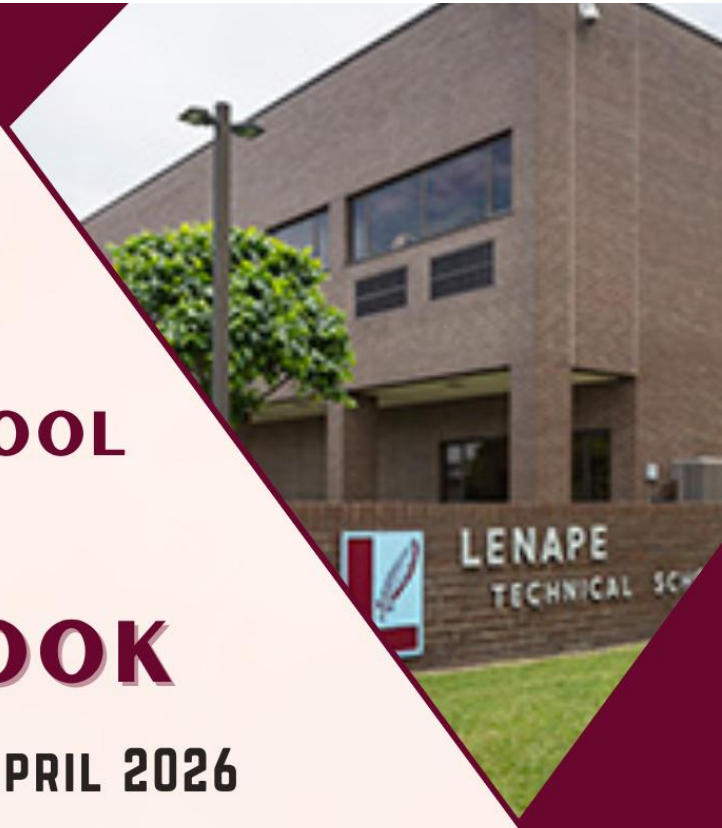
LenapeTech
Education at Work



LENAPE TECHNICAL SCHOOL

2026-2027 STUDENT HANDBOOK

Handbook Adopted by the JOC - April 2026

Student Name: _____

MISSION STATEMENT

The Lenape Technical School will develop the foundation for students to succeed in an ever-changing, technological world by providing an active learning environment which will lead to a prosperous and rewarding future for self, family, and community.

ANONYMOUS HOTLINE

Lenape Tech has an anonymous hotline for students and staff to use for reporting problems, concerns, or potential dangers. The anonymous hotline number is **(724) 763-5945**.

- Manor Township Police: 724-763-9677
- Manor Township Police Anonymous Tipline: 724-859-3474

SAFE2SAY SOMETHING

App: Safe2Say Something
Website: www.safe2saypa.org
Phone: 1-844-SAF2SAY
1-844-732-2729

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LenapeTech
Education at Work

WELCOME TO LENAPE!

FORWARD

The information in this handbook is presented to assist you in becoming better acquainted with Lenape and the procedures that are in effect at this school. Our policies are similar to those of your sending school; however, they have been adapted to suit our setting. While attending Lenape Technical School, you are expected to follow the guidelines outlined in this handbook.

Much like a manual provided by an employer, this information will be of great value to you during your time at Lenape. Please become familiar with the guidelines for student conduct and comply with the regulations at all times. As young adults, you are accountable for your actions and behaviors.

The agenda portion of the book can help you manage your activities both inside and outside school. We want your education at Lenape to be a positive and enjoyable experience that will contribute towards your personal and professional growth.

Sincerely,

Lenape Administration

NON-DISCRIMINATION POLICY

Lenape Technical School, an equal opportunity employer, will not discriminate in employment, educational programs or activities, based on race, color, creed, religion, national origin, ancestry, sex, sexual orientation, marital status, pregnancy, handicap/disability, or because a person is a disabled veteran or a veteran of the Vietnam era. Activities, services and facilities are accessible to handicapped persons. This policy of nondiscrimination extends to all other legally protected classifications.

It is the policy of this School to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. The School is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the School and is prohibited at or, in the course of School-sponsored activities, including transportation to or from the School or School-sponsored activities.

Inquiries should be directed to School's Special Programs Coordinator, who also serves as its Compliance Officer/Title IX Coordinator. The Compliance Officer/Title IX Coordinator can be contacted as follows: Autumn Weleski, Lenape Technical School, 2215 Chaplin Avenue, Ford City, PA 16226; Email weleaut@lenape.k12.pa.us; or Phone Number 724-763-5920.

Publication of this policy is in accordance with state and federal laws including Title IX of the Education Amendments of 1972 and Sections 503 and 504 of the Rehabilitation Act of 1973.

PHILOSOPHY OF LENAPE

Lenape Technical School will provide technical education on the secondary level to those students residing in our service area that have the interests and abilities to benefit from this type of educational experience. In addition to skills and techniques, the Lenape experience is intended to utilize and develop the beliefs, opinions and characteristics that reflect academic training. This training will prepare students for their roles in the rapidly changing technological world.

We believe that our school, with its modern facilities, shops, laboratories and classrooms, will help to develop a healthy atmosphere, conducive to a good learning environment.

In addition to preparing students for a technical occupation, we believe that our educational program should emphasize the duties, responsibilities and privileges of good citizenship in a democratic society; and that independent, creative thought and study should be encouraged.

We believe that the program should provide fundamental training and study to the fullest extent possible. A good balance must be maintained between the laboratories and the academic areas of instruction, being flexible enough to permit adjustments to the challenges of the present and future technological world.

We can, by enlisting the material and human resources of the world around us, build and maintain a strong and valuable program in technical education in Armstrong County.

THE LENAPE STORY

Lenape Area Vocational Technical School (AVTS) opened its doors to Armstrong County on October 7, 1965. Beginning with eight vocational-technical programs, Lenape was the first AVTS in Pennsylvania that allowed students to receive both their academic and vocational-technical program requirements in the same building. The full-time school concept afforded students the advantage of taking academic classes, tailored to complement their vocational-technical training. In 1975, due to student and community interest, six additional programs were added, along with a new academic wing, which included a new library, a gymnasium and a cafeteria. In 1986, the school had its second expansion, adding an Agricultural and Environmental Science program, increasing the total number of programs to fifteen. In 2007, Lenape, in collaboration with Federal, State and local officials, launched Lenape's sixteenth technical program – Law Enforcement Information Technology.

Students who attend **Apollo-Ridge, Armstrong, Freeport, Leechburg, and West Shamokin** high schools are given the opportunity to attend Lenape Tech for their sophomore (part-time), junior and senior years. As the county's Technical School, yearly operating costs, based on each individual district's student enrollment, are shared by the four school districts.

Each of Lenape's programs is structured to provide the most up-to-date instruction possible. Representatives of local business and industry serve on Occupational Advisory Committees, helping to ensure that the curriculum is always current. The committees meet at least annually with Lenape administrators and teachers to review, revise, and update each program.

Lenape students have a number of opportunities available after graduation. Most students, who desire to become employed, are employed full-time in a position relating to their program of study as soon as they graduate. Others choose to pursue further education by entering associate and baccalaureate degree programs. Some students take advantage of earning college credits at Lenape through Lenape's Tech Prep/SOAR Program, as well as dual enrollment courses.

The benefits offered by Lenape Tech are not limited to high school students. The Adult Education program offers over 100 classes, specializing in business and industry training programs, education for employment, and education for enjoyment. Adult classes are held at the facility in the evenings or on Saturdays. Topics span from general (aerobics, photography, sign language, and crafts) to those related to medical, computer, trade, and industry subjects.

The Lenape School of Practical Nursing is an Adult Education Program that prepares learners for employment as a PN. Classes are offered on a full-time (1-year) or part-time (2-year) basis.

COURSE OFFERINGS

All courses are open to both females and males.

- **ACADEMY OF TRANSPORTATION TECHNOLOGY**
  - Automotive Technology
  - Collision Repair Technology
- **ACADEMY OF MANUFACTURING TECHNOLOGY**
  - Welding Technology
  - Precision Machining
- **ACADEMY OF BUILDING & CONSTRUCTION TECHNOLOGY**
  - Construction Trades Technology
- **ACADEMY OF MEDICAL & ENVIRONMENTAL TECHNOLOGY**
  - Allied Health Careers
  - Biomedical Technology
  - Natural Resources Technology
  - Sports Medicine Rehabilitation Therapy
- **ACADEMY OF CONSUMER ARTS & SERVICES TECHNOLOGY**
  - Cosmetology
  - Culinary Arts
  - Law Enforcement Information Technology
- **ACADEMY OF COMPUTER TECHNOLOGY**
  - Advertising/Digital Technology
  - Computer Information Technology

ADMINISTRATION, FACULTY & STAFF

JOINT OPERATING COMMITTEE

- Mr. Paul King — Apollo-Ridge
- Mr. Joseph Lepish — Leechburg
- Mr. Darius Lovelace — Leechburg
- Mr. Todd Luke — Chairman, Armstrong
- Ms. Sylvia Maxwell — Freeport
- Mr. Brady Shafer — Vice Chairman, Armstrong
- Ms. Darlene Smail — Treasurer, Armstrong
- Ms. Susan Wenckowski — Apollo-Ridge
- Ms. Melanie Zembrzuski — Freeport

FACULTY & STAFF

ADMINISTRATION

- Dr. Jason Perrin — Superintendent of Record
- Mr. Wesley Kuchta — Administrative Director
- Dr. Jason Gurski — Assistant Director/Principal
- Ms. Autumn Weleski — Special Programs Coordinator & Homeless/Foster Care Liaison
- Mr. Grant Gourley — Dean of Students

STUDENT SERVICES PERSONNEL

- Ms. Donna Overman — Health & Safety Services Facilitator
- Ms. Michele Ligus — Guidance Counselor
- Ms. Lauren Reilly — Guidance Counselor
- **TBD** — **Information Systems & Technology Coordinator**
- Mr. Ted Ortmann — Assistant Information Systems & Technology Coordinator
- Ms. Jennifer Nix — Cooperative Education Coordinator

NOTE: ***Students are reminded that all faculty and staff (inclusive of substitute teachers and instructional assistants) have the same authority. They are invested with the same powers regarding academic and/or behavioral referrals and assignments.***

SUPPORT STAFF

INSTRUCTIONAL AIDES	FACILITY & GROUNDS	ADMINISTRATION	OFFICE SUPPORT
Ms. Aislinn Aimino	**Mr. Curt Fahlor, Coordinator**	Ms. Teresa Edinger	Ms. Lorie Parsell
Ms. Brenda Boyer		Ms. Amanda Hileman	Ms. Bethany Schawl
Ms. Keisha Brocious	**FOOD & NUTRITION**	Ms. Suzanne Stuben	Ms. Melissa Schawl
Mr. Gary Endlich	**Ms. Kim Titus, Coordinator**		
Ms. Paige Hill			
Ms. Patsy Hobbins			
Mr. Jesse McClain			
Ms. Kim Miller			
Ms. Beth Shaffer			

