

# Lehigh Area Middle School

## Parent/Student Handbook

### 2024-2025



## WELCOME TO LEHIGH AREA MIDDLE SCHOOL

The administration, teachers, and support staff are excited about another year of instruction at Lehigh Area Middle School and are looking forward to you being a big part of that. All of us are committed to helping you become as successful as possible. The opportunity to gain an excellent education is here for everyone, and we encourage you to take advantage of that opportunity.

The goal of our Middle School is to provide a positive learning environment so that students can achieve their greatest potential. To reach this goal, there must exist a cooperative effort on the part of students, teachers, administrators, parents and community. We urge your cooperation and assure you that the efforts will be well worth it.

May this school year be your best ever. We wish you a year filled with great times and great experiences!

Mr. Stephen Ebbert  
Principal

Mrs. Tiffany Strausberger  
Assistant Principal

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### **Lehigh Area School District 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.

### **Lehigh Area School District Vision:**

The Lehigh 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.

**IMPORTANT PHONE NUMBERS FOR MIDDLE SCHOOL:  
610-377-6535**

<b>Main Office – Building &amp; Discipline Secretary</b>	<b>Ext. 3228</b>
<b>Main Office - Principal &amp; Assistant Principal Secretary</b>	<b>Ext. 3227</b>
<b>Guidance Department – Attendance Secretary</b>	<b>Ext. 3138</b>
<b>Nurse</b>	<b>Ext. 3118</b>
<b>School Psychologist</b>	<b>Ext. 3109</b>
<b>Fax#</b>	<b>610-377-6503</b>

**ALMA MATER**

**In our dear old Carbon County,  
In the midst of town,  
Towers our highly cherished building,  
As the sun goes down.**

**Far above our Lehigh waters,  
With its waves of blue  
Stands our noble Alma Mater  
Glorious to view.**

**When the day will come to leave her  
O'er life's sea we roam;  
We will always sing these praises,  
To our Lehighton home.**

**Chorus: Swell the chorus ever louder,  
In her praise delight;  
Hail to thee, our Alma Mater  
And Maroon and White.**

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**Student & Youth Rights**

The ACLU-Know Your Rights – A Handbook for Public School Students in Pennsylvania can be found at [www.aclupa.org](http://www.aclupa.org).

## 2024-2025 MIDDLE SCHOOL SCHEDULE

DAILY BELL SCHEDULE							
Period	6th Grade		Period	7th Grade		Period	8th Grade
Homeroom	7:15 - 7:30		Homeroom	7:15 - 7:30		Homeroom	7:15 - 7:30
1	7:30 - 8:15		1	7:30 - 8:15		1	7:30 - 8:15
2	8:18 - 9:03		2	8:18 - 9:03		2	8:18 - 9:03
3	9:06 - 9:51		3	9:06 - 9:51		3	9:06 - 9:51
4	9:54 - 10:39		4	9:54 - 10:39		4	9:54 - 10:39
Lunch/WIN	10:42 - 11:27		5	10:42 - 11:27		5	10:42 - 11:27
5	11:30 - 12:15		Lunch/WIN	11:30 - 12:15		6	11:30 - 12:15
6	12:18 - 1:03		6	12:18 - 1:03		Lunch/WIN	12:18 - 1:03
7	1:06 - 1:51		7	1:06 - 1:51		7	1:06 - 1:51
Enrichment	1:53 – 2:24		Enrichment	1:53 – 2:24		Enrichment	1:53 – 2:24
Dismissal	2:24 - 2:34		Dismissal	2:24 - 2:34		Dismissal	2:24 - 2:34

CAT Class

EARLY DISMISSAL							
Period	6th Grade		Period	7th Grade		Period	8th Grade
Homeroom	7:15 - 7:30		Homeroom	7:15 - 7:30		Homeroom	7:15 - 7:30
1	7:30 - 8:05		1	7:30 - 8:05		1	7:30 - 8:05
2	8:07 - 8:42		2	8:07 - 8:42		2	8:07 - 8:42
3	8:44 - 9:19		3	8:44 - 9:19		3	8:44 - 9:19
4	9:21 - 9:56		4	9:21 - 9:56		4	9:21 - 9:56
Lunch/WIN	9:58 - 10:33		5	9:58 - 10:33		5	9:58 - 10:33
5	10:35 - 11:10		Lunch/WIN	10:35 - 11:10		6	10:35 - 11:10
6	11:12 - 11:47		6	11:12 - 11:47		Lunch/WIN	11:12 - 11:47
7	11:49 - 12:24		7	11:49 - 12:24		7	11:49 - 12:24
Dismissal	12:24 - 12:34		Dismissal	12:24 - 12:34		Dismissal	12:24 - 12:34

CAT Class

2-HOUR DELAY							
Period	6th Grade		Period	7th Grade		Period	8th Grade
Homeroom	9:15 - 9:30		Homeroom	9:15 - 9:30		Homeroom	9:15 - 9:30
1	9:30 - 10:05		1	9:30 - 10:05		1	9:30 - 10:05
2	10:07 - 10:42		2	10:07 - 10:42		2	10:07 - 10:42
3	10:44 - 11:19		3	10:44 - 11:19		3	10:44 - 11:19
4	11:21 - 11:56		4	11:21 - 11:56		4	11:21 - 11:56
Lunch/WIN	11:58 - 12:33		5	11:58 - 12:33		5	11:58 - 12:33
5	12:35 - 1:10		Lunch/WIN	12:35 - 1:10		6	12:35 - 1:10
6	1:12 - 1:47		6	1:12 - 1:47		Lunch/WIN	1:12 - 1:47
7	1:49 - 2:24		7	1:49 - 2:24		7	1:49 - 2:24
Dismissal	2:24 - 2:34		Dismissal	2:24 - 2:34		Dismissal	2:24 - 2:34

CAT Class

CLUB							
Period	6th Grade		Period	7th Grade		Period	8th Grade
Homeroom	7:15 - 7:30		Homeroom	7:15 - 7:30		Homeroom	7:15 - 7:30
1	7:30 - 8:12		1	7:30 - 8:12		1	7:30 - 8:12
2	8:14 - 8:56		2	8:14 - 8:56		2	8:14 - 8:56
3	8:58 - 9:40		3	8:58 - 9:40		3	8:58 - 9:40
4	9:42 - 10:24		4	9:42 - 10:24		4	9:42 - 10:24
Lunch/WIN	10:26 - 11:08		5	10:26 - 11:08		5	10:26 - 11:08
5	11:10 - 11:52		Lunch/WIN	11:10 - 11:52		6	11:10 - 11:52
6	11:54 - 12:36		6	11:54 - 12:36		Lunch/WIN	11:54 - 12:36
7	12:38 - 1:20		7	12:38 - 1:20		7	12:38 - 1:20
CLUB	1:24 – 2:20		CLUB	1:24 – 2:20		CLUB	1:24 – 2:20
Dismiss back to WIN/HR	2:20 – 2:24		Dismiss back to WIN/HR	2:20 – 2:24		Dismiss back to WIN/HR	2:20 – 2:24
Dismissal	2:24 - 2:34		Dismissal	2:24 - 2:34		Dismissal	2:24 - 2:34

CAT Class

CDT							
Period	6th Grade		Period	7th Grade		Period	8th Grade
Homeroom	7:15 - 7:30		Homeroom	7:15 - 7:30		Homeroom	7:15 - 7:30
CDT's	7:30 – 8:45		CDT's	7:30 – 8:45		CDT's	7:30 – 8:45
1	8:47 - 9:27		1	8:47 - 9:27		1	8:47 - 9:27
2	9:29 - 10:09		2	9:29 - 10:09		2	9:29 - 10:09
3	10:11 - 10:51		3	10:11 - 10:51		3	10:11 - 10:51
4	10:53 - 11:33		4	10:53 - 11:33		4	10:53 - 11:33
Lunch/WIN	11:35 - 12:15		5	11:35 - 12:15		5	11:35 - 12:15
5	12:17 - 12:57		Lunch/WIN	12:17 - 12:57		6	12:17 - 12:57
6	12:59 - 1:39		6	12:59 - 1:39		Lunch/WIN	12:59 - 1:39
7	1:41 - 2:24		7	1:41 - 2:24		7	1:41 - 2:24
Dismissal	2:24 - 2:34		Dismissal	2:24 - 2:34		Dismissal	2:24 - 2:34

CAT Class

FID							
Period	6th Grade		Period	7th Grade		Period	8th Grade
Homeroom	8:15 - 8:30		Homeroom	8:15 - 8:30		Homeroom	8:15 - 8:30
1	8:30 – 9:00		1	8:30 – 9:00		1	8:30 – 9:00
2	9:00 – 9:30		2	9:00 – 9:30		2	9:00 – 9:30
3	9:30 – 10:00		3	9:30 – 10:00		3	9:30 – 10:00
4	10:00 – 10:30		4	10:00 – 10:30		4	10:00 – 10:30
5	10:30 – 11:00		5	10:30 – 11:00		5	10:30 – 11:00
6	11:00 – 11:30		6	11:00 – 11:30		6	11:00 – 11:30
7	11:30 – 12:00		7	11:30 – 12:00		7	11:30 – 12:00
Lunch	12:00 – 12:30		Lunch	12:00 – 12:30		Lunch	12:00 – 12:30
Office Hours/ Student Work Time	12:30 – 3:00		Office Hours/ Student Work Time	12:30 – 3:00		Office Hours/ Student Work Time	12:30 – 3:00

CAT Class

## **BOARD OF SCHOOL DIRECTORS**

### **PRESIDENT**

Mr. Glaush

### **VICE-PRESIDENT**

Ms. Neff

### **TREASURER**

Ms. Bowes

### **MEMBERS**

Ms. Beers

Mr. Beltz

Mr. Gleaves

Mr. Hunter

Mrs. Sittler

Ms. Walker

## **ADMINISTRATORS, COORDINATORS, AND SPECIAL SERVICES**

Mr. John Corby.....	Acting Superintendent of Schools
Mrs. Mary Figura.....	Assistant to the Superintendent
Mr. Steven Sofranko.....	Business Administrator
Mrs. Gretchen Laviolette.....	Director, Inst. Tech. Integration/Curriculum. Innovation
Mrs. Sandra Michalik.....	Director of Student Services
Mrs. Sue Howland.....	High School Principal
Mr. Floyd Brown.....	High School Assistant Principal
Mr. Stephen Ebbert.....	Middle School Principal
Mrs. Tiffany Strausberger.....	Middle School Assistant Principal/Asst. LEA
Mr. Aaron Sebelin.....	Elementary Principal (K-2)
Dr. Mark McGalla.....	Elementary Principal (3-5)
Mrs. Lori German.....	Middle School Nurse
Mrs. Samantha Clewell.....	Middle School Counselor
Mrs. Carrie Kenny.....	Middle School Social Worker

## **LAMS FACULTY**

### **6 Maroon**

Mrs. Decker (SCI)  
Mrs. Focht (ELA)  
Mr. Hozza (MA)  
Mrs. Kunkel (SS)  
Ms. Wilhelm (STEAM)

### **7 Maroon**

Mrs. Dunchack (MA)  
Mr. Maholick (SS)  
Ms. Seiwel (ELA)  
Mrs. Sharrow (SCI)

### **8 Maroon**

Mrs. Cederberg (ELA)  
Mrs. Pagotto (SS)  
Mr. Schuler (MA)  
Mrs. Solt (SCI)

### **6 White**

Ms. Grasso (MA)  
Mr. Knappenberger (SCI)  
Mrs. Lusch (ELA)  
Mr. Snyder (SS)  
Ms. Wilhelm (STEAM)

### **7 White**

Mr. Nalesnik (SS)  
Mr. Wentz (MA)  
Mr. Yescavage (SCI)  
Mrs. Yescavage (ELA)

### **8 White**

Mr. Eck (SCI)  
Mrs. Kokinda (MA)  
Mrs. Tirpak (ELA)  
Mr. Weidner (SS)

### **Creative Arts Team**

Mrs. Conway (Science/Weather)  
Mrs. Gustafson (Art)  
Mr. Kacyon (Chorus)  
Mr. Mekelburg (Phys. Ed)  
Mrs. Marciante (Band)  
Mrs. Michalik (Phys. Ed)  
Mrs. Schleicher (FCS)  
Ms. Serfass (Reading Specialist)  
Mr. Sharrow (Phys. Ed.)  
Mrs. Tite (Librarian)  
Mr. Tkach (Bus. Ed)  
Ms. Wilhelm (Math/STEAM)

### **Special Ed Team**

Mrs. Andrews  
Mr. Cann  
Mrs. Holloman  
Mrs. Holst (ESL)  
Mr. Kirsch  
Mrs. Meyer  
Mrs. Sassaman (Speech)  
Mrs. Smith

## TELEPHONE EXTENSIONS FOR FACULTY

<b>Office - Guidance - Nurse - Custodian</b>	<b>Extension</b>
Principal – Mr. Ebbert	3227
Assistant Principal – Mrs. Strausberger	3227
Principal/Asst. Principal Secretary – Mrs. Cunfer	3227
Building/Attendance Secretary – Mrs. Dobrowski	3228
Nurse – Mrs. German	3118
School Counselor – Mrs. Clewell	3112
Social Worker – Mrs. Kenny	3110
Guidance Secretary – Mrs. Goldberg	3138
School Psychologist – Mr. Wunderlich	3109
School Resource Office	3105
Cafeteria	3200
Custodian/Utility Custodian	3009

<b>Creative Arts Team</b>	<b>Extension</b>
Mrs. Conway (Science/Weather)	3001
Mrs. Gustafson (Art)	3824
Mr. Kacyon (Chorus)	3823
Mrs. Marciante (Band)	3815
Mr. Mekelburg (Phys. Ed)	3832
Mrs. Michalik (Health//Phys. Ed)	3004
Mrs. Schleicher (FCS)	3825
Ms. Serfass (Reading Specialist)	3219
Mr. Sharrow (Phys. Ed)	3832
Mrs. Tite (Library)	3300
Mr. Tkach (Bus. Ed)	3406
Ms. Wilhelm (Math/STEAM)	3211

<b>Special Education Team</b>	<b>Extension</b>
Mrs. Andrews	3220
Mr. Cann	3304
Mrs. Holloman	3302
Mrs. Holst (ESL)	3003
Mr. Kirsch	3403
Mrs. Meyer	3123
Mrs. Sassaman (Speech)	3407
Mrs. Smith	3411

<b>6th Grade</b>	<b>Extension</b>
Mrs. Decker	3125
Mrs. Focht	3124
Ms. Grasso	3312
Mr. Hozza	3127
Mr. Knappenberger	3311
Mrs. Kunkel	3126
Mrs. Lusch	3316
Mr. Snyder	3318

<b>7th Grade</b>	<b>Extension</b>
Mrs. Dunchack	3416
Mr. Maholick	3418
Mr. Nalesnik	3210
Ms. Seiwel	3412
Mrs. Sharrow	3401
Mr. Wentz	3208
Mr. Yescavage	3402
Mrs. Yescavage	3413

<b>8th Grade</b>	<b>Extension</b>
Mrs. Cederberg	3202
Mr. Eck	3212
Mrs. Kokinda	3205
Mrs. Pagotto	3204
Mr. Schuler	3203
Mrs. Solt	3215
Mrs. Tirpak	3206
Mr. Weidner	3207

## ALPHABETICAL INDEX

Arrival to School	Page 10
Attendance	Page 9
Athletics	Page 10
Bus Expectations	Page 16
Conduct in the Building	Page 11
Discipline	Page 12
Dress Code	Page 21
Electronic Devices	Page 17
Expectations & Guidelines for School Issued Devices	Page 18
Guidance Department	Page 22
Prohibited Articles	Page 19
School Calendar	Page 33
School Nurse (Medical)	Page 23
School Safety	Page 25
Student Assistance Programs	Page 25
Pest Management Information	Page 29
Policy Notification	Page 30
Visitation Guidelines	Page 8
Wiretapping Law	Page 19

## VISITATION GUIDELINES

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### ***Visitors***

In an effort to further improve safety and provide a secure learning environment for all, the Lehigh Area Middle School has limited campus access and entry to the main front door of the building. Parents, visitors, and volunteers will use a video monitor and buzzer system located outside the front entrances. Upon arrival, individuals should stand in front of the video screen and depress the button once to request assistance. Individuals wishing to enter the school will be requested to share their name and purpose for the visit. The office staff will then allow access into the building via the buzzer system to unlock the door. All persons are required to make prior arrangements before visiting an administrator, a teacher or classroom. To maintain safety, individuals requesting entry should not allow others into the building without following the procedure.

When picking up your student for early departure or appointments, valid ID will be required to confirm that the release of the student is authorized.

### ***Raptor Visitor Registry System.***

All individuals requesting entry should report directly to the building office to register via the Raptor system and obtain a photo visitor badge. Visitors will be required to provide a driver's license or other photo identification to gain entry. The license will be scanned and instantly compares the identity of the visitor with a national database. The photo visitor badge provided must be worn at all times while in the building or on the campus. Upon completion of the purpose for visiting, all visitors must exit through the main office by returning their visitor badge and signing out. This procedure protects the students and staff, but also provides accountability of all individuals in the building should there be an emergency or need to evacuate.

To provide for the safety and security of all students and campus facilities, please note that unauthorized persons may not traverse the campus during school hours or between the hours of 10:00 PM through 6:00 AM. Thank you for your assistance in keeping our children safe.



## **I. ATTENDANCE**

The Lehigh Area School District Attendance Policies are found on the LASD website at [www.lehighton.org/policies](http://www.lehighton.org/policies). The Attendance Policy is number 204 and Truancy Procedures is 204.1. Please become familiar with these policies prior to the start of the school year.

The Lehigh Area Middle School uses digital attendance monitoring. It is absolutely necessary that all excuse blanks be returned within three school days of returning from an absence. Report cards may be held, and PowerSchool may be blocked, until all excuse blanks are returned. Each day a student is absent for 50 percent or more of the school day, it is to be counted as an absence. Both excused, unexcused, and suspensions from school count as an absence, as well as excused absences for approved family-sponsored educational trips.

Chronic irregular attendance is cause for the administration to require a statement from a physician for subsequent absences due to illness. In such cases, an absence not covered by a physician's statement shall be considered unexcused. Students must turn in the physician's statement within three school days of their return to school. If the student is under the age of 17 and the attendance problem continues, the student and their parents will meet with the LAMS staff members to implement a Student Attendance Improvement Conference (SAIC). If the student becomes habitually truant, which is defined by having six or more unexcused or unlawful absences, the student and their parents will then be required to appear in District Magistrate's Court as prescribed by law. An Absence Excuse Form is available at [www.lehighton.org/excuseblank](http://www.lehighton.org/excuseblank) and is required within 3 days of student's return to school. (Parents are also able to submit an excuse blank electronically.) Failure to return a student's excuse may result in the day(s) being marked unexcused/unlawful and the student may then receive a zero for the work missed.

### **TARDINESS:**

**DEFINITION:** Pupils arriving after 7:30 a.m. must report to the office and sign in immediately. In most cases, tardiness will be considered an unlawful absence. Oversleeping, missing a ride or bus, or a flat tire will not excuse you from class. If your excuse is illness, you must bring with you that morning an excuse from a parent, or submit an excuse blank electronically. After the third tardy to school or class, a student will be assigned to two lunch detentions. Every third tardy will result in two lunch detentions, and after nine tardies a student will be assigned to a Saturday Detention. A parent meeting will be required and a Tardy Contract will be put in place at that point. At the beginning of the 2<sup>nd</sup> semester, each student will start with a clean slate. If a student is unlawfully tardy and misses the majority of the class time, they will receive a zero.

### **PERMISSION TO LEAVE SCHOOL:**

Students are not permitted to leave school property at any time during the school day without permission from the office. To obtain permission to leave school, bring a written note to the office (at least 24 hours before) signed by your parent or guardian requesting permission to leave, including the reason. Medical appointment cards should accompany the request. School administration reserves the right to require students to have appointment forms completed when scheduling appointments during the school day. When a student does not have the time to notify the office 24 hours in advance, they should bring the permission slip to the office prior to first period so the office can place that name on the early dismissal section of the daily bulletin for that day.

### **EDUCATIONAL TRIP:**

Vacations/Educational Trips taken during the school year are strongly discouraged. Absences for this reason will require prior approval by the Principal or Assistant Principal. An "Educational Trip" form is available from the building secretary for a student who is planning a trip during the school year. **All request forms for a vacation/educational trip must be submitted for approval one week in advance. Trips taken without prior approval will be documented as an unexcused/unlawful absence.** In these cases, assignments and make-up work are at the discretion of the teacher. Our school calendar is on the LASD website so that parents may plan family vacations/educational trips around scheduled school holidays. We want our students to understand attendance is important. The link for an Educational Trip form is [www.lehighton.org/educationaltripform](http://www.lehighton.org/educationaltripform).

### **MISSED WORK:**

If at all possible, students are expected to keep up with their classwork when absent from school. Through the use of email, and through Canvas, it is possible for students to complete many of their assignments at home. Completing assignments at home can help students feel less overwhelmed when they are ready to return from an absence.

Before asking their teachers for missed assignments, students are to check Canvas first to see if they can obtain the information on their own. If a student is unsure or needs clarification after checking Canvas, they should consult with the teacher.

In the event that your child is absent three consecutive days, please do the following: **1/ Check your student's Team website and/or Canvas pages for homework or 2/ Call the teacher's extension.** If you need further assistance, contact Mrs. Goldberg in the Guidance Office at [kgoldberg@lehighton.org](mailto:kgoldberg@lehighton.org) or (610) 377-6535, ext. 3138 to request your child's homework. Homework will not be available for pickup until 2:00. **PLEASE ALLOW A TWENTY-FOUR (24) HOUR NOTICE PRIOR TO PICK UP.**

Upon return, the student is responsible to contact his or her teacher after being absent to make arrangements to complete all missed work. **When a student misses two or three consecutive school days, they must complete the work within five school days upon return to school. When a student misses more than three consecutive days of school, they will have a maximum of ten school days to make up the work upon return to school.** In extreme cases, administration reserves the right to extend the amount of make-up time to complete the work.

**CUTTING CLASS:**

Cutting class is a serious offense. A student will receive a "zero" for all work due that period with no opportunity for making up missed work.

**STUDENTS REQUESTING TO BE PICKED UP:**

Students are not allowed to use their cell phones to request someone to pick them up from school when ill. If a student is feeling ill, they should report to the nurse's office and the nurse will contact a parent or guardian if necessary. If the student leaves school without being seen by the nurse, and without permission of the nurse, it will count as a class cut and they will receive additional consequences for using their cell phone during school.

**SLEEPING/HEAD DOWN IN CLASS:**

It is the expectation of the Lehigh Area Middle School that students will be attentive in all classes at all times. Accordingly, any student who consistently keeps their head down during class or who sleeps during class will be referred to the SAP Team.

## **II. ARRIVAL TO SCHOOL**

**BICYCLES:**

"Walkers," defined as students living west of 4<sup>th</sup> Street in town, may ride their bicycles to and from school. A form must be obtained from the office and completed before any bicycle may be brought to school.

**DROPPING OFF/PICK UP OF STUDENTS:**

**For security purposes, no students may enter the building before 7:15 a.m.** Between 7:15 a.m. and 7:28 a.m., students may be dropped off at the following locations:

- 6<sup>th</sup> and 7<sup>th</sup> Grade – In the North parking lot. (Gates will close at 7:28am at which time students should then be dropped off at the main/Faculty parking lot.) This is a one-way entrance from Beaver Run Road onto Cypress Street.
- 8<sup>th</sup> Grade – In the main/Faculty parking lot.

In the afternoon between 2:25 p.m. and 2:35 p.m., students should be picked up in the south parking lot which is the one closest to the football field. "Entrance" and "Exit" signs for the use of this lot are posted. At any other time during the school day, the main/Faculty parking lot at the front of the building will be utilized.

## **III. ATHLETICS & EXTRA CURRICULAR**

**PIAA AND DISTRICT ATHLETIC ELIGIBILITY**

"Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis" (PIAA By-Laws, Article IX, Section 1).

To be eligible for participation during any marking period, a student/athlete must not be failing two courses during that marking period. If the student/athlete is failing two courses they will be ineligible to participate. If failing one course, the student/athlete will be placed on probation and is required to schedule remediation with the classroom teacher for that course. The student/athlete will maintain eligibility upon receipt of a "release from athletic probation form" available in the Middle School Guidance Office or the Office of the Athletic Director. This form must be signed by the classroom teacher and presented to the Athletic Director or School Counselor on or before the second school day after the declaration of athletic probation. If remediation is not scheduled, the student/athlete will lose their eligibility.

The following procedure will be followed if the student/athlete fails to meet this minimum requirement and is on probation:

- First occurrence - The student/athlete may not compete in interscholastic athletic competition during the next week (Sunday through Saturday). The student/athlete is still considered a member of the team and may continue to practice, but will not be permitted to ride the bus to away contests.
- Second occurrence –consecutive- (and any additional consecutive weeks) - The student/athlete will not be permitted to compete, travel to away contests, or practice until they meet requirements.

When grades are submitted and eligibility is checked weekly, should a student/athlete fail to meet the academic requirements, they will be ineligible (competition, practice, or travel) for ten (10) school days.

Finally, at the end of the school year, a student/athlete must have not failed more than two courses to be eligible for the next interscholastic athletic period.

In addition to PIAA eligibility, please review the Athletic Code of Conduct for additional information for attendance requirements.

- 5.1 To participate in any extracurricular/athletic activity (**practice or games**) a student must be in attendance at school by 9:00AM on the day of the activity. In addition, the student must remain in school for the duration of the school day.
- 5.2 Student-Athletes are expected to attend all practices and games unless excused by the Head Coach. Students who miss practice and/or games are subject to decrease in playing time and ...

- 5.3 An exception would be made if the student has an approved medical appointment, funeral, approved college visit, or other extenuating circumstances. These exceptions would require a note from the student's parent/guardian and would be reviewed by the administration and the coach. They would determine the eligibility of the student to participate.

If a student is absent the last school day of the week and the next competition is on a non-school day, the student must contact the Head Coach and/or the Athletic Director to be granted eligibility for participation.

#### **STUDENT ADVISORY COUNCIL:**

A Student Advisory Council will meet with an advisor to share concerns and to plan student activities. Any Council Representative who displays a negative attitude or poor behavior may be removed.

#### **SCHOOL-SPIRIT COUNCIL:**

The School-Spirit Council consists of students from all grade levels. Students volunteer to be part of the council. The purpose of the council is to meet with Administration to address reports of discrimination or bias and to empower students to develop student-informed solutions to create a safer and more equitable learning environment. They also work on promoting a welcoming and inclusive school. Members meet monthly and must be students of good standing (passing grades and good behavior).

## **IV. CONDUCT IN THE BUILDING**

#### **BOOKBAGS/BACKPACKS:**

Students may use bookbags/backpacks to bring needed materials to and from school. However, bookbags/backpacks should be placed and kept in the student's locker.

#### **CAFETERIA:**

Although the cafeteria period provides an opportunity for relaxation, all students should be mindful of the fact that many people must use the same facilities; therefore, they are asked to keep their places clean. Students are expected to conduct themselves in an orderly manner. Students will follow the instructions of the cafeteria proctors.

The following rules apply to the cafeteria:

1. All students must eat their lunches and remain in the cafeteria area.
2. A student who misbehaves at lunch time will lose cafeteria privileges.
3. Any student who purposely damages cafeteria equipment, such as utensils, tables, chairs, etc., will lose cafeteria privileges and pay for damages.
4. Theft of food or drink items may result in suspension from school and a citation from the police.
5. Students are expected to maintain an acceptable noise level as determined by assigned staff members.

#### **GUM CHEWING OR EATING CANDY NOT PERMITTED:**

Damages to clothing, textbooks, library books, and other materials and equipment have resulted from these activities. Students who chew gum or eat candy will be given an appropriate writing assignment and/or sent to the office for further disciplinary action.

#### **SELLING ITEMS IN SCHOOL:**

Wholesaling and retailing are not permitted in school unless it is a school-sponsored fundraising activity. Students cannot sell things in school without administrative approval.

#### **HALLWAY CONDUCT:**

1. Keep corridors open to traffic by **walking on the right**. Do not block traffic by standing in groups.
2. Pass through corridors quietly. Be considerate of others in the hallways and classrooms. The student should pass directly to their next class. A student reporting late to class will be subject to consequences given by the teacher.
3. The student is not allowed in the corridors during class time unless they sign out of a classroom by utilizing SmartPass.
4. Discard trash in waste paper containers. Keep the school clean by picking up paper from the floors.
5. If you are a walker, leave when announced at the end of the day.

#### **HALLWAY TRAVEL:**

1. Students must sign out of a teacher's classroom utilizing SmartPass.
2. If a student is in the hallway without signing out, detention may be assigned. Any future offenses may result in additional detention and placement on a restricted movement plan.

#### **LIBRARY USE:**

1. Any student or teacher may check out books from the library.
2. Books may be kept for two weeks and may be renewed for the same length of time.
3. All reference books may be taken out for one overnight privilege.

4. Magazines do not circulate and must be used in the library.
5. All books must be returned on or before the date stamped on the date due card.
6. The library charges a fine of ten cents a day for each day the book is overdue.
7. All damages to books and magazines must be paid for by the student.
8. Overdue notices are a courtesy on the part of the library. It is the responsibility of the student to see that library materials are returned on time.
9. Reserves will be placed on books. Those not claimed within 2 days will be returned to circulation.
10. Lost books must be paid for at the rate of replacement plus any overdue fines. The student should notify the librarian immediately if they suspect that they have lost a book.
11. Any violation of library regulations will result in the student's loss of library privileges/other disciplinary action.
12. Books may be checked out and returned before, during, or after school.

### **LOCKERS:**

Students may place locks on their hall lockers. A duplicate key or combination must be provided to the Homeroom teacher. Each student is responsible for the cleanliness of their locker. The school cannot be responsible for valuables taken from hall or gym lockers.

**Student lockers are School District property and are not private. Therefore, students shall have no expectation of privacy in lockers. In addition, lockers are subject to searches.**

### **LOST AND FOUND DEPARTMENT:**

All articles that have been found shall be taken to the "Lost and Found" area in the main office where they will be held until they can be claimed through proper identification. All articles that have been lost shall be reported to the office. All articles should be claimed within a two-week period.

### **PERSONAL MESSAGES:**

The main office receives many telephone calls from parents, sisters, brothers, relatives, friends, etc., requesting that a student be given a personal message. The office personnel just do not have the time to locate and then deliver such messages. Only in the case of an emergency will students be called out of class. **The telephone in the main office is available for emergency use only. Students are encouraged to communicate schedules and plans before leaving for school in the morning.**

### **SMART PASS:**

SmartPass is a digital tool very similar to a hall pass. The use of SmartPass allows us to reduce time spent in the hallways and maximize classroom instructional time. It also allows us to increase security by knowing where students are in the building according to their personalized needs. SmartPass does set limits. (3 bathroom/water visits per day.) Students will create passes to visit common areas, meet with a teacher or counselor, or to see the nurse. Accommodations to the limits can be made on an individualized basis according to medical or behavioral needs.

### **TELEPHONE USE:**

Permission must be secured from a staff member for use of the telephone during school hours. Calls shall be limited to students' WIN period unless deemed appropriate by the office staff. **Students are encouraged to communicate schedules and plans before leaving for school in the morning.**

### **TEXTBOOKS AND SCHOOL-ISSUED EQUIPMENT:**

Textbooks and school issued equipment are furnished by the District and all students must assume full responsibility for the care of the books and equipment assigned to them. Books, calculators and other materials are issued by the subject teacher and must be returned to the same teacher upon completion of the school year or withdrawal from school. If these items are not returned, the student will be assessed a prorated cost for their replacement. Loss due to theft or other circumstances will not be accepted as an excuse for non-payment. If a student has an outstanding fine for loss of textbook and/or school issued equipment, they will be unable to apply for a parking permit until the fine is paid in full.

If a student pays for a lost item and it is found and returned, a refund will be made to the student. If an item is damaged, the student is required to pay damage charges up to the original price of the item, depending on the degree of damage and the condition of the item when it was issued. If a textbook is misused, a fine will be imposed. If a textbook is lost, the student will pay the current cost of replacing the same textbook.

## **V. DISCIPLINE**

### **LEVEL I**

**DESCRIPTION:** Misbehavior on the part of the student, which impedes orderly classroom procedures or interferes with the orderly operation of the school.

**PROCEDURE:** Immediate and consistent intervention by the teacher who is supervising the student or observes the misbehavior will include an anecdotal record of the offense(s) and immediate disciplinary action. The teacher may wish to relate/refer the incident to the school Principal, Assistant Principal, school counselor, other school personnel or parent/guardian.

**EXAMPLES OF LEVEL I INFRACTIONS:**

- Eating or drinking in unauthorized areas
- Physical Contact
- Dress Code violation
- Loud boisterous noise that is disruptive to instruction or student safety
- Inappropriate Language
- Property Misuse
- Minor defacing of school property
- Public display of affection
- Running in the classroom, halls, cafeteria, locker rooms, etc.
- Tardy to class
- Defiance/Disrespect/Non-compliance
- Classroom Disruption
- Violation of classroom procedures established by teacher
- Not charging/caring for Chromebook or other school-issued device

**LEVEL II**

**DESCRIPTION:** Misbehaviors on the part of the student, which result from the continuation of Level I misbehaviors and require the intervention of the school administration to correct the misbehavior, and/or misbehaviors which tend to disrupt the orderly climate and conduct of the school, serious enough to require corrective action on the part of school administration.

**PROCEDURE:** Immediate referral to the school Principal, or Assistant Principal, for disciplinary action. Teachers and parents/guardians will be informed of the consequence of the action(s). A record will be kept in the middle school office of the offense(s) and the disciplinary action(s) taken.

**EXAMPLES OF LEVEL II INFRACTIONS:**

- Continuation of unmodified Level I behaviors
- Skipping Class
- Leaving school grounds without administrative permission
- Unexcused/illegal absence
- Excessive/illegal tardiness
- Bus disturbance
- Cafeteria disturbance
- Electronic Device Violation/Cell phone use in school
- Physical Aggression
- Defiance/Insubordination/Non-Compliance
- Skipping teacher assigned/office detention
- Cheating or lying
- Forgery/Plagiarism
- Gambling
- Throwing objects (pencils, books, snowballs, etc.)
- Loitering around or in other school buildings
- Bullying
- Harassment on the basis of: Disability, Ethnicity, Gender, Physical, Race, Religion, Sexual, Other
- Violation of the Internet Access Policy/Electronic Devices Policy
- Abusive Language/Inappropriate Language/Profanity
- Possession of obscene materials or use of obscene language or gestures
- Use of inappropriate references to drug/alcohol use/possession
- Misbehavior at a school-sponsored activity/event

**LEVEL III**

**DESCRIPTION:** Misbehaviors on the part of the student, which result from the continuation of Level I and/or Level II misbehaviors and require the intervention of the school administration to correct the misbehavior, and/or misbehaviors, which tend to disrupt the orderly climate and conduct of the school, serious enough to require corrective action on the part of school administration.

Such behaviors also include acts against persons and property, as well as those, which might endanger the health or safety of others in the school. These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake; however, depend on the extent of the school's resources for correcting the situation in the best interest of all students and personnel.

**PROCEDURE:** Upon receiving report of a Level III violation, the school Principal, or Assistant Principal, immediately initiates disciplinary action by conducting an investigation and, if necessary, conferring with the teacher who made the report or other witnesses. Following the investigation, the school Principal, Assistant Principal, or teacher will contact the parents/guardians of the student to make a report of the findings and consequences should they be necessary. A record will be kept in the middle school office of the offense(s) and the disciplinary action(s) taken. The referring teacher may receive notification of the student consequence as deemed necessary by administration.

**EXAMPLES OF LEVEL III INFRACTIONS:**

- Continuation of unmodified Level I and/or Level II behaviors
- Assault and/or battery of another student or school personnel
- Fighting
- Indecent exposure
- Extortion
- Theft/possession/sale of another's property
- Intimidation or threatening behavior toward a student and/or school personnel
- Hazing
- Leading or participating in a walkout
- Vandalism
- Smoking or possession/use of tobacco and/or vape products and/or paraphernalia
- Leaving school grounds without permission
- Cheating
- Cheating and/or sharing academic assessments
- Removed from classroom by the teacher

**LEVEL IV**

**DESCRIPTION:** Misbehaviors on the part of the student, which result from the continuation of Levels I, II, or III misbehaviors and which require the intervention of the school administration to correct the misbehavior. Such behaviors also include acts, which result in violence to another person(s) or property and which pose a direct threat to the safety of others in the school.

These acts are clearly criminal in nature and are so serious that they always require immediate administrative action resulting in the immediate removal of the student from school. The intervention of law enforcement authorities and/or action by the School Board may also be required.

**PROCEDURE:** Upon verification of the offense, the school Principal, or Assistant Principal, will meet with the student. The student will be immediately suspended after due process requirements are met. (refer to School Board Policy 233) Parents will be notified and law enforcement officials may also be contacted. Investigations and punishment by these officials is independent of the school's enforcement of its discipline code and does not constitute a double jeopardy. A complete and accurate report is submitted to the superintendent for possible action by the Board of Directors.

**EXAMPLES OF LEVEL IV INFRACTIONS:**

- Continuation of Levels I, II, III misbehaviors
- Assault and/or battery
- Arson
- Being under the influence of a controlled substance
- Bomb threat
- Engaging in any other conduct contrary to the criminal code or ordinances, the school code, or which create a clear and present danger to the health and welfare of the school community
- Harassment of school personnel
- Leading or participating in a riot
- Possession/use/furnishing/selling of a controlled prescription or over-the-counter substances (alcohol or drugs)
- Possession/use/transfer of dangerous weapons or explosives
- Setting off incendiary devices (firecrackers, smoke bombs, etc.)
- Unwarranted pulling of a fire alarm
- Vandalism of school property or personal property belonging to school personnel

**DISCIPLINARY OPTIONS/RESPONSES**

Violations of the school discipline code may result in one or more of the following disciplinary options/responses at the discretion of the building level administrator. In-School Suspensions and Out-of-School Suspensions prohibit a student from participating in extracurricular activities for the length of their suspension.

- A. Conference with teacher
- B. Conference with school administrator
- C. Parent contact
- D. Loss of Privileges
- E. Warning
- F. Conflict resolution
- G. Lunch Detention
- H. Teacher Detention
- I. Office Detention
- J. Saturday Detention
- K. In-School Suspension
- L. Out-of-School Suspension (1-10 days)
- M. School board policy
- N. Restitution

- O. Police Referral
- P. Referral to outside agency
- Q. Temporary removal from class
- R. Charges under the criminal code
- S. Referral to appropriate law enforcement agencies
- T. 10-day full suspension with an informal hearing
- U. Referral for psychological services
- V. Drug and alcohol policy
- W. BOCA Basic Fire Prevention Code
- X. Formal hearing with a committee of the school board
- Y. Referral to SAP
- Z. Expulsion recommendation to the Superintendent
- AA. Restorative practices

NOTE: Level I, II, III and IV examples and disciplinary options are not listed in order of progression nor are they limited to those provided.

## **LAMS SCHOOL DISCIPLINE/CONSEQUENCES**

### **1. Lunch Detention**

- a. Student will be informed verbally by a teacher or administration prior to lunch of the lunch detention. It is the student's responsibility to inform their parent(s) of any assigned detentions.
- b. Student will eat their lunch in the office area instead of the cafeteria.
- c. Student shall bring books and spend time in worthwhile study.

### **2. After-school detention**

- a. Student will be verbally informed at least 24 hours in advance of any assigned detention. Although parents will be informed of the detention, it is the student's responsibility to inform their parent(s) of any assigned detentions.
- b. Detention time: 2:30 to 3:00 p.m.
- c. Student shall bring books and spend time in worthwhile study.
- d. Cutting of detention will result in additional detention time and/or Saturday A.M. detention.
- e. Detention will be rescheduled for the next scheduled school day(s) if: 1) your child is absent on this date, 2) there is a snow day, 3) there is early dismissal due to inclement weather.

### **3. Extended detention - 2:30 to 3:30 p.m.**

- 4. **Saturday A.M. detention** - Repeated after-school detentions and other inappropriate behaviors may result in detention on Saturday mornings at the Lehigh Area Middle School from 8:00 a.m. to 11:00 a.m. Failure to attend a scheduled Saturday detention will result in one day of In-School Suspension on the following school day for failure to serve.

### **5. In-School Suspension**

- a. Students assigned to the In-School Suspension room will report to the main office with all their books at the start of the day.
- b. Absolutely no talking will be permitted.
- c. Students are to work on class assignments during the day.
- d. Students must obtain permission from the supervisor to use lavatory facilities.
- e. A student assigned to the In-School Suspension room may not participate in any extracurricular activity.
- f. All work assigned must be completed or they will not be released from the In-School Suspension room.
- g. Individual behavior learning packets will be assigned to help modify the student's behavior and must be completed before they leave the In-School Suspension room.
- h. Any student assigned a suspension (ISS or OSS) or having 10 or more disciplines in one school year may be prohibited from participating in school activities such as field trips, Maroon & White Day, club outings, awards ceremonies, and other such school events.

### **6. Out-of-School Suspensions**

- a. Out-of-school suspensions will be used for severe violations of school rules and/or for repeated offenses.
- b. Parents will be notified in writing of the nature of the offense and the action taken by the school authorities.
- c. Anyone suspended from school may not participate in any extracurricular activities during the period of suspension.
- d. The student has the primary responsibility for making up class work missed during the suspension period. The student should make arrangements with the teacher immediately upon their return to school. In most cases, the missed work must be completed within one week of the student's return from suspension.
- e. Any student assigned a suspension (ISS or OSS) or having 10 or more disciplines in one school year may be prohibited from participating in school activities such as field trips, Maroon & White Day, club outings, awards ceremonies, and other such school events.

- 7. **Disciplinary probation** will be implemented in the event that other disciplinary measures do not change the student's behavior. Disciplinary probation will be implemented when a student has had ten disciplinary infractions through the main office. Failure to show improvement may result in a change of educational placement.

## **ASSAULT:**

Students will not attack their fellow students, staff members, or volunteer aides of the School District.

1. Disorderly conduct will not be permitted in the school building, on the school grounds, or at extracurricular events.
2. Student(s) involved in a fight may be suspended.
3. When students are involved in a fight, the administration may contact the police to issue citations to the students and/or send a referral to the Carbon County Juvenile Probation Office.
4. The severity of such an attack will determine the disciplinary action taken.

If one individual truly initiates a fight, the second individual is directed to walk away from the situation and report the incident immediately to the office. We realize, due to peer pressures, that this may be difficult for a young person not to retaliate; yet, failure to do so may lead to that individual's suspension.

## **BULLYING:**

The Lehigh Area School District is committed to providing all students and employees with the right to a safe and civil educational environment, free from harassment or bullying. The Lehigh Area School District recognizes that bullying interferes with the learning process, and may present an obstacle to the academic, vocational, and social/emotional development of students.

**Bullying** shall be defined as unwelcome verbal, written, electronic (cyber) and/or physical conduct directed toward another person. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person. Researchers have identified four (4) forms of bullying including, but not limited to:

- **Physical** – the most commonly known form; including hitting, kicking, spitting, pushing and taking personal belongings.
- **Verbal** – includes taunting, malicious teasing, name-calling, racist remarks, homophobic remarks, and making threats.
- **Psychological or Relational** – involves spreading rumors, manipulating social relationships, and engaging in social exclusion or intimidation.
- **Cyberbullying** – forms of verbal and psychological bullying may also occur on the Internet through e-mail, text-messaging, or personal profile websites such as Facebook, SnapChat, Instagram, etc. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the District by sending or posting inappropriate or derogatory e-mail messages, instant messages, cell phone text messages, digital pictures or images, or web site postings, including blogs. All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the education process of the District, offenders shall be the subject of appropriate discipline.

## **BUS EXPECTATIONS:**

1. Students shall wait in an orderly fashion at the approved stop.
2. Students must wait on the sidewalk or completely off the highway until the bus comes to a full stop before attempting to get on the bus. Form a single line to board the bus.
3. Students must go to their seats and stay there until the bus comes to a complete stop at the school or the stop where the students gets off. There shall be no standing at any time.
4. Students shall never put hands, arms, legs, or any part of their bodies out of the window.
5. No loud talking, yelling, obscene or foul language, or fighting is permitted on the school buses.
6. Smoking, drinking, or eating is prohibited on the school buses.
7. No horseplay or fooling is permitted on the school buses.
8. Students shall not spit or throw trash in or around the bus.
9. Students shall not tamper with the bus or any of its emergency equipment.
10. No carrying any potentially dangerous objects such as knives, guns, matches, lighters, fireworks, water guns, scissors, etc.
11. Students shall ride on the buses assigned unless changed by administration. **To ride a different bus, approval must first be given by the middle school office and bus company for EMERGENCIES ONLY.** (A written note from the parent/guardian must be brought to the main office.)
12. If it is necessary to cross the street after getting off the bus, students shall cross in front of the bus and wait for a hand signal from the driver.
13. Students shall respect the authority of the bus driver by obeying him/her at all times. Drivers have the authority to assign seats.

**NOTE:** When bus students arrive at school in the morning, they must report to their Homeroom. They are NOT permitted to leave the school property.

## **BUS VIOLATIONS:**

**Riding a school bus is a privilege and all school rules apply.** Violations of these rules will be reported by the bus driver to administration. The seriousness of the infraction will determine the discipline.

If this procedure does not stop the infraction, the building head has the authority to notify the parents/guardians in writing that the pupil will not be permitted to ride the bus for a stated period of time. During this period the parent or guardian will be responsible for providing transportation to and from school. Accommodations will be made for students who receive IDEA accommodations.

No students shall be permitted to ride another bus home with another student unless the parent is in contact with the middle school office for approval.



## **ELECTRONIC DEVICES:**

The Lehigh Area School District Electronic Devices Policy is found on the LASD website at [www.lehighton.org/policies](http://www.lehighton.org/policies). The Electronic Devices Policy is number 237. Please become familiar with this policy prior to the start of the school year.

### **Additionally:**

1. Students are permitted to have cell phones, iPods/MP3 players on school grounds. However:
  - a. All cell phones must be turned into the classroom cell phone caddy from the moment the student enters the classroom until classroom dismissal.
  - b. If a student does not feel comfortable with using the classroom cell phone caddy, then all electronic devices, including cell phones and smart watches, are to stay in the students' lockers for the entire school day and should be turned off. Device should not be visible or it will be confiscated. Any electronic devices confiscated a 2<sup>nd</sup> time may only be returned to a parent/guardian. It is the students' responsibility to notify parent/guardian if phone is confiscated.
  - c. There will be no texting, calling, taking pictures, or social media during the school day. Electronic devices should not be turned on until the student exits the building. First violation will result in two After-School Detentions. Second offense will result in a Saturday Detention.
  - d. PARENTS ARE NOT TO TEXT OR CALL STUDENTS ON THE STUDENT'S CELL PHONE DURING THE SCHOOL DAY.
2. LAMS prohibits use of cellular telephones and smartwatches that have the capability to take photographs or record audio or video during the school day in District buildings, on District property, and while students are engaged in school sponsored activities.
3. LAMS prohibits possession and use by students of any device that provides for a wireless, unfiltered connection to the Internet.
4. LAMS shall not be liable for loss, damage, or misuse of any electronic device brought to school by a student.
5. Exceptions to the prohibitions set forth in this handbook may be made for health, safety, or emergency reasons with prior approval of the building Principal or designee.

## **ELIGIBILITY FOR END OF YEAR ACTIVITIES AND FIELD TRIPS:**

We want all students to be eligible to participate in end-of-the-year activities and field trips. We expect that all students read and abide by the following guidelines. Failure to abide by any or all of these guidelines could result in the student being excluded for any or all end-of-year activities. Decisions will be made on an individual basis with all members of the team.

1. Avoid detentions and suspensions.
2. Maintain an average of 65% or better in each course.
3. Attend school regularly and be on time.
4. Show consistent and courteous effort in all classes.
5. Show respect to faculty, staff, and other students at all times.
6. Have all obligations paid.

## **EXPULSION:**

Suspension from school is used for an infraction of school rules as prescribed in this policy manual. After a student receives three (3) suspensions, their case may be referred to the Superintendent for an expulsion hearing. Said hearing shall follow all the steps and procedures of due process as prescribed by law and/or state regulations pertaining to student rights and responsibilities. This does not mean that a student must have accumulated three (3) suspensions in a school year before their case is presented. If the offense is particularly grave, the case can be referred to the School Board at its next regularly scheduled meeting. Parents or guardians and the student shall be informed in writing of the Board's decision. Expulsion is permanent exclusion from school for up to one year.

The following are examples of behaviors which may result in detention, temporary suspension, full suspension, extended suspension, or expulsion:

1. Repeatedly cutting class(es).
2. Smoking on school property.
3. Opening or entering another student's locker without their permission.
4. Willfully damaging walls, furniture, equipment, textbooks, or any property belonging to the school, faculty, or other students.
5. Stealing of any property belonging to the school, faculty, or other students.
6. Setting fires in or around school buildings or on school buses.
7. Assaulting other students or any employees of the school.
8. Possessing any type of dangerous weapon/look alike.
9. Possessing and/or using alcoholic beverages on school property or while on school sponsored activities.
10. Possessing and/or using illegal controlled substances/look alike on school property or while on school sponsored activities.
11. Attempting personal gain through intimidation of others.
12. Performing actions which constitute a hazard to self and/or others.
13. Reporting by telephone, in writing or in person, a threat known to be false.
14. Being repeatedly late for school.
15. Forging parent(s)/guardian(s) names on school related documents.
16. Manifesting behavior which is disruptive of the school program especially where such disruption interferes with the educational program of other students.
17. An inability to abide by specified school rules in spite of previous disciplinary or rehabilitative efforts.
18. Danger to the welfare of others or, in extreme cases, to the welfare of self.
19. Infractions on school buses or at bus stops.
20. Making statements which could be considered a threat to the safety or welfare of students or staff.

## 21. Inappropriate use of the Internet.

The disciplinary measures or exclusion noted above shall not be restricted to offenses appearing on this list but may include other serious offenses.

### **INTERNET/ELECTRONIC COMMUNICATIONS:**

The Lehigh Area School District Acceptable Use of Technology, Electronic Resources, Network and Internet Policy is found on the LASD website at <http://www.lehigh.org/policies>. The Acceptable Use of Technology, Electronic Resources, Network and Internet Policy is number 815. Please become familiar with this policy prior to the start of the school year.

The Internet is an evolving electronic highway connecting computers all over the world. This technology will enable staff and students of the Lehigh Area School District to have access to electronic mail communication with people world-wide and to a vast array of information such as university library catalogs, the Library of Congress, public and private sector research, public domain software and shareware, political issues, current event news, etc.

With such extensive access to computers and individuals comes the availability of material that may not be considered of value in the context of the Lehigh Area School District's curriculum and programs. However, on a global network, it is not possible to control all material, and an industrious user may discover controversial information. The District firmly believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure materials that are inconsistent with the goals of the Lehigh Area School District. All use of the Internet must be in support of educational goals, research and the sharing of information and resources consistent with the purposes of the Lehigh Area School District.

The use of the Internet is a privilege, not a right. The Superintendent or their designee will make determinations on whether specific uses of the network are consistent with the Lehigh Area School District's curriculum and program goals. The electronic communication systems are owned by the Lehigh Area School District and are for school purposes only. Users have no expectation of privacy in connection with the electronic communications systems. The Lehigh Area School District reserves the right to log Internet use, monitor file server space utilization by users, to use software to monitor Internet use, as well as the right to access, copy, monitor, and listen to all Internet and voice mail messages.

The Lehigh Area School District reserves the right to temporarily or permanently remove a user account on the network to prevent further unauthorized activity.

### **EXPECTATIONS AND GUIDELINES FOR SCHOOL ISSUED DEVICES**

Students enrolled on a full-time basis will be assigned a laptop computer to enhance learning. When a school issued device is provided, a student is expected to use this device while on school property. These devices are to be returned as received, except normal wear and tear as determined by the District, at the conclusion of each school year or when requested by any School District official. The assignment and use of a laptop computer is considered to be a privilege. Inappropriate use or neglect of a laptop computer, sleeve, charger, the Internet and/or any installed software could result in the loss of laptop computer privileges. Loss of privileges will not change classroom expectations and/or assignment completion.

#### **Best Practice Guidelines and Expectations for the Use of Digital Devices**

**Every student is responsible for the appropriate use of their digital device both at school and at home, if applicable. District-issued digital devices are to be used for educational purposes only. All commercial, illegal, unethical and inappropriate use of District-issued digital devices is prohibited, as outlined in School Board Policy.**

- Students are responsible for keeping track of their device and taking precautions to keep it safe. If you store the device in a backpack, make certain the backpack is never left unattended.
- The top four repair requests for laptop computers: cracked casing, cracked screens; frayed charger cables; and beverage spills on keyboards. To avoid these issues:
  - Do not place anything on the keyboard before closing the lid (i.e. pen, pencil, disks).
  - Do not eat or drink while using your laptop computer. Students prone to spills may wish to invest in a keyboard cover.
  - When using USB storage devices or connecting the power cord to the laptop computer, carefully remove and attach these devices.
- It is expected that all laptop computers will be fully charged at home for the start of the school day. Failure to charge the laptop computer is equivalent to not being prepared for class. Students will have the opportunity throughout the day to charge laptop computers in classrooms.
- It is expected that all Middle School and High School students will bring their laptop to school with them every day. Students who forget to bring their laptop computer to school *will not* be provided with a loaner.
- Cords, cables and removable storage devices should be inserted carefully into the laptop computer.
- Students should not carry laptop computers while the screen is open.
- Laptop computers must remain free of any writing, drawing, stickers or labels that are not the property of the District.
- Downloading unauthorized games, applications or software by students is not permitted.
- All software will be licensed, approved and installed by a District computer technician.
- Students should not loan the laptop computer to anyone (including family members) and should not share login or password information for any website or services.
- Do not lean on the top of the laptop computer when it is closed.
- Clean dirty screens with an anti-static cloth. Do not use tissues, paper towels or any other kinds of material that will scratch the laptop computer screen.

- Be careful not to drop or throw backpacks or laptop sleeves. The laptop computer will get damaged.
- When closing and storing the laptop computer in the sleeve, put the computer in sleep mode or turn it off to prevent overheating.
- Inappropriate language and materials used as screensavers and/or desktop images are not permitted on laptop computers.
- When using your school email:
  - Do not open, forward or reply to suspicious e-mail. If you have a question about a suspicious email, ask your teacher or email **support@lehighton.org**.
  - Be wary of email attachments from unknown senders. The email could be a virus.
  - Never respond to emails that ask for personal information, logins, or passwords.
  - Think before you write and send an email. Be polite and courteous at all times.
  - Know your audience. For example, an email to a potential employer is more formal than an email to a friend.
- When using the Internet:
  - Do not visit inappropriate websites or click on questionable links.
  - The use of proxies to bypass District filtering is not acceptable.
  - Use social networking sites when appropriate.
    - Be polite and courteous. Offensive language should be left out of social network posts and comments.
    - Do not post photographs or information that could embarrass you, your family or your friends. Once posted online, information is hard if not impossible to erase.
    - Do not post personal information such as address, cell phone number, class schedules or daily activities.
    - Potential employers, colleges and universities, graduate programs and scholarship committees search the Internet and social networking sites to screen applicants.
  - **If students have reason to believe another student is using the District network or laptop computers in a manner that violates School Board Policy, contact the Principal.**
  - **All emails, web-based searches or downloads are subject to screening by District software/network systems.**

## CODE OF CONDUCT FOR ONLINE LEARNING

The Lehighton Area School District expects their students to follow the Code of Conduct while participating in online learning. Lehighton 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 healthy, 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's age, maturity, natures 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:

1. Cheating – acting dishonestly, copying, or using someone else's work
2. Violating the Academic Integrity/Plagiarism Policy
3. Insubordination – not accepting directions; refusing to cooperate with online teachers and other agents
4. Vandalism – purposeful destruction or misuse of Lehighton Area School District issued property
5. Violating Acceptable Use Policy
6. Harassment or profane/obscene language or gestures towards students/online teachers/others
7. Wrongful conduct – any action or inaction not specifically referenced in the listing above that impedes, obstructs, interferes, or violates the mission of online learning or is disrespectful, harmful, or offensive to others or property
8. Participating in online gambling or gaming is inappropriate for school use and will result in a minimum of 2 after school detentions.

## PENNSYLVANIA WIRETAPPING LAW

Pennsylvania's wiretapping law is a "two-party consent" law. Pennsylvania makes it a crime to intercept or record a telephone call or conversation unless all parties to the conversation consent. See 18 Pa. Cons. Stat. § 5703 (link is to the entire code, choose Title 18, Part II, Article F, Chapter 57, Subchapter B, and then the specific provision).

The law does not cover oral communications when the speakers do not have an "expectation that such communication is not subject to interception under circumstances justifying such expectation." See 18 Pa. Cons. Stat. § 5702 (link is to the entire code, choose Title 18, Part II, Article F, Chapter 57, Subchapter A, and then the specific provision). Therefore, you may be able to record in-person conversations occurring in a public place without consent. However, you should always get the consent of all parties before recording any conversation that common sense tells you is private.

In addition to subjecting you to criminal prosecution, violating the Pennsylvania wiretapping law can expose you to a civil lawsuit for damages by an injured party.

Consult the Reporters Committee for Freedom of the Press' Can We Tape? Pennsylvania for more information on Pennsylvania wiretapping law.

## PROHIBITED ARTICLES:

The Lehighton Area School District Searches and Controlled Substances/Paraphernalia Policy are found on the LASD website at <http://www.lehighton.org/policies>. The Searches Policy is number 226 and the Controlled Substances/Paraphernalia Policy is 227. Please become familiar with these policies prior to the start of the school year.

Problems arise from time to time because students possess articles which are hazards to the safety of others or in some way interfere with the operation of the school. A student possessing these items may be suspended or expelled from school. The following is a non-exhaustive sample list of undesirable items which will be confiscated should they be brought to school, on the bus, on school grounds, to extracurricular events, or on school sponsored activities:

1. Any materials which could be used for gambling purposes.
2. Toy guns, water pistols, slingshots, rubber bands, chains, laser pointers, scissors, etc.
3. Lighters, nail polish remover, hairspray, perfume/cologne, correction fluid (Wite-Out, etc.).
4. Trading or sports cards, tarot or fortune telling cards.
5. Skateboards, in-line skates.
6. No open bottles, glass bottles and aerosol cans (example: spray deodorant).
7. Large studded wristbands, thick-neck chains and wallet chains.
8. Any type of dangerous weapon/look alike or firecrackers.
9. Energy drinks with high caffeine content.
10. Any alcoholic beverages or illegal controlled substance/look alike (juules, vape pipes, e-cigarettes).
11. Vaping.
  - 1st Offense, admitted to vaping/using/possession – 3 days of ISS, D&A referral for Vaping ed. program with essay component, and police referral.
    - If it contains THC – 5 days OSS, D&A contract, SAP referral, police referral
  - 2<sup>nd</sup> Offense – 5 days ISS
    - If it contains THC – 5 days OSS, D&A contract, SAP referral, and police referral
  - 3<sup>rd</sup> Offense – 5 days OSS, and police referral

### **SMOKING/TOBACCO USAGE AND POSSESSION:**

Act 145 of 1996 amended Title 18 and took effect on February 3, 1997. This law prohibits the use or possession of tobacco in school. Students may not smoke, use smokeless tobacco, e-cigarettes, any and all nicotine products/substance, or possess any form of smoking material on School District Property. School District Property includes its land, buildings, vehicles either owned or leased, or property under its control. This rule also governs student behavior at school-sponsored events. Smoking materials include chewing, smokeless, snuff, tobacco substitute, a lighted or unlighted cigarette, cigar, pipe, or other lighted smoking product, vaping, and smokeless tobacco in any form (including any and all nicotine products). Students will receive appropriate disciplinary action and will be subject to prosecution. Also, upon conviction, may pay a fine and court costs.

### **RACIAL AND ETHNIC INTIMIDATION:**

The Lehigh Area School District strictly prohibits all forms of racial and ethnic intimidation in any work area, learning area, activity area or any other place under the control of the Lehigh Area School District, by or toward any administrative or professional staff member, full or part-time employee, contracted services employee, student, aide, job applicant, visitor, or volunteer of the Lehigh Area School District.

If it is determined that any student who has engaged in racial or ethnic intimidation in violation of these policies, rules and regulations, they shall be subject to appropriate disciplinary action, up to and including suspension, expulsion, or police involvement.

### **STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIAL:**

The Lehigh Area School District Policy Student Expression/Distribution is found on the LASD website at <http://www.lehighton.org/policies>. The Student Expression/Distribution Policy number is 220. Please become familiar with this policy prior to the start of the school year.

The Student Expression/Distribution and Posting of Material policy addresses student expression in general and distribution and posting of materials that are not part of District-sponsored activities. Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the District shall be regulated as part of the School District's educational program.

### **SEXUAL HARASSMENT:**

Sexual harassment means that someone is treated differently because of their gender/sexual orientation. It makes a student feel uncomfortable or unsafe. It is behavior or words that:

- Are directed at a person because of their gender/sexual orientation
- Are uninvited, unwanted, and unwelcome
- Cause a person to feel uncomfortable or offended
- Create an environment that makes learning difficult
- May be repeated or may be very offensive on a one-time basis

Any student who believes that they have been subject to sexual harassment shall report in writing the occurrence of all incidents of such conduct to the administration or any faculty or staff member. Action on a complaint will follow School District Policy 103, Discrimination/Title IX Sexual Harassment Affecting Students and/or Policy 104, Discrimination/Title IX Sexual Harassment Affecting Staff. The School District's Title IX coordinator/ official is Dr. Christina Fish, Superintendent.

**STUDENT DRESS:**

The home and school need to cooperate in the matter of dress. Good grooming and dress are, primarily, the responsibility of the parents and students. In addition, for the health, safety, and well-being of all the students, our school is also involved in this responsibility. Proper dress is conducive towards the maintenance of a constructive educational atmosphere. Therefore, we would appreciate your support and cooperation with the guidelines that follow:

1. Clothing that may be considered a health and/or safety concern, such as oversized, baggy pants, beltless pants and/or pants that allow undergarments to be exposed are not to be worn. Clothing and appearance should be neat, clean, and in good taste. It should not be extreme to the extent that it focuses attention on the wearer and/or is disruptive to the educational process.
2. No bulky winter coats or jackets are to be worn in the building. It is not acceptable to wear or wrap yourself in a flag.
3. No cut off shirts, cut off tee shirts, or cut off sweatshirts are acceptable.
4. Shirts which have messages with double meanings that are suggestive are not permitted.
5. Shirts which promote alcohol, drugs, satanic cults, or other negative messages are not permitted.
6. Halter tops, tube tops, tank tops, mesh tops worn alone, and midriff shirts which expose the stomach and/or shoulder area with exposed undergarment, are not to be worn. See-through or sheer clothing, including fishnet stockings, is not permitted.
7. Jeans with holes that show flesh near an inappropriate area is not acceptable. It is acceptable if leggings are worn under the jeans to cover exposed skin. We will use the fingertip rule to ensure that no exposed skin is visible above the fingertips when your hands are at your side.
8. Hats, headbands or any type of headgear, except for religious purposes, are not to be worn or carried in the school building.
9. Heels, clog shoes, pool/beach footwear, etc. are not to be worn. Footwear must be secured or strapped at the ankles.
10. Shorts, skirts and skorts should extend longer than the wearers' fingertips when placed at their side and/or mid-thigh. Running shorts should not be worn during the instructional day with the exception of physical education class.
11. Spandex shorts, cutoff shorts, and other revealing or snug-fitting shorts are not to be worn to school.
12. Pajamas are not allowed to be worn to school except if specified for certain events.

The administration will be the final judge as to whether a student's dress or grooming is inappropriate. If found unacceptable, the problem will be handled privately, and when deemed necessary, the student will be asked to change or other appropriate action will be taken. Administration will attempt to keep the student in class and not interrupt their instructional time to address dress code violations.

Any student found to be in violation of the dress code will be given the opportunity to change into appropriate attire. The first violation of the dress code will result in a verbal warning. Additional violations of the dress code will result in the following progression: lunch detention, after school detention, Saturday detention. Students continuing to violate the dress code policy after the 4<sup>th</sup> incident will receive additional disciplinary consequences (i.e. in-school suspension, out-of-school suspension) and a conference with parents/guardians will be requested by administration.

**VALUABLES:**

It is highly suggested that the student DOES NOT bring valuables to school. Valuables must remain THE STUDENT'S RESPONSIBILITY. At no time is the school responsible for the loss, theft, or damage of any personal property.

**VANDALISM:**

Anyone defacing, destroying or committing any act of vandalism in or around the school building will be held responsible for all damages and will be subject to disciplinary action from the administration and, in some cases, the police department.

**WEAPONS:**

No student shall possess, handle or transmit any knife, razor, ice pick, any explosive device of any kind, including firecrackers, tear gas canisters, smoke bombs, or chains, loaded cane, sword cane, loaded or unloaded firearms, including pellet guns, BB guns, any type of knife, implements capable of directly or indirectly inflicting bodily injury, or other object that can reasonably be considered to be a weapon/facsimile/ look alike or dangerous instrument in any school building, on any school premises, or on any school bus, or off the school grounds at any school activity, event or function held at or away from school.

Any student discovered in violation of this policy to have any weapon or other item in their possession, including locker or desk, or threatens to use a weapon on another person shall be subject to have said weapon or other item immediately seized by school personnel. In the sole discretion of the Principal or Principal designee, said student may be excluded and not be permitted to remain in the school building, on any school premises, on any school bus, or at any school activity, event or function held at or away from school immediately upon discovery.

The Principal or designee must notify the parents, the police and the superintendent of any and all students involved. Carbon County Mental Health Crisis and other appropriate agencies may also be notified and considered viable resources. Discipline procedures shall be the same as that set forth based on the severity of the violation in Lehigh Area School District's policy, including possible expulsion.

If a student discovers that a fishing knife or similar potential weapon has accidentally been brought to school, that student should IMMEDIATELY notify a teacher, Principal, or office of the situation.

## **GUIDANCE DEPARTMENT**

Guidance services are available to all students. Students and parents wishing to visit a counselor should contact the guidance office to arrange an appointment. Counselors will meet with all students in group guidance sessions to answer student questions and to share student concerns. There are outside agencies which may be required to meet with your child without parental notification due to circumstances that may arise which are out of our control.

### **CHANGE OF INFORMATION:**

It is the parent/guardian's responsibility to notify the school of information changes during the school year such as phone number, addresses or emergency contacts.

### **FAMILY EDUCATIONAL RIGHTS AND 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 attend 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.

### **CUSTODY**

If there is a court order limiting or restricting the noncustodial parent's contact with the child, a copy of the court order should be brought to the school, communicated with appropriate school personnel, and inserted into the student record. Without a court order that restricts a parent's rights, both natural parents have equal access to the child and the child's records. However, the child will only be dismissed to a parent or guardian or to a designee identified by the parent or guardian in writing.

### **PUPIL RECORDS POLICY:**

The Board of Education has adopted a Pupil Records Policy. The policy's function is to allow (1) school authorities to gather information necessary to facilitate its educational responsibility; (2) assure the student, parent, and/or legal guardian's right to privacy. Copies of the Record Policy are available in each building and the District Office.

### **MARKING PERIOD GRADES AND GRADING SYSTEM:**

Marking Period grades may be viewed on PowerSchool. Parents may request a printed copy of a report card six (6) school days following the end of the marking period.

A marking period grade will consist of three categories.

- 50% Assessments/Tests/Projects
- 35% Graded Work
- 15% Participation

Academic achievement is designated on all records by percentages.

Excellent - 90-100%  
Good – 80-89%  
Average – 70-79%  
Below Average – 61-69%  
Failure – 60% and below

In addition to the above percentages, the following designations will be used in some areas:

O - Outstanding  
S - Satisfactory  
I - Incomplete  
U - Unsatisfactory

All “Incomplete” grades will become a final grade ten (10) school days from the end of the marking period. Any work not completed during this 10-day period will be assigned a zero “0”. In extreme cases, the administration reserves the right to extend the time period.

### **REQUIREMENTS TO ACHIEVE HONOR LISTS:**

In order to achieve any of the honor lists, a student must attain the following:

**DISTINGUISHED HONORS:** students must have a 95 GPA with no Marking Period FINAL grade lower than a 90

**HONOR ROLL:** students must have an 88 GPA with no Marking Period FINAL grade lower than an 83

An “incomplete” makes a student ineligible for any honors list.

NOTE: To be eligible for any honors list, a student may not have any U’s or I’s for the marking period. A student must also be carrying a full schedule as per Middle School curriculum. Accommodations can be made for students with special needs.

### **STUDENTS SCHEDULING AND PROMOTION:**

All students must pass three out of the four following classes in order to be promoted to the next grade level (Math, Language Arts, Science, Social Studies). If students do not meet the above criteria, a maximum of one (1) CORE Academic course may be completed through the Keystone Credit Recovery program, or similar program authorized by the School District administration. The cost is to be paid by the family.

If a student fails Reading, Math or Language Arts, or scores at or below a predetermined Benchmark score they may be moved from a Social Studies, Science or CAT class and be provided remediation for the next marking period(s).

### **HOMEBOUND INSTRUCTION:**

The school district may temporarily excuse a student from compulsory attendance on account of illness or urgent reasons and provide homebound instruction during that absence. The period of homebound instruction should not exceed 3 months time. Students in need of homebound instruction should make contact with our school guidance department. Please consult Board Policy 117 for procedures and application for homebound instruction.

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

Copies of the Students Rights and Responsibilities Policy shall be available to residents in each building office and the school libraries.

### **TRANSFERS OR WITHDRAWALS:**

If a student is moving, a parent/guardian must come to the guidance office to sign necessary forms. A student withdrawal form and the student's scholastic record will be sent to the school where the pupil is going. It is the student's obligation to report their intentions of moving to the WIN teacher and to the guidance department. All books and supplies must be returned to the various classroom teachers before the student withdrawal is completed. The same procedure applies to pupils leaving school because of age or employment.

## **SCHOOL NURSE**

### **BODY MASS INDEX (BMI):**

Pennsylvania schools have mandatory Body Mass Index (BMI) screening for students in all grades. BMI calculates a student's height, weight, and age to place the student in a percentile which serves as a guideline to determine if your child is within the healthy range as set by CDC standards. Letters will be sent home with all students during the 4<sup>th</sup> marking period.



### **EXCLUSIONS FROM SCHOOL:**

Pupils with head lice or suspicious rashes will be excluded from school and readmitted according to school policy and rules established by the Department of Health.

### **HEALTH INSURANCE:**

Pennsylvania has expanded the Children's Health Insurance Program (CHIP), so that more children are eligible for free health insurance.

- Uninsured children from ages 0 through 18, who are not eligible for Medical Assistance, will now qualify for health insurance coverage.
- This health insurance includes doctor visits, preventive care, immunizations, hospitalization, dental, vision, hearing care, prescriptions, and mental health services.
- Low cost health insurance is available for children from ages 0 through 18 whose family income meets the State requirement.
- For other family size qualifications and to find out more information about this program, please call:  
**BLUE CROSS OF NORTHEASTERN PA 1-800-986-KIDS.**

### **ACCIDENT INSURANCE:**

The Lehigh Area School District makes available to all students a group insurance policy. Brochures and application forms are found on the District website Homepage under "Voluntary Student Accident Insurance". Injuries due to fights may not be covered by school insurance. Insurance does not carry over from one year to the next.

### **HEALTH SCREENINGS:**

Middle School Students will have the following health screenings during the school year according to state mandates:

- GRADE 6 – Height, weight, vision screening, scoliosis screening, and physical exams (school or private).
- GRADE 7 – Height, weight, vision screening, hearing screening, scoliosis screening, and dental exams (school or private).
- GRADE 8 – Height, weight, vision screening

**\*\*The school vision screening is not a substitute for a comprehensive eye examination by an eye care specialist. The American Optometric Association recommends eye examinations every two years for school age children.**

### **INJURED STUDENTS:**

Crutches, splints, and neck braces may only be used at school if ordered by a physician. Parents are to inform the school nurse of injuries, minor or serious, which occurred outside of school but which will need attention during the school day.

### **MEDICAL INFORMATION:**

#### **PENNSYLVANIA SCHOOL LAWS FOR IMMUNIZATION**

The list of immunizations required for children to attend school in Pennsylvania is:

- 4 doses of tetanus & diphtheria (DTP, DTaP, DT or Td)3
- 4 doses of polio (OPV, IPV)
- 2 doses of Measles, Mumps & Rubella (MMR)
- 3 doses of Hepatitis B (HBV)
- 2 doses of Varicella, (Chickenpox, Varivax) or a history of the disease

Entry into seventh grade requires that the student have:

- one dose of Adacel (Boostrix, Tdap) and
- one dose of Meningitis (MCV, Menactra, MedImmune)

**\*\*The only exemptions to the school laws for immunization are medical reasons or religious reasons**

### **INSTRUCTION RELATED TO AIDS:**

The Pennsylvania Public School Code of 1949 (**22 Pa. Code § 4.29**) has rules that require School Districts to teach both the dangers of and the prevention of AIDS. Teachers will excuse students who, for moral or religious reasons, oppose instruction on the topic of sexually transmitted diseases. To have a child excluded from these presentations, a parent or guardian of the student **MUST** communicate this with the child's teacher and the Middle School office.

### **MEDICATION POLICY:**

The Lehigh Area School District, following Pennsylvania state law, requires that students who need medication during school hours must have the following:

1. A written consent form can be obtained from the office and completed and signed by a parent or legal guardian.
2. All medication must be brought to school in the original prescription bottle, properly labeled by the doctor or pharmacist. **NAME OF CHILD: NAME OF MEDICATION: AND HOW IT IS TO BE TAKEN. ONLY** medication that is prescribed by a physician may be taken in school.
3. Tylenol/Ibuprofen may be given for pain or fever following school or student's doctor guidelines and with the parent's permission. Parents should notify the school nurse if their child has a condition for which the physician/dentist made the recommendation to take Tylenol or Ibuprofen.
4. Parents must bring in medication.

**ALL** Medication **MUST** be turned into the nurse's office first thing in the morning. (This includes non-prescription medication.)



Exceptions: 1) Inhalers may be carried by a child if prescribed by a doctor and with a parent's written permission – every inhaler must be labeled with the student's name. 2) Cough drops may be carried by a child if accompanied by a permission note from the parent.

#### **MOBILE DENTAL VAN:**

LVHN Department of Dental Medicine provides dental health services to students who have Medical Assistance, AmeriHealth Caritas, Avesis, Geisinger, United HealthCare, Aetna Better Health, Gateway, Capital Blue Cross, Cigna, Delta Dental, Guardian, MetLife and United Concordia. Eligible children may receive dental services at school during regular school hours. For more information about the dental program, please call 888-402-LVHN (5846).

## **SCHOOL SAFETY**

#### **FIRE DRILLS:**

Fire drills are required during the school year. We, at the Lehigh Area Middle School, are aware of the serious hazard of school fires and stress the need for efficient, faculty-supervised drills. Students leave each room in a single file and go to the exit in an orderly fashion. There shall be NO TALKING by the students during all fire drills. Explicit directions concerning fire drills are given at the beginning of the year by each teacher in each classroom.

#### **LOCKDOWN DRILLS (RUN, HIDE, FIGHT TRAINING):**

Lockdown drills are practiced throughout the school year in accordance with Run, Hide, Fight Training. We, at the Lehigh Area Middle School, are aware of the seriousness of school/society issues and stress the need for efficient, faculty-supervised drills. There shall be NO TALKING by the students during all lockdown drills. Explicit directions concerning lockdown drills are given at the beginning of the year by each teacher in each classroom. Each lockdown drill should be considered as an actual lockdown.

#### **SEVERE WEATHER DRILLS**

Students and staff report to a designated safe spot in the building, away from large windows.

#### **SCHOOL BUS EVACUATION DRILLS**

Students exit the bus upon their arrival to school to practice for an emergency evacuation.

#### **THREAT ASSESSMENT**

The LASD will utilize a threat assessment model that provides school teams with guidelines to distinguish whether a threat is transient (not serious) or substantive (poses a continuing risk to others). Accurately distinguishing between transient and substantive threats helps the school team both to avoid over-reacting to threats that are not serious and to focus its attention on serious threats that merit protective action (Burnette, Datta, & Cornell, 2017). A transient threat is a broad category including all threats that do not reflect a genuine intent to harm others. Substantive threats are behaviors or statements that represent a serious risk of harm to others.

#### **PARENT NOTIFICATION:**

A mass notification will be sent to notify parents/guardians of an emergency drill such as a lockdown or intruder drill. As fire drills are completed on a monthly basis, a notification will not be sent for this type of drill.

\*Due to the importance and seriousness of the safety drills, any misconduct or misbehavior will result in a Saturday detention.

## **STUDENT ASSISTANCE PROGRAMS**

#### **CHILD STUDY TEAM (CST):**

A Child Study Team (CST) is a local school team that evaluates and develops plans for students in need of additional social-emotional, behavioral and academic needs. Our team consists of a multidisciplinary group of professionals who are focused on supporting students who are struggling. The CST process begins with a referral from a teacher and/or a parent requests an evaluation. Indicators of student need can include academic struggles, low grades, behavioral challenges, social relationship difficulties, attendance concerns, discipline issues or even problems in the community. Our process uses data to screen, monitor and make decisions to better support the student. The team will identify specific needs of the student and develop short term goals with targeted interventions. A plan is put in place to implement and monitor the student's response to the interventions. Should the interventions prove unsuccessful over time, a referral for evaluation may be made.

#### **SCHOOL-WIDE POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (SWPBIS):**

School-wide Positive Behavior Intervention and Support (SWPBIS) is an evidence-based three-tiered framework to improve and integrate all of the data, systems, and practices affecting student outcomes every day. SWPBIS aims to create schools where all students succeed.

**The key components of an effective SWPBIS system involve:**

- Clearly defining and teaching a set of behavioral expectations
- Consistently acknowledging appropriate behavior
- Constructively addressing problem behavior
- Effectively using behavioral data to assess progress

At LAMS, there are certain behavior expectations for students. As students navigate through their day, they will encounter our TRIBE PRIDE Matrix, reminding them of how they can protect, respect, show individual responsibility, show determination and strive for excellence. Teachers, administrators and other staff members will be teaching and reinforcing these positive behaviors throughout the year.

Positive referrals or PRIDE bucks will be given to students consistently to acknowledge and reinforce positive behaviors. These bucks will be used towards various rewards driven by student interest such as raffles, PRIDE store, classroom incentives, and school-wide celebrations.

**SAFE2SAY:**

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late. To submit a tip, dial 1-844-SAF2SAY or visit [www.safe2saypa.org](http://www.safe2saypa.org).

**SOLVING PROBLEMS:**

Often parents are in a quandary about the best ways to solve a problem. Many times parents “go to the top” only to find that they are sent to the source of the problem.

It would be helpful to school personnel if you bring with you as much data as is available regarding your problem. In all cases, parents are urged to follow this step-by-step approach to problem solving.

- Discuss your concern with the staff member directly involved (via email or phone) – whether that is a teacher, school counselor, or other employee.
- Then talk with the Principal. The Principal will then contact the person involved to help seek resolution.
- Problems can never be resolved in a hostile atmosphere. Remain calm and positive. Involve the child in discussions only as necessary.
- When the problem is resolved, be sure your child understands the outcome and expectations.

**SPECIAL EDUCATION NOTICE TO THE PARENTS OF CHILDREN WHO RESIDE IN LEHIGHTON AREA SCHOOL DISTRICT: Special Education Director – Mrs. Sandra Michalik**

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. Michalik at (610) 377-4490 x1599 or any building Principal.

## STUDENT ASSISTANCE PROGRAM INFORMATION:

*What is the Student Assistance Program (SAP)?*

SAP is a systemic process using techniques to mobilize school resources to remove barriers to learning. The core of the program is a professionally trained team, including school staff and liaisons from community alcohol and drug and mental health agencies. SAP team members are trained to identify problems, determine whether or not the presenting problem lies within the responsibility of the school and to make recommendations to assist the student and the parent. When the problem lies beyond the scope of the school, the SAP team will assist the parent and student so they may access services within the community. The student assistance team members do not diagnose, treat or refer to treatment; but they may refer for a screening or an assessment for treatment. To make a referral, please go to: <https://sites.google.com/site/lahssap>

There are four phases to the student assistance process:

1. **Referral** - Anyone can refer a student to SAP when they are concerned about someone's behavior -- any school staff, a student's friend, a family member or community member. The students themselves can even go directly to the SAP team to ask for help. The SAP team contacts the parent for permission to proceed with the SAP process.
2. **Team Planning** - The SAP team gathers objective information about the student's performance in school from all school personnel who have contact with the student. Information is also collected from the parent. The team meets with the parent to discuss the data collected and also meets with the student. Together, a plan is developed that includes strategies for removing the learning barriers and promoting the student's academic and personal success to include in-school and/or community-based services and activities.
3. **Intervention and Recommendations** - The plan is put into action. The team assists in linking the student to in-school and/or community-based services and activities. The team might recommend a drug and alcohol or mental health assessment.
4. **Support and Follow-Up** - The SAP team continues to work with and support the student and their family. Follow-up includes monitoring, mentoring, and motivating for academic success.

Nondiscrimination is the policy in the Lehigh Area School District. Admission procedures and instructional materials are in accordance with nondiscrimination guidelines of the Federal Government and the State of Pennsylvania. The Superintendent has been designated as the Compliance Officer to handle all inquiries or complaints regarding alleged discrimination on the basis on sex, race, or handicap in the education program of the Lehigh Area School District. You may refer to the Lehigh Area School District's Website for more detailed information about SAP and the District's drug and alcohol procedures.

\*\*\*\*\*

This handbook provides information that should answer many of your questions concerning school policies. However, for more detailed information concerning both state and School District policies, please refer to the regulations and guidelines on Student Rights and Responsibilities approved by the Lehigh Area School Board. Copies of these policies can be found on the district website under School Board Policies.

## **MCKINNEY-VENTO HOMELESS EDUCATION 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).<sup>1</sup> 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 NIGHTTIME 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 meet the definition of homeless and not in the physical custody of a parent or guardian.

**Residency and Educational Rights:**

**Students who are in temporary, inadequate and homeless living situations have the following rights:**

Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment;

Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation;

Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

**When a student is identified as being McKinney-Vento eligible, staff will:**

Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)

Provide school supplies and other school related materials as needed

Advocate for and support students and families through school and home visits

Set clear expectations for student behavior, attendance and academic performance

Assist students/families access with community services

Assist students/families with access to tutoring, special education, and English language learner resources

Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

**For additional information, contact the LEA Homeless Liaison at 610-377-4490 ext. 1599**

# LEHIGHTON AREA SCHOOL DISTRICT

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



## **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](mailto:jlsmith@lehigh.org)) or telephone number listed on this letterhead.

Sincerely,

Justin Smith  
Director of Operations

## **School Board Policies**

Here is a quick link to all Lehigh Area School District policies: [www.lehighton.org/policies](http://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), and the policies that govern operations are listed in the 800 Section entitled Board Policies (800 – Operations)

### **006 Meetings**

### **100 Strategic Plan**

### **102 Academic Standards**

### **103 Discrimination/Title IX Sexual Harassment Affecting Students**

### **104 Discrimination/Title IX Sexual Harassment Affecting Staff**

### **105 Curriculum Development**

### **105.1 Curriculum Review by Parents / Guardians and Students**

### **108 Adoption of Textbooks**

### **109 Resource Materials**

### **113 Special Education**

### **113.4 Confidentiality of Special Education Student Information**

### **114 Gifted Education**

### **114.1 Gifted Matrix**

### **115 Vocational Technical Education**

### **117 Homebound Instruction**

### **122 Extracurricular Activities**

### **123 Interscholastic Athletics**

### **127 Assessments**

### **137.1 Extracurricular Participation by Home Education Students**

### **138 Language Instruction Educational Program for English Learners**

### **140.1 Extracurricular Participation by Charter/Cyber Charter Students**

### **142 Migrant Students**

### **143 Standards for Persistently Dangerous Schools**

### **144 Standards for Victims**

### **146 Student Services**

### **200 Enrollment in District**

### **203 Communicable Diseases and Immunization**

### **203.1 HIV Infection**

### **204 Attendance**

### **204.1 Truancy Procedures**

### **209 Health Examinations – Screenings**

### **210 Use of Medications**

### **210.1 Possession/Use of Asthma Inhalers**

### **211 Student Accident Insurance**

### **212 Reporting Student Progress**

### **213 Assessment of Student Progress**

### **216 Student Records**

### **217 Graduation Requirements**

### **218 Student Discipline**

### **218.1 Weapons**

### **218.2 Terroristic Threats/Acts**

### **218.3 Discipline of Student Convicted/Adjudicated of Sexual Assault**

<u>219</u>	<u>Student Complaint Process</u>	<u>610</u>	<u>Purchases Subject to Bid/Quotation</u>
<u>220</u>	<u>Student Expression/Dissemination of Materials</u>	<u>618</u>	<u>Student Activity Funds</u>
<u>222</u>	<u>Tobacco and Vaping Products</u>	<u>619</u>	<u>District Audit</u>
<u>226</u>	<u>Searches</u>	<u>621</u>	<u>Local Taxpayer Bill of Rights</u>
<u>227</u>	<u>Controlled Substances/Paraphernalia</u>	<u>626</u>	<u>Federal Fiscal Compliance</u>
<u>229</u>	<u>Student Fundraising</u>	<u>705</u>	<u>Facilities and Workplace Safety</u>
<u>233</u>	<u>Suspension and Expulsion</u>	<u>707</u>	<u>Use of School Facilities</u>
<u>235</u>	<u>Students Rights/Surveys</u>	<u>707.1</u>	<u>Emergency and Disaster Plans</u>
<u>236</u>	<u>Student Assistance Program</u>	<u>716</u>	<u>Integrated Pest Management</u>
<u>237</u>	<u>Electronic Devices</u>	<u>718</u>	<u>Commercial Sponsorship/Partnership Agreements</u>
<u>246</u>	<u>Student Wellness</u>	<u>800</u>	<u>Records Management</u>
<u>247</u>	<u>Hazing</u>	<u>800.1</u>	<u>Records Retention / Destruction</u>
<u>248</u>	<u>Unlawful Harassment</u>	<u>801</u>	<u>Public Records</u>
<u>249</u>	<u>Bullying/Cyberbullying</u>	<u>802</u>	<u>School Organization</u>
<u>250</u>	<u>Student Recruitment</u>	<u>803</u>	<u>School Calendar</u>
<u>251</u>	<u>Homeless Students</u>	<u>805</u>	<u>Emergency Preparedness</u>
<u>302</u>	<u>Employment of Superintendent/Assistant Superintendent</u>	<u>806</u>	<u>Child Abuse</u>
<u>312</u>	<u>Evaluation of Superintendent</u>	<u>805.1</u>	<u>Relations with Law Enforcement Agencies</u>
<u>314.1</u>	<u>HIV Infection</u>	<u>805.2</u>	<u>School Security Personnel</u>
<u>332</u>	<u>Working Periods</u>	<u>808</u>	<u>Food Services</u>
<u>333</u>	<u>Professional Development</u>	<u>810</u>	<u>Transportation</u>
<u>335</u>	<u>Family and Medical Leaves</u>	<u>810.3</u>	<u>School Vehicle Drivers</u>
<u>340</u>	<u>Responsibility for Student Welfare</u>	<u>815</u>	<u>Acceptable Use of Technology, Electronic Resources, Network and internet</u>
<u>351</u>	<u>Drug and Substance Abuse</u>	<u>815.1</u>	<u>Use of District-Owned Technology</u>
<u>604</u>	<u>Budget Adoption</u>		

815.2 District Social Media

816 Use of Livestream Video on School District Property

819 Suicide Awareness, Prevention, and Response

823 Administering Naloxone

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

906.1 Title I Parent Complaints

907 School Visitors

908 Relations with Parent/Guardians

910 Community Engagement

916 School Volunteers

917 Parental/Family Involvement

918 Title I Parent and Family Engagement





## LEHIGHTON AREA SCHOOL DISTRICT 2024-2025 SCHOOL CALENDAR



4-5 – Independence Day Holiday	<table><tr><th colspan="7">July 2024</th></tr><tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td></td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td></td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td></td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td></td></tr><tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr></table>	July 2024							Su	M	Tu	W	Th	F	S		1	2	3	4	5	6		7	8	9	10	11	12	13		14	15	16	17	18	19	20		21	22	23	24	25	26	27		28	29	30	31					1 – Winter Holiday 20 – Martin Luther King, Jr. Holiday 24- Act 80 Day  20 – Student (98) 21 – Teacher(105) 21 – Para (105)	<table><tr><th colspan="7">January 2025</th></tr><tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr></table>	January 2025							Su	M	Tu	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
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End of Marking Period – 10/29, 1/15, 3/24

Early Dismissal – 9/27, 11/6 & 7 (P/T Conf), 11/27, 12/20, 3/7, 4/16, 6/2, 6/3

184 Para Days – 187 Teacher Days – 181 Student Days

1502 Days (OLSDH) - 12/2, 12/23, 12/27, 4/18, 4/21

Prof Development – 8/19, 8/20, 8/21, 8/22, 5/2, 6/5

Act 80 Days – 10/14, 11/8, 1/24, 6/4

Snow Make-up Days – 2/14 (1st Snow Day), 4/17 (2nd Snow Day), 5/23(3rd Snow Day), FID Days after 3rd Snow Day

Board Approved: February 26, 2024

**Handbook Agreement**

I have read and agree to abide by all terms listed in the Lehigh Area School District Handbook:

**Health & Safety Plan**

I have reviewed our Health and Safety Plan for the 24-25 School year. Changes to the plan will be made as necessary according to PDE and CDC Guidelines:

**School Bus Regulation Agreement**

I have read and agree to abide by all terms listed in the Bus Regulations for Students:

**Student Email Agreement**

Do you consent to your child having a Lehigh Area School District email account issue?

**Permission to travel within District**

I give permission for my child to be transported, or walk, to any Lehigh Area School District building for any school sponsored event:

**Individual and Small Group Photo Release**

Throughout the school year, individual and small group photographs and video recordings may be taken of students as they participate in various academic and non-academic activities. These may be used to publicize and promote District activities:

**Acceptable use of Communications and Systems**

I have read and agree to the terms outlined:

**Students Lunch**

All students are entitled to a lunch

I give my child permission to purchase breakfast in the cafeteria: give my child permission to purchase lunch in the cafeteria:

**Student Insurance**

I acknowledge that CHIP is available for my child(ren) and that is my responsibility to enroll them by following the directions provided on the CHIP Student Insurance link:

**Electronic Signature**

The electronic signature below and its related fields are treated by Lehigh Area School District like a handwritten signature on a paper form.

***I affirm that all the information provided is true and correct to the best of my knowledge.***

I agree:

Signature:

Date:

*The above information is completed and signed electronically via PowerSchool Enrollment*