

LEHIGHTON AREA VIRTUAL ACADEMY
PARENT/STUDENT HANDBOOK
2023/2024



LEHIGHTON AREA SCHOOL DISTRICT

Mrs. Suzanne Howland, K-12 Lehigh Area Virtual Academy Administrator

Mr. Edward Rarick, Business Administrator

1000 Union Street, Lehigh, Pennsylvania 18235

Telephone: 610-377-4490 Fax: 610-577-0032

“Partnering with students, families, and community to provide opportunities for life-long success through academic excellence and individual growth in a safe and supportive environment.”

Dear Students, Parent, Guardians and Stakeholders,

Welcome to the Lehigh Area Virtual Academy (LAVA) program, a full-time online learning option. The web-based courses meet the increasing demand for high quality student instruction that incorporates proven online learning practices and next generation software. Enrolling in LAVA means students will have the opportunity to experience flexible and non-traditional learning options with individualized pacing. Students will learn from curriculum that is state aligned and rigorous with an emphasis in 21st century skills. Furthermore, students can continue to be a member of their local school and participate in school events and activities.

This handbook has been developed to provide you with an overview of the LAVA organization, support system and important policies and procedures. LAVA students remain enrolled in our school district and therefore will use the school as a resource. This handbook will provide you with clear guidelines on both your responsibilities and the schools responsibilities. It is important for you to remember that you have selected a program that is part of a public school and therefore must comply with various state and federal regulations.

We look forward to working with you this school year. Our commitment is to support student success and we are dedicated to achieving that goal together. If you have questions we are here to help. Please do not hesitate to contact our office and discuss any concerns that you may have.

Congratulations on joining LAVA. We wish you a successful school year.

Sincerely,

Mrs. Suzanne Howland
K-12 Lehigh Area Virtual Academy (LAVA) Administrator
High School Principal

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STUDENT & YOUTH RIGHTS:

The ACLU-Know Your Rights – A Handbook for Public School Students in Pennsylvania can be found on the district website under Quick Links or by going to www.aclupa.org.

LEHIGHTON AREA VIRTUAL ACADEMY (LAVA) CONTACT INFORMATION

CARBON LEHIGH INTERMEDIATE UNIT CONTACTS

elearn21-help@cliu.org

1-855-4ELEARN

Hours of Support: Monday-Friday, 7:00 a.m. to 5:00 p.m. (excluding IU holidays)

LEHIGHTON AREA SCHOOL DISTRICT ADMINISTRATION CONTACTS

Mrs. Mary Figura, Assistant to the Superintendent

mfigura@lehighton.org

610-377-4490, ext. 1525

Dr. Christina Fish, Superintendent

cfish@lehighton.org

610-377-4490, ext. 1515

TBA, Supervisor of Technology

TBA EMAIL

610-377-4490, ext. 1534

Mrs. Suzanne Howland, K-12 LAVA Administrator

LAHS High School Principal

showland@lehighton.org

610-377-6180, ext. 2413

Mrs. Gabrielle Elsasser, LASD Attendance Contact

gelsasser@lehighton.org

610-377-4490 ext. 1536

LEHIGHTON AREA HIGH SCHOOL CONTACTS

Mr. Floyd Brown, LAHS Assistant Principal

fbrown@lehighton.org

610-377-6180 ext. 2414

Ms. June Potts, LAVA K-12 Coordinator

jpotts@lehighton.org

610-377-6180 ext. 2426

Mrs. Kelli Costenbader, LAVA Guidance LAHS Counselor (Grades 10 & 12)

kcostenbader@lehighton.org

610-377-6180 ext. 2419

Mrs. Kathy Martin, LAVA Guidance LAHS Counselor (Grades 9 & 11)

kmartin@lehighton.org

610-377-6180 ext. 2420

LEHIGHTON AREA MIDDLE SCHOOL CONTACTS

Mr. Stephen Ebbert, LAMS Principal
sebbert@lehighton.org
610-377-6535 ext. 3108

Ms. Samantha Elias, LAVA Guidance LAMS Counselor (Grades 6-8)
selias@lehighton.org
610-377-6535 ext. 3112

Mrs. Tiffany Strausberger, LAMS Assistant Principal
tstrausberger@lehighton.org
610-377-6535 ext. 3106

LEHIGHTON AREA ELEMENTARY CENTER CONTACTS

Mr. Aaron Sebelin, LAEC K-2 Principal
asebelin@lehighton.org
610-377-7880 ext. 4141

Dr. Mark McGalla, LAEC 3-5 Principal
mmcgaalla@lehighton.org
610-377-7880 ext. 4133

Ms. Mary Boaz, LAVA Guidance Counselor LAEC (Grades K-2)
mboaz@lehighton.org
610-377-7780 ext. 4144

Ms. Deb Lindh, LAVA Guidance Counselor LAEC (Grades 3-5)
dlindh@lehighton.org
610-377-7880 ext. 4130

MISSION & VISION STATEMENT

MISSION - Partnering with students, families, and community to provide opportunities for life-long success through academic excellence and individual growth in a safe and supportive environment.

VISION - The Lehighton Area School District's vision is to embody a community that shares in:

1. Meaningful collaboration
2. A commitment of rigorous instruction and high expectations for 21st century learning, academic achievement and career readiness
3. Data driven decision making
4. A commitment to the physical and mental well-being of all
5. Developing partnerships and resources to enrich and strengthen civic engagement and community involvement
6. A safe and supportive environment through equity and inclusion.

ATTENDANCE POLICY

State Law provides that parent/legal guardians are responsible for ensuring that their student(s) attends school. Students taking online courses are expected to follow the Lehigh Area School District's calendar. Completion of the online course work for each level is as follows:

HIGH SCHOOL (9th-12th Grades):

- **Traditional Scheduling**

- **Full-time LAVA students are expected to successfully complete a minimum of 7 credits per year with a 61% or higher.**
- **Full-time LAVA students are expected to complete all lessons listed on their activity log (dashboard) per day, per subject, five days a week. Weekly completion totals range from 35-45 assignments. Part-time LAVA students are expected to complete all lessons listed on their activity log (dashboard) per day, per subject, five days a week. Weekly completion totals range from 20-25 assignments.**
- LAVA students are expected to log in to their course work each school day (Monday through Friday—unless school is closed).
- Students and their legal guardians are subject to the Compulsory Attendance Laws of the Commonwealth of Pennsylvania and the attendance policies of Lehigh Area School District.
- Attendance will be taken daily. Assignment requirements will be monitored daily in order for the student to be in compliance with their pacing agreement.
- Each school day morning a Behind Pace Report will be generated. For each 6-8 behind pace assignments an absence will be documented for the previous school day.
- If absences are documented, classes will be blocked the next school day if the student does not get back on pace in assignments. Email notifications will be sent to the student/guardian and students will need to report to the library at 8:00 a.m. on the designated school day as outlined in the email to complete their missed assignments. (Part-time status will need to complete 3-4 assignments per school day to be listed as present). **No exceptions will be made.**
- In the event that students move slowly through their assignments, additional time can be used throughout the weekend (until Sunday at 5:00 p.m.) to further complete their coursework.
- Any possible changes in the student's schedule should be immediately reported and communicated to the LAVA Advisor.
- LAVA students have shown success when they are actively engaged in the courseware an average of 240-300 minutes per school day, results may vary based on academic ability and level.
- Students should maintain a 61% (passing requirements for credit) or higher in all classes. Students with two or more classes below 61% will be required to come in to the library to work on their assignments. Students will be released to independently work at home once the passing grade requirement has been met.
- If the student's grades continue to fall below a 61%--meetings will be held with guidance and administration to determine their eligibility to remain in LAVA.
- Technological issues are not a valid absence excuse to logging in and completing work. If a student encounters any problems with the website, software or equipment the student is to immediately report to the high school library to complete their coursework—until the issue has been resolved.

- **Block Scheduling**

- Any 12th grade student wishing to graduate early will complete required courses on a block schedule format.
- Students must have a minimum of 22 credits in place prior to their 12th grade school year to be eligible for early graduation.
- Early graduation paperwork must be turned into your guidance counselor by the first Friday of the start of your 12th grade school year.
- Successful completion of all coursework will be required by the end of the first semester.
- Please refer to the Traditional Scheduling requirements for all other guidelines.

MIDDLE SCHOOL (6TH-8TH GRADES):

- **Traditional Scheduling**

- **Full-time LAVA students will be given the opportunity to take 6 classes per year. Grade promotion will be based on the successful completion of 5 classes with a 61% or higher.**
- **Full-time LAVA students are expected to complete all lessons listed on their activity log (dashboard) per day, per subject, five days a week. Weekly completion totals range from 25-35 assignments.**
- LAVA students are expected to log in to their course work each school day (Monday through Friday—unless school is closed).
- Students and their legal guardians are subject to the Compulsory Attendance Laws of the Commonwealth of Pennsylvania and the attendance policies of Lehigh Area School District.
- Attendance will be taken daily. Assignment requirements will be monitored daily in order for the student to be in compliance with their pacing agreement.
- Each school day morning a Behind Pace Report will be generated. For each 5-6 behind pace assignments an absence will be documented for the previous school day.
- If absences are documented, classes will be blocked the next school day if the student does not get back on pace in assignments. Email notifications will be sent to the student/guardian and students would need to report to the library at 8:00 a.m. on the designated school day as outlined in the email to complete their missed assignments. **No exceptions will be made.**
- In the event that students move slowly through their assignments, additional time can be used throughout the weekend (until Sunday at 5:00 p.m.) to further complete their coursework.
- Any possible changes in the student's schedule should be immediately reported and communicated to the LAVA Advisor.
- LAVA students have shown success when they are actively engaged in the courseware an average of 240-300 minutes per school day, results may vary based on academic ability and level.
- Students should maintain a 61% (passing requirements for credit) or higher in all classes. Students with two or more classes below 61% will be required to come in to the library to work on their assignments. Students will be released to independently work at home once the passing grade requirement has been met.
- If the student's grades continue to fall below a 61%--meetings will be held with guidance and administration to determine their eligibility to remain in LAVA.
- Technological issues are not a valid absence excuse to logging in and completing work. If a student encounters any problems with the website, software or equipment the student is to immediately report to the high school library to complete their coursework—until the issue has been resolved.

ELEMENTARY SCHOOLS (KINDERGARDEN-5TH GRADES):

- **Traditional Scheduling**

- **Full-time LAVA students will be given the opportunity to complete an integrated curriculum of up to 6 classes per year. Grade promotion will be based on the successful completion of the coursework with a 61% or higher.**
- **Full-time LAVA students are expected to complete all lessons listed on their activity log (dashboard) per day, per subject, five days a week. Weekly completion totals range from 25-35 assignments.**
- LAVA students are expected to log in to their course work each school day (Monday through Friday—unless school is closed).
- Students and their legal guardians are subject to the Compulsory Attendance Laws of the Commonwealth of Pennsylvania and the attendance policies of Lehigh Area School District.
- Attendance will be taken daily. Assignment requirements will be monitored daily in order for the student to be in compliance with their pacing agreement.
- Each school day morning a Behind Pace Report will be generated. For each 5-6 behind pace assignments an absence will be documented for the previous school day.
- If absences are documented, classes will be blocked the next school day if the student does not get back on pace in assignments. Email notifications will be sent to the student/guardian and students would need to report to the elementary center at 8:00 a.m. on the designated school day as outlined in the email to complete their missed assignments. **No exceptions will be made.**
- In the event that students move slowly through their assignments, additional time can be used throughout the weekend (until Sunday at 5:00 p.m.) to further complete their coursework.
- Any possible changes in the student's schedule should be immediately reported and communicated to the LAVA Advisor.
- LAVA students have shown success when they are actively engaged in the courseware an average of 240-300 minutes per school day, results may vary based on academic ability and level.
- Students should maintain a 61% (passing requirements for credit) or higher in all classes. Students with two or more classes below 61% will be required to come in to the elementary center to work on their assignments. Students will be released to independently work at home once the passing grade requirement has been met.
- If the student's grades continue to fall below a 61%--meetings will be held with guidance and administration to determine their eligibility to remain in LAVA.
- Technological issues are not a valid absence excuse to logging in and completing work. If a student encounters any problems with the website, software or equipment the student is to immediately report to the high school library to complete their coursework—until the issue has been resolved.

LEHIGHTON AREA SCHOOL DISTRICT ATTENDANCE POLICY

ABSENCES

School law and district policy determines the following reasons for absences as valid and excusable:

1. Illness
2. Death or serious illness in the immediate family or family emergency
3. Quarantine
4. Impassable roads
5. Observance of Religious Holiday
6. Religious instruction program acknowledged by the Board
7. Absences approved in advance by the school principal (i.e., college visitations, job interviews)
8. Education travel with prior approval of the principal or designee
9. The district designee shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event
10. Required court attendance
11. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory
12. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness and foster care

ATTENDANCE PROCEDURES FOR LEGAL ABSENCES:

Even though appropriate excuses may be provided regarding student absences, Lehigh Area High School will notify parents/guardians periodically of their child's attendance records. Special activities and extended medical absences will not be included in these procedures.

Please NOTE: As per guidelines from the Department of Education, educational trips will count toward a student's overall attendance record even though such trips are pre-approved.

Six days absent: A letter or email from building administration will be sent to the student and parent/guardian notifying them of the total accumulation of absences. A follow-up from the student's guidance counselor will follow.

Nine days absent: The school nurse will contact the parents/guardians to inquire about possible medical concerns prohibiting the student from attending school. Administration (or designee) will send a letter or email to the student and parent/guardian requiring the student to obtain medical documentation for future absences and a mandatory meeting may be required between administration and parents to draft an attendance intervention contract. Even though absences to date may be legally excused, this action is taken to facilitate interventions needed to improve school attendance.

ATTENDANCE PROCEDURES FOR UNLAWFUL/UNEXCUSED ABSENCES:

For students seventeen years of age and younger:

Three unlawful days: The attendance officer or designee will schedule a School Attendance Improvement Plan (SAIP) meeting with the student, parent/guardian, and available educators for the purpose of identifying reasons for unlawful absences and creating/implementing a plan for improvement. Notice will be sent to the parent/guardian prior to the meeting being held. If the parent/guardian does not attend the meeting, it will go on as scheduled and a referral to Carbon County Children & Youth may be made. SAIP meetings can be held via phone for convenience.

Six unlawful days: The attendance officer may file citations with the magistrate's office so that a hearing may be scheduled with the student and/or parents/guardians as prescribed by law.

For students eighteen years of age and older:

Three unexcused days: The student's guidance counselor will contact the parents/guardians to inquire about possible reasons for the unexcused absences and to explain potential consequences. The attendance officer or designee will schedule an intervention meeting with the student and parents/guardians to identify the causes of the unexcused absences and facilitate the creation and implementation of a suitable intervention plan.

Six unexcused days: The attendance officer or designee will schedule a follow up meeting with the student and parents/guardians to revise the intervention plan. Disciplinary and/or academic consequences may be issued for continued and prior unexcused absences.

Ten consecutive unexcused days: In accordance with state law, students accumulating ten consecutive unexcused days may be dropped from the rolls of Lehigh Area High School. Administration will make attempts to contact the student and/or parents/guardians via phone call, email, and standard mail prior to this action.

For all students:

- Students with chronic unlawful/unexcused absenteeism may be prohibited from attending school-sponsored events including but not limited to athletics, dances, outings, and field trips—this includes homecoming and prom.
- Disciplinary consequences up to and including in-school suspension may be issued to a student who has accumulated in excess of six unlawful and/or unexcused absences in a given year.
- Students accumulating eighteen (18) days of absence in a school year may have credits for those classes denied and the student may be placed on academic probation. These absences may be any combination of excused, educational trip, unlawful, unexcused, and unverified absences.
- Any student who uses their own communication device (cell phone, etc.) to arrange their own transportation home without prior approval from the school nurse or administration shall be issued unlawful/unexcused absence minutes for any missing time.

TRUANCY PROCEEDINGS

If a student accrues six (6) or more unlawful absences, the following actions may be taken:

- The building's attendance officer may file a private criminal complaint with the Magisterial District Court for violation of Pennsylvania compulsory attendance law. For students aged fourteen years and younger, the complaint must be filed against the legal guardian(s). For students aged fifteen years and older, the complaint may be filed in the student's name, the legal guardians' name(s), or both. Such filings are made at the discretion of the attendance officer based on the unique circumstances of each case.
- If found guilty of compulsory attendance violations, Pennsylvania law provides for the following maximum penalties: \$300 fine plus court costs, suspension of driver's license, and/or community service hours. Additionally, the court may order interventions and disciplinary consequences from the school including successful completion of an individualized truancy elimination program.
- Once a citation is filed for no fewer than six unlawful absences, additional charges may be filed for singular violations.

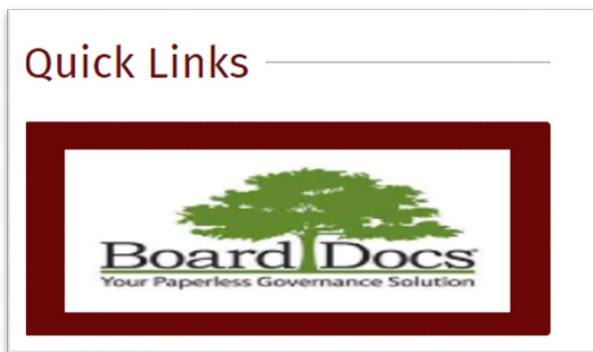
PLEASE NOTE: Late arrivals to school will accrue and be counted toward truancy. 200 minutes of late time shall be counted as a half-day of unlawful absence.

Defendant rights regarding truancy:

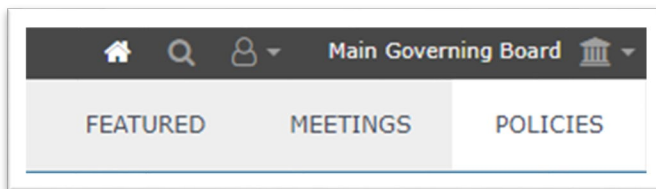
- If cited for a truancy violation, the local Magisterial District Court will schedule a summary trial. Requests for continuances and rescheduling must be made through that office.
- The defendant(s) may seek and employ legal representation. Any associated costs are the responsibility of the defendant(s) and not the Lehigh Area School District.
- Once a student and/or legal guardian has been cited for truancy, additional charges may not be filed until a subsequent summary trial is held; however, the original filing may be amended to reflect the most up-to-date attendance record.

LEHIGHTON AREA SCHOOL DISTRICT ATTENDANCE POLICY #204

Lehigh Area School District policies are located at www.lehighton.org and some are in the Appendix of this manual. On the Lehigh Area School District website they are located under the “Quick Links” location:



Choose “Enter Public Site”. Then, in the top right corner of the page, click on “Policies”:



(Attendance Policy #204 is located at www.lehighton.org and Appendix C).

LEHIGHTON AREA VIRTUAL ACADEMY SPECIFIC PARAMETERS

EXCUSED ABSENCES

Lehighton Area School District recognizes that circumstances can occur that will keep a student from completing daily lessons and signing into the system. These types of absences are considered excused absences and should fall into one of the categories below. Students are expected to work with their LAVA Advisor and online teachers to make up any missed work. **ALL EXCUSES ARE DUE WITHIN THREE (3) SCHOOL DAYS of the absence.**

LASD Absence Excuse link—<https://www.lehighton.org/excuseblank>

[LASD Absence Excuse Online Submission](#)—



Excuses provided outside of the 3-day window will not be approved.

- **Absence due to illness, health condition, family emergency.** The parent/legal guardian is expected to notify the LAVA Advisor, via email, prior to the absence unless the situation does not provide such opportunity. A doctor's note will have to be provided if the student misses three (3) days due to illness. This should be forwarded to the LAVA Advisor.
- **Participation in school approved activity.** In order to be granted an excused absence the activity must be authorized by the LAVA Advisor and parent/legal guardian. The online teachers must be notified prior to the event.
- **Disciplinary actions.** Absences due to temporary suspensions are deemed excused for attendance record keeping.

UNEXCUSED ABSENCES

- Any absence that does not fall into an excused absence category or is not adequately documented will be considered an unexcused absence. The parent/legal guardian will be notified of any unexcused absence.
- As a courtesy to our students, weekend time can be utilized to make up the required coursework for each given academic grade level. Coursework must be completed by Sunday, 5:00 p.m.
- Utilization of weekend time does not exempt students from the mandatory minimums required during the Monday through Friday school week.
- If students do not meet the academic requirements they must attend the traditional school setting to accomplish the unfinished coursework on Monday of the following week. The LAVA Advisor, via email or phone call, will block courses beginning Monday at 8:00 a.m. Failure to comply will result in an immediate unlawful and all courses will be dropped from the student's schedule and a meeting will occur to determine appropriate placement.
- In the event of unexcused absences, administration will schedule a conference between the parent/legal guardian, LAVA Advisor and student. At that time, an action plan will be determined to ensure student success.

- If a student hits **9 absences**, whether passing or not, the student may be placed on academic probation and likely removed from the LAVA program and returned to their grade appropriate Lehigh Area School District building.
- At 9 absences a conference will be required.

ATTENDANCE WARNING LEVELS

- After a student accumulates **3 unexcused absences**, written and/or electronic notification shall be sent to the parent/legal guardians indicating that the student has not met the attendance requirements of LAVA. Parent/legal guardians may be required to attend a truancy elimination meeting.
- After a student accumulates **6 unexcused absences**, following the truancy elimination meeting, citations will be issued to the district magistrate for truancy violations. An additional conference with the family will be requested.
- After a student has accumulated **9 absences** (excused/unexcused/unverified/unlawful) during the academic year, all absences after that will require a doctor's note to be turned into the LAVA Advisor within 3 days of the absence.
- If a student hits **10 absences**, the student may be removed from the LAVA program.

LAVA ORIENTATION REQUIREMENTS

- If the student is failing two or more courses during orientation the district will recommend that the student remain in the traditional school setting.

PASSING THRESHOLD REQUIREMENT

- Once released from orientation students should maintain a 61% (passing requirements for credit) or higher in all classes. Students with two or more classes below 61% will be required to come in to the library to work on their assignments. Students will be released to independently work at home once the passing grade requirement has been met. A meeting will also be held with administration, as needed.

RETURN TO TRADITIONAL SCHOOL SETTING

- If at the end of the marking period students are failing two or more LAVA classes they may be required to return to the traditional school setting—due to inability to handle an independent online platform.

SCHOOL CALENDAR

Students enrolled in LAVA are expected to follow the Lehigh Area School District calendar. Students wishing to deviate from the district calendar must contact their LAVA Advisor to make arrangements. (Appendix A)

LEHIGHTON AREA SCHOOL DISTRICT 2023-2024 SCHOOL CALENDAR						
3-4 – Independence Day Holiday	July 2023					
	Su	M	Tu	W	Th	F
	2	3	4	5	6	7
	29	10	11	12	13	14
	16	17	18	19	20	21
	23	24	25	26	27	28
	30	31				
16-17 New Teacher Induction CLIU 31 – New Teacher Induction District Office	August 2023					
	Su	M	Tu	W	Th	F
			1	2	3	4
	6	7	8	9	10	11
	13	14	15	16	17	18
	20	21	22	23	24	25
	27	28	29	30	31	
4 – Labor Day Holiday 1,5,6 – Prof Development Days 7 – Student First Day	September 2023					
	Su	M	Tu	W	Th	F
						1
	3	4	5	6	7	8
	10	11	12	13	14	15
	17	18	19	20	21	22
	24	25	26	27	28	29
9 – Act 80 27 – Early Dismissal (Students) /Teacher Data Day (PM)	October 2023					
	Su	M	Tu	W	Th	F
	1	2	3	4	5	6
	8	9	10	11	12	13
	15	16	17	18	19	20
	22	23	24	25	26	27
	29	30	31			
10 – Act 80 20-21 – Early Dismissal/ P/T Conferences 22 – Early Dismissal 24 – (1502) 23-27 Thanksgiving Holiday	November 2023					
	Su	M	Tu	W	Th	F
				1	2	3
	5	6	7	8	9	10
	12	13	14	15	16	17
	19	20	21	22	23	24
	26	27	28	29	30	
22 – Early Dismissal 25 – 28 – Winter Holiday 26 & 27 – Winter Holiday (1502)	December 2023					
	Su	M	Tu	W	Th	F
						1
	3	4	5	6	7	8
	10	11	12	13	14	15
	17	18	19	20	21	22
	24/31	25	26	27	28	29
1 – Winter Holiday 15 – Martin Luther King Holiday 19 – Act 80	January 2024					
	Su	M	Tu	W	Th	F
		1	2	3	4	5
	7	8	9	10	11	12
	14	15	16	17	18	19
	21	22	23	24	25	26
	28	29	30	31		
16 – President's Holiday or Snow Make-up Day 1 19 – President Holiday	February 2024					
	Su	M	Tu	W	Th	F
					1	2
	4	5	6	7	8	9
	11	12	13	14	15	16
	18	19	20	21	22	23
	25	26	27	28	29	
1 – Early Dismissal (Students) /Teacher Data Day (PM) 26 – Early Dismissal 27-29 – Spring Holiday 29 – (1502) 27 – Snow Make-up Day 2 28 – Snow Make-up Day 4	March 2024					
	Su	M	Tu	W	Th	F
						1
	3	4	5	6	7	8
	10	11	12	13	14	15
	17	18	19	20	21	22
	24/31	25	26	27	28	29
1-2 – Spring Holiday 1- (1502) 2 – Snow Make-up Day 3	April 2024					
	Su	M	Tu	W	Th	F
		1	2	3	4	5
	7	8	9	10	11	12
	14	15	16	17	18	19
	21	22	23	24	25	26
	28	29	30			
3 – Prof Development Day (Teacher only) 27 – Memorial Day Holiday	May 2024					
	Su	M	Tu	W	Th	F
				1	2	3
	5	6	7	8	9	10
	12	13	14	15	16	17
	19	20	21	22	23	24
	26	27	28	29	30	31
10-11 Early Dismissal 12 – Act 80/Teachers/Paras 13 – Teacher Last Day/Prof Dev Day 7 – Student (177) 9 – Teacher (186) 8 – Para (184)	June 2024					
	Su	M	Tu	W	Th	F
	2	3	4	5	6	7
	9	10	11	12	13	14
	16	17	18	19	20	21
	23	24	25	26	27	28
	30					

End of Marking Period – 11/8, 1/25, 4/5

Early Dismissal – 11/20 & 11/21 (P/T Conf), 11/22, 12/22, 3/1, 3/26, 6/10, 6/11

First/Last Student Days – 9/7, 6/11

184 Para Days – 186 Teacher Days – 182 Student Days

Prof Development – 9/1, 9/5, 9/6, 5/3, 6/13

Act 80 Days – 10/9, 11/10, 1/19, 6/12

Snow Make-up Days – 2/16, 3/27, 4/2, 3/28

1502 Days – 11/24, 12/26, 12/27, 3/29, 4/1

Board Approved: 6/26/23

LEHIGHTON AREA VIRTUAL ACADEMY PARENT/LEGAL GUARDIAN(S) CONTRACT

Parent(s)/Guardian(s) of LAVA students have a unique opportunity and responsibility to participate in the education of their children.

Parent/legal guardians are expected to:

- **Parents/Legal Guardians may be required to provide two forms of residency verification. Please provide two (2) Proofs of Residency to remain listed as active in the Lehigh Area School District. Proof of residency will be checked yearly for all students.**
 - All documentation presented must show the current month's date and the property owner's name or the parent/guardian's name.
 - Acceptable documentation includes: **(One Required):** property tax bill for the permanent residence, rental lease (complete copy, listing all occupants), or real estate closing documents (where applicable)
 - Additional documents include: **(One Required):** vehicle tax registration, voter registration card, electric bill, water bill, telephone bill, cable/satellite bill
 - A driver's license will be required from the property owner and parent/guardian for identification purposes only. ID's cannot be accepted as documentation for address verification.
- Have their child attend the orientation session—10 **consecutive** school days—full-time (the first five consecutive school days—8:00 a.m. – 2:00 p.m.) and half-time (8:00-11:00 a.m.) the next five consecutive school days. Returning LAVA students only need to attend the first five (5) days of orientation, half-time (8:00-11:00 a.m.). Failure to attend consecutively will void the LAVA contract and the student would be withdrawn from the program.
- If the student is failing two or more courses during orientation the district will recommend that the student remain in the traditional school setting.
- Once released from orientation students should maintain a 61% (passing requirements for credit) or higher in all classes. Students with two or more classes below 61% will be required to come in to the library to work on their assignments. Students will be released to independently work at home once the passing grade requirement has been met. A meeting will also be held with administration, as needed.
- If at the end of the marking period students are failing two or more LAVA classes they may be required to return to the traditional school setting—due to inability to handle an independent online platform.
- Directly supervise child's education at home.
- Provide a physical environment conducive to child's educational needs.
- Go with their child to meet with the designated LAVA Guidance Counselor to sign and review the contract and pacing agreement.
- Receive and activate the Guardian Account information to log in to monitor student's progress. Email verification must be emailed to the LAVA Advisor prior to successful discharge from orientation completion.
- Attend any information sessions offered by the district.
- Log in at least once a week to monitor their child's progress and contact the LAVA Advisor with questions/concerns on their child's progress.

- Assist their child in complying with all rules, policies, and procedures of the school, including the Acceptable Use Policy of the district.
- If the student elects to drop a course(s) after the grace period, parent/legal guardians will be responsible for payment of the course(s).
- Technological issues are not a valid absence excuse to logging in and completing work. If a student encounters any problems with the website, software or equipment the student is to report to the high school library to complete their coursework—until the issue has been resolved.
- 6-12 grade electives may require additional purchasing of materials, the cost of purchasing those said materials will be the responsibility of the parent/legal guardian.
- Maintain regular contact with the school by telephone and email.
- School personnel will conduct home visits on an as needed basis. Visitations may or may not be announced.
- Work with their child and his/her LAVA Advisor to ensure successful completion of the curriculum within the allowable timeframe.
- Assure that all work submitted by their child was completed solely by that child.
- Students will be required to attend all Benchmark, PSSA's, and Keystone testing within their designated building. (See parental rights to opt out of state mandated testing, page 26)
- In order to graduate, students will need to fulfill Act 158 Graduation Pathways (*Appendix H*).
- Students will be required to complete all assigned activities in Smart Futures (*Appendix I*) upon conclusion of 5th, 8th and 11th grade.
- Notify the school immediately of any change in child's contact information or academic status.
- It is the responsibility of the parent to ensure that transportation to school, as needed, is provided. If you qualify for bussing, please contact George's Transportation—610-377-5511. For example: student needs to complete missing work, participate in standardized testing or other school activities.
- Return all instructional materials and equipment to the school as requested by their child's LAVA Advisor. To avoid any financial responsibility and invoices sent to the magistrate with the replacement/late costs make arrangements to return the equipment within five (5) school days of ending date. All equipment must be returned to Mrs. Amanda Citro at our central administration building.

We have read and understand the above policy and agree to abide by the rules of this Contract.

Parent/Guardian Signature

Date

LEHIGHTON AREA VIRTUAL ACADEMY

STUDENT CONTRACT

Lehigh Area Virtual Academy is a means for our district to provide online courses to expand student options and the curriculum offerings. Because of the uniqueness of LAVA, certain standards are expected of students enrolling in these courses. This contract and policy makes the student aware of the standards expected of students enrolling in such courses.

As a student taking LAVA courses, I am aware that:

- Upon Parent/Student interest in LAVA, guidance will contact the LAVA Advisor to schedule a meeting for the student to begin orientation, return all forms completed within the LAVA Manual, the student will begin the LAVA Orientation.
- Have their child attend the orientation session—10 **consecutive** school days—full-time (the first five consecutive school days—8:00 a.m. – 2:00 p.m.) and half-time (8:00-11:00 a.m.) the next five consecutive school days. Returning LAVA students only need to attend the first five (5) days of orientation, half-time (8:00-11:00 a.m.). Failure to attend consecutively will void the LAVA contract and the student would be withdrawn from the program.
- If the student is failing two or more courses during orientation the district will recommend that the student remain in the traditional school setting.
- Once released from orientation students should maintain a 61% (passing requirements for credit) or higher in all classes. Students with two or more classes below 61% will be required to come in to the library to work on their assignments. Students will be released to independently work at home once the passing grade requirement has been met. A meeting will also be held with administration, as needed.
- If at the end of the marking period students are failing two or more LAVA classes they may be required to return to the traditional school setting. Due to inability to handle an independent online platform.
- Parent/legal guardians and students must meet with the designated LAVA Guidance Counselor to sign and review the contract and pacing agreement.
- Maintain regular contact with the school by telephone and email.
- School personnel will conduct home visits on an as needed basis. Visitations may or may not be announced.
- Follow the Lehigh Area School District calendar.
- Agree to and follow all policies outlined in handbook.
- Sign up for a Remind account during orientation to communicate with your LAVA Advisor. Guardians can also take part in this program.
- Establish a weekly meeting time, via email, Remind App or phone call, with your LAVA Advisor.
- Technological issues are not a valid absence excuse to logging in and completing work. If a student encounters any problems with the website, software or equipment the student is to report to the high school library to complete their coursework—until the issue has been resolved.
- Log in and take any diagnostic tests—as needed.
- Log in and complete the daily lessons outlined in the pacing agreement. Failure to complete the required coursework will result in courses being completed in the library until further notice.
- Contact your LAVA Advisor and online teacher with any questions or problems while taking the course.
- Participate in on-line tutoring as needed, and or, as recommended by the LAVA Advisor.

- Students will be required to attend all Benchmark, PSSA's, and Keystone testing within their designated building. (See parental rights to opt out of state mandated testing, page 26).
- In order to graduate, students will need to fulfill Act 158 Graduation Pathways (*Appendix H*).
- Students will be required to complete all assigned activities in Smart Futures (*Appendix I*) upon conclusion of 5th, 8th and 11th grade.
- Notify LAVA Advisor and online teachers of any planned excused absences.
- Use appropriate language, common sense and proper grammar and spelling when sending any type of electronic communication.
- Students must follow the Acceptable Use Policy #815 (located at www.lehighton.org and *Appendix B*) and all other rules as specified by the teacher.
- Because of the technology, students understand that their coursework could be retrieved and printed by the teacher, administrator, or technology staff at any time—if necessary.
- Students must avoid violating the Academic Integrity/Plagiarism Policy.

If students do not or cannot abide by the above listed rules, the following procedures will be followed: The Lehighton Area School District will notify the student and his/her parent/legal guardian(s) of the infraction. In the event of severe misconduct, the student will be removed from the course(s).

I have read and understand the contract and policies of the LAVA and agree to abide by the rules of this contract.

_____	_____
Student Signature	Date

_____	_____
Parent/Guardian Name	Date

ACADEMIC SUPPORT AND PLACEMENT

- Each online course content and assignments are aligned with Pennsylvania's content standards or other nationally accepted content standards. They are written by highly qualified teachers and have been through a rigorous multi-step review process.
- Each lesson of each online course contains multiple methods for students to learn the material that accommodates different learning styles. Additionally, each online course has an online textbook or hard copy textbook (grades K-5 only) to specifically accomplish the lesson objectives.
- Each lesson has an assessment in order to gauge the student's understanding of the lesson objectives. Note, however, that Advanced Placement courses may not have all of these features as these courses are being acquired from a third party vendor.
- Students enrolling as a full-time LAVA student will work with their LAVA Guidance Counselor or school representative and parent/legal guardian to determine proper placement in courses. The school will place the student at the appropriate level taking into consideration previous grades, courses taken, earned credit, academic performance, assessment tests, and graduation requirements.
- Each student will have an online teacher that will monitor the student's progress and, if necessary, create interventions to help the student master the lesson objectives.
- Each student will be able to seek assistance from an online tutor. This tutor, is a highly qualified teacher who can provide additional assistance to aid the student's learning. Online teachers will provide tutoring hours and means of contact to students.
- Each student will have a LAVA Advisor appointed by the Lehigh Area School District to help monitor the student's progress, and help coordinate assistance, if necessary.
- Students are required to attend all state and school mandated assessments. Students should contact their local school for dates and times of required assessments.
- Students and parent/legal guardians have continual access to student grades online.
- Lehigh Area School District will issue report cards and diplomas.

CAREER READY PROGRAM—INDUSTRY CERTIFICATIONS

The eDynamic Learning (eDL) Career Ready Program offers high school students sequenced learning tracks aligned to national and examination standards. These tracks put students on a path to obtain industry certifications and to secure employment in high-paying, high-demand jobs in industries with the greatest job growth and opportunities.

Programs are available that will prepare students with courses to obtain relevant industry certifications. Students explore careers through introductory courses, selection of a program of study, and sequencing of courses which can consist of four to eight concentrator courses to prepare and then can take industry-endorsed certification exams.

"Students enrolled in CTE courses are significantly more likely to develop problem solving, project completion, research, communication, time management and critical thinking skills during high school." - Lekes et al., National Research Center for CTE

Industry Certifications Available—Agriculture, Food & Natural Resources, Arts & A/V Technology & Communication, Business Management & Administration, Education & Training, Finance, Government & Public Administration, Health Science, Hospitality & Tourism, Human Services, Information Support & Services, Law & Public Safety, Corrections & Security, Manufacturing, Marketing, and Science, Technology, and Engineering & Mathematics.

WITHDRAW, EDUCATIONAL TRIP FORM AND DROPPING A COURSE

WITHDRAW

Students participating in LAVA may withdraw from the program provided that the parent/legal guardian indicates in writing the reason for withdrawal, the name and location of the public or private school that the student will attend and expected exit date from the program. Parent/legal guardians may initiate withdrawal from the program by contacting the LAVA Advisor. The Lehigh Area School District will contact the parent/legal guardians to ensure proper paperwork is completed and equipment is returned to the administration office to Mrs. Amanda Citro.

EDUCATIONAL TRIP FORM

Students enrolled in the Lehigh Area Virtual Academy that expect to be away from the home of residence must complete and return the Educational Trip Form one week prior to the educational trip. It is the responsibility of the student to make each of his or her teachers aware of any absences from class in advance https://drive.google.com/file/d/1LZWWhdHlpe6vL7yo1EXxbULBIV1ig42E8/view?usp=drive_link. This form must be submitted to the appropriate building principal. The Lehigh Area School District has the authority to accept or deny any requests for an educational trip.

DROPPING A COURSE

All students have the first five days of the first marking period to drop/add year long classes (1 credit). Semester based courses (.5 credit) have the first five days of the first marking period and 3rd marking period to drop add classes. **The 5 days starts from the day the student is enrolled into the course.** If a full-time LAVA student drops a course they must immediately enroll in another course to maintain their full-time status. If the student does not enroll in another course to maintain the full-time status they will be dropped from LAVA and enrolled in the appropriate Lehigh Area School District school. Drop/Add is not available to students for marking period four (4).

TECHNOLOGY

TECHNICAL SUPPORT

- Technical Support will be provided to LAVA students, only for the Chromebook and software, provided under the full-time LAVA program. Technical Support cannot and will not be provided on local area networks in the home, computers not given to the student by LAVA, and or to any students/families not enrolled in the full-time academy.
- **FULL-TIME LAVA** students will be provided with a Chromebook, headset with microphone, virus protection software, internet filtering software, and the appropriate software needed to support the student's curriculum. This equipment is the property of the Lehigh Area School District and must be returned within one week (5 school days) of the termination of the student's online learning.
- **FULL-TIME LAVA** students may receive a reimbursement of \$30.00 a month for local Internet Service Provider fees for all full months of LAVA enrollment (September-May). If there are multiple full-time LAVA students within a household the reimbursement will remain \$30.00 a month. LAVA may terminate Internet reimbursement at its sole discretion.
- All use of the Internet and computer technology must be related to or in support of the educational goals of the student. Use of the Internet and computer technology for any illegal or non-educational activity, including but not limited to profit purposes, lobbying, gambling, advertising, transmitting offensive materials, hate mail, discriminating remarks or obtaining or housing obscene or pornographic material, is strictly forbidden. (*Acceptable Use of the Internet Policy #815 located at www.lehighton.org and Appendix B*).
- Use of the full-time LAVA program technology or the Internet for fraudulent or illegal copying, communication, taking or modification of material in violation of all applicable laws is prohibited. Such action or the illegal use of copyrighted software is prohibited and will be referred to law enforcement.
- Students, parent/legal guardians, or any third parties not participating in the full-time LAVA program are strictly forbidden from installing any software or additional hardware on the provided computers, nor shall anyone remove installed software or hardware from that computer.
- Students, parent/legal guardians, or any third parties not participating in the full-time LAVA program are strictly forbidden from installing software received on any other computer system received as part of the computer distributed to them by the school. Such software shall not be loaned, given, or otherwise used on any other computer.
- The school reserves the right to deny a student's access to equipment and/or Internet reimbursement to prevent further unauthorized activity. Students denied such access must return any issued equipment.
- **FULL-TIME LAVA STUDENTS** will report all issues that they are having with the Chromebook to <https://lehighton.on.spiceworks.com/portal/registrations>. Students will use their school email to log in to the support page. Our technical support team will assist in all hardware issues. Reported issues must include the student's name and any other details that will assist the help desk in resolving the problem.
- Any courseware issues are to be reported to the Carbon Lehigh Intermediate Unit help desk—**610-769-4111 or emailing elearn21-help@cliu.org**. Reported issues must include the student's name, Lehigh Area School District, courses that are affected and any other details that will assist the help desk in resolving the problem.



- Students taking single classes within the district building should report all issues to the LAVA Advisor. The LAVA Advisor will assist the student in resolving the problem.
- All issues reported during the school day will be responded by school personnel within 24 hours, or the next school day.
- Technological issues are not an excuse to logging in and completing work. If a student encounters any problems with the website, software or equipment the student is to report to the high school library to complete their coursework—until the issue has been resolved.

COMPUTER SET-UP

- All computer equipment will be picked up and returned via the administration building.
- Full-time LAVA students and parent/legal guardians are responsible for set-up of the system when the hardware arrives at the student's residence. Technical support staff will be available to assist the student/parent/legal guardian with activation of the computer system.
- The student/parent/legal guardian should report any malfunction of computer hardware as soon as possible. The staff will discuss the specifics with the student/parent/legal guardian to determine if the problem is hardware specific or software related and will determine a plan of action.

LOST/DAMAGED/RETURNED PROPERTY

- The student/parent/legal guardian must notify the school district within three days of the occurrence or discovery of any theft, damage, destruction, or other loss of any school-owned computer equipment. The student/parent/legal guardian may be responsible for any costs associated with repairing or replacing lost, stolen, or damaged equipment while in the student's possession.
- Families/students are generally financially responsible for their equipment. In most circumstances where there has been loss or damage, parent/legal guardians will file a claim with their homeowner's insurance carrier. The school will assist with this process by submitting all information related to cost and value of the equipment. The family/student must immediately forward copies of the police report, fire report, insurance claim, and any other applicable reports to the student's LAVA Advisor who will then forward the information to our district technology department.
- Replacement Equipment—LAVA will arrange for replacement equipment only after:
 - Copies of all applicable reports and claims have been received
 - Appropriate arrangements have been made by the student/family to compensate the school for the loss;
 - The family/student signs a revised agreement that reflects the issuance of new equipment;
 - The damaged equipment is returned, if applicable.
- Return all instructional materials and equipment to the school as requested by their child's LAVA Advisor. To avoid any financial responsibility and invoices sent to the magistrate with the replacement/late costs make arrangements to return the equipment within five (5) school days of ending date. All equipment must be returned to Mrs. Amanda Citro at our central administration building.

MCKINNEY-VENTO HOMELESS EDUCATIONAL PROGRAM

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

- The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by the Every Student Succeeds Act (ESSA).¹ The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.
- Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.
- The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11435(2))

CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHT TIME RESIDENCE:

- "Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.
- Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.
- Living in emergency or transitional shelters.
- Living in a public or private place not designed for humans to live.
- Migratory children living in above circumstances
- Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

This law affords certain rights to Parents and Eligible Students in regards to Education Records that are maintained by schools. These rights transfer to the student when they reach the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

STUDENT RECORDS

A cumulative file will be maintained for the student while enrolled in the LAVA. This record shall contain only verified information of educational importance and may be used only for the benefit, promotion, or welfare of the student. All material in each student's file shall be confidential and access thereto strictly limited to personnel at the local school, LAVA and parent/legal guardians.

SPECIAL EDUCATION SERVICES

Special Education Director – Mrs. Samantha Kistler

The Lehigh Area School District conducts ongoing identification activities as a part of its school program for the purpose of identifying a student who may be in need of special education and related services. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

1. Autism/pervasive developmental disorder
2. Blindness or visual impairment
3. Deafness or hearing impairment
4. Development delay
5. Mentally gifted
6. Intellectual disability
7. Multi-handicapped
8. Neurological impairment
9. Other health impairments
10. Physical disability
11. Serious emotional disturbance
12. Specific learning disability
13. Speech and language impairment

If a parent or guardian believes that their school-age child may be in need of special education services and related programs, or young child (age 3 to school age) may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and their eligibility are available at no cost, upon written request. A parent or guardian may request screening and evaluation at any time, whether or not their child is enrolled in the District's public school program. Requests for evaluation and screening are to be made in writing to, Director of Student Services.

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time, and location), a parent or guardian may contact, in writing, the person listed above or any building Principal.

Confidentiality: All information gathered about a child is subject to the confidentiality provisions contained in federal and state law. The District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about the policies and procedures, as well as rights of confidentiality and access to educational records, please contact Mrs. Kistler at (610) 377-4490 x 1599 skistler@lehighton.org or any building Principal.

GRADING

Students are assessed on a multitude of criteria such as assessments, quizzes, essays, tests, and forum discussions. Students and parent/legal guardians have immediate and continuous access to grades by logging into the system. Grades for assessments and tests will be posted within two to three days from the date they were submitted. Student GPA and class rank will be calculated by Lehigh Area School District. Report cards will be distributed, upon parental request. Ending of academic quarters may be subject to change.

Students are permitted to make up missed assignments without grade penalty due to excused absences. Deadlines for missed assignments will follow the parameters set forth by the student's grade equivalent traditional school setting.

Incomplete grades may be assigned following the parameters set forth by the student's grade equivalent traditional school setting. **Administrative discretion will be implemented in the case of extenuating circumstances.**

TESTING POLICIES

MANDATED TESTING (PSSA/KEYSTONES)

Students are required to participate in all school and state mandated assessments. Students will communicate with their LAVA Advisor on the date and time that they are to arrive at the local school to take specified assessments.

State mandated testing will occur in grades 3-8 (PSSA) and after the following courses: Algebra I, Biology, and sophomore-year English (Keystones).

If a student does not pass a Keystone test with a "Proficiency" level they may be required to either attend remediation classes held at school or have an additional Keystone Preparation class added to his/her schedule.

Students must report to the traditional school setting to complete any and all state mandated testing. Students that do not report on mandated test days will not have access to their classes until appropriate testing is completed.

PARENTAL RIGHTS TO OPT OUT OF STATE MANDATED TESTING

Pursuant to Pennsylvania School code, parents/guardians have a civil right to opt out of state mandated standardized testing, such as PSSA and Keystone testing. In Pennsylvania, that is based on religious beliefs. To do this, there are four (4) simple steps:

STEP 1: Parent/guardian writes a letter/email to the superintendent or principal WITH their intent to opt out.

Example:

Dear Superintendent:

Pursuant to Pennsylvania Code Title 22 Chapter 4, section 4.4 (d)(5) I am hereby exercising my right as a parent to have my child, [NAME], excused from PSSA testing because of religious and philosophical beliefs.

STEP 2: Parent/guardian reviews test at school.

Two weeks prior to the testing window, exams must be made available for review by parents and guardians. Districts must provide a convenient time for review. Parents/guardians will need to sign the

Parent/Guardian Confidentiality Agreement that simply states they will not share what is on the test with anyone.

STEP 3: Parent provides a written request for their child to be excused from test to the superintendent or principal stating that they reviewed the exam. This letter can be submitted at the time of the review or mailed soon after, prior to testing.

Example:

Dear Superintendent:

On [DATE] I had the opportunity to review the PSSA test or Keystone test and pursuant to Pennsylvania Code Title 22 Chapter 4, section 4.4 (d)(5) I am hereby exercising my right as a parent to have my child, [NAME], excused from PSSA testing or Keystone testing because of religious and philosophical beliefs.

STEP 4: Superintendent reviews the request.

If the student is excused from the state assessment due to parental or guardian request, school personnel must provide an alternative learning environment for the student during the assessment.

Parents can opt their children out any time during the school year, and within 2 weeks prior to test date. Note that If a student opts out of the Keystone exams, the student is still required to complete one of the mandated statewide graduation pathways in order to fulfill all graduation requirements such as PSATs, SATs, ASVAB testing, etc.

For more information regarding Pennsylvania Code 22, please go to:
<https://www.stateboard.education.pa.gov/Documents/About%20the%20Board/Board%20Actions/2013/Chapter%204%20FINAL%20FORM.pdf>

PROCTORED EXAMS

Students enrolled in the full-time LAVA program may be required to take one proctored unit exam per course, each school year at the school district. The student will work with the LAVA Advisor to arrange when and where the exam is to take place.

ADVANCED PLACEMENT EXAMS

Students wishing to take AP exams must work with the school's guidance counselor to determine date, time and location. The cost of AP exams are the responsibility of the student.

SAT/ACT

Students wishing to take SAT/ACT exams must contact the school's guidance counselor to determine date, time and location. The cost of SAT/ACT exams are the responsibility of the student. Registration and information about the SAT can be located on www.collegeboard.org. Registration and information about the ACT can be located at www.act.org.

ASSESSMENTS/EXAMS

Students will have an opportunity to demonstrate mastery of a skill by retaking quizzes up to three (3) times to improve their score. Exams can only be repeated one time to improve their score.

GRADUATION REQUIREMENTS

Students will work with their high school guidance counselors to ensure proper placement and credit fulfillment in order to meet graduation requirements of the Lehigh Area School District. Students in grades 9-12 will be classified by grade based on the number of credits they have earned.

In addition, students will need to meet all local and state graduation requirements. It is the student's responsibility to make sure that all coursework is completed and graded at least one week prior to set graduation date.

Graduation requirements for Lehigh Area School District include 26 credits in designated subject areas and scoring Advanced/Proficient on the Keystone Exams or completion of Act 158 Graduation Pathways. Students will need to obtain four credits in mathematics, science, language arts, and social studies. One credit will need to be obtained in health, wellness, and computers. Seven credits will be in electives. More information can be found in the Curriculum Guide located on the District website at www.lehigh.org/programofstudies.

Attendance at graduation practice is required for all students wishing to participate in the graduation ceremony.

FIELD TRIPS & SOCIAL ACTIVITIES

LAVA students are encouraged to participate in school sponsored activities. All school district policies will apply including those for attendance and discipline. Students wishing to attend field trips or social activities must first notify their LAVA Advisor and make proper arrangements with the school district. Once arrangements and permission is granted students will then notify their online teachers of their excused absence. Students are responsible for completing missed work during the field trip or social activity.

LAVA students should remember that they are still a member of their Lehigh Area School District and therefore should dress appropriately. The Dress Code Policy #221 (located at www.lehigh.org and Appendix D) will be enforced and any student found in violation of the dress code policy will not be allowed to participate in the field trip or social activity. Students also should be aware that when they attend a school related function they are representing their school district and community. They should conduct themselves in an appropriate manner at all times, as their conduct is a direct reflection on themselves, their families and their school.

PHYSICAL EDUCATION

Physical education requirements will be satisfied by participating in courses provided by LAVA. A variety of Health and Physical Education electives are available in all K-12 grades.

Physical education requirements may also be satisfied by participating in organized lessons, activities, and events at parental/guardian expense—prior approval from the LAVA Guidance Counselor must be granted. The LAVA student must be able to complete at least 30 minutes a day of physical activity each week. The supervisor/coach/leader will have the responsibility to email the LAVA Advisor, each week, with the required hours the student participated in the activity and the type of physical education that was completed.

ATHLETIC & CLUB ELIGIBILITY

Students wishing to participate in the Lehigh Area School District's athletic program or clubs will need to express interest to their LAVA Advisor. The LAVA Advisor in turn will give the student the appropriate details of the club or program including academic restrictions. The Lehigh Area School District has the authority to enforce academic probation on any student that is participating in a club or activity. In addition, all student athletes must participate in a state mandated physical and provide the necessary paperwork to the school nurse. LAVA Advisors will work with students, parent/legal guardians, and coaches/directors to assist students that are in danger of academic probation.

Student athletes need to maintain passing grades in 5 out of 7 classes in order to be eligible to participate in athletics. Please refer to eligibility and code of conduct in the athletic handbook—(<https://lehighathletics.org/main/filesLinks/>), which also lists rules that govern participation, including behavior for team members.

A student planning to participate in Division I or Division II sports in college need to register with the NCAA Clearinghouse at ncaaclearinghouse.net.

Lava grades are submitted to our athletic director each Monday morning for eligibility reports.

CODE OF CONDUCT

Lehigh Area Virtual Academy exists to educate students through an online environment. The Lehigh Area School District expects their students enrolled in LAVA to follow the Code Of Conduct. Lehigh Area School District will not tolerate any actions from students, parent/legal guardians, staff or visitors that in any way interfere with the delivery of educational services, jeopardize the health, safety, and well-being of any member of the school community, or threaten the integrity and stability of the online learning program or the school itself.

School administration will use their professional judgment in determining which disciplinary action will be most effective in dealing with the student's misconduct (*Student Discipline Policy #218 located at www.lehigh.org and Appendix F*). Student's age, maturity, nature of infraction and previous record are a few of the circumstances that will be taken into consideration when disciplining. The following infractions on the code of conduct may result in disciplinary action:

- Cheating—acting dishonestly, copying, or using someone else's work
- Violating the Academic Integrity/Plagiarism Policy
- Insubordination—not accepting directions; refusing to cooperate with LAVA Advisor, online teachers and other agents
- Theft—taking property of another without right or permission
- Fighting—participating in physical contact with one or more students, faculty or staff
- Vandalism—purposeful destruction or misuse of LAVA property
- Violating Acceptable Use Policy
- Harassment or profane/obscene language or gestures towards students/online teachers/LAVA Advisor/others
- Wrongful conduct—any action or inaction not specifically referenced in the listing above that impedes, obstructs, interferes, or violates the mission of LAVA or is disrespectful, harmful, or offensive to others or property
- Possession of drugs, alcohol, tobacco or illicit substances at school related events or on school property.
- Possession of weapons on school property or school related events.
- Hazing—any intentional, knowing, or reckless act meant to induce pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort and is directed against a student with the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, program or club.
- Bullying—Bullying is a form of harassment and is defined as repeated intimidation of others by real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on property of another. Bullying may include but is not limited to name calling, verbal taunts, extortion of money or possessions, and exclusion from peer groups.

We have read and understand the above Code of Conduct and agree to abide by the rules.

Student Signature

Date

Parent/Guardian Signature

Date

ACADEMIC INTEGRITY/PLAGIARISM

It is expected that all work submitted for the purpose of meeting online course requirements represents the original efforts of the individual student. This includes, but is not limited to exams, homework, course assignments, and the original creation of essays, compositions, term papers and scientific research. All work submitted by a student should be a true reflection of his or her own effort and ability. If such is not the case, then the student has demonstrated unacceptable academic behavior and is subject to disciplinary action. Administrators, faculty, advisors, students and families are all important contributors to the upholding of academic integrity in the online learning community.

Plagiarism is defined as copying/stealing and passing off as one's own the ideas or words of another, using someone else's created product without crediting the source, or committing literary theft. Examples include the following:

- Turning in a paper retrieved from an Internet source as one's own
- Using another student's work in whole or part and handing it in as one's own
- Using information from an encyclopedia, book, textbook, web site, database, etc., without citing the source
- Using another person's idea, opinion, or theory without citing the source
- Using any facts, statistics, graphs, drawings, pictures, sounds or other piece of information which you found from any source that is not common knowledge, without citing the source
- Using quotations of another person's actual spoken or written word without citing the source
- Paraphrasing (putting into your own words) another person's unique ideas, spoken or written, without citing the source

As the Internet becomes increasingly more accessible and sophisticated, the incidents of plagiarism in submitted student papers and projects have increased. Many institutions of higher (post-high school) education penalize plagiarism with student expulsion. Therefore, in the interest of the student's future education, as well as the school's part in the personal development of students, Lehigh Area School District will follow the policy on plagiarism as outlined below:

Plagiarism will result in a "zero" (no credit) on the assigned paper or project.

Teachers will provide written documentation of the plagiarism and will use the following procedure:

1. Discussion with the student, referral to the LAVA advisor, and administration
2. Call/Email to parent/legal guardians by the advisor or teacher
3. Principal's referral to co-curricular coaches/advisors and National Honor Society, as applicable

When plagiarism is found to have taken place, the student will be given a zero "0" for that assignment. A second plagiarism offense will automatically result in removal of the course and credit not issued.

We have read and understand the above policy and agree to abide by the rules.

Student Signature

Date

Parent/Guardian Signature

Date

LEHIGHTON AREA VIRTUAL ACADEMY



EQUIPMENT RETURN CHECKLIST

Student Name:		
Date of Withdrawal:		
RETURNED ✓	EQUIPMENT TYPE	GUARDIAN INITIALS
	(Chromebook (Laptop), case, headphones, and router)	
District Signature:		

I have read and agree to the above terms. I will contact the district technology department to report broken or damaged equipment, or to seek support for the online program. I understand that I must return all computer equipment listed above. Lehigh Area School District will seek financial and/or legal action for equipment not returned once participation in LAVA has been terminated.

Student Signature

Date

Parent/Guardian Signature

Date

STUDENT PACING AGREEMENT

The following is the agreement between Lehigh Area School District and

Student Name: _____

in the participation in the Lehigh Area Virtual Academy. I will make a commitment to complete the following courses in the following timelines:

NAME OF COURSE	MP #
Y1—English	
Y1—Science	
Y1—Math	
Y1—History	
Elective (.5 Credit)	
Elective (.5 Credit)	
Elective (.5 Credit)	
Elective (.5 Credit)	
Elective (.5 Credit)	
Elective (.5 Credit)	
Elective (.5 Credit)	
Elective (.5 Credit)	
Elective (.5 Credit)	
Elective (.5 Credit)	
Elective (.5 Credit)	

Section end dates may be altered upon the discretion of the LAVA Advisor based on changes of the academic calendar. Students who are not meeting their academic requirements will be required to attend their designated building upon the discretion of the LAVA Advisor. Any assignments/lessons not completed by their due date will be considered a "0".

There is a two week orientation process for students to complete prior to being allowed to work independently at home. Students report to the library for five consecutive school days from 8:00-2:00 p.m. to begin their online curriculum. After the initial five school days the student will then report to the library for five consecutive half school days from 8:00-11:00 a.m. This process is to ensure a seamless transition into LAVA and will allow students the opportunity to become accustomed to the program and address any possible concerns. If an unexcused absence occurs students will not be allowed to participate in LAVA and will be requested to return back to the regular classroom setting.

Student Signature Date

Parent/Guardian Signature Date

LEHIGHTON AREA SCHOOL DISTRICT

ACCEPTABLE USE POLICY #815

(APPENDIX B)

(TO VIEW THE ENTIRE DOCUMENT YOU WILL NEED TO OPEN THE ELECTRONIC COPY OF THIS MANUAL AND CLICK ONCE ON THE POLICY TO BE DIRECTED TO THE ONLINE VERSION)

Book	Policy Manual
Section	800 Operations
Title	Acceptable Use of Technology, Electronic Resources, Network and Internet
Code	815
Status	Active
Adopted	January 26, 2009
Last Revised	February 28, 2022

Purpose

The Lehigh Area School District Board of Directors recognizes that access to technology in school gives students, employees, and guests; greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills. To that end, Lehigh Area is extending access privileges to these technologies for students, faculty and employees and guests. While the District believes that knowledge and skills derived from and about the internet are invaluable, it also recognizes some of the inherent dangers that the internet poses. The District is committed to ensuring internet safety to the greatest extent possible. This policy governs the appropriate use of the District's network.

The Lehigh Area School District provides its employees, students, and guests ("users") access to technology resources including, but not limited to, electronic communications systems, computers, computer networks, networked devices, hardware, software, internet access, mobile devices, peripherals, copiers, cameras, and other District electronic devices.

LEHIGHTON AREA SCHOOL DISTRICT

ATTENDANCE POLICY #204

(APPENDIX C)

(TO VIEW THE ENTIRE DOCUMENT YOU WILL NEED TO OPEN THE ELECTRONIC COPY OF THIS MANUAL AND CLICK ONCE ON THE POLICY TO BE DIRECTED TO THE ONLINE VERSION)

Book	Policy Manual
Section	200 Pupils
Title	Attendance
Code	204
Status	Active
Adopted	May 27, 2008
Last Revised	May 23, 2022

Purpose

The Lehigh Area School District Board of Directors requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

Authority

Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session, except that a principal or teacher may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance. [\[3\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

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LEHIGHTON AREA SCHOOL DISTRICT TRUANCY PROCEDURES POLICY #204.1 (APPENDIX D)

(TO VIEW THE ENTIRE DOCUMENT YOU WILL NEED TO OPEN THE ELECTRONIC COPY OF THIS MANUAL AND CLICK ONCE ON THE POLICY TO BE DIRECTED TO THE ONLINE VERSION)

Book	Policy Manual
Section	200 Pupils
Title	Truancy Procedures
Code	204.1
Status	Active
Adopted	February 26, 2018
Last Revised	May 23, 2022

Purpose

The Lehigh Area School District Board of Directors recognizes that regular attendance is an important part of student success and that chronic absenteeism can have devastating effects on a student's academic progress and can also negatively affect a student socially and can cause stress and anxiety for the absent student and his/her family. The Board also recognizes that families dealing with chronic attendance issues may benefit from additional support to help them address the problem.

The Board intends for the processes and procedures used to combat truancy and comply with applicable mandatory attendance laws to be as supportive of the families as possible, utilizing referrals to the magistrate only as a last resort when other more collaborative, non-punitive options have not been successful.

This policy applies to all students of **compulsory school age**, which shall mean the period of a student's life from the time the student's person in parental relation elects to have the student enter school, which shall attain six (6) years of age before September 1, until the child reaches eighteen (18) years of age. The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.[\[1\]](#)[\[2\]](#)

LEHIGHTON AREA SCHOOL DISTRICT

DRESS AND GROOMING POLICY #221

(APPENDIX E)

(TO VIEW THE ENTIRE DOCUMENT YOU WILL NEED TO OPEN THE ELECTRONIC COPY OF THIS MANUAL AND CLICK ONCE ON THE POLICY TO BE DIRECTED TO THE ONLINE VERSION)

Book	Policy Manual
Section	200 Pupils
Title	Dress and Grooming
Code	221
Status	Active
Adopted	May 27, 2008

Purpose

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

Authority

The Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard.[\[1\]](#)[\[2\]](#)

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.[\[2\]](#)

LEHIGHTON AREA SCHOOL DISTRICT

STUDENT DISCIPLINE POLICY #218

(APPENDIX F)

(TO VIEW THE ENTIRE DOCUMENT YOU WILL NEED TO OPEN THE ELECTRONIC COPY OF THIS MANUAL AND CLICK ONCE ON THE POLICY TO BE DIRECTED TO THE ONLINE VERSION)

Book	Policy Manual
Section	200 Pupils
Title	Student Discipline
Code	218
Status	Active
Adopted	May 27, 2008

Purpose

The Board finds that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment.

Definition

Corporal punishment - a form of physical discipline intended to cause pain and fear, in which a student is spanked, paddled or hit on any part of the body with a hand or instrument.[\[1\]](#)

Authority

The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the school district during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

The Board shall adopt a Code of Student Conduct to govern student discipline, and students shall not be subject to disciplinary action because of race, gender, color, religion, sexual orientation, national origin or handicap/disability.[\[3\]](#)[\[4\]](#)[\[5\]](#)

LEHIGHTON AREA SCHOOL DISTRICT

SCHOOL BOARD POLICIES

(APPENDIX G)

Quick link to all Lehigh Area School District policies: www.lehighton.org/policies

The following Lehigh Area School District Board Policies require annual notification as well as dissemination to students and parents. Please take the time to review all our student policies. The links are hyperlinked, and you can click on the title to open the policy. 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).

006 Meetings	217 Graduation Requirements
100 Strategic Plan	218 Student Discipline
103 Discrimination/Title IX Sexual Harassment Affecting Students	218.1 Weapons
105 Curriculum Development	218.2 Terroristic Threats/Acts
105.1 Curriculum Review by Parents / Guardians and Students	220 Student Expression/Dissemination of Materials
108 Adoption of Textbooks	222 Tobacco Use
109 Resource Materials	226 Searches
113 Special Education	227 Controlled Substances/Paraphernalia
113.4 Confidentiality of Special Education Student Information	233 Suspension and Expulsion
114 Gifted Education	235 Students Rights/Surveys
114.1 Gifted Matrix	237 Electronic Devices
115 Vocational Technical Education	246 Student Wellness
122 Extracurricular Activities	247 Hazing
123 Interscholastic Athletics	248 Unlawful Harassment
127 Assessments	249 Bullying/Cyberbullying
138 Language Instruction Educational Program for English Learners	250 Student Recruitment
140.1 Extracurricular Participation by Charter/Cyber Charter Students	251 Homeless Students
142 Migrant Students	302 Employment of Superintendent/Assistant Superintendent
143 Standards for Persistently Dangerous Schools	312 Evaluation of Superintendent
144 Standards for Victims	314.1 HIV Infection
146 Student Services	333 Professional Development
200 Enrollment in District	335 Family and Medical Leaves
203 Communicable Diseases and Immunization	351 Drug and Substance Abuse
203.1 HIV Infection	604 Budget Adoption
204 Attendance	610 Purchases Subject to Bid/Quotation
209 Health Examinations – Screenings	619 District Audit
210 Use of Medications	621 Local Taxpayer Bill of Rights
210.1 Possession/Use of Asthma Inhalers	626 Federal Fiscal Compliance
211 Student Accident Insurance	705 Facilities and Workplace Safety
216 Student Records	707 Use of School Facilities
	716 Integrated Pest Management
	800 Records Management
	800.1 Records Retention / Destruction
	801 Public Records

[805 Emergency Preparedness](#)
[808 Food Services](#)
[810 Transportation](#)
[810.3 School Vehicle Drivers](#)
[815 Acceptable Use of Technology,
Electronic Resources, Network and internet](#)
[815.1 Use of District-Owned Technology](#)
[816 Use of Livestream Video on School
District Property](#)
[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](#)
[903 Public Participation in Meetings](#)
[904 Public Attendance at School Events](#)
[906 Public Complaints](#)
[916 School Volunteers](#)
[918 Title I Parent and Family Engagement](#)

LEHIGHTON AREA SCHOOL DISTRICT

GRADUATION PATHWAYS PAGE 1

(APPENDIX H)

	LEHIGHTON AREA SCHOOL DISTRICT
Act 158 of 2018 prescribed multiple pathways for students to meet Pennsylvania's assessment requirement for graduation. The state released the criteria for alternate assessments in spring 2020. These requirements impact the Class of 2022 and beyond.	
ACT 158 REFERENCE https://www.education.pa.gov/K-12/Assessment/K20andK20Accountability/GraduationRequirements/Act158/Pages/default.aspx	
PATHWAY 1: KEYSTONE PROFICIENCY	
Reach "Proficient" or "Advanced" on the following Keystone Exams:	If a student does not score "proficient" or "advanced" on all three Keystone Exams, they can still meet the state requirements for graduation by meeting the descriptors established in Pathways two through five.
✓ Algebra 1 ✓ Literature ✓ Biology	
PATHWAY 2: KEYSTONE COMPOSITE	
Students must earn "proficient" or "advanced" on at least one Keystone Exam and earn at least a basic score on the other two Keystone Exams. No Keystone Exam score can be "Below Basic."	The Keystone Exam 3-score composite is 4452 or Greater The Keystone Exam 2-score composite is 2939 or Greater (where eligible under 5121.1)
PATHWAY 3: CAREER & TECHNICAL EDUCATION	
Students will meet local requirements for academic content covered by the Keystone Exams for all subjects. Courses required to earn credit at Lehigh Area High School: Algebra 1, Biology, and English 10. Must produce 1 or more of these artifacts:	
✎ Industry-based competency certification ✎ Likelihood of industry-based competency assessment success ✎ Readiness for continued engagement in CTE Concentrator program of study	
PATHWAY 4: ALTERNATE ASSESSMENT	
Students will meet local requirements for academic content covered by the Keystone Exams for all subjects. Courses required to earn credit at Lehigh Area High School: Algebra 1, Biology, and English 10. And one of the following:	
1. Attain an established score on an approved alternate assessment for each subject where the student did not earn proficiency. Approved alternate assessments are: ✎ Attainment of one alternative assessment score or better: ACT (21), ASVAB AFQT (31), PSAT/NMSQT (970), or SAT (1010) ✎ Attainment of Gold Level or better on ACT WorkKeys ✎ Attainment of 3 or better on AP Exam(s) related to each Keystone content area in which less than Proficient ✎ Attainment of 4 or better on IB Exam(s) related to each Keystone content area in which less than Proficient ✎ Successful completion of concurrent enrollment course(s) related to each Keystone content area in which less than Proficient ✎ Successful completion of a pre-apprenticeship program ✎ Acceptance into accredited, non-profit Institution of Higher Education (IHE) 4yr program for college-level coursework 2. Successfully complete a dual enrollment course in an academic content area associated with each Keystone Exam in which the student did not achieve at least proficiency: ✎ Credit-bearing, non-remedial approved concurrent course ✎ Aligned to respective Keystone Exams ✎ Passing grade on the approved concurrent course ✎ High school or college transcript as evidence 3. Successfully complete a pre-apprenticeship program. ✎ Specific career training designed to prepare a student for an occupation in an approved schedule of related instruction ✎ Program must be registered with the Director Apprenticeship and Training Office at the Pennsylvania Department of Labor and Industry ✎ Meets all pre-apprenticeship program requirements, per specific industry requirements 4. Be accepted in an accredited 4-year, nonprofit institution of higher education. ✎ Acceptance letter from an accredited 4-year, nonprofit institution ✎ Placement test results showing the student may enroll in college-level coursework ✎ College registration form confirming enrollment ✎ Local profile of an acceptable high school GPA, attendance record, and SAT/ACT score.	

LEHIGHTON AREA SCHOOL DISTRICT

GRADUATION PATHWAYS PAGE 2

(APPENDIX H)

PATHWAY 5: EVIDENCE-BASED (THREE PIECES OF EVIDENCE)

Students will meet local requirements for academic content covered by the Keystone Exams for all subjects. Courses required to earn credit at Lehigh Area High School: Algebra 1, Biology, and English 10.

AT LEAST ONE OF THE FOLLOWING:

1. Attainment of an established score on an alternative assessment
 - Ⓐ Sat Subject Test - 630
 - Ⓑ ACT WorkKeys: Silver Level
 - Ⓒ AP score of 3 or better on any AP exam or 3 or better on any IP exam
2. Acceptance into any institute of higher learning for college-level coursework in an other-than-4-year program
 - Ⓐ Acceptance letter
 - Ⓑ Placement test results
 - Ⓒ College registration form
3. Attainment of an industry-recognized credential
 - Ⓒ Documentation that verifies attainment as defined by the Office of Elementary and Secondary Education
4. Successful completion of a dual enrollment or postsecondary course
 - Ⓒ Credit-bearing, non-remedial course
 - Ⓓ High school or college transcript as evidence

AND UP TO TWO OF THE FOLLOWING:

1. Service-Learning project completion
 - Ⓒ ~~Must include project learning goal(s), project activities, and the project's contribution to the community~~
 - Ⓒ Supervised and assessed by an adult; successful completion is verified in writing by the adult supervisor
 - Ⓒ Sufficient duration and intensity to address identified community needs and meet specified project learning goal(s)
2. **"Proficient" or "Advanced" on a Keystone Exam**
 - Ⓐ Scaled score of 1500 or higher on one Keystone Exam
3. Letter guaranteeing full-time employment or military enlistment
4. Completion of Internship or Cooperative Education Program
 - Ⓐ Industry-based Learning Indicator Guidance: Work-based learning experiences
5. Compliance with the National College Athletic Associations (NCAA Division II) core courses for college-bound student athletes
 - Ⓓ Minimum GPA Requirements (2.0) in approved NCAA core courses

ADDITIONAL PATHWAYS

There are two other provisions available in addition to the five pathways described above.

AT LEAST ONE OF THE FOLLOWING:

1. Graduation based on IEP team decisions with regard to academic goals.
2. **Superintendent's waiver for students with extenuating circumstances**
 - Ⓒ The superintendent can grant a waiver to students at the recommendation of the high school principal and the office of education for a student who is unable to meet any of the pathways prior to graduation. For example, a student entering the district from another state during their senior year.



LEHIGH AREA SCHOOL DISTRICT

For additional information, contact the
Lehigh Area High School Administration
at (610) 377-6180

LEHIGHTON AREA SCHOOL DISTRICT

SMART FUTURES INSTRUCTIONS

(APPENDIX I)

Smartfutures Instructions:

1. Log on to www.lehighton.org.
2. Click on "For Students".
3. Click on the Smartfutures icon at the bottom of the page.
(<https://www.smartfutures.org/>)
4. Log into the program.
 - a. Username = LASD student email
 - b. Password = indians1
5. Once logged into the program, locate the "Assignments" tab on the left hand side. The necessary assignments for your particular grade level will be shared with you from your school's guidance counselor.



Work saves automatically so you can return to it at any time.

If you have any questions about the Smartfutures assignments, please reach out to your school's counselor.

Grades 10 & 12:	Mrs. Kathy Martin— kmartin@lehighton.org
Grades 9 & 11:	Mrs. Kelly Costenbader— kcostenbader@lehighton.org
Grades 6-8:	Ms. Sam Elias— selias@lehighton.org
Grade 3-5:	Ms. Deb Lindh— dlindh@lehighton.org
Grades K-2:	Ms. Mary Boaz— mboaz@lehighton.org

LEHIGHTON AREA School District
1000 Union Street, Lehigh, Pennsylvania 18235
Telephone: 610-377-4490 Fax: 610-577-0032

“Partnering with students, families, and community to provide opportunities for life-long success through academic excellence and individual growth in a safe and supportive environment.”

**Notification Letter for Parents, Guardians and Employees of
Lehigh Area School District**

Dear Parent(s), Guardian(s) and Employees,

The Lehigh Area School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school buildings and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school buildings and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the “pest problem” and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals are used, the school will try to use the least toxic product when possible. (Applications will be made only after normal school hours.) Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school notification registry. If you would like to be placed on the registry, please notify the District in writing. Please include your email address if you would like to be notified electronically.

If a chemical application must be made to control an emergency pest problem (ex. stinging insects), notice will be provided by telephone or email to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and anti-microbial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, and crevices or voids.

Each year the District will prepare a new notification registry.

If you have any questions, please contact Justin Smith, IPM Coordinator. All correspondence should be directed to the address, email (jlsmith@lehigh.org) or telephone number listed on this letterhead.

Sincerely,

Justin Smith
Director of Operations

PARENT/GUARDIAN ACKNOWLEDGEMENT

I have received, read and agree to abide by all terms listed in the Lehigh Area Virtual Academy (LAVA) Handbook for the 2023-2024 school year. I have also read and agree to abide by all terms listed in the appropriate grade level student handbook which is located on the Lehigh Area School District website under Quick Links.

Student's Name: _____

LEHIGH AREA VIRTUAL ACADEMY PARENT/LEGAL GUARDIAN(S) CONTRACT

Parent/Guardian Signature: _____

LEHIGH AREA VIRTUAL ACADEMY STUDENT CONTRACT

Parent/Guardian Signature: _____

CODE OF CONDUCT POLICY

Parent/Guardian Signature: _____

ACADEMIC INTEGRITY/PLAGIARISM POLICY

Parent/Guardian Signature: _____

EQUIPMENT RETURN CHECKLIST

Parent/Guardian Signature: _____

STUDENT PACING AGREEMENT

Parent/Guardian Signature: _____

****Please sign and return this sheet****