ADMINISTRATION, FACULTY & STAFF

INSTRUCTIONAL STAFF

INSTRUCTOR	CLASS/TECHNICAL PROGRAM	ROOM #
Mr. Doug Anthony	Physical Education/Health	Gym / D-149A
Ms. Gara Atherton	Cosmetology	D-146
Ms. Marla Betts	Social Studies	D-104
Mr. Tim Blankenship	Construction Trades Technology	C-125
Ms. Christina Bowser	Chemistry	A-214
Ms. Lisa Boyle	Learning Support	A-212
Mr. Kyle Bricker	Precision Machining	D-125
Ms. Amanda Close	Allied Health Careers	D-148
Mr. Kaleb Dietz	Sports Medicine Rehabilitation Therapy	D-145
Mr. Ed Dupaly	Advertising/Digital Technology	C-100
Ms. Andrea Fahlor	Culinary Arts	B-121
Ms. Richel Fink	Learning Support	A- 216
Ms. Kailyn Goldinger	Physical Education/Health	Gym / D-149A
Ms. Brittany Grafton	Learning Support	A-216
Mr. Cyril Haponski	Social Studies	D-107
Mr. Brent Ingram	Business/Hospitality Management	A-138
Mr. Joseph Jasek	Technical Communications	D-103
Ms. Sara Kirsch	Technical Communications	D-108
Mr. Thomas Lentz	Construction Trades Technology	C-117
Mr. Eric Longwell	Physics	A-200
TBD	**Natural Resources Technology**	**D-149B**
Ms. Kelsey Moore	Mathematics	A-202
Ms. Jennifer Nix	Cooperative Education Coordinator	A102
Mr. Michael Perry	Computer Information Technology	D-141
Ms. Gale Purvis	Mathematics	A-203
Mr. Ben Ritchie	Learning Support	A-216
Ms. Allisha Schoen	Social Studies	D-105
Ms. Krista Simcik	Science/Chemistry	A-219
Ms. Erin Stairs	Physical Education/Health	Gym / D-149A
Mr. Adam Steffey	Automotive Technology	D-124
Ms. Carol Stolarski	Biomedical Technology	D-147
Ms. Deborah Takacs	Learning Support	A-210
Mr. Dan Veronesi	Technical Communications/Social Science	D-106
Mr. Ken Watterson	Mathematics	A-201
Ms. Cassie Wensel	Technical Communications/Librarian	Library / A-148
Mr. Jarod Wheeler	Collision Repair Technology	C-113
Mr. Brian Wolfe	Law Enforcement Information Technology	C-129
TBD	**Welding Technology**	**C-105**
Ms. Mari Zilla	Life Skills	A-100
Mr. Jason Zimmerman	Blueprint Reading	B-105

LenapeTech
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SCHOOL CALENDAR

AUGUST 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

SEPTEMBER 2026						
S	M	T	W	T	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			

OCTOBER 2026						
S	M	T	W	T	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

NOVEMBER 2026						
S	M	T	W	T	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					

DECEMBER 2026						
S	M	T	W	T	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		

JANUARY 2027						
S	M	T	W	T	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
24/31	25	26	27	28	29	30

FEBRUARY 2027						
S	M	T	W	T	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						

MARCH 2027						
S	M	T	W	T	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			

APRIL 2027						
S	M	T	W	T	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	

MAY 2027						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

POTENTIAL MAKE UP DAYS
January 29, 2027
February 19, 2027
March 12, 2027
April 23, 2027

LEGEND	
	Student First/Last Day
	Teachers Only
	Student Early Dismissal
	No School
	Progress Report Pick-Up
	End of Trimester

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BELL SCHEDULE

REGULAR BELL SCHEDULE

PERIOD 1	7:25	–	8:20
PERIOD 2	8:23	–	9:18
PERIOD 3	9:21	–	10:16
PART-TIME DISMISSAL		–	10:15
CCR	10:19	–	11:06
PERIOD 4	11:09	–	12:44
'A' LUNCH	11:09	–	11:39
'B' LUNCH	11:41	–	12:11
'C' LUNCH	12:14	–	12:44
PERIOD 5	12:47	–	1:42
PERIOD 6	1:45	–	2:40
STAFF DISMISSAL	2:45		

EARLY DISMISSAL / TWO-HOUR ASSEMBLY BELL SCHEDULE

PERIOD 1	7:25	–	8:05
PERIOD 2	8:10	–	8:50
PERIOD 3	8:55	–	9:35
PERIOD 4	9:40	–	10:20
PART-TIME DISMISSAL		–	10:16
PERIOD 5	10:25	–	11:59
'A' LUNCH	10:25	–	10:53
'B' LUNCH	10:58	–	11:28
'C' LUNCH	11:33	–	12:03
PERIOD 6	12:06	–	12:46
ASSEMBLY	12:49	–	2:40
STAFF DISMISSAL	2:45		

TWO-HOUR SCHOOL DELAY BELL SCHEDULE – ABBREVIATED SCHEDULE

PERIOD 1	9:25	–	10:06
PERIOD 2	10:10	–	10:50
PART-TIME DISMISSAL		–	10:16
PERIOD 3	10:53	–	12:29
'A' LUNCH	10:53	–	11:23
'B' LUNCH	11:26	–	11:56
'C' LUNCH	11:59	–	12:29
PERIOD 4	12:33	–	1:13
PERIOD 5	1:16	–	1:56
PERIOD 6	1:59	–	2:40
STAFF DISMISSAL	2:45		

Friday Schedule: Students are dismissed at 12:46 PM
Friday 2-Hour Delay: Students will be dismissed at the regular time of 2:40 PM

CLOSING/DELAYING OF SCHOOL & ANNOUNCEMENTS

CLOSING/DELAYING OF SCHOOL

If and when it becomes necessary to close the school because of extremely bad weather conditions or other cases of emergency, announcements regarding the closing will be made on the early morning news of KDKA-TV (Channel 2), WPXI-TV (Channel 11), WTAE-TV (Channel 4) and KDKA-Radio 1020 AM (Pittsburgh). Lenape Administration will, through an automated notification system, phone each household as soon as the closing/delay is determined necessary for the safety of students.

ANNOUNCEMENTS

Announcements that are of interest to pupils will be broadcast each day during first period. Because the announcements may contain items pertaining to sending school activities, meetings, etc., they should be given your full attention. (Requests for announcements to be made should be turned into the main office a day in advance for approval by the Principal).

ATTENDANCE

The Joint Operating Committee requires that school-aged students enrolled in the technical school attend school regularly, in accordance with state laws. The educational program provided by the school is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Curricula are planned and courses taught as a progression of learning activities and ideas, with each day's work building on work previously done. When students are absent, they miss one or more steps in the learning process. This is particularly the case wherein "hands-on" learning experiences are imperative. The Joint Operating Committee recognizes the positive correlation between regular attendance and achievement.

ATTENDANCE POLICY

Students will be expected to be in attendance on all days and hours when school is in session, unless appropriate reasons exist to justify their absence. Absenteeism from school will be categorized as excused, unexcused or unlawful.

A. Excused Absence

- Illness of the student
- Death in the immediate family
- Quarantine
- Urgent reasons (impassable roads, fire, flood, etc.)
- Excused educational absences pre-approved by the building principal
- Suspension
- College visitations (3-day limit for seniors)
- Observance of a Bonafide religious holiday/holy day
- Required court appearances
- Parenting responsibilities, at the discretion of the administration

B. Unlawful Absence

- An unlawful absence occurs when a student under eighteen years of age misses for a reason that cannot be attributed to one of the aforementioned reasons. Unlawful absences are a direct violation of the Pennsylvania School Code.

C. Unexcused Absence

- An unexcused absence occurs when a student, eighteen years of age or older misses for a reason that cannot be attributed directly to one the aforementioned reasons.

PROCEDURES

1. Failure to produce a school excuse within three days following an absence will result in the absence becoming unlawful/unexcused regardless of its legitimacy.
2. Forged excuses will be considered unlawful/unexcused and subject to school disciplinary action.
3. Excused absences exceeding ten (10) days for the year will be determined unexcused/unlawful unless covered by a doctor's excuse. All doctor's excuses must be turned into the school within three calendar days of the absence.
4. The student shall forfeit the right to make up any written work or examination missed during an unlawful/unexcused absence.

EXCUSED ABSENCE

- **Step I** – On the fifth day of absence, a letter will be sent home outlining the school's policy and the Dean of Students/TAP Advisor will meet with the student.
- **Step II** – On the tenth day of absence, a registered letter will be sent to the parents outlining the school's policy on attendance. The Principal and/or Dean of Students will hold a conference with the student to discuss the attendance record and implication of further absences.

UNLAWFUL ABSENCE

- **Step I** – On the third day of an unlawful absence, a registered letter will be sent to parent/guardian notifying them of the possibility of a fine or other consequences for any further absence not covered by a doctor's excuse. A conference may be held with the student, parent/guardian and the Principal and/or Dean of Students or his designee to review the implications of further absences.

MAKE-UP WORK

A student who misses or anticipates missing two or more consecutive days may request homework assignments through the principal's office. Students attending the day before an announced assessment must take it the day of their return to school. Students must complete missed work within the number of days equal to their absence (miss one day, one day to make up work, miss two days, two days to make up work, etc.)

When an absence is considered unlawful, the student is still required to make up any missing work. Points may be deducted or forfeited for work missed due to an unlawful absence.

GRADING OF MAKE-UP WORK

When an assignment, task, assessment, or other graded work is missing due to a student absence, the teacher will record a zero (0) in the gradebook until that assignment is completed and submitted.

SAVINGS CLAUSE

This attendance policy does not supersede, but rather is in addition to, any other school policy or Pennsylvania laws regarding compulsory school attendance or truancy. The loss of course credit shall be in addition to any other sanctions imposed by other school policies or Pennsylvania Law.

INFORMING MEMBER DISTRICT

Good school attendance is a major consideration for employers. Therefore, students who are admitted must maintain reasonable attendance. A student who incurs 20 or more days of unexcused absences prior to the end of the Member District's first semester, or incurs 35 days as of the end of the school term, may not be given credit by Lenape Technical School for the year and may not be permitted to return to the technical program, pending a review by the School and the sending district.

EARLY DISMISSAL

- No student will be excused before the regular time of dismissal without a written request from the parent or guardian except for a serious illness, when confirmed by a school nurse or administrator.

- Early dismissal permission requests are provided to students at the beginning of the school year and may also be obtained in the Guidance Office throughout the year.
- Requests for early dismissal are granted primarily for medical appointments and must be presented to the Guidance Office for approval.
- The telephone number where a parent/guardian may be reached between 8:00 AM and 10:00 AM to verify an early dismissal must be indicated on the dismissal request. The parent/guardian will be contacted to verify the request.
- No student will be dismissed without verification from a parent/guardian.
- Students are required to report to the Guidance Office to verify dismissal and to sign-out before leaving the building. Requests, other than medical or due to a death in the immediate family, will be judged individually.
- Under no circumstance should students leave the building during school hours unless authorized to do so.
- If a student does not sign out, or leaves the building unauthorized, it will be considered truancy.

TARDY

- Students are to report directly to their first period once the 7:20 AM bell rings and be in their seats and ready for attendance to be taken and opening exercises by 7:25 AM.
- Students arriving between 7:25 AM and 9:20 AM are considered late to school and are to report to the Guidance Office, sign in, and have their signed Hall Pass.
- Students arriving after 9:20 AM are considered ½ day absent.
- Students late to school must bring an excuse signed by a parent/guardian within one school day. In order to be excused, the reason must be listed on page 9 (Attendance Policy).
- Students are allowed sufficient time to change classes between periods. However, if a student arrives to class after the tardy bell has rung, they receive a Tardy.

TARDY TO CLASS/SCHOOL MAY RESULT IN DISCIPLINE/LOSS OF DRIVING PRIVILEGES (SEE PAGE 33)

VACATION REQUEST

Vacation request forms are available in the Guidance Office. This form must be completed by the parent/guardian and returned to the Guidance Office for approval, by administrator or designee, at least one (1) week in advance of the trip. Approval is at the discretion of the administration based on educational value and Attendance policy 204.

Vacations are discouraged when school is in session as they disrupt the educational process and may adversely affect student achievement.

Instances in which a Vacation Request Form is not submitted properly, the absences will be considered a verified parent/guardian excused absence if documentation is submitted. If no parent/guardian documentation is provided, the absences will be considered Unlawful/Unexcused.

DRESS CODE

Lenape students are being prepared for the world of work; therefore, appropriate dress is mandated. Students may be required to wear certain types of clothing while participating in technical education classes and extracurricular activities, or other situations where special attire may be required to ensure the health and/or safety of the student, as well as to conform to trade, industry or professional practices.

1. No headgear, such as **HATS**, **HEAD SCARVES, HEAD BANDS, BANDANNAS, HOODS,** will be worn inside the building, except where permitted by shop instructors.
2. Halter-top, tube tops, mesh shirts, spaghetti straps, or gapping blouses are not permitted. The bottom of the top garment should meet and overlap the top of the lower garment or be worn tucked one inside the other. Tops with larger than normal armholes, which do not cover from the underarm to the waist, will not be permitted.
3. Students are required to wear appropriate footwear at all times. Slippers are not permitted.
4. Clothing with holes, baggy jeans, or apparel that drags on the floor is not permitted.
5. No basketball type shirts, or garments that resemble sleeveless men's underwear are permitted.
6. The **LENGTH** of Dresses/Skirts/Shorts/Skorts must be longer than the fingertips when standing straight with arms straight down.
7. Any clothing containing obscene, lewd, vulgar or profane words, depictions, prints or graffiti may not be worn, whether it is apparel, footwear, or other accoutrements usually associated with a person's dress.
8. Any clothing encouraging the use of, depicting or advertising any alcohol, drugs or tobacco may not be worn, whether it is wearing apparel, footwear or other accoutrements usually associated with a person's dress.
9. No chains attached to wallets, as belts, or spiked bracelets are permitted.
10. Students are expected to dress in such a manner that they are not disruptive, nor do they infringe upon the health and safety of themselves or others. Any extremes in dress that create a disruption in the educational process of the school are prohibited. **An administrator or designee will make the final decision in this regard.**
    - *Parents are reminded that student behavior improves as dress improves.*
    - *Students who violate dress code policy will be required to secure appropriate apparel and may be subject to disciplinary action.*
11. Students must display nametag (ID) above the waist at all times while in the school, including lunch and while on break. (See technical instructor for his/her classroom procedures regarding safety issues).
12. Sunglasses are not permitted to be worn inside the building unless required for medical purposes supported by a physician's prescription.

TRANSPORTATION

SCHOOL BUS REGULATIONS

- Students are expected to be at their assigned stop at least five (5) minutes earlier than assigned time.
- Students are expected to stay at their assigned stop at least fifteen (15) minutes after the assigned time.
- Safety must always receive prime consideration, while waiting for, entering, riding, or leaving the bus.
- The bus driver has authority similar to the classroom teacher.
- The bus is to be met at the scheduled time and location only.
- Pushing or crowding while entering or leaving the bus is prohibited.
- All school policies/rules/discipline apply to the bus as well as school.
- Students wishing to ride a bus other than the one assigned or get off the bus at any stop other than his/her own must present a note, written by the parent/guardian and signed by the school administration, to the bus driver when boarding the bus.
- Upon arrival at Lenape, students must enter the building immediately.
- **ALL STUDENTS ARE HEREBY NOTIFIED THAT THEY ARE SUBJECT TO BEING VIDEOTAPED WITH AUDIO RECORDING ON THE BUS AT ANY TIME.**

The privilege of riding the bus can be denied to anyone who does not show proper courtesy and/or endangers other passengers by disregard for safety and the rules of the school.

IF A STUDENT IS NOT PERMITTED TO RIDE THE BUS, HE/SHE IS STILL OBLIGATED TO ATTEND REGULAR CLASSES. THE TRANSPORTATION TO AND FROM SCHOOL IS THEN THE RESPONSIBILITY OF THE STUDENT'S PARENT/GUARDIAN.

DRIVING/PARKING PRIVILEGES

Campus parking is limited. When issuing parking permits, priority will be given to cooperative education students, student otherwise employed and provide proof of start-time, participate in sending-school athletics, seniors and lastly, underclassmen. Administration has the final determination on issuance of permits. Students should provide their owner/operator information to the office to be placed on a waiting-list when permits are not immediately available.

Lenape Tech strongly recommends that students use the bus transportation provided by the school. Since Lenape shares responsibility for the students from the time they leave home until they return, any student who drives to school must follow the driving regulations. The school administration expects all parents/guardians and students to read and comply with all the driving/parking/riding regulations if they elect **NOT** to use the bus transportation provided. There must be a legitimate reason to drive and the reason must be specified on the "Student Driving Regulation Form." There is a nonrefundable charge of $25 for annual parking permits and a $1 charge for each one day parking pass.

Driving a vehicle is a serious responsibility. The school will not hesitate to revoke a student's driving privileges for any irresponsible behavior. The school will not be held responsible for any damage, vandalism or theft that may occur on school property. The school has the authority to enforce all driving and parking regulations under the Pennsylvania School code (24 PS-7-779) and in accordance with the Pennsylvania Motor Vehicle Code.

TRANSPORTATION

The following regulations must be obeyed. Any violation of these regulations may result in forfeiture of the student's driving privileges.

- Any vehicle a student drives must be registered and parked on campus. The permit (issued by the school) must be clearly displayed in the front window while entering, being parked, and leaving school grounds. Any unauthorized/unregistered vehicle can/will be towed and/or detained at the owner's expense. No warning is necessary for a vehicle to be towed. Students' vehicles can/will be towed if parked any place other than the designated student parking areas or parked improperly in the student lot.
- Lenape students are not to park on school grounds prior to 7:00 AM.
- Students must adhere to the supervised dismissal procedures.
- Interchanging permits with another student is **PROHIBITED**, unless from the same household and sharing a vehicle.
- All students must park in assigned areas. Vehicles must be backed into spaces where appropriate. Students are permitted to park in assigned student parking only.
- Regardless of circumstances (inclement weather, etc.), students may not park in irregular patterns.
- Students who drive to school are to report directly to their first period class prior to the 7:25 AM bell or they will be considered late to school, for consequences, see page 34. If a student's driving privileges are suspended or revoked, his/her car may **NOT** be parked on campus during this time.
- If a student is tardy due to traffic congestion, it is considered an unexcused tardy. Students should allow ample time to drive to school and be in first period on time.
- Car trouble that results in tardiness or absenteeism is not an excused absence.
- Speed limit on school grounds is five (5) miles per hour.
- Students are not permitted to loiter in the parking lot. Students are to enter the school immediately upon arrival.
- Students are not permitted in the parking lot at any time during the school day without authorization from an administrator.
- There will be no moving or driving of vehicles during school hours unless authorized by a shop instructor or administrator.
- Once the student enters the parking lot before the start of school, his/her car is not to leave the lot until the end of school, unless authorized for co-op, early dismissals or emergencies.
- Permission for riders will be the responsibility of the driver and rider's parent/guardian.
- Students must drive safely and obey all traffic signs.
- Lenape accepts no responsibility for theft/damage to property or vehicle. Students drive and park at their own risk.
- Any behavior involving student drivers or riders that threatens the security or safety of students and vehicles will be dealt with firmly.
- Students must yield the right of way to buses.
- Temporary permits are available with written permission from the student's parent/guardian. Temporary permits require a driver's application to be on file in the office. A temporary permit will be issued for one (1) day, provided it is applied for at least one (1) day in advance, unless it is an emergency, and displayed in the front window. One Day temporary permits will be limited to five (5) per school year.

- A student must drive only vehicles that are registered with the school, under his/her name. Students may not drive another student's vehicle to school.
- "Campus parking will be audited several times per school year to evaluate the utilization/need of currently issued permits. Permits may be recalled at the discretion of administration when it is determined that no legitimate need for a permit currently exists."

STUDENTS ARE REMINDED THAT CHILDREN WALK TO LENAPE ELEMENTARY SCHOOL; THEREFORE, STUDENTS ARE TO DRIVE WITH EXCEEDING CARE ON ALL ADJACENT STREETS AND ARE NOT TO DRIVE IN THE GENERAL VICINITY OF THE ELEMENTARY SCHOOL.

DRIVING OFFENSES

MINOR – NOT DISPLAYING PERMIT, NOT PARKING PROPERLY, NOT PARKING IN A DESIGNATED STUDENT AREA, BEING IN THE PARKING LOT WITHOUT PROPER AUTHORIZATION, DRIVING ANOTHER STUDENT'S VEHICLE OR ALLOWING ANOTHER STUDENT TO DRIVE YOUR VEHICLE ON SCHOOL PROPERTY.

- **1st Offense** – driving privileges may be suspended for **five (5) School Days**
- **2nd Offense** – driving privileges may be suspended for **thirty (30) School Days**.
- **3rd – 4th Offense** –driving privileges may be **REVOKED** for the remainder of the school year.

MAJOR – SPEEDING, DRIVING OR BEHAVING IRRESPONSIBLY, LEAVING SCHOOL GROUNDS OR DRIVING THE CAR FOR ANY REASON WITHOUT AUTHORIZATION FROM AN ADMINISTRATOR, OR INTERCHANGING PERMITS WITH OTHER STUDENTS. VIOLATION MAY BE REFERRED TO LAW ENFORCEMENT.

- **1st Offense** – driving privileges may be suspended for **sixty (60) School Days**
- **2nd Offense** – driving privileges may be **REVOKED** for the remainder of the school year.

OTHER MAJOR OFFENSES

- Irresponsible behavior including, but not limited to, transporting or possessing drugs, alcohol or weapons on school property or possessing other "contraband", under school policies on school property may result in driving privileges being revoked.

A student's driving privileges may be suspended at the discretion of an administrator due to repetitive infractions of Lenape's Driving Policy.

STUDENT PICK-UP (AT END OF THE DAY)

Pick-up of students needs to occur after the dismissal of buses. Students may then be picked up in front of the building. Parents may wait on Armstrong Avenue or pull behind the buses on Craig Street.

For safety reasons, students need to wait inside the school until buses have left before going to their parent's vehicle. Students may not be picked up in the student parking lot (side or rear).

GUIDANCE

Helping students become successful adults is the main reason for guidance. It is felt that when students understand themselves, their interests, abilities, and weaknesses – they make wiser vocational and educational choices. They must, of course, know what there is to choose from both in the world of work and in educational institutions.

Guidance materials are periodically distributed to students. Students have access to "Career Cruising" from any school counselor. The Guidance Office also houses a collection of occupational and college information. Scholarship information is available in this office and on our website. Students are given assistance in completing applications to trade, technical, business, college and nursing schools. Students are also given assistance in completing applications for State Scholarships, College Entrance Examinations, etc.

Throughout the year, detailed information will be distributed to the students pertaining to such items as:

- College Entrance Examination Tests
- Preliminary Scholastic Aptitude Tests
- Financial Aid Workshops
- Admission to college, trade, technical, and nursing schools
- Apprenticeships, scholarships, and loans
- Free Application for Federal Student Aid
- Teachers as Advisors Program (TAP)

TEACHERS AS ADVISORS PROGRAM (TAP)

TAP was created so that each student has an advisor, someone other than his or her technical teacher. The program is set-up similar to a college advisor-advisee situation in which a student keeps the same advisor for his/her entire school time at Lenape. However, there are vast differences. TAP also has a specific curriculum that works with students in such areas as goal setting, career planning, time management, and communication skills.

TAP also allows for more involvement with parents. Letters are sent to parents/guardians informing them of their son/daughter's TAP advisor as well as the process to communicate with the advisor.

ADMISSION/ENROLLMENT

Parents and/or students needing special assistance or information relevant to Lenape admissions and/or enrollment in a technical program may contact the school's Guidance Office. An appointment with the appropriate faculty member or support staff will be arranged.

TUTORING/REMEDIATION

Students or parents should contact the Guidance Office for information.

WITHDRAWALS

It must be remembered that students attending Lenape Technical School are still members of their sending school.

- Any student who decides to withdraw from the Lenape Technical School must contact a Lenape guidance counselor for a withdrawal application within the Add/Drop period established by the Administrative Director or appropriate personnel designated by the Administrative Director.
- When a student indicates an interest to withdraw, the school guidance counselor will complete a "Student Withdrawal Request Form".
- The counselor shall arrange for counseling sessions which would involve the student, parents and appropriate school personnel.
- Every effort shall be made to adjust the student's curriculum so that it is consistent with his/her interests, abilities, and needs, and, as such, fosters achievement of academic and technical standards.
- If the student is under compulsory school age and will be returning to the sponsoring school district, conferences will be held with the home guidance counselor and/or high school principal and technical school guidance counseling staff, prior to transfer.
- All applications for withdrawal must be signed by the parent/guardian of the student (under the age of 18) making such request before the withdrawal application will be processed.
- All applications for withdraw must be approved by the Administrative Director or appropriate personnel designated by the Administrative Director.

In either case, the Lenape Administration reserves the right to request a formal exit interview whereby student, parent, and Lenape exit team can meet in an attempt to reduce future withdrawals.

UN-ENROLLMENT AND RETURN TO SENDING SCHOOL

To ensure all students succeed, consistent academic performance and regular attendance are required. Students at risk academically or with excessive absences will be provided with intervention and support. Students who fail to improve may be subject to **un-enrollment** and returned to their sending school if:

A. AT-RISK ACADEMICALLY
Students who fail to meet academic standards or show little improvement despite support may face un-enrollment near the mid-point of the school year.

B. EXCESSIVE ABSENCES
Students with excessive absenteeism may also be returned back to their sending school at this point in the year.

C. ABSENCE DUE TO MEDICAL REASONS
Students experiencing medical issues that cause excessive absences will have their cases reviewed by school administration, individually. School administrators, in discussion with the student and a parent/guardian, will assess whether the current placement is suitable for the student and if the program's requirements are met. Action will be determined based on the student's ability to meet program expectations while managing their health.

CHANGE OF ADDRESS

When a student changes address or telephone number, the parent/guardian needs to complete the change of address form and return to the Guidance Office as soon as possible.

If the change of address also changes the student's high school, the parent/guardian must un-enroll the student at the current high school and re-enroll the student into their new high school. Once this is completed, a new bus route will be assigned. Please allow forty-eight hours for new bus routes.

Active Duty – Should a parent/guardian be placed on active duty, please notify the Guidance Office.

Transcripts – Students and/or parents should contact the Guidance Office at 724-763-7116 ext. 3304 with the following information: date of graduation, maiden name (if applicable), and location to be mailed.

EDUCATION FOR CHILDREN AND YOUTH EXPERIENCING HOMELESSNESS (ECYEH)

This resource is intended for parents/guardians/staff/community members to utilize if experiencing homelessness or in crisis. This resource also provides guidance and training and is updated annually. If you or someone you know is in need of assistance, please reach out to:

Homeless Liaison:
Mrs. Autumn Weleski
weleaut@mylenape.net
724-763-7116 x3320

LIAISON RESPONSIBILITIES

The liaison shall coordinate with:

- Local service agencies that provide services to homeless children, youth, and families.
- Other school districts on issues of records transfer and transportation.
- District staff responsible for the provision of services under Section 504 of the Rehabilitation Act and Individuals with Disabilities Act.
- State and local housing agencies responsible for comprehensive housing affordability strategies.

The liaison shall provide public notice of the educational rights of homeless students in schools, family shelters, soup kitchens, public libraries, and locations frequented by parents/guardians of homeless children. The district liaison shall provide reliable, valid, and comprehensive data to the coordinator of Pennsylvania's Education for Children/Youth Experiencing Homelessness (ECYEH) Program in accordance with federal and state law regulations.

DEFINITION OF HOMELESSNESS

Homeless students are defined as individuals lacking a fixed, regular, adequate night-time residence, which include the following conditions:

- Sharing the housing of other persons due to loss of housing or economic hardship.
- Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations.

- Living in emergency, transitional, or domestic violence shelters.
- Abandoned in hospitals.
- Whose primary night-time residence is a public or private place not designed for, or ordinarily used as regular sleeping accommodations for human beings.
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
- Living as migratory children in conditions described in previous examples.
- Living as run-away children.
- Abandoned or forced out of homes by parents/guardians or caretakers.
- Living as school-aged parents in houses for parents if they have no other living accommodations.

School of origin is defined as the school the student attended when permanently housed or the school in which the student was last enrolled, including pre-school. When the student completes the final grade level served by the school of origin, the school of origin shall include the designated receiving school at the next grade level for all feeder schools. Unaccompanied youth is defined as a homeless child or youth not in the physical custody of a parent or guardian.

ENROLLMENT/PLACEMENT

To the extent feasible and, in accordance with the student's best interest, a homeless student shall continue to be enrolled in his or her school of origin while he or she remains homeless or until the end of the academic year in which he or she obtains permanent housing.

Parents/guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools. If a student is unaccompanied by a parent/guardian, the district liaison will assist the student with placement and enrollment decisions and give priority to the views of the student in determining where he or she will be enrolled.

If after such consideration, the district determines that it is not in the student's best interest to attend the school of origin or the school requested by the parent/guardian or unaccompanied youth, the district shall provide the parent/guardian or unaccompanied youth with a written explanation of the reasons for its determination. The explanation shall be in a manner and form understandable to the parent/guardian or unaccompanied youth and shall include information regarding the right to appeal. The selected school shall immediately enroll the student and begin instruction, even if the student is unable to produce records normally required for enrollment pursuant to district policies. However, the district may require a parent/guardian to submit contact information. The district liaison may contact the previous school for oral confirmation of immunizations, and the school shall request records from the previous district, pursuant to Board policy. Homeless families are not required to prove residency regarding school enrollment.

SCHOOL/HEALTH RECORDS

The receiving school district may contact the district of origin for oral confirmation that the student has been immunized but must not be a barrier to enrollment. Oral confirmation between professionals is a sufficient basis to verify immunization with written confirmation to follow within thirty (30) days. The instructional program should begin without delay after the enrollment process is initiated and should not be delayed until the procedure is completed.

The enrolling district's liaison will assist the parent/guardian/student in obtaining necessary immunizations, or immunization or medical records.

The district will support families with accessibility to health-related resources — not limited to access to a physician, dentist, and other specialty doctors.

The district may assist with transportation for access to medical providers as well as assist with overcoming barriers related to insurance.

PLACEMENT/DISPUTES/COMPLAINTS

If the school is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize appropriate means to determine the student's placement.

If a dispute arises over school selection or enrollment, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent/guardian/student will be provided with a written explanation of the school's decision on the dispute, including the right to appeal. The parent/guardian/student will be referred to the district liaison, who will carry out the state's grievance procedure as expeditiously as possible after receiving notice of the dispute. In the case of an unaccompanied student, the district liaison shall ensure that the student is immediately enrolled in school pending resolution of the dispute.

If disputes or complaints of noncompliance arise regarding the education of homeless students, the following steps shall be taken:

1. The person filing the complaint shall first contact the school or district through the district liaison, the principal, or superintendent to present their concerns to the people closest to the situation and, most likely, to be able to resolve it quickly.

2. If Step 1 is not successful or is not possible under the circumstances, contact should be made with the Homeless Project Education Liaison, or the Pennsylvania Department of Education (PDE) who will accept complaints directly through the Education for Homeless Children and Youth Program.

3. Individual cases may be referred to the PDE's Office of Chief Counsel and the Office of the Deputy Secretary for Elementary and Secondary Education, as needed, by the State Homeless Coordinator.

PDE will deliver a response within fifteen (15) business days of the receipt of the complaint. The complaint may arrive in the form of a copy of the school district letter or on the Dispute Letter Form, if given directly to a Liaison of the Homeless Initiative.

EDUCATION RECORDS

Information about a homeless student's living situation shall be treated as a student education record subject to the protections of the Family Educational Right and Privacy Act (FERPA) and shall not be deemed to be directory information. Homeless students shall be provided services comparable to those offered to other district students including, but not limited to: transportation services, school nutrition programs, vocational programs and technical education, preschool programs, programs for students with limited English proficiency, and educational services for which students meet eligibility criteria, such as programs for disadvantaged students, students with disabilities, and gifted and talented students.

TRANSPORTATION

The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the school district. If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.

FISCAL RESPONSIBILITIES

The following guidelines will be followed in cases when the education of the student is provided by the district where the homeless student is temporarily living. The guidelines shall also apply in cases when the district of prior attendance, where that is not the district the student attended when permanently housed, will educate the student:

- Homeless individuals not in facilities (shelters) or institutions, as well as homeless individuals living in hotels, motels, cars, tents, or doubled-up with a resident family, shall be reported and reimbursed as resident students.
- For homeless individuals in temporary shelters, the educating school district will send a form for the determination of district residence for students in facilities or institutions to the presumed district of residence.
- If the form is acknowledged by the resident district, the educating district will enter the student on its roster as a nonresident student from the acknowledging resident school district. The educating district will bill the resident district for tuition and will report membership data according to state child accounting procedures.
- If the form is disclaimed and a district of residence cannot be determined, the student will be considered a ward of the state. The educating district will enter the student on its roster as a nonresident ward of the state and will report membership according to state child accounting procedures. The Department of Education will pay tuition to the educating district based on membership reported to child accounting.

In cases when the education of the student is provided by the district of origin, where that is the district, the student attended when permanently housed, the district will continue to educate a homeless student for the period of temporary displacement and should maintain the student on its roster as a resident student.

In cases when the student becomes permanently housed during the academic year and continues in the school of origin, which is not the district of new residence, the educating district will continue to educate the former homeless student on its roster as a nonresident student.

TRAINING

Training is offered by the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program. The district's liaison shall arrange professional development programs for school staff, including office staff.

School personnel providing services to homeless students, including enrollment staff, shall receive professional development and support to:

1. Improve identification of homeless students
2. Understand the rights of such children, including requirements for immediate enrollment and transportation
3. Heighten the awareness of, and capacity to respond to, the educational needs of such children

FREE AND REDUCED MEALS

Apply online for free/reduced benefits. Financial assistance is available for families that need assistance paying for school meals. Eligibility for free/reduced meals must be established each school year, regardless of eligibility in previous years. Information regarding the community eligibility program can be found at www.pa.gov.

FAMILY ENGAGEMENT

Families are a valued member of our community and an essential part of a child's success. Opportunities for participation in school and building sponsored events are communicated in a variety of ways throughout the school year. If you need assistance to participate, please contact your building principal.

ACADEMIC SUPPORTS

Students have access to numerous academic supports — based on the need of each individual student. Examples include, but are not limited to:

- Multi-Tiered Intervention Supports
- After School Tutoring
- Credit Recovery

McKinney Vento Homeless Education Assistance Improvements Act:
https://www.education.pa.gov/K12/Homeless%20Education/mckinneyvento/Pages/default.aspx

For more information, please visit our website:
https://www.lenape.k12.pa.us/student-and-parent/homelessness-foster-care

STUDENT ASSISTANCE PROGRAM TEAM (SAP TEAM)

In response to the school's commitment to educational excellence, Lenape Technical School has an active Student Assistance Program, known as the SAP Team. This program is designed to help identified high-risk teenagers who are having school-related problems for a variety of reasons. This program is not a treatment program, but an intervention program, that follows a systematic process for intervening and referring the student to the appropriate in-school or community services. The program will provide a structured, organized approach for students attending Lenape Technical School and offer assistance to those students who are troubled by physical, emotional, social, and familial or chemical abuse problems. The goal of the SAP Team is to help the students become more successful in their studies by helping remove and cope with distractions to their learning.

- Focus on educational concerns and improve the quality of education.
- Enlist the support of district staff, parents/guardians, and community.

The primary focus of the program is to assess the student whose behavior raises concerns; and to develop a plan, with the help of the parents/guardians that addresses the specific needs of the student.

*Referrals to the SAP Team can be made by school faculty, student or family members.

THREAT ASSESSMENT TEAM

Pennsylvania statute requires that all schools establish a threat assessment team. Lenape Tech's threat assessment team uses a prevention process to identify and assess threats of violence before the act occurs. The threat assessment team helps to prevent future school threats from occurring through awareness education, following reporting procedures, and using the threat assessment team to help students who may have the intent and capacity to commit acts of violence. The school community's awareness and participation in the threat assessment process will help to ensure the safety of our students, staff, and school visitors.

SCHOOL-BASED THERAPY

Lenape Technical School has partnered with Family Psychological Services to provide access to a licensed mental health therapist during the school day. The process typically begins with a referral from the school's SAP Team (Student Assistant Program) to identify at-risk students. The SAP Team then works with parents/guardians to determine if services would be beneficial to the student. Sessions are confidential and held discreetly at the school on an as-needed basis, in an effort to provide mental health support and resources to students facing various challenges.

PARENTAL INVOLVEMENT/CONFERENCES

Parents/guardians actively support technical programs through their children's activities and special projects. Many parents/guardians have contributed to Lenape through service on formal and informal committees. We believe that "Education is a Team Effort." Parents/guardians are always welcome to visit with the administration, guidance counselors and faculty at Lenape. An appointment is preferred and can generally be made through the guidance office or with a specific person.

REPORT CARDS AND GRADING PROCEDURES

Report cards are issued three times a year with mandatory progress reports issued mid-trimester. They are intended to give students and their parents/guardians an opportunity to measure the student's achievement.

Grades are given in percentages at the end of each grading period but are given in letters at the end of the year. A student must make an average of 70% or a "D" to receive full credit for a year's work. A complete breakdown of the grading scale is as follows:

PERCENTAGE SYSTEM/LETTER GRADE

A	–	**92% – 100%**	–	Advanced level of work.
B	–	**84% – 91%**	–	Proficient work.
C	–	**77% – 83%**	–	Basic accomplishment of the standard work required in the course.
D	–	**70% – 76%**	–	Below basic achievement. This grade does not indicate failure, but serves as a warning signal that better work should be accomplished.
F	–	**60% and Lower**	–	Unsatisfactory work & indicates failure. No credit is allowed for failure work.
I	–	**INCOMPLETE WORK**	–	Incomplete work. It may be removed by doing the required work or special assignments. If incomplete work is not made up within two weeks, the **"I"** will become an **"F"**.

CLASS RANK

FULL-TIME STUDENTS ONLY

Grades that you receive in all subjects are important. By using the trimester or yearly grades that you receive for completed courses, you can mathematically compute your class rank or standing. This simply means that it is possible to compute how students rank highest to lowest in a class.

Certain academic courses are weighted. Students should give this consideration when determining their academic course selection.

Colleges, trade schools, technical schools, business schools, and nursing schools can evaluate a student's success in high school and predict future success by using class ranks, grades, and personal recommendations. Prospective employers use the same criteria to select future employees. Upon graduation, students receive a rank that compares them with all students in their graduating class.

HONOR GRADUATES

FULL-TIME STUDENTS ONLY

All students that earn a final Grade Point Average of 3.75 or higher will graduate with honors. When computing a student's final Grade Point Average, the only classes utilized will be those taken at Lenape.

COMMENCEMENT SPEAKERS

FULL-TIME STUDENTS ONLY – CHOSEN FROM THE TOP 10%

All students in the top 10% will be notified that they have the opportunity to try out as a speaker at graduation. Two speakers will be chosen. Additional speakers may be selected based upon the committee's recommendation.

HONOR ROLL

FULL-TIME STUDENTS ONLY

At the end of each report period, honor roll lists are computed. Students will be recognized each trimester.

- Grade Point Average of 3.0 or higher and can have one grade within the range of 77% – 83% and no grades below 77%.

HIGH HONOR ROLL

FULL-TIME STUDENTS ONLY

- Grade Point Average of 3.8 or higher and cannot have a grade of 83% or less.

NATIONAL HONOR SOCIETY

FULL-TIME STUDENTS ONLY

SCHOLARSHIP: Membership is open to juniors and seniors who have maintained a cumulative grade point average since 9th grade of **3.5** or higher. A list of those students who satisfy the **3.5** average will be prepared at the end of the first trimester. Eligible students will also have no more than an average of two unexcused or unverified absences per trimester. Entrance GPA criteria for the sending schools are as follows:

- Armstrong School District 3.50
- Apollo Ridge School District 92%
- Freeport School District 3.80
- Leechburg School District 91%

SERVICE: Students must have at **least two** service-related **activities** during grades 9 through 12. In order for clubs to be considered, the club must be service oriented. Membership in a service organization alone does not satisfy this requirement. Active participation must be verifiable.

LEADERSHIP: One leadership role is required during grades 9 through 12 inclusive. Although only one leadership role is required, that element must: 1) be the result of an elected position and/or office, an assumed leadership role, a leadership activity, or employment at the same position for one consecutive year, 2) be supported by the student that the elected or assumed leadership role was authentic and that it can be supported and verified that the student was active in that role.

CHARACTER: Evaluations will be completed by the faculty on four designated characteristics: integrity, positive behavior, cooperation, and ethics. The teachers will rank the student on a scale of one through five in each of the four areas, with one being the lowest and five being the highest. The student needs a minimum average score of sixteen for eligibility.

MAINTAINING MEMBERSHIP: Students must maintain a grade point average of **3.2** each trimester as a member of NHS, or they will be put on probation. Students will also participate in at least 75% of all NHS meetings and 75% of all NHS activities. Students will have no more than six unexcused or unverified absences during the school year. As a member, students will receive no suspensions, no detentions for cheating, five or fewer detentions for ID's, tardies, and no agendas, and no more than one detention for any infraction as specified in the Lenape Tech handbook section 1 of the discipline code.

DISMISSAL OF MEMBERS: Any member who displays a violation of the preceding standards or flagrant violation of school rules or civil laws may warrant a sanction or dismissal proceeding. Furthermore, a student who is dismissed or who resigns may never again become an Honor Society member. When dismissal proceedings are determined to be in order, the student will be informed in writing of the hearing date, time, and alleged violation(s). Standard due procedures will be employed as per informal hearings. The purpose of the hearing will be to provide an opportunity for the student to hear the charges and present any evidence in his or her defense or extenuating circumstances as to why he or she should not be dismissed. Following the hearing, the National Honor Society faculty council will respond in writing with their findings. If the member is dismissed, he or she must then surrender the National Honor Society pin to the chapter advisor

NATIONAL TECHNICAL HONOR SOCIETY

PART-TIME STUDENTS ONLY

MAINTAINING MEMBERSHIP: Students must maintain a grade point average of 3.0 each trimester as a member of NTHS, or they will be put on probation. Students will also participate in at least 75% of all NTHS meetings and activities either in person or virtually.

MEMBER STANDARDS OF CONDUCT: As a member of the National Technical Honor Society, students pledge to:

- Maintain the highest standard of personal and professional conduct at all times;
- Strive for excellence in all aspects of my education and employment;
- Engage in school and community activities that support and reflect well on my fellow students, my school, or my employer;
- Support the intents and purposes of NTHS while working to achieve the objectives and goals of NTHS; and
- Uphold my obligations and civic duty to my community.

Graduation from high school shall be in accordance with the graduation standards that are established by the PA Department of Education and the Joint Operating Committee. Students may participate in the graduation ceremony from either Lenape and/or their sending school and will receive their diploma from Lenape; the diploma will include the name of the student's sending school. In addition to a regular high-school diploma, students who attend Lenape will receive a Certificate of Achievement if they satisfactorily complete the requirements for their technical area as prescribed by the Lenape Technical School's Joint Operating Committee.

All part-time students who satisfactorily complete the requirements for their technical area will receive a Certificate of Achievement only.

Since commencement (graduation ceremony) is a privilege and not a student's right, outstanding student debts and unfulfilled discipline obligations and/or other unresolved issues may prevent a student from participating in commencement.

REQUIREMENTS & STANDARDS

Lenape Technical School and the Joint Operating Committee require that each candidate for graduation shall have earned, in grades 9 through 12, the total number and type of credits as shown below. The required courses and credits reflect Lenape and Commonwealth of Pennsylvania requirement s as defined in the Chapter 4 regulations.

LENAPE TECH GRADUATION REQUIREMENTS – FULL TIME STUDENTS
TOTAL REQUIRED CREDITS – 25.5

SUBJECT		CREDITS
ENGLISH	–	4.0
MATHEMATICS	–	4.0
SCIENCE	–	3.5
SOCIAL STUDIES	–	3.5
HEALTH	–	0.5
PHYSICAL EDUCATION	–	2.0
ELECTIVE	–	1.0
TECHNICAL AREA – SAME PROGRAM	–	7.0
SUCCESSFUL COMPLETION OF TAP		

TECHNICAL CERTIFICATE (CERTIFICATE OF ACHIEVEMENT) – PART-TIME AND FULL-TIME STUDENTS

SUBJECT		CREDITS
TECHNICAL AREA – SAME PROGRAM	–	7.0
JOB SHADOWING		
WORK-BASED EXPERIENCE		
CAREER PAPER		
JOB SKILL DEMONSTRATION		

RULES AND REGULATIONS

POLICY 115

All students employed under the Cooperative Education Program must comply with the following rules and regulations. This includes completing a drug screening as described in JOC Policy 227.1

1. Students must complete all required forms and report to the Job Placement Coordinator at the announced time.

2. Students are to work only at training stations approved by the Job Placement Coordinator.

3. Students must receive approval from all members of the professional staff. Students should have a "B" grade or higher in all subjects. Students skill achievements may be given special consideration through the development of a remedial education plan.

4. Students must have a positive attitude toward their career objectives, school, and community. The student must have a satisfactory discipline record to be considered for the program and maintain an acceptable record while working on the co-op program.

5. Students must maintain passing grades while they are working on the co-op program.

6. Students must attend school every day and be punctual for classes. Students absent or tardy for a combined ten days or more must appear before an attendance committee. These records must be maintained during the time they are working on the program.

7. Students must remain on the job until graduation or until released by the employer or school.

8. Students must attend school if not working on a school day.

9. A student absent from school will not report to work. Students must report by phone to the employer and Job Placement Coordinator when unable to work. An excuse, signed by the parent/guardian, must be brought in, upon the student's return.

10. Students are to follow all safety standards and use all equipment safely and carefully.

11. Students will be placed in the Cooperative Career and Technical Education Program at a time determined by the Technical Instructor and the Job Placement Coordinator.

12. Students are to provide their own transportation to and from work.

NOTE: STUDENTS WHO ARE FAILING ANY COURSE, DO NOT ATTEND SCHOOL DAILY, ARE LATE TO SCHOOL, OR VIOLATE THE DISCIPLINE CODE, MAY BE SUBJECT TO WITHDRAWAL FROM THE PROGRAM.

JOB SHADOWING PROGRAM

The purpose of the Job Shadowing Program is to provide students with structured opportunities to explore occupations in which they have expressed an interest and to learn as much as possible from a person working at a job. By "shadowing" a worker, the student will get a firsthand perspective of what adults do in the world of work. Ultimately, job shadows should help the student make a better-educated decision as to whether or not a certain career is something that they might like to further explore. Instructors have the responsibility of assisting students in the selection of a job-shadowing site and evaluating students' shadowing experiences.

The Job Shadow Program involves students spending time at a business, non-profit organization, or governmental agency. The student "shadows" one or more employees during the experience trying to gain understanding of what adults do while they work. During the job shadowing experience, the student observes his/her host and asks questions (i.e., "What do you like about your job? What kind of skills or training do you need?")

- The student, parent/guardian, employer and Job Placement Coordinator sign an agreement prior to the experience. Job shadowing may be scheduled during school hours. Students are excused from school for the experience and for the time required to travel to and from the site. The student is responsible for arranging his/her own transportation to and from the shadowing site.
- Students will confirm the job shadow appointment, arrange transportation, show up on time, dress appropriately, collect relevant information, reflect upon the experience, report back using approved forms, and write a thank you note.
- Employers will be encouraged to perform their normal activities, but be willing to explain what they are doing and why. Students who are job shadowing are not eligible for workman's compensation coverage because they will not actually be working at the site.
- Employers will handle liability for the student at the work site in the same way that liability is handled for visitors who spend time in their facility. In addition, Lenape students and employees are afforded coverage through our institutional package policy. The policy affords coverage to all students and employees for all educational activities, which are on or off our premises.

STUDENT EMPLOYMENT CERTIFICATE

Students under the age of 18 must have an Employment Certificate before they are permitted to work for an employer. The following is the procedure for students in obtaining Employment Certificates (working papers).

1. An application for an Employment Certificate can be obtained from the secretary in the Lenape Tech Guidance Office. A parent, guardian or legal custodian of the student must appear in person to request the Employment Certificate and complete section B. Also, the student's original birth certificate must be presented when requesting an Employment Certificate. A copy of the birth certificate will be made and kept with the employment certification application. The original birth certificate will be returned to you.
2. The school will complete section A.
3. The employer must complete section C of the Employment Certificate application.
4. The student's physician must complete section D of the Employment Certificate application.
5. After all the above steps have been completed, return the Employment Certificate application to the secretary in the Lenape Tech Guidance Office and an Employment Certificate will be issued.

CLUBS

Clubs are reorganized yearly after school begins and are open to all students.

HONORS/PERFECT ATTENDANCE GUIDELINES

Any student who achieves Honor Roll or Perfect Attendance status during each of the first two grading periods will be eligible for a "free breakfast"/"snack cart" certificate and corresponding pin(s).

CRITERIA FOR PERFECT ATTENDANCE

Student must:

- Arrive to school on time (any tardy forfeits chance)
- Remain at school the entire day**
- Not have any disciplinary action taken against him/her during the grading period

****Exceptions:** Dismissals for co-op, shadowing, visiting postsecondary institutions, school field trips, and participation in school related extracurricular activities like Skills USA or sports.

NOTES

- For the purpose of this program, doctor and dentist appointments, even if prearranged, forfeit the perfect attendance opportunity.
- A student who is suspended loses any chances earned the entire year.

Eligible students will receive a certificate for a free breakfast or snack cart item redeemable in the cafeteria. The certificate will display an expiration date and will not be honored after that date. Any student who already qualifies for a free breakfast may choose to receive an additional breakfast when redeeming the certificate (two breakfasts for one day). The certificates are not transferable, not redeemable for cash, and no change will be given from the snack cart.

Students will receive a pin that relates to his/her achievement(s). All awards will be distributed through their respective shop areas.

Any and all challenges to the guidelines will be resolved by the principal whose decision will be final.

ORGANIZATIONS/ACTIVITIES POLICY

This procedure reflects the current administration and organizational policies of Lenape. Exceptions to this procedure must be approved by the sponsoring advisor and Lenape's administration.

1. Only members in a particular organization may participate in activities of that organization.
2. Students anticipating absences due to school related activities/trips must obtain assignments in advance and agree to deadlines established by instructors **prior** to the activity or trip.
3. **Prior** to all activities beyond a local event, all teachers will be sent a list of participating students by the advisor. If a student is experiencing a grade problem, teachers should then notify the advisor. This will be taken under advisement in determining the student's eligibility to participate.

4. All Lenape school rules apply to all sponsored trips and activities.
5. All students attending any function will be under the authority of the advisors at all times.
6. All participants in conferences must adhere to the rules and regulations set forth in the conference guidelines.
7. All state officer candidates must maintain a grade of at least 70% in all classes.
8. Students suspended under Section III of the Code of Student Behavior at the time of an activity **will not be permitted** to participate in any activity. Students suspended under Section I or II of the Code of Student Behavior may be permitted to participate only by approval of the sponsoring advisor and Lenape's administration.
9. Violation of the Computer Acceptable Use Policy may negate participation in extracurricular school activities, including commencement exercises and proms.
10. Students must be present for at least one-half day the day of the activity to be eligible to participate in any activity on that day. If the activity falls on a Saturday, the student must be present for at least one-half day on the preceding Friday. Any exceptions must be approved by the advisors and administration prior to the excuse.
11. All obligations must be paid in full before participating in a sponsored event.
12. Students attending Lenape shall have the right to invite 9th, 10th, 11th or 12th grade students or older adult guests (boy/girl-friend) under the age 21 to dances. A Guest Application must be completed by the sending school prior to the Lenape student purchasing tickets.

SOCIAL PROBATION

1. Field Trips – students may not be permitted to attend field trips if the student:
   - Is failing a class that is required for graduation.
   - Has 4 or more unexcused absences in a trimester.
2. If a student has multiple unfulfilled discipline obligations (detentions) or has violated Section III of the Discipline Code, that student may not:
   - Attend field trips, dances, assemblies, prom, commencement, etc.

SENDING SCHOOL ACTIVITIES

A written request must be submitted to the Guidance Office at least one (1) day prior to the event/activity. Permission to participate will be approved by administration of Lenape and the sponsoring high school. Students may request permission to attend an event/activity only in the attendance area where they reside.

SPORTS

Students attending Lenape who wish to participate in athletics may do so at their sending school. These individuals must meet the standards that are established by the Pennsylvania Interscholastic Athletic League and they must abide by the co-curricular activity guidelines established by their sending schools. A Lenape student is eligible to participate in athletics if he/she:

1. Had a passing grade in three (3) full-time subjects during the preceding trimester.
2. Maintains a passing grade in three (3) full-time credit courses during the time of participation.
3. Meet any other requirements established by the sending school, the PIAA, the WPIAL, or the sending school's conference.
4. Please discuss with an administrator or designee any accommodations you need in order to make your participation in sports or other extracurricular programs at your sending school work for you!

STUDENT CONDUCT/CONSEQUENCES

PROPER CONDUCT BY LEARNERS PROVIDES FOR A SAFE AND PRODUCTIVE ENVIRONMENT, IN WHICH ALL STUDENTS CAN LEARN. POLICIES FOR CONDUCT PARALLEL EXPECTATIONS THAT AN EMPLOYER MAY HAVE ESTABLISHED, THUS ASSISTING IN STUDENTS' PREPARATION FOR WORK. DISCIPLINARY ACTIONS ARE INTENDED TO DETER RECURRENCE OF INAPPROPRIATE BEHAVIOR BY ADDRESSING NON-ADHERENCE TO POLICIES.

STUDENT RIGHTS & RESPONSIBILITIES

Lenape Technical School affirms the following policies in accordance with regulations and guidelines on Student Rights & Responsibilities. Attendance at Lenape is a privilege, extended to the learner by his/her sending school district. Abuse of this privilege can deny other students at the school their right to a quality education.

STUDENT RIGHTS

- A student has the right to a full education in the program to which he/she has been admitted.
- A student has the right to observe any religion (or none at all) that the school may not interfere with by requiring, establishing, or conducting religious exercises.
- A student has the right not to take part in the Pledge of Allegiance or salute to the flag, if doing so violates his or her beliefs or values.
- A student has the right to an education, regardless of race, gender or sexual orientation. The state or any other government body may not establish racially segregated schools.
- A student has the right to the following, prior to being suspended from school three (3) days or less: To know verbally what policy has been violated, an explanation of why it is believed that a policy was violated if he/she denies it and an opportunity to explain his/her version of what happened.
- A student has the right to the following, prior to being suspended from school for more than three (3) days: To know in writing what policy has been violated, an explanation of why it is believed that a policy was violated if he/she denies it and an opportunity to explain his/her version of what happened.

STUDENT RESPONSIBILITIES

- Students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to learning.
- The student is responsible for regular school attendance (except when excused), punctual arrival, and timely completion of assignments related to his/her program and activities conducted by that program or the school.
- The student must respect the religious beliefs of other learners. Students should express their ideas and opinions in a respectful manner.
- While expressing him/herself, the student may not violate another person's rights, use slanderous or libelous speech, materially and substantially interfere with the educational process, threaten an immediate harm to the welfare of the school or community, encourage unlawful activity, or interfere with another individual's rights.
- If a student does not participate in the Pledge of Allegiance or salute to the flag, he/she may not disrupt the activity of those who choose to do so.

STUDENT CONDUCT/CONSEQUENCES

- It is the responsibility of the student to respect the rights of school officials, administrators, teachers, personnel, other students, parents, and patrons and/or all others who are involved in the educational process. Students do not have the right to interfere with the education of other learners at the school.
- Students are responsible for being aware of school policies and procedures regarding student behavior and conduct themselves accordingly.
- It is the student's responsibility to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
- The student has the responsibility to dress and groom him/herself to meet fair standards of safety and health, not causing substantial disruption to the educational process.
- It is the student's responsibility to assume that until a rule is waived, altered in writing, or repealed, it is in full effect.
- The student is responsible for assisting the staff in operating a safe school.
- The student shall comply with state and local laws.
- The student shall exercise proper care when using school facilities and equipment.
- The student shall make up work when absent from school.
- The student shall report accurately and not use indecent or obscene language in student newspapers, websites or publications.
- Students **must** display nametag (ID) above the waist all times while in the school, including lunch and while on break. (See technical instructor for his/her classroom procedures regarding safety issues).

CODE OF STUDENT BEHAVIOR

The Administration, Faculty and Student Government at Lenape feel that the educational and social needs of students can best be achieved by providing an atmosphere that allows them to grow and develop, but still contains the elements of discipline and responsibility necessary for functioning effectively with their peers. To achieve this goal, we are instituting a discipline policy that we feel is fair to all students and will provide the proper atmosphere for personal growth and social responsibility. We feel that the parents/guardians and school must work together for the betterment of education; therefore, we will be looking for parental support in disciplinary matters.

These rules apply when students are on **school property, including school buses, and while attending school functions.**

DEFINITIONS

Students are reminded that Lenape is an extension of their sending schools' curricula. **The administrations at Lenape and the sending school district may impose cooperative disciplinary measures when appropriate to the infraction committed and/or the frequency of occurrence**.

BEHAVIOR MODIFICATION/CONFLICT RESOLUTION: These terms refer to action taken by faculty, support staff, and/or administration in an attempt to encourage the student to reflect on his/her behavior and independently initiate appropriate steps to resolve the problem, accepting applicable consequences. In other words, "a discipline within one's self."

LUNCH DETENTION: Serves as a means to address student behavior in a manner that is appropriate for the severity of the infraction. By providing students with a consequence that is proportional to their behavior, school administration is able to address a wide range of policy violations. For infractions that do not rise to the level of severity classified as Section I-III, Lunch Detention may be assigned.

- Students will report to a designated classroom directly after receiving a cafeteria lunch. Students are not permitted to socialize or use personal electronic devices throughout the Lunch Detention period. Students may use a school computer for academic purposes. Students will return to the cafeteria to dispose of garbage and return their lunch tray when there are 3 minutes remaining in the lunch period.
- Students who fail to report to Lunch Detention within a reasonable amount of time to acquire a cafeteria lunch, may be subject to further discipline.

DETENTION: Means an assignment to an after-school session(s), to be held between 2:45 PM and 4:45 PM on Tuesdays and Thursdays. **If a student fails to attend his/her session without prior administrative approval, detention hours will be doubled.** A detention may be rescheduled one (1) time by a parent/guardian, if necessary, by calling the secretary in the Main Office (ext. 3300).

IF A STUDENT FAILS TO SERVE HIS / HER DETENTION, THE STUDENT MAY BE PLACED ON A RESTRICTED LIST AND THE SENDING SCHOOL MAY BE CONTACTED. THE RESTRICTED LIST MAY PREVENT THE STUDENT FROM PARTICIPATING IN ANY OR ALL OF THE FOLLOWING ACTIVITIES AT LENAPE OR THE SENDING SCHOOL, WHICH INCLUDE BUT ARE NOT LIMITED TO: FIELD TRIPS, DANCES, ATHLETIC EVENTS AND/OR GRADUATION CEREMONY. IF DISCIPLINE OBLIGATIONS ARE NOT FULFILLED, AND THE BEHAVIOR CONTINUES, OPTIONS SUCH AS REFERRAL TO THE SAP TEAM, RECOMMENDATION FOR AN ALTERNATIVE EDUCATION SETTING, OR REFERRAL TO LAW ENFORCEMENT OR APPROPRIATE AGENCIES MAY BE CONSIDERED.

SUSPENSION: Means exclusion of the student from Lenape for one (1) to ten (10) school days, as assigned by the administration. A snow day or other emergency closing of school is not a school day.

When the suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity to have an informal hearing.

A student receiving "Out-of-School Suspension" may be provided with an assignment related to the disciplinary infraction by the Principal. The assignment will be submitted to the Principal upon the learner's return to school. Failure to submit an assignment (completed as directed) may result in the suspension being extended.

All academic assignments will be gathered for the student and may be picked up in the Guidance Office. **Work is due the school day following the final day of suspension**.

EXPULSION: Means exclusion from Lenape Tech for an offense for a period exceeding ten (10) school days, and may be a permanent expulsion from the school roster and a return to the sending school. A snow day or other emergency closing of school is not a school day.

RECOMMENDATION FOR EXPULSION HEARING: ADMINISTRATION MAY RECOMMEND A HEARING BEFORE THE JOINT OPERATING COMMITTEE FOR POSSIBLE EXPULSION AS A RESULT OF SERIOUS INFRACTIONS AS DEFINED IN SECTION III, CODE OF STUDENT BEHAVIOR.

The sending school district may initiate disciplinary action.

EXPULSION HEARING: A formal hearing is conducted in all expulsion actions. The hearing is held before the Joint Operating Committee, a sub-committee thereof, or a hearing examiner appointed by the JOC. The formal hearing may also be held at the student's sending district in lieu of Lenape Technical School conducting the hearing.

INAPPROPRIATE BEHAVIOR

The following are examples of some inappropriate behaviors. Exhibiting these behaviors may result in some form of discipline.

- Violation of dress code (see page 12)
- Profanity or vulgarity
- Shouting or running in halls
- Overt emotional displays of affection (i.e., kissing, holding hands)
- Disregarding the safety of others
- Wearing of headgear (unless permitted by shop instructor and then only in that particular shop)
- Lockers that are NOT maintained in a clean and orderly manner
- ID not displayed above the waist at all times while in the school, including lunch and while on break. (See technical instructor for his/her classroom procedures regarding safety issues)
- Abuse of Hall Pass
- More than one person in a restroom stall

SECTION I - DETENTION

The following acts represent violations of established school policies. The severity of the infraction may determine the number of days of detention and/or the issuing of a citation. In some cases, a suspension could also result.

1. Displaying inappropriate behavior
2. Failure to comply with a teacher's request for modification of behaviors
3. Abuse of hall pass
4. Wearing articles of clothing that advertise alcohol, drugs, tobacco or contain sexual content
5. Possession of tobacco look-a-likes in any form
6. Use of electronic devices, (laser pointers, iPOD's, headphones/ear buds, etc.). Use of cellular phones is not permitted during the school day unless a component of the curriculum and/or otherwise approved by the Director. (see Cellular Telephone policy on page 52)
7. Tardy to same class
8. Late to school:
   - **3rd Offense** – Warning in the office and explanation of future consequences.
   - **4th – 6th Offenses** – 1 Lunch Detention for each offense.
   - **7th – 9th Offenses** – 2 -hour detention and possible suspension of driving privilege for each offense.
   - **10th or more Offenses** – 2-hour detention and possible loss of driving privilege.
9. Failure to report to class/out of assigned area/extended classroom departure
10. Failure to follow classroom sign-in/out procedures
11. Possession of any open or resealable beverage container other than in the cafeteria or other designated areas
12. Unauthorized use of instructor's phone
13. Cheating (non-plagiarism) – "Inclusive of submitting AI-generated work when not permitted":
    - **1st Offense** – teacher contacts parent/guardian
    - **2nd Offense** – detention/teacher contacts parent/guardian
    - **3rd Offense** – suspension/parent/guardian conference
    - The student will also be given a ZERO on the assignment or assessment
14. Unauthorized use of EMAIL or INTERNET (see Computer Acceptable Use Policy, page 58)
15. ID not displayed at all times while in the school, including lunch and while on break. (See individual instructor for his/her classroom policies)
16. Cafeteria violations (i.e., throwing food, etc.)
17. Violation of the Computer Acceptable Use Policy:
    - Disciplinary action to be determined by the administration and will be contingent upon the intent and effect of the violation. Violation of any part of the Computer Use Policy may result in loss of computer privileges, detention, suspension, and possible expulsion from school, and possible referral to law enforcement.
18. Low-level safety violation
19. Violation of Nondiscrimination in School and Classroom Practices Policy

NOTE

- Students who have already been assigned three (3) detentions for any Section I act or combination of acts may be suspended for any further violation. Parents will be notified after the second detention.
- If a student is unable to serve a detention, written documentation from a parent/guardian as to why the student cannot serve the detention, must be submitted to the main office at least **ONE** (1) day prior to the assigned detention.
- Neither this written documentation, nor phone calls, will be accepted the day of the assigned detention. If a student does not serve his/her detention, a second detention in addition to the original detention, of equal value, will automatically be assigned, along with possible additional consequences, which may include suspension (length of suspension will be determined by the Principal). Please be advised that it is **NOT** Lenape Technical School's responsibility to provide transportation home from detention. This responsibility lies solely on the student and/or parent/guardian.

IF THERE IS A CONFLICT BETWEEN DETENTION AND A STUDENT'S JOB, DETENTION WILL REMAIN THE PRIORITY AND THE EMPLOYER MAY BE CONTACTED TO ASSIST THE STUDENT IN SCHEDULING.

SECTION II – SUSPENSION

A. The following acts represent violations of a more severe nature. These violations will result in the assigning of **at least** a one (1) to three (3) school day(s) suspension.

1. Leaving the school without permission
2. Threatening acts
3. Insubordination, disrespectful speech or actions, profanity or vulgarity
4. Defacing of school property (suspension plus restitution)
5. Forgery (passes, excuses, early dismissals, etc.)
6. Safety violations
7. Possession of pornographic, racist and/or other inappropriate materials
8. Plagiarism
9. Violation of the Computer Acceptable Use Policy or Cyber Bullying
   - Disciplinary action to be determined by the administration and will be contingent upon the intent and effect of the violation. Violation of any part of the Computer Use or Bullying/Cyber Bullying policy may result in loss of computer privileges, detention, suspension, and possible expulsion from school, and possible referral to law enforcement.
10. Violation of Nondiscrimination in School and Classroom Practices Policy

NOTE: STUDENTS WHO HAVE BEEN ASSIGNED ONE (1) SUSPENSION FOR ANY OF THE ABOVE MAY BE SUSPENDED UP TO TEN (10) SCHOOL DAYS FOR A SECOND VIOLATION.

B. A student who has been suspended for any reason may return to school only after a conference has been held with the student and his/her parent/guardian. The conference may be with an administrator or an administrator plus a Discipline Committee.

C. All students receiving suspensions will be given the opportunity to collect assignments prior to leaving school.

D. The IEP team will develop a behavioral management plan for special needs students upon request from the parent/guardian, administration, teacher, or student.

E. After the second suspension, a student will be excluded from all extracurricular activities and the student's sending school will be notified.

F. A snow day or other emergency closing of school is not a school day.

SECTION III – MOST SERIOUS INFRACTIONS

The following infractions are clearly of a most serious nature. These violations will generally result in the assigning of up to ten (10) school days suspension and/or expulsion and/or notification of the proper authorities.

1. Fighting/disorderly conduct
2. Arson
3. Assault and battery
4. Indecent exposure
5. Theft (see page 40)
6. Leaving school without permission
7. Possession of a knife, firearm, firecracker or any other objects that can be used as a weapon (see page 41)
8. Threatening, bullying or intimidating teachers, students or any other school personnel
9. Unauthorized use of school's fire alarm system
10. Threatening phone calls, bomb scares, e-mails, letters, cyberbullying etc.
11. Intentional or malicious damage to the property of others
12. Possession, use, sale, or transfer of tobacco (see page 40)
13. Possession, use, sale, or transfer of alcoholic beverages, drugs, look-alike (counterfeit) drugs or controlled substances, or being under the influence of the same
14. Possession, use, sale, or transfer of drug paraphernalia
15. Soliciting the sale or transfer of alcoholic beverages, drugs, look-alike (counterfeit) drugs, controlled substances or drug paraphernalia
16. Violation of the Computer Acceptable Use Policy
17. Violation of Nondiscrimination in School and Classroom Practices Policy
18. Terrorist Threats Violation (examples: bomb scares, false fire alarms, leaving messages in restroom or on computer screens for others to see)
    (a) Disciplinary action to be determined by the administration and will be contingent upon the intent and effect of the violation. Violation of any part of the policy may result in loss of computer privileges, detention, suspension, and possible expulsion from school, and possible referral to law enforcement.

NOTE

- **Students who have had a combination of three (3) suspensions under Section I or Section II for any reason may be referred to a hearing before the Joint Operating Committee for possible expulsion and return to the sending school.**
- **State Law mandates civil penalties for possession of tobacco products.**
- **State Law mandates up to a one-year expulsion for possession of weapons.**
- **Students may also be placed on social probation up to forty-five (45) days (see page 31)**

SECTION IV – TRUANCY

Truancy is covered by ACT 138 of 2016 and all truant students will be reported to the District Justice (Magistrate). Fines up to $300.00 (plus court costs) may be imposed by the District Justice (Magistrate) and/or revocation of a student's driver's license or ability to get a license. Assignment of community service is also an option.

SMOKING AND TOBACCO PRODUCTS

Tobacco Control Act – In accordance with the Pennsylvania School Tobacco Control Act 128 of 2000, possession or use of tobacco products by secondary students is prohibited in school buildings, in school buses, on school grounds, and at school sponsored activities held off of school premises. Possession of tobacco products shall include having on one's person or personal property, smoking or smokeless tobacco in any form and/or electronic cigarettes.

Tobacco is defined as a lighted or unlighted cigarette, cigar, pipe or other smoking product or material and smokeless tobacco in any form. Electronic cigarette is defined as any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use of inhalation of which simulates smoking.

Use of tobacco products includes the use of smoking or smokeless tobacco in any form including electronic cigarettes, as well as any non-nicotine product designed for oral use that resembles or is intended to be used in the same manner as a nicotine pouch (e.g., caffeine pouches), as determined by administration, in order to prevent circumvention of this policy and to ensure consistent enforcement.

School grounds are defined as property owned by, leased by, or under the control of Lenape Tech, including sidewalks, roadways, parking lots, courtyards, school buildings, and other campus areas not located in the school building. A student is in possession of tobacco for purpose of this policy if tobacco was found on the person of the student, in the student's locker, in the student's purse, gym bag or other like object, in a student's coat or other clothing, or otherwise under the student's control.

THEFT (LARCENY)

- Any student caught stealing tools, instruments, books, food, etc., will receive a three (3) to ten (10) day out-of-school suspension from Lenape and the matter may be reported to the police for further investigation.
- The student will be responsible for the return or payment for the item(s) taken from Lenape or the victim, as the case may be.
- Before the student can return to school, there will be a parental conference with the Principal and other involved parties.
- The student may be referred for a hearing before the Joint Operating Committee for expulsion from Lenape Tech and return to the sending school.

WEAPONS

The Pennsylvania Crimes Code makes it a criminal offense for any person to possess a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to or from any secondary or elementary public school.

Lenape, likewise, has a policy that prohibits a student from bringing onto or being in possession of a weapon on any school property, at any school-sponsored activity (whether on or off school property), or any school authorized vehicle-providing transportation to school, or school sponsored activities.

Weapons and replicas of weapons are forbidden on school grounds, in school buildings, in any school vehicle, or at any school-sponsored activity. Such weapons include, but are not limited to: knives, straight razors, cutting instruments, cutting tool, metal knuckles, nunchaku, firearm, shotgun, rifle, explosives, replica of a weapon, self-defense sprays or chemical irritants, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

This prohibition shall not apply to a tool or instrument being used as part of a program approved by the School by an individual who is participation in the program, unless the tool or implement is used to inflict or threaten bodily injury.

A student is considered in possession of a weapon when the weapon is found: on the person of the student; in the student's locker; otherwise under the student's control; or in a vehicle owned or operated by the student, including an unoccupied vehicle parked on school property.

A violation of the weapons policy will lead to any or all of the following:

- Notification of Law Enforcement Officials
- Notification of Parent/Guardian
- Notification of Sending School Personnel
- Ten (10) days out-of-school suspension and referral to the Joint Operating Committee for an expulsion hearing

In compliance with Act 44 Section 1303.2.A of the School Code, the school is required to ensure notification of an incident involving the possession of a weapon on school property, at a school-sponsored activity or on a conveyance providing transportation to or from a school-sponsored activity to parents/guardians, and school employees within twenty-four (24) hours of the incident.

The Safe School's Act states that an area vocational-technical school shall expel, for a period of not less than one (1) year, any student who is determined to have brought onto or is in possession of a weapon on any school property, any school-sponsored activity or any public conveyance providing transportation to a school or school-sponsored activity.

AGGRAVATED ASSAULT/DISORDERLY CONDUCT

A person is guilty of aggravated assault if he/she attempts to cause or intentionally or knowingly causes bodily injury to a teaching staff member, school board member, other employee, or student of any elementary or secondary publicly funded educational institution.

Any student who attempts to cause or intentionally or knowingly causes bodily injury to a school official, faculty member, other employee, student, parent, or patron, on school vehicles or at a school sponsored activity is subject to any or all of the following:

- Notification of Law Enforcement Officials
- Notification of Parent/Guardian
- Notification of Sending school Personnel
- Appropriate disciplinary action, up to ten (10) days out–of-school suspension, and may be referred to the Joint Operating Committee and the sending school's Board of Directors for expulsion from school
- Legal action

DRUG AWARENESS

Lenape recognizes that the importance of the misuse of drugs and alcohol in any form is a serious problem with physical, legal, and social implications for the whole school. As an educational extension of the four school districts, Lenape will strive to prevent drug abuse. For purposes of this manual, drugs shall mean:

- All dangerous controlled substances as defined by the Pennsylvania Controlled Substance Drugs, Device, and Cosmetic Act
- All alcoholic beverages and products labeled as non-alcoholic beer or wine
- Look-alike (counterfeit) drugs
- Any volatile solvents or inhalants, such as, but not limited to, glue and aerosol products and prescription or patent drugs, except those for which permission for use in school has been granted
- Drug paraphernalia

Lenape prohibits the use, possession, sale, or distribution (including solicitation to sell or distribute) of any drug or alcohol (See Code of Student Behavior):

- On school property (whether owned or leased by the School)
- At any school sponsored activity, function, or event off school property
- On a school bus or other school provided transportation, to or from school or a school-sponsored activity
- In a vehicle parked or driven upon school property (whether owned or leased by the School)

ALCOHOL/DRUG PROCEDURES

A. A student involved in the possession or use of a suspected controlled substance, including but not limited to, counterfeit drugs and the possession or use of alcoholