. HOME INSTRUCTION

When a child is expected to be out of school for a prolonged period of time (at least three weeks) due to certain illnesses or immobility, parents may apply for home instruction. This application must take the form of a letter from the child's doctor, stating the nature of the illness and its probable duration, and verifying the fact that the child will not be endangered by receiving such instruction. This request will be processed through the school Principal, the Office of the Superintendent, and approved by the Board of Education. There is no charge.

R. EDUCATIONAL TRIPS

Educational trips may be excused upon approval from the administration. A student will be permitted to take an educational trip each school year (up to a cumulative total of five (5) school days), and receive an excused absence, provided the parent/guardian complies with the requirements of Policy 204. An "Educational Trip Request Form" must be completed five (5) days in advance. These days will count in a student's overall absences. (Please see page 35 for additional information.)

S. SCHOOL REGISTRATION

Registration days for incoming kindergarten pupils will be conducted in the Spring. Announcements of dates and procedures will be made through various media. To be eligible for kindergarten in September, children must be five (5) years of age before the following September 1. Before any student can be admitted, evidence of proper immunization, a birth certificate and 2 proofs of address must be presented at the time of registration. All grade placements will be approved by the school Principal.

T. CUSTODY OF CHILDREN

The school district presumes that custody of children is with both parents unless there is evidence to the contrary. This evidence must be a written order from a court, which has jurisdiction in the Northwestern Lehigh School District. A copy of this court order must be given to the building Principal in order for it to be enforced. **Parents are required to update this information as it changes and provide copies of legal documentation to the building Principal.** In accordance with the law, non-custodial parents may have the same access to educational records as the parents with custody.

U. TESTING/EVALUATION

In compliance with State and Federal Law, notice is hereby given by the Northwestern 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 | 8. Orthopedic impairment |
| 2. Deaf-blindness | 9. Other health impairments |
| 3. Deafness | 10. Specific learning disability |
| 4. Emotional disturbance | 11. Speech and language impairment |
| 5. Hearing impairment | 12. Traumatic brain injury |
| 6. Mental Retardation | 13. Visual impairment including blindness |
| 7. Multiple disabilities | 14. Gifted |

If you believe that your school-age child may be in need of special education services and related programs, or your pre-school 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, these services are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the district's public school program. Requests for evaluation are to be made in writing to the building Principal.

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 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 and procedures, as well as rights of confidentiality and access to educational records. You may contact, in writing, the building Principal.

In accordance with the Public School Code of 1949 and the State Board of Education, the Northwestern Lehigh School District Board of Education has approved the following testing program, K-12, designed to provide information concerning the proficiencies of all children in the district with the help of standardized tests of academic achievement and educational aptitude. These tests may be administered to the students at some times throughout the school year as part of this program. In addition to teacher-generated tests, they include the following:

<u>GRADE LEVEL</u>	<u>NAME OF TEST</u>	<u>PURPOSE</u>
K-12	Language Assessment Scales	Achievement and Placement for English as a Second Language (ESL) Instruction
K-8	Screening Assessment for Gifted Elementary and Middle School Students (SAGES-2) 2 nd Edition	Ability/Gifted Placement
3, 4, 5, 6, 7, 8, 11	PA Statewide System of Assessment (PSSA)	Achievement/School Performance

K-12	Math and Reading Assessments	Achievement and Placement in Reading and Math Instruction Program
K-8	Wechsler Individual Achievement Tests (WIAT)	Diagnostic—Language Arts & Math
4-12 (As determined by Dept. of Ed.)	NAEP (National Assessment of Educational Progress)	Basic Skills
7	Iowa Algebra Aptitude Test	Achievement & Placement in Math Instruction Program
7, 10, 11	Preliminary Scholastic Aptitude Test (Voluntary)	National Merit Semifinalist determination
10, 11, 12	Armed Services Vocational Aptitude Battery-ASVAB—(Voluntary)	Aptitude & Qualifying Test for Services
12	Advanced Placement Exams (Voluntary)	Academic proficiency in college courses
12	NAEP (National Assessment of Educational Progress)	LCTI Students

Should you wish to examine your child's file at any time, you may arrange to do so by making an appointment with the school office.

V. CONTACTING YOUR CHILD’S TEACHER

A convenient way to reach your child’s teacher is by email. Teachers check their emails in the morning and at the end of the day. Staff email addresses can be found on our website at www.nwlehighsd.org and most times are the teacher’s last name, first initial, followed by @nwlehighsd.org. You can also call the main office and leave a message for the teacher. In order to maintain our focus on instruction and learning, no outside calls are to go into the classrooms during the 8:30-3:30 timeframe.

III. HEALTH SERVICES

The school nurse is the health counselor in each building. The nurse helps with medical examinations and counsels with parents in the prevention and correction of physical defects. The nurse watches for signs of communicable diseases and illnesses that may occur during the school day. The school nurse never makes a diagnosis and never prescribes treatment, but guides the parents toward community resources available for proper medical attention. No care beyond first aid, defined as immediate, temporary care given in case of an accident or sudden illness, will be given by the school nurse.

A. PARENT'S ROLE

We encourage parents to assist us in the health of their child(ren) and the other students. In the case of illness, if a student has the following symptoms, he/she should NOT report to school:

1. Elevated temperature (remain at home twenty-four (24) hours after temperature is below 100 degrees).
2. Vomiting, diarrhea.

3. Sore throat (with elevated temperature).
4. Sore eyes (redness in color, watery, yellow drainage, itchy with sensitivity to light).
5. Toothache, earache, headache.
6. Skin rash or skin lesion, which has the appearance of impetigo or ringworm.

If illness or injury warrants, the nurse or office personnel will contact parents to arrange transportation home. If a parent/guardian cannot be contacted, the student may be sent to the home of a person authorized by the parent/guardian to function in such an emergency [information supplied on the emergency card by the parent(s)/guardian(s)]. No student will be sent home by himself/herself without parent approval.

It is the parent's responsibility to contact the school nurse concerning any special problem of which the school staff should be aware. For example, diagnosis by a physician of severe allergies, chicken pox, diabetes, or seizure disorder; or sustained injury or hospitalization.

Northwestern Lehigh School District realizes the danger nut products pose to students with severe allergies. The following guidelines will be followed to lessen student exposure to these substances and to improve staff responses if a student demonstrates the symptoms of a severe allergic reaction.

1. No items, which contain obvious peanut or nut products, will be served in the Elementary or Middle School cafeterias.
2. In the High School, products containing peanuts or nuts will be clearly marked and kept separate from other products.
3. Each building will be responsible for the identification of staff that work with a student who has a severe food (nut, dairy, or egg) allergy, including teacher aides, cafeteria personnel, and bus drivers. The school nurse(s) assigned to that building will be responsible for providing in-service programs to the identified staff on how to react in case a student demonstrates the symptoms of a severe allergic reaction. This could include the use of an EPI-pen or other medications for use in an emergency.
4. **Parents of children with severe allergies should contact the building Principal immediately.**

Students who are so ill they require medication throughout the day should remain at home under parental care. Only in exceptional cases, should the nurse or other authorized personnel be asked to administer prescribed medication. No medications are to be administered in school by the nurse or others except by direct order of a physician (according to Pennsylvania Department of Health). We realize, however, that students sometimes require regular on-going medication as part of their daily routine. When medication must be taken during school hours (hyper-kinetic, diabetic, epileptic) the school will follow this procedure:

1. Arrangements will be made through the school nurse.
2. A special consent form will be completed by parents, with instructions or directions stating the type of medication, dosage, and time schedule.
3. Written authorization by family physician is REQUIRED.
4. All medication MUST be received in a prescription original container and be marked with the student's name, dosage, time, and type of medication and MUST be kept in the health office. Ask pharmacist/doctor for a duplicate prescription or container. The school nurse and/or designee will not administer, or dispense aspirin or aspirin products to students.
5. All medications must be brought to the nurse's office by parent(s)/guardian(s).
6. Epinephrine: The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In

order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form.

B. REQUIRED HEALTH SERVICES

1. Physical examinations are required by law upon original entry into school and also in grades 6 and 11. Exams may be done privately or by the school physician. Hearing is checked in kindergarten, grades 1, 2, and 3; vision is checked annually in all grades. In addition, height, weight and BMI (Body Mass Index) are checked annually at every elementary grade level.
2. Dental Examination -- The school dentist, assisted by the nurse, examines the children upon original entry into school and in grades 3 and 7. Exams may be done privately if preferred.
3. Immunizations – The following immunizations are **REQUIRED** before a child is admitted to school at **all grades**: 4 doses of tetanus and 4 doses of diphtheria (Usually given as DTP or DTaP or DT or Td with 1 dose on or after the 4th birthday); 4 doses of poliomyelitis with 1 dose on or after the 4th birthday; 2 doses of measles and 2 doses of mumps and 1 dose of rubella/German measles (Usually given as MMR); 3 doses of Hepatitis B; and 2 doses of varicella (chicken pox) vaccine or documented history of the disease.

Additionally, all students entering **7th Grade** are required to have received: 1 dose of the meningococcal conjugate vaccine (MCV) and 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) (if five years have elapsed since last tetanus immunization).

There are three exemptions accepted by this state law:

- a) Religious objection, or
 - b) Medical reasons for not receiving the proper immunization shots.
 - c) Philosophical/strong moral or ethical conviction.
4. A student's Health Report Summary will be sent to parents/guardians once during the school year.

C. REGULATIONS CONCERNING COMMUNICABLE DISEASES

The period of time a child should remain out of school is at the discretion of the physician. It is suggested the child remain out until the danger of a secondary infection (ear infection, respiratory complications) has passed. The following communicable diseases are those, which may warrant remaining out of school for an indicated period of time: measles, German measles (rubella), chicken pox, mumps, whooping cough, scarlet fever, shingles.

Note: The school reserves the right to exclude children from school until the family physician has furnished the school with written acknowledgment of the child's ability to return to school. Examples of such exclusions would be children showing symptoms such as the following:

- unusual skin eruption (impetigo and ringworm)
- contagious conjunctivitis (pink eye)
- scabies

In cases of head lice, students are to be excluded from school if there is an active infestation (live lice). Please see policy 209.1 for additional information. Parents will need to drive students who have been excluded from school to be checked by the school nurse to certify that the child is permitted to return to school. If you have any questions, please do not hesitate to contact the school nurse.

IV. **STUDENT PROGRESS**

A. BELIEF STATEMENTS FOR GRADING

1. The purpose of grading is to define and communicate student achievement effectively to various audiences.
2. Grading of student achievement should be based on the demonstration of what students know and can do with respect to established criteria.
3. Grading should be based upon varying methods of assessment.
4. Weighting of various components, which make up a grade needs to have relative consistency K-12.
5. Grading in the same grade level, department, or course should be based upon assessments, which are similarly designed and weighted.
6. Grading practices/criteria should be communicated to parents and students.

B. GRADING SYSTEM

Report cards serve the purpose of informing parents and students of each child's progress in school. Achievement in the following areas will be reported for students in grades 1 - 5: Language Arts, Math, Science, Social Studies, Art, Music, Phys. Ed., Work Habits, and Social and Emotional Development.

Kindergarten and first grade students will be evaluated on the basis of mastery of certain skills. In grades 2 and 3, evaluation is done as follows:

<u>Achievement</u>		<u>Academic Skills/Effort</u>
O		Outstanding + Outstanding
S+		Very Good ✓ Satisfactory
S		Satisfactory - Needs Improvement
S-		Experiencing Difficulty
N/A		Not assessed at this time
N		Needs Help

In grades 4 & 5, evaluation is done as follows:

<u>Achievement</u>	<u>Academic Skills/Effort</u>
A = 93% - 100%	+ Outstanding
B = 86% - 92%	✓ Satisfactory
C = 77% - 85%	- Needs Improvement
D = 70% - 76%	N/A Not assessed at this time
F = 0% - 69%	

C. REPORT CARDS/PARENT CONFERENCES

Student report cards are sent home four times a school year. Formal parent/teacher conferences are scheduled at the end of the first marking period. Additional parent conferences can be scheduled throughout the school year at either a parent/guardian or the teacher's request. Please feel free to contact the school if you have any questions about your child's progress.

D. HOMEWORK POLICY

The Northwestern Lehigh School Board Policy addresses homework as follows:

1. Definition:
Homework is work approved by a teacher to be completed outside of the regular classroom. It is developmental in nature and increases in scope with the maturity and capabilities of

the student. It may include not only written work, but also related activities like viewing specific television programs, reading for recreation, and visiting historic sites.

2. Philosophy:

Since education is a lifelong process, which extends beyond the school, it is vital that students recognize the opportunities for learning in the home and the community. Homework, therefore, is to be encouraged as part of the educational program in the Northwestern Lehigh School District.

3. Goals:

To improve skills by completing work started in class or by enriching regular class work

To build an interest in reading and learning

To motivate the students to work independently

To encourage parents' awareness of the student's learning

While it is not possible to stipulate the exact amount of homework assigned to any child on a given night, thought is given to the estimated time necessary to complete the assigned task. The amount of time suggested is a total for all subjects and reflects a gradual increase in requirements through all grade levels:

Kindergarten: 10 - 15 minutes; no prolonged assignments.

Grade 1: 10 - 20 minutes; consistent assignment lengths to help develop good work habits.

Grade 2: 15 - 30 minutes; assignments should parallel and reinforce what was taught in school.

Grade 3: 15 - 45 minutes; assignments continue to reinforce class work. Some beginning phases of in-depth study should begin.

Grade 4: 30 - 60 minutes.

Grade 5 45 – 75 minutes.

The times recommended here are not intended as exact requirements, but rather reflect ranges that might be appropriate at the grade levels. Assignments should be expected to gradually increase in length as the child moves up the grade levels.

Homework Request Procedures:

Homework requests will be granted on or after the second day of absence. Homework requests must be made to the office by 9:00 AM. This will provide teachers with sufficient time to prepare assignments. Assignments and materials will be gathered and sent to the office for pick-up after 3:00 PM.

A parent or another designated adult may come into the office to pick up the homework. If there is a sibling at the school, we will allow siblings to take homework home. For safety reasons, we will not be sending homework home with any other students.

Guidelines for Students:

Each student has the responsibility to develop good work and study habits. The student, in preparing an assignment, should do the following:

1. Make sure he/she understands the assignment.
2. Learn to budget the study time that is available.
3. Develop a personal system for remembering and/or recording assignments.
4. Study in a quiet place.
5. Do each homework assignment completely and on time according to grade level guidelines. After school and recess detentions may be assigned when students fail to complete assigned work on time.
6. See teachers for any assignments, which may be missed due to absence.

Guidelines for Parents/Guidelines:

1. Know the district's philosophy and guidelines for parents, students, teachers, and administrators.
2. Attempt to understand the purpose of various types of homework.
3. Help your child budget time so that a regular schedule for homework is set.
4. Establish a quiet, well-lighted place for the child to do homework. Be available for assistance.
5. Encourage and guide your child toward independence.
6. Follow up an assignment with compliments for good work or constructive criticism if necessary.
7. Keep a positive attitude, and don't compare one child's work to another.
8. Provide feedback to the school regarding time spent, difficulty and progress.

V. STUDENT RIGHTS, RULES, REGULATIONS

A. STUDENTS' RIGHTS AND RESPONSIBILITIES

1. Students share with the administration and faculty the responsibility of making their school a place where learning can take place with enjoyment to all. Some student responsibilities are listed below:
 - a) To attend school daily and be on time for all classes and school functions
 - b) To exert maximum effort in classroom work
 - c) To become familiar with and follow the school rules
2. Students have the right to learn as much as they can in school. They also have the responsibility of showing respect for the rights of others in the school. This means that their behavior should not interfere with another student's learning, or the teacher's attempt to help.
3. Students have the right to express their ideas and opinions in school. Along with this right is the responsibility of expressing themselves in a courteous and thoughtful manner. Disrespect, offensive language, bullying, or statements made to hurt fellow students are considered wrong and will not be tolerated.
4. Some student responsibilities for participating in the development of the school climate are as follows:
 - a) Awareness of the school rules and acting accordingly

- b) Willingness to discuss all that they know about school problems that have been caused by other students
- c) Concern with their personal health, safety, dress, and cleanliness as well as acting in a manner that is not offensive to their fellow students, faculty or administration
- d) Assistance to the school staff in making the school a place that is safe for themselves and their fellow students
- e) Awareness of and adherence to state laws, local laws, and school board policies
 - f) Aid to the school staff in developing rules and regulations that are helpful to all, but assumption that until a rule is changed or replaced, it is still a rule and must be followed
- g) Protection of and care for school property, personal property of classmates, and themselves
 - h) Responsibility to learn as much as possible so that the students can apply their knowledge to life and the employment world
 - i) Respect for the rights of teachers, support staff, students, and administrators in the educational process
- j) Make up of work that is missed
 - k) Pursuit and attempt to complete satisfactorily the courses of study presented by the Commonwealth and local school authorities

B. DISCIPLINE CODE: PHILOSOPHY AND PURPOSE

1. The goal of the Northwestern Lehigh School District is to educate each child to the best of his or her ability. To reach this goal, it is necessary that the school function as a disruption-free environment.

The school district will attempt to provide a disruption-free environment by eliminating the causes of misbehavior. Every attempt will be made by the administration and staff to take such steps as necessary to prevent the occurrence of misbehavior.

2. Teachers will strive to solve their own classroom discipline problems in their own manner, using their own methods. Several choices that the staff members can use are as follows: assertive discipline techniques, developmental guidance, keeping students after school on their own time (not the regular detention), making parental phone calls and/or scheduling parental conferences.

The assertive discipline option gives the teacher the opportunity to correct the student's behavior in the classroom by using a progressive checklist-type format. The teacher typically would use a series of steps that would include warning the student, removing certain privileges, and contacting the parent. If the student's behavior remained unchanged, he or she could be referred to the Principal for possible action.

3. Every group needs discipline if its members are to work together. In our school, we too, must have some form of discipline if we are to exist together and if learning is to take place.

Most people discipline themselves. They know what is expected of them and they are aware of the consequences when their actions hurt or interfere with others. However, since it is the students' responsibility to follow the school rules, those who break the school rules and interfere with the rights of other students will be disciplined by the school.

4. The goal of the Northwestern Lehigh School District is to eliminate disruptive behavior through a code that has built-in rehabilitative components. At every disciplinary level, steps will be made to correct inappropriate behavior through positive means. The steps may include parental contacts by letter and phone, parental conferences, conferences with the guidance counselors, Principal, instructional support team, or any appropriate combination of officials. When detention is necessary, a student may be counseled about decision-making skills, smoking hazards or drug hazards through videos/DVDs, and/or materials from local agencies. If suspension is necessary, attempts will be made to institute an in-school suspension period, thus keeping the student up-to-date with his/her assignments, but at the same time, removing him/her from the regular classroom environment.
5. Teachers are in school to help students learn and will usually be the first ones to deal with those who break school rules. All teachers and support staff will enforce school rules in the classroom, hall, lavatories, and other less directly supervised areas. A consistent utilization of the discipline code will give uniformity to student expectations.

C. CORPORAL PUNISHMENT

Corporal Punishment will be handled in accordance with Board Policy 603C:

1. Rationale: Corporal punishment, namely physically punishing a student for a disciplinary offense, is prohibited by any school district employee.
2. Disciplinary action should match in degree the seriousness of the offense as indicated in school discipline policies 603A, 603A1, 603B, 603B1, 603M. Reasonable force may be used as indicated in Section 3.
3. Although corporal punishment is prohibited, reasonable force may still be used by teachers, employees, and school authorities under any of the following circumstances:
 - a) To quell a disturbance
 - b) To obtain possession of weapons or other dangerous objects
 - c) For the purpose of self-defense
 - d) For the protection of persons or property

D. ELEMENTARY DIVISION

The first responsibility for handling student discipline rests with the teacher or supervising adult who is directly in charge of the student at the time of the incident. Common sense judgment should be used to handle the situation in such a way that the child clearly understands what he/she did wrong, why the action was unacceptable, and what the consequence will be.

Should a teacher's classroom disciplinary methods not be effective in certain situations, the student will be sent to the office. At this point, a variety of other approaches will be attempted in an effort to resolve the problem.

The student may always seek advice or counsel from a teacher or counselor. This person will be available for consultation with the student. In a counseling relationship, the student can obtain advice and information from the counselor in a confidential manner without the fear of jeopardizing his/her personal confidence or school status.

1. Office Management of Discipline Cases

- a) When a teacher sends a student to the office because of a discipline problem, the Principal or designee will meet with the student to discuss the incident.
- b) A written report of the incident, including the disciplinary action that was taken, may be kept on file in the school office. The teacher or supervising adult sending the child will initiate the written discipline form. The Principal or designated teacher may attempt to make personal contact with the parent(s) or guardian. One copy of the written discipline form may be sent to the child's parents/guardian.
- c) When a student is involved in a disciplinary incident, the parent may be required to come to school for a conference concerning the student's behavior. Repeat incidents may require another parent conference.

2. Detention Program

- a) An after-school detention program will be in operation in both elementary schools for those students who continue to demonstrate inappropriate behavior after other disciplinary methods have been utilized, and who have committed offenses, which are considered to be serious enough to warrant immediate assignment to detention.
- b) We intend that the after-school detention program be educational rather than simply punitive. During detention, the student may be required to take part in activities appropriate to the offense, such as discussions, written assignments, reading materials, or videos/DVDs on such topics as decision-making skills, inappropriate behavior, responsibility for obeying school rules, and completing assignments.
- c) It shall be the responsibility of the teachers and/or teacher assistants in consultation with the Principal to determine whether or not a student's behavior is such that after-school detention is warranted. Parents/Guardians will usually be notified by the teacher or Principal if a child is demonstrating inappropriate behavior before the need for detention arises.
- d) The final decision on whether a student is assigned to after-school detention rests with the Principal.
- e) Parents and students will usually be given at least twenty-four (24) hours notification of the date and time of the after-school detention. Parents/Guardians will be required to provide transportation.
- f) Students may be kept in at lunchtime recess for disciplinary measures or unfinished work/homework.
- g) Teachers may assign after school homework detentions according to grade-level guidelines.

3. Damage to School Property and Equipment

Costs for repairs or replacement of property and equipment damaged or destroyed by a student through carelessness, negligence, disobedience or similar fault are regarded by the school as the responsibility of the student concerned. Charges for the repairs or replacement will be levied accordingly.

4. Exclusions From Classes – Non-Suspension

If a child needs to be removed from a room, he/she may be sent to another classroom or a supervised, isolated area for part of a day.

5. Exclusion From Classes -- In-school Suspension

- a) No student may receive an in-school suspension unless the student and/or parent has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
- b) Communication to the parents or guardian shall follow the suspension action taken by the school.
- c) When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the Principal shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures in Paragraph C (relating to hearings).
- d) The student's school district has the responsibility to make some provision for the student's education during the period of the in-school suspension.

6. Exclusions from School: Exclusion from school may take the form of suspension or expulsion.

Disciplinary action will be taken as required to maintain an environment where a quality education can be provided for all students. Individual student behavior in conflict with the student responsibilities that are listed in the School Board Policy 603A and 603B will be considered as cause for disciplinary action. Disciplinary measures used in the Northwestern Lehigh School District are designed to improve behavior and to develop a more mature and socially integrated individual.

- a) Suspension is exclusion from school for a period of 1 to 10 consecutive days.
 - 1) Suspensions may be given by the Principal or person in charge of the public school.
 - 2) No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety, or welfare of the school community is threatened.
 - 3) The parents and the Superintendent of the district shall be notified immediately in writing when the student is suspended.
 - 4) When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements set forth in Paragraph C (relating to hearings).
 - 5) Suspensions may not be made to run consecutively beyond the 10 school day period.
 - 6) Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the Board of School Directors.
- b) Expulsion: Expulsion is exclusion from school by the Board of Education for a period exceeding 10 school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing under Paragraph F (relating to hearings).
 - 1) During the period prior to the hearing and decision of the Board of School Directors in an expulsion case, the student shall be placed in his normal class except as set forth in subsection 2.
 - 2) If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety, morals or welfare of others and it is not

possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education, which may include home study.

- 3) Students who are less than 17 years of age are still subject to the compulsory school attendance law even though expelled, and they must be provided an education. The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, through tutorial or correspondence study or through another educational program approved by the district's Superintendent.
 - i. If the parents or guardian are unable to provide for the required education, they must within 30 days submit to the school district written evidence so stating. The district then has the responsibility to make some provision for the student's education. If 30 days pass without the district receiving satisfactory evidence that the required education is being provided to the student, it must re-contact the parent and, pending the parents' or guardian's provision of such education, the district must make some provision for the student's education or proceed under Section 2 or do both.
 - ii. If the approved educational program is not complied with, the school district may take action in accordance with Chapter 63 of the Juvenile Act of 1972 (42 Pa. C.S. Paragraphs 6301-6308), to ensure that the child will receive a proper education (relating to free education and attendance). See 512.1(b)

7. Concerns

Should there be any questions or concerns about actions taken with a student, which fall within the discipline code, the student and/or parent should first contact the teacher. If the problem is not resolved, the procedure would be for a student's parents to discuss the situation with the Principal; then, if need be, with the Superintendent of Schools; and, if still necessary, with the Board of School Directors.

E. HEARINGS/RIGHT OF APPEAL

1. Informal Hearings: Any student subject to suspension will be given an informal hearing before an appropriate school official to explain the circumstances surrounding the event(s) for which the student is being suspended, to demonstrate that there is a case of mistaken identity or to show that there is some compelling reason why the student should not be suspended. At the informal hearing, the following due process requirements will be observed:
 - a) Notification of the reasons for the suspension in writing, given to the student and/or parent or guardian.
 - b) Sufficient notice of the time and place of the informal hearing.
 - c) The right to question any witnesses present at the hearing.
 - d) The student's right to speak and produce witnesses on his/her own behalf.
 - e) The district shall offer to hold the informal hearing within the first five (5) days of the suspension.
2. Appeal: After the first informal hearing before the appropriate official, the student has the right to appeal the ruling by that official to the official's immediate supervisor, generally the school Principal. Subsequent appeals may be made to the Superintendent of Schools and the Board of School Directors.

3. Formal Hearings: Students facing expulsion from school for more than ten (10) days must be afforded all appropriate elements of due process. Part of the due process rights is a formal hearing before the Board of School Directors or a duly authorized committee of the Board. The hearing committee's decision is advisory to the School Board where expulsion is recommended. A majority vote of the entire School Board is required to expel a student.

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

- a) Notification of the charges shall be sent to the students' parents or guardian by certified mail.
 - b) Sufficient notice of the time and place of the hearing must be given.
 - c) The hearing shall be held in private unless the student or parent requests a public hearing.
 - d) The student has the right to be represented by counsel.
 - e) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
 - f) The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
 - g) The student has the right to testify and present witnesses on his/her own behalf.
 - h) A record must be kept of the hearing, either by a stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
 - i) The proceeding must be held with all reasonable speed.
4. Appeal: Where the student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal District Court.

F. TERRIFIC TIGERS POSITIVE BEHAVIOR SUPPORT PROGRAM

We have developed a Positive Behavior Support Program in Northwestern & Weisenberg Elementary Schools. Our mission is to create a positive, safe, learning environment that develops citizenship and responsibility to self and community. The goals of this program are to teach positive behaviors throughout the school day, encourage a safe environment by building positive relationships with each other and adults, and recognize and reinforce appropriate behavior.

Classroom Expectations



Follow Directions When Given.

Look and listen when others are talking.
Ask questions if you don't understand.
Stay on task.

Keep Hands, Feet, Body, Objects To Self.

Use classroom tools appropriately.
Be respectful of classmates' desks and items.
Ask for permission to borrow supplies from friends.
Be mindful of personal space.

Be Polite and Use Respectful Language.

Raise hand and wait for recognition to share ideas.
Use appropriate tone and language.
Enter and exit the room quietly.
Be supportive and understanding of one another.
Be honest.

Be Safe and Responsible.

Be organized and prepared.
Take care of school property assigned to you.
Walk in classroom.
Keep desk and classroom neat.

Do Your Best.

Try your best.
Complete work and homework to the best of your ability.
Keep a positive attitude.
Have materials ready.

Hallway Expectations



Follow Directions When Given.

When walking without your teacher, go directly to your location.

Keep Hands, Feet, Body, Objects To Self.

Leave a safe space between you and the person in front of you.

Enjoy projects and artwork with your eyes only.

Be Polite and Use Respectful Language.

Walk quietly.

Remember the needs of others in classrooms.

Be Safe and Responsible.

Walk facing forward.

Walk on the right-hand side of the hallway.

Do Your Best.

Listen for directions. Follow hallway rules on a daily basis.

Restroom **Expectations**

Follow Directions When Given.

Go to the bathroom closest to your classroom.

Return to your classroom promptly.

Keep Hands, Feet, Body,⁴⁰ Objects To Self.

Respect the privacy of others.



Cafeteria Expectations

Follow cafeteria rules each day.

Follow Directions When Given.
Follow directions the first time given.



Keep Hands, Feet, Body, Objects To Self.

Touch only your own food.

Keep food, drinks, and items to yourself.

Be mindful of personal space.

Be Polite and Use Respectful Language.

Talk quietly with friends across from or on either side of you.

Stand quietly in line.

Raise hand to request something.

Speak kindly to others.

Be Safe and Responsible.

Dispose of trash properly.

Sit facing the table.

Walk at all times.

Stay in order while in line.

Do Your Best.

Playground **Expectations**

Follow Directions When Given.

Listen to ALL Northwestern Elementary Staff.

Line up when direction is given.

Keep Hands, Feet, Body, Objects To

Be aware of your personal space and the space of others.

Be Polite and Use Respectful Language.
Follow game rules.
Be tolerant of others.
Include others in activities.

Be Safe and Responsible.
Use equipment properly.
Stay in assigned areas.
Play by the rules which have been agreed



Do Your Best.

Due to safety concerns and the need for accountability of children, only students enrolled at Northwestern Lehigh School District are to be on the playground during the school day.

Outdoor recess will be held unless weather conditions are too severe, (extreme cold, heat, rain, ice). If the temperature or wind chill is below 15° Fahrenheit the children will stay in for recess. Otherwise, all students will go outside unless the student brings in a doctor's excuse. Please be sure your child dresses appropriately for the colder weather. We ask that you label coats, hats, and gloves. The P.E. teacher, School Nurse, Teacher Assistants on recess duty and Principal will consult and determine if conditions warrant cancellation of outdoor recess.

5. Indoor Recess Rules

Listed below are general indoor classroom recess rules. Each classroom may have additional and more specific rules to apply to the room activities

- a) During recess indoors, you must stay in your homeroom or designated room. You are not allowed to visit another room.
- b) If you must go to the lavatory (and your room does not have one), get permission from the adult in charge. Take a lavatory pass with you. Only one person will be excused at a time.
- c) No running in your classroom.
- d) No "eraser tag" or other tag games.
- e) Use inside voices.
- f) No ball throwing.

If recess is held in the gym, all outdoor recess rules apply.

6. General

- a) No gum chewing.
- b) Keep toys, playing cards of any type and valuable articles at home. Radios/tape recorders and hand held video games may not be brought to school. The school is not responsible for damaged, lost, or stolen items.
- c) **Cell phones are not permitted in school.**

G. SMOKING, DRUG, AND ALCOHOL REGULATIONS AND PROCEDURES

1. Smoking -- students are reminded that it is illegal in Pennsylvania to purchase tobacco before the age of 18. Therefore, using or possessing tobacco in any form is prohibited in the school building or on school grounds.
2. Drugs and Alcohol --
 - a) Communication is basic rehabilitation. All personnel are expected to report to their building administrator any person who is suspected of using, soliciting, selling, possessing or giving any narcotics, drugs or look alike drugs within the school building, in the vicinity of the school, or in the communities. This also applies to inappropriate use of other health endangering compounds.
 - b) Complete records on all drug cases will be maintained. This is to be confidential information, applicable mainly to the rehabilitation of the user.
 - c) Any student suspected to be in possession of, under the influence of, or passing for sale or otherwise any narcotics, drugs, alcohol, or other health-endangering compounds illegally within the school is subject to the following actions and/or procedures:
 - 1) Reported to administration immediately.
 - 2) If at all possible, unless the condition of the student warrants the delay, the parents are to be notified of the situation immediately and summoned to the school.
 - 3) The parents must assume the responsibility of securing proper and immediate medical attention for the student.
 - 4) If the pupil is incapacitated and immediate medical attention seems advisable, he/she shall be sent to the hospital by police or ambulance and the parents notified simultaneously.
 - 5) Proper authorities including the Juvenile Officer and/or Chief of Police will be notified of all drug usage cases in school.
 - 6) The district student-assistance team will be asked to become involved.

H. WEAPONS

The Northwestern Lehigh School Board wishes to provide a safe school environment. Therefore, unauthorized weapons or look-alikes will not be permitted on school property, at school-sponsored activities or on school-sponsored transportation to a school or school-sponsored activity. The definition of weapons includes, but is not limited to the following: *any firearms; any explosive devices including firecrackers (fused devices which require ignition), tear gas canisters, smoke bombs; mace; knives; razors; cutting instruments; cutting tools; throwing stars; nun-chuck sticks; chains and any other tool, instrument, or implement used to (or potential to) inflict serious bodily injury.*

The disposition of weapons violations will be dealt with through Act 26 Section 1317.2. Students found in violation of School Board Policy 218.1 may also be subject to legal actions and charges through PA Act 167.

In the event a student uses a weapon to intimidate, scare, threaten or harm another person, maximum disciplinary action will be recommended by the administration.

In each case, which involves unauthorized possession of a weapon, the age and grade level of the child, and the intent of the action, will be taken into consideration regarding the extent of intensity of punishment, including the implementation of (legislated mandatory) expulsion.

In each case, the nature of the weapon will be the first criteria for determining the appropriateness of police contact (contact always made in case of a firearm and all cases involving the expulsion of a student.) *The following Disciplinary Code shall serve as the approved disciplinary consequence for weapons violations as defined by this policy and/or Act 26.*

I. STUDENT ATTENDANCE AND ABSENCE POLICY

1. Students have the responsibility to comply with the attendance procedures of the school they are attending, in addition to those regulations established by the Board of Education and the School Code.
2. **PARENTS ARE REQUIRED TO SUBMIT A WRITTEN EXPLANATION FOR THE LEGAL ABSENCE OF THEIR CHILD WITHIN THREE (3) SCHOOL DAYS** from the date of the child's return to school. Failure on the parent's/guardian's part to provide such a written explanation, or the child to present such a written explanation, or the child to present such an excuse to the teacher, will result in the absence being declared "unexcused and/or illegal." The fact that parents provide a written explanation for their child's absence does not in itself qualify the absence as excused. **THE ABSENCE MUST BE FOR A LEGAL REASON ACCORDING TO LAW**
3. Legal absences include, but are not limited to: illness of student, quarantine, physical or mental incapacity, death in the immediate family, court summons, violent weather, observance of a religious holiday, or a State emergency. The following are not acceptable absences: employment, visiting, away from home, shopping, or overslept.
4. After seven (7) absences: After the accumulation of seven absences, a letter notifying the parent of the child's attendance pattern will be sent. This letter notifies you that after the accumulation of ten days of absence, a physician's excuse will be necessary for each absence.
5. After ten (10) absences: After the accumulation of ten absences, all absences will require a physician's excuse.
6. After three (3) UNLAWFUL absences: Every principal or teacher in a public school is required to report at once to the superintendent cases when a child of compulsory school age has been absent three days, or their equivalent, without a lawful excuse. The rationale of such reporting is to actively engage in cases of habitual truancy appropriately. Parents will receive a notice via certified mail and regular mail to notify them if their child has accumulated 3 or more unlawful absences. For future unlawful absences, parents may be served a citation through the magistrate and/or children and youth for truancy elimination planning.
7. Chronic truancy will be referred to the proper agency for further legal action, or after all reasonable avenues have been explored, including alternative educational programs, expulsion proceedings may be initiated.
8. **EXCUSED ABSENCES:** If a student is absent from school, parents are requested to telephone the school between 8:30 - 9:15 a.m. on the days their child is not in school and to report that their child will be absent that day. Arrangements to send missed work home may be handled at this time if the child has been out for more than 1 day.

The telephone call will not eliminate the need for written excuses for student absences.

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 not 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.

The following reasons, as found in Chapter 11-- Pupil Attendance-- of the Regulations of the State Board of Education of Pennsylvania, are the only reasons for an approved temporary absence from school:

- a) RELIGIOUS HOLIDAYS:
 - 1) A pupil may be excused from school for observance of bona fide religious holidays by particular religious groups in accordance with policies of the district's Board of School Directors.
 - 2) A pupil's absence from school for bona fide religious holidays shall be recorded as an "excused" absence. There shall be no penalty attached to such an absence.
- b) HEALTH CARE: (Also see Early Dismissal and Appointment Procedure) A pupil may be excused during school hours for the purpose of obtaining non-school professional health care under the following circumstances:
 - 1) The health services are rendered by State licensed practitioners.
 - 2) There has been established reasonable cooperation between the school authorities and the practitioners in providing services to school children outside school hours.
 - 3) The time of necessary absence from school involves a minimum of interference with schoolwork.
- c) ILLNESS OR OTHER URGENT REASONS: Every Principal may, upon receipt of satisfactory evidence of mental, physical, or other urgent reasons, excuse a child for non-attendance during a temporary period, but the term "urgent reasons" shall be strictly construed and shall not permit irregular attendance. The following may be construed as being among "urgent reasons":
 - 1) Death in the family
 - 2) Impassable roads
 - 3) Quarantine when verified by a public health service or a licensed physician
 - 4) Unusual emergency affecting a given student
- d) EDUCATIONAL TOUR AND TRIPS, NON-SCHOOL SPONSORED
School attendance is required by law under the compulsory attendance law in the state of Pennsylvania. The district equally believes that attendance is critical for students to benefit from planned learning experiences.

Upon receipt of a written request from the parent/guardian of the pupil(s) involved, pupils may be excused from school attendance to participate in a trip provided during the school term at the expense of the parent/guardian when such trip is planned with an educational focus and is approved by the administration.

An “Educational Trip Request Form” is available in the school office, which must be submitted to the building administrator **at least five (5) school days prior to the requested trip.**

Any exceptions to the above policy requirements must be submitted to the Building Principal for review by the Superintendent based on the special circumstances that may exist.

The following is provided as clarification on absences for this section on Educational Trips:

- 1) Educational trips may be excused upon approval from the administration. A student will be permitted to take an educational trip(s) per year (up to a cumulative total of five (5) school days), and receive an excused absence, provided the parent/guardian complies with the requirements of Policy 204. **Days of absence accrued include Educational Trips in the ten days of absences verified by parental notification.**
- 2) Educational trip requests shall be made to the building administrator at least five (5) school days prior to the date of the trip.
- 3) Educational trips shall be discouraged during the first and last week of the school term/semester.
- 4) Parents are requested to refrain from scheduling educational trips and medical appointments during the standardized testing period. Educational trip requests will not be approved during the scheduled PSSA assessment windows.
- 5) Unapproved trips will be treated as unexcused absences. Any parent/guardian of a student who fails to comply with Section 1333 of the compulsory attendance requirements of the School Laws of Pennsylvania may be reported to the district magistrate whereby fines could be imposed.
- 6) All schoolwork and tests missed during an approved trip(s) shall be made up at the initiation of the student and the reasonable convenience of the teacher.

ELEMENTARY SCHOOLS TIME TABLE

Full Day	NWE 9:00 - 3:25	WEIS 9:05 - 3:30	
Tardy	Arrival before 10:30	Arrival before 10:35	Unexcused time pending reason
Late Arrival	Arrival before 10:30	Arrival before 10:35	Excused time pending reason
Half Day	Arrival between 10:31 - 11:50	Arrival between 10:36 - 11:55	Excused or Unexcused time pending reason
Partial Day	Arrival after 11:50 a.m. or Departure before 12:40	Arrival after 11:55 a.m. or Departure before 12:45	Counts as a full day absence. (Absent for 50% or more of the school day)
Half Day	Arrival between 12:41 - 1:54	Arrival between 12:46 - 2:00	Excused or Unexcused time pending reason
Early	Departure after 1:55	Departure after 2:00	Excused or Unexcused

Dismissal			time pending reason
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J. STUDENT ATTIRE

The following requirements concerning children's dress will apply to all elementary students in the Northwestern Lehigh School District.

Students will dress appropriately in a manner that is not distracting to other students or staff, and in a manner that does not endanger the health, safety, and/or welfare of students. The use of make-up and perfume is discouraged at the elementary level.

Examples of unacceptable clothing could include the following:

- a) Halter-type blouses that leave a bare midriff; shirts that bare the midriff
- b) See-through blouses, fishnet shirts, spaghetti strap shirts.
- c) Clothes with or that convey inappropriate written messages**
 - Promote or advertise the use of alcohol, drugs, or tobacco
 - Have abusive sayings
 - Convey inappropriate messages
- d) Excessively short skirts or shorts
- e) Tight biker shorts or pants, or other types of very tight clothing
- f) Excessively loose or skimpy tops that reveal much of the upper torso
- g) Excessively loose and/or baggy pants or shorts
- h) Ripped or torn clothing
- i) Hats are not to be worn inside the building.
- j) Muscle shirts.
- k) Beach flip-flops and hee-lies are not permitted.
- l) Dog collar type, studded, neck or wristbands.

Clothes should be appropriate for the occasion, and should be clean, neat and safe.

In cold inclement weather, provisions should be made so that children are not only outfitted in the proper type of outer clothing, but also the proper articles for in school wear. Boots, heavy slacks, and other types of outer clothing should not be worn during the school day. Classroom temperatures are regulated for indoor type of dress.

Parents are encouraged to supply children with sneakers for physical education class. Children are encouraged to wear some form of clothing on physical education days, which is appropriate for these activity periods. Students may not participate in physical education classes if they are inappropriately dressed.

K. BULLYING

Bullying is when one child or a group of children repeatedly hurt another child through words or actions. Bullying may involve physical aggression such as fighting, shoving, kicking; verbal aggression such as name calling; or subtler acts such as socially isolating a child. Bullying will not be tolerated within our school community. The Northwestern Lehigh School District Board of Directors is committed to providing a safe, positive learning environment for District students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the

safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by District students. Bullying/Cyber Bullying will be handled in accordance with Board Policy 249.

VI. TRANSPORTATION

The Board of School Directors of Northwestern Lehigh School District shall provide transportation for students within the parameters prescribed by the School Laws of Pennsylvania. The scope of this service includes the provision of a safe, consistent, and predictable operation of bus transportation. It is the Board's intent to primarily authorize the transportation of students from their home (at stops reasonably and practically positioned in relation to other homes, physical land forms, and efficient routes) to school and returned.

The Board does recognize the constraints placed on working families and to that end will consider written requests for a single day care stop alternative where that stop is established on a consistent basis from week to week throughout the school year. *The use of buses for personal convenience and the transporting of students for social arrangements will not be permitted.*

A driver will not knowingly permit any child to get off the bus at a different stop.

Due to Lehigh County Technical Institute programming and other possible programs, high school and middle school students may be required to ride home on elementary school buses. Please contact the office if a problem arises.

A. GENERAL PROCEDURES

Since safety is such a major concern of the school, all must cooperate to build proper bus riding habits. Some ground rules for developing and promoting safety habits are listed below.

1. It is suggested that you be at the bus stop five (5) minutes before the scheduled departure as the driver must maintain a schedule and cannot wait for you. If there is inclement weather, you may return home if the bus has not arrived within fifteen (15) minutes after its scheduled departure. If the temperature is above freezing and there is no precipitation, you should wait forty-five (45) minutes.
2. Get on and off your assigned bus at your designated bus stop. Due to space limitations and assigned bus routes, written requests for students to go home with a friend on another bus are not granted.
3. When your bus approaches, wait until it comes to a complete stop. Then, form a single line and board courteously, one pupil at a time.
4. Once inside the bus, take your seat as soon as possible, stay seated and make yourself comfortable. The driver will give you permission to open and close your window as deemed necessary. When windows are open for ventilation do not hang your hands or head out of the windows. Trash must not be thrown out of the windows.
5. Seating arrangements are the responsibility of the bus driver. For the safe operation of the bus, it is essential that there be no boisterous talking, or other distracting behavior.
6. In case of a road emergency, stay seated. Protect yourself and others by obeying the bus driver at all times. When approaching a railroad crossing lower your conversation.
7. When leaving the bus, cross at least ten (10) feet in front of it. Before walking out from in the front of the bus, look both ways to be certain no traffic is approaching.
8. Smoking is not permitted on the bus.

9. Treat the bus as your own. Respect your fellow students and drivers. Abuse of the necessary guidelines and rules may cause the loss of riding privileges. _



Bus Expectations

Follow Directions When Given.

Listen to ALL Staff.
Follow Bus Driver's directions.

Keep Hands, Feet, Body, Objects To Self.

Be aware of your personal space and the space of others.
Keep all body parts inside the bus.

Be Polite and Use Respectful Language.

Use indoor voices in conversation.
Talk kindly to others on the bus.
Take turns when entering and exiting the bus.

Be Safe and Responsible.

Stay SEATED at ALL times.
Keep feet and/or items out of aisle.
Know the emergency procedures.
Enter and Exit cautiously.
Hold onto rail on and off the bus.
Items remain in hands or on lap if not in backpack.

Do Your Best.

Be prompt and on time to board the bus.
Be a good passenger.
ALWAYS listen to the bus driver.

B. EMERGENCY PROCEDURES

Each day the Northwestern Lehigh School District transports over two thousand pupils to hundreds of bus stops within its 110 square miles. Such things as inclement weather, delays, breakdowns do occur, and the fact that children sometimes tend to do the unexpected, it is quite possible that there will come a day when your child will not arrive home on time.

Should this happen, we are eager to help you find your child as soon as possible. Listed below are some suggestions, which should help both of us. It is also important to work out an emergency plan in case your child is dismissed early without your knowledge, or if you are unexpectedly delayed. The plan should include what the child should do or where he/she could go until you arrive home. Discuss the plan periodically so your child is always prepared for emergencies.

1. BE PREPARED --

- a) Know your child's bus number and usual arrival time after school.
- b) Know the names and phone numbers of a few children who get off at the same stop or nearby stops.
- c) See that your child knows his telephone number and possibly that of the person designated to be contacted in case you cannot be reached.

2. IF THE BUS IS LATE --

- a) If your child has not arrived home on time, first check with your neighbors to determine whether the bus is running late.
- b) If the entire bus is late, particularly in bad weather, wait about twenty minutes. If it has still not arrived, **call your child's school office** (NWE 610 298-8661, ext. 4204; Weis 610 298-8661 ext. 5301), Transportation Office after 4:00 p.m. 610 298-8661 or the Central Office 610-298-8661. When we are aware of delays, someone is available to help and to furnish information until the delayed bus has finished its run.

3. IF YOUR CHILD WAS NOT ON THE BUS --

- a) If you have determined that the bus has gone by and your child did not arrive home, first contact a few neighbors whose children also ride the bus to see if your child got off at the bus stop or whether your child was even on the bus.
- b) If your child was not on the bus, or somehow got off at the wrong stop, **call your child's school office**. If you are unable to get an answer, call the Transportation Office.
- c) If your child has missed the bus, the school will contact you immediately.
- d) If your child has gotten on the wrong bus, the driver will take him to the bus garage at the end of the bus run. You will then be called to come for your child.

C. TRANSPORTATION SAFETY--STUDENTS AND EQUIPMENT

The Board of School Directors of the Northwestern Lehigh School District shall regulate the standards and rules for conveyance of equipment/cargo on its buses and vans by students, classes, clubs, athletic teams, and other extra-curricular and special interest functions for the purpose of maximizing the safety of its students, drivers, and other passengers.

The following standards and rules shall serve to direct the conveyance of articles of equipment in conjunction with the transportation of students:

1. Aisles of the school bus and passenger compartments are to be sufficiently clear of obstacles to provide for safe loading and unloading by passengers.

2. Articles, boxes, equipment, instruments, etc., that can be stored under the passenger's seat may be carried on the bus. It will be the responsibility of parents to transport large instruments and containers through means other than school bus transportation.
3. The carrying of glass items by students on school transportation vehicles is discouraged. If carried, they must be adequately wrapped to prevent cuts by breakage.
4. In the case where athletic/band equipment, etc., is transported on the same bus with students for extra-curricular activities, specific seating compartments and/or areas equipped to secure the equipment with the use of containment webbing/fasteners will be used.
5. When large extra-curricular groups are transported and much equipment is involved, a separate vehicle will be used to transport the equipment.

NOTE: The school bus driver has the immediate authority to refuse unsafe items on school buses in order to guard the safety of students.

D. VIDEO AND AUDIO RECORDING ON DISTRICT SCHOOL BUSES

The use of video cameras on school buses is an aid to monitor bus discipline. The cameras enable the District to implement and enforce the discipline policy, the authority of the driver, and the responsibility of the school officials. Video cameras may be placed in any bus. All students are subject to being video/audio recorded on the school bus at any time. Video cameras may be used to monitor student behavior on school vans as well as school buses, and during transport to extracurricular as well as curricular activities. Notification to parents will be made through District publications, the student/parent handbook and posted on the buses. The District will comply with the provisions of federal law regarding student records requirements as applicable in the District's use of video recordings.

E. BUS DISCIPLINE CODE

The Northwestern Lehigh School District has developed a Bus Discipline Code that applies to all children. The purpose of the code is to eliminate unnecessary distractions that may develop into or contribute to unsafe conditions. This code is to be reviewed annually and distributed to all students at the beginning of each school year. Therefore, a copy of the Bus Discipline Code is included in this handbook.

You are encouraged to go over the Bus Discipline Code with your child. The violations listed in the code should be understood. It may also be beneficial to discuss how the various consequences would affect the rest of the family. For example: the loss of bus riding privileges for twenty (20) days.

PURPOSE

1. Appropriate behavior on the buses, which provides transportation for students, is important for two reasons: This bus discipline code has been developed with these two purposes in mind.
 - a) Inappropriate behavior can result in safety hazards not only for the individual student but also for other students on the bus. This includes the spraying or application of any liquids or cosmetics such as perfumes that may cause allergic reactions.
 - b) Socially unacceptable behavior can infringe on the rights of other individuals.
2. The purpose of school transportation is to transport students and materials necessary for school activities. However, only articles that may be held on the student's lap or stored under the bus seat will be transported on the bus.
3. Since the bus and its safe operation are the responsibility of the driver, he/she is also fully responsible for its riders, over which he/she has the same authority as a classroom teacher.

However, it must be remembered that the riders or pupils, as the case may be, are under the same obligations, as they are in school--to obey and follow the rules and regulations of the bus discipline code.

4. Typical infractions have been divided into three levels of increasing severity. Corresponding to these three levels are the three degrees of disciplinary action. Each level will be explained in detail with the disciplinary action that will result.

LEVEL I -- These offenses include, but are not limited to, the following:

1. Definitions of unacceptable bus behavior
 - a) Harassing or aggravating other students
 - b) Littering on the bus
 - c) Moving from seat to seat while the bus is in motion; standing or sitting in an unsafe manner
 - d) Moving up and down the aisle of the bus
 - e) Spitting
 - f) Tussling
 - g) Failure to comply with the reasonable request of the driver
 - h) Putting head or other parts of the body outside of the bus
 - i) Abusive language/gestures to others
 - j) Use of water propellants
 - k) Throwing things on the bus or out of the bus which interferes with the safety on the bus
 - l) Misconduct at the bus stop
 - m) Behavior in a manner, which would distract the bus driver – such as yelling, pounding on walls, floors, or ceiling of the bus.
2. Enforcement
 - a) A student who becomes a discipline problem on the bus may be deprived of the privilege of riding on the bus.
 - 1) First offense -- letter to parents, possible phone call
 - 2) Second offense -- letter/parent conference, possible detention
 - 3) Third offense -- bus privilege suspended for three days
 - 4) Subsequent offenses may result in bus privileges being suspended for extended periods of time.
 - 5) Behavioral contract and/or community service.

A student's bus privileges may be suspended with the first/second offense if the Principal feels that the incident justifies such action.

- b) If a student is suspended from the bus, parents will be called by Principal and then a letter will be mailed to the parents stating facts and punishment. It will be the responsibility of the parents to furnish transportation to and from school during the entire period of suspension.

LEVEL II -- These offenses put the safety of the bus and its passengers in immediate danger. They include, but are not limited to, the following:

1. Definitions of unacceptable bus behavior

- a) Vandalism - restitution will be required in addition to bus discipline code enforcement.
 - b) Insubordination – defined as blatant/overt act of disrespect to the driver and/or continued non-compliance with driver requests
 - c) Fighting
 - d) Smoking, possession or use of tobacco (smoke and smokeless). In addition, charges will be filed with the magistrate for violation of Act 145.
 - e) Entering or leaving the bus via the emergency exit while the bus is not in motion
 - f) Interfering with the bus (ex: failure to properly exit the bus, putting things under the wheels, hitting the side of the bus, tampering with equipment)
2. Enforcement
- a) First offense -- letter/parent conference; possible detention and/or bus privilege suspended for three days
 - b) Second offense -- suspension of bus riding privileges for five days
 - c) Subsequent offenses may result in bus privileges being suspended for extended periods of time.
 - d) Behavioral contract and/or community service.

LEVEL III -- These offenses are of extreme danger and include but are not limited to, the following:

- 1. Definitions of unacceptable bus behavior
 - a) Possession, consumption, sale, distribution, transfer, or being under the influence of drugs or alcohol
 - b) Physical attack on the bus driver (hitting, kicking, punching, slapping, pulling hair, etc.)
 - c) Hitting the driver with a thrown object or throwing an object which constitutes a safety hazard
 - d) Tampering with or operating the emergency door except in cases of emergency
 - e) Leaving or entering the bus via the emergency exit while the bus is in motion
 - f) Tampering with the bus controls
 - g) Endangering the health, safety and welfare of students and/or the bus driver
- 2. Enforcement

First offense -- Level III violations will be a 20-day to one-year suspension from school district transportation plus possible suspension or expulsion proceedings. Should an offense be considered to be a Level III offense, it will be referred to a bus discipline committee. This committee will consist of a representative from the district Transportation Department, the Business Administrator, and an administrator assigned by the Superintendent. The assigned administrator will be from a building other than the building, which the accused student attends. The hearing will be convened by the assigned administrator. The committee may exercise the option to have an "informal" or "formal" hearing except that a parent's request for a formal hearing will be honored.

- a) The committee will determine if the offense is, in fact, a Level III offense.
- b) The committee will recommend a length of time for exclusion from the bus riding privilege between twenty (20) school days and one full calendar year.
- c) The administration from the building, which the student attends, will impose the disciplinary action.
- d) The students and/or parents may appeal to the committee, to the building Principal, to the Superintendent, to the Board of School Directors, and/or any additional agencies.

- e) The bus disciplinary committee hearing will not be held if an incident involves an expulsion hearing before the Board of School Directors. In addition to the expulsion, the Board reserves the right to suspend bus-riding privileges as part of the disciplinary action.
- f) In instances where a Level III bus violation involves a student from a non-public school, the head of the non-public school, or his/her designee, will serve on the committee as a fourth member. In such instances, an appropriate non-public school representative other than the one on the committee will present the facts of the case.
- g) A bus discipline committee hearing may be called on any offense regardless of the decision of the school administration should new information or review of that decision cause a Level III concern.
- h) If the administration and parent(s) agree that the infraction is a Level III violation and agree to a disciplinary response, the bus discipline committee process can be waived.

F. HEARINGS/RIGHT OF APPEAL

1. Informal Hearings:

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

- a) Notification of the reason for the suspension in writing, given to the student and/or parent or guardian
 - b) Sufficient notice of the time and place of the informal hearing
 - c) The student's right to question any witness present at the hearing
 - d) The student's right to speak and produce witnesses on his/her own behalf
 - e) The district shall offer to hold the informal hearing within the first five (5) days of the suspension
2. Appeal: After the first informal hearing before the appropriate official, the student has the right to appeal the ruling to that official's immediate supervisor. Subsequent appeals may be made to the Superintendent of Schools and the Board of School Directors.
3. Formal Hearings: At the formal hearing, the following due process requirements are to be observed:
- a) Notification of the charges shall be sent to the student's parents or guardian by certified mail, and to the student
 - b) Sufficient notice of the time and place of the hearing
 - c) The hearing shall be held in private unless the student or parent requests a public hearing
 - d) The student has the right to be represented by counsel
 - e) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of the witnesses
 - f) The student has the right to the request that any such witnesses appear in person and answer questions or be cross-examined
 - g) The student has the right to testify and produce witnesses on his/her own behalf
 - h) A record must be kept of the hearing, either by a stenographer or by a tape recorder. The student is entitled, at the student's expense, to a copy of the transcript
 - i) The proceedings must be held with all reasonable speed
4. Appeal: Where the student or parents are dissatisfied with the results of the hearing, recourse can be had to the appropriate State court. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal District Court.

5. The above policy does not in any way abrogate the right of the school district, the bus company, and/or the bus driver to charge for the cost of repairs, or to file civil or criminal charges before the appropriate legal authorities.

VII. CURRICULUM

The following brief description will give you an overview of the types of objectives and activities your child will encounter. For a more detailed explanation, please feel free to contact your school office for a meeting with the Principal or your child's teacher. You may also visit the District website – www.nwlehighsd.org.

Kindergarten

Your child will learn many things in kindergarten including how to do the following:

- A. Get along with other children
- B. Share materials, ideas, and experiences
- C. Explore his/her environment
- D. Express himself/herself with words, clay, crayons, paper, music, etc.
- E. Listen to directions, stories, poetry, music and his classmates
- F. Help in planning his/her own activities and group projects
- G. Be interested in books, to look at them, love them, and soon to read them
- H. Develop readiness by recognizing differences in color, pictures, sizes, and shapes; to use new words, to tell stories
- I. Play both quiet games and exciting games
- J. Pretend by dramatizing favorite stories, creating rhythms to music
- K. Count and learn simple number concepts
- L. Care for himself/herself and his/her belongings; to develop good health habits; to return each toy and material to its proper place

Kindergarten is also a time when each child's ability to learn and develop normally is carefully assessed by the kindergarten teacher and specialists on staff.

Help your child to learn the following:

- A. Anticipate many pleasant experiences in his/her first year of school
- B. Express his/her desires, ideas, and thoughts through conversation, story time, and listening activities
- C. Express ideas and wishes of others, at home and at school
- D. Experience success in school by showing an interest in his work, and respect for his efforts
- E. Increase his/her interests and curiosity by answering questions
- F. Desire to learn with emphasis on in-school instruction and cooperative guidance at home
- G. Enjoy books and develop a love for them by reading to him/her and by making available many books of the large picture type which he/she can appreciate
- H. Accept criticism and understand principles of discipline
- I. Develop good health habits in toileting, cleanliness, and rest periods
- J. Be able to dress and undress himself/herself and attend to other personal needs

Grades 1-5

Language Arts

Current research in the area of language acquisition and development adheres to the belief that the various strands of language (reading, writing, listening, speaking, and viewing) are interrelated. This concept of an “integrated” approach to the instruction of the Language Arts is the basis upon which the Northwestern Lehigh School District strives to develop and deliver instruction in the basic language curriculum.

We stress the use and appreciation of all types of books, especially library books that appeal to the special interests and age levels of all children. When kindergarteners and beginning readers bring home library books, it is with the intent that parents will read them to the children. Later, when children themselves are able to read, parents should be willing to share their enthusiasm for reading by being good listeners. However, children young and old never lose the desire to have someone read to them. It can be a rewarding family activity.

Social Studies

Our elementary social studies program encompasses many areas. Beyond teaching history and geography, this program helps to develop thinking and learning skills and encourages children to see the total environment and how it has affected human behavior. The sustaining theme is responsibility: responsibility for oneself, for mankind, and for the environment.

Mathematics

A program of mathematics is initiated in kindergarten. First major concepts are introduced in the simplest form and then extended and developed through the new approaches of discovery and understanding. The mathematics curriculum gradually becomes more advanced for each grade level. Many different strategies and materials are used by students to help them understand the mathematical ideas.

The math standards recognize the need for mastery of basic facts in adding, subtracting, multiplying, and dividing. Students will need to continually review facts previously learned, and will be tested throughout the year to demonstrate mastery of these facts.

Science

Science is taught with the investigative technique so that children learn the relationships and comparisons of objects and events in the world around them. This approach is similar in many ways to that described in social studies. We want children to be involved in collecting, observing, discovering, wondering, questioning, and interpreting their world. All types of books, materials, and resources are provided to enhance their scientific learning.

Other Curricular Areas

These require the cooperative participation of a specialist in each subject, the classroom teacher, and the unique interests and abilities of each child. A systematic program has been set up for each subject. Opportunities for enrichment and the strengthening of cultural appreciations are stressed. Student response in these special areas requires an appreciation and understanding similar to the products of academic effort. Though it may be difficult at times to grasp the childlike concept in a tune, a rhyme, a poem, or in a piece of art work, the creative satisfaction a child has is dependent upon the encouragement adults, as well as peers can give.

Music

The curriculum includes listening and appreciation, learning to read music, understanding some of the simple techniques for performing, and opportunities to express one’s self in musical terms. The program, as

prescribed, makes it possible for all students to develop an interest and appreciation for music. For some more talented and eager students, there are opportunities to pursue special abilities through instrumental lessons and band in 5th grade.

Art

The goal of the Art Curriculum is to improve the quality and status of art education. In view of this, the teaching team has established a visual arts education program which integrates content and skills from four disciplines that contribute to the creation, understanding, and appreciation of art: art-making, art history, philosophy of art, and art criticism.

There are five units of study at each grade level. The units are Drawing, Painting, Sculpture (Production), Art History, and Philosophy of Art/Art Criticism. Within the scope and sequence of each unit, lessons are taught to the students. The activities for the art lessons are designed to teach specific objectives under the units of study to the students.

Physical Education

The physical phase of learning and growth is emphasized through a program of physical fitness, physical development, and instruction in the techniques for enjoying and participating in games and sports.

Health

Students receive instruction in health at every grade level. Topics include the human body, health habits, disease control, nutrition, and drug/alcohol education.

Reading Intervention

Our reading intervention program targets “at-risk” readers. This early intervention program provides a daily, 30-minute, one-to-one or small group instruction by a teacher specifically trained in a variety of intervention strategies. This instruction is done in addition to the regular classroom reading instruction. Each lesson includes reading small books, as well as composing and writing a message or brief story. Our reading teachers use special techniques to help children develop effective skills and strategies that successful readers employ. When a child has become an independent reader and can profit from classroom instruction, the intervention is discontinued and other children are entered into the program space.

IST: Instructional Support Team

The purpose of the IST team is to work collaboratively with the classroom teacher and the parents to find ways to help a student having difficulty to become more successful. The team usually consists of the IST teacher, Principal, counselor, reading specialist, classroom teacher, school psychologist, and the parent(s). The team discusses the challenges a child may be experiencing, brainstorms interventions that may help the child, and helps to ensure that the interventions are put into place.

Gifted Program

Enrichment Program -- A resource room program will provide an enrichment program for all identified gifted students in grades K-5. The teacher in charge of the program meets with the students for up to two hours weekly to provide specialized instruction. Students may also work with classroom teachers in specific areas of giftedness according to an approved Gifted Individualized Education Program (GIEP).

The program consists of two parts: a pullout component and a cluster-grouping component. Students are pulled out of their regular classes to attend the enrichment classes. Class size is kept small. Students and the teacher cooperatively select three to five units to study during the year. Cluster grouping may organize these students in the regular classroom for designated periods of time to meet specific needs. Evaluation reports are sent home at the end of each unit. Screening, testing, and identification of gifted children is done throughout the school year.

Guidance Program

A guidance counselor is available in each of our elementary buildings to provide guidance-related services to students, parents, and staff members. The counselor's three main roles are as follows:

- A. Counseling:
 - 1. To provide both individual and small-group counseling sessions to students.
 - 2. To work with classroom teachers to develop and provide large-group developmental guidance programs for each class.
- B. Consultant:
 - 1. To consult with staff members on the needs of individual students and strategies for meeting these needs.
 - 2. To consult with parents to help them deal with problems their children are experiencing.
 - 3. To serve as an IST and multidisciplinary team member.
- C. Coordinator:
 - 1. To coordinate guidance services between school and outside agencies.
 - 2. To coordinate contacts between home and school.

Special Services

The educational needs of the children are provided for by the district itself to the greatest degree possible. However, some services are offered on a cooperative basis with the office of the Carbon-Lehigh Intermediate Unit.

HOW PARENTS CAN HELP . . .

The home and the school must work together to insure the best educational program for each child. There are many ways in which parents can help. Here are a few suggestions:

- A. Take an active interest in school affairs; volunteer in the school, serve on district committees, and/or join the parent organization.
- B. Establish and maintain a healthy schedule at home: plenty of rest, adequate diet, and free time for leisure activities. In addition, encourage good health habits.
- C. Talk positively about the educational program, the teachers, and other school personnel.
- D. Show confidence in your child and his ability to make small decisions for himself. Build a sense of responsibility through ever-widening experiences such as regular household chores, running errands, etc.
- E. Provide stimulating reading materials at home such as children's magazines, encyclopedias, and non-fiction and fiction books written on your child's reading level.
- F. Acquaint your child with the wonders of nature and the world. Plan and participate in trips to nearby places of interest: a zoo, animal farms, museums, historic spots; encourage hobbies and collections.
- G. Help your child feel a sense of security. Avoid friction and other emotional tensions in the home.
- H. Refrain from pressuring your child about grades, not having enough homework, or other children doing better in school. Remember that your child is a unique person--with his/her own innate qualities and abilities.
- I. Contact the school if it is learned that, because of a lengthy illness, your child will be absent from school for a long period of time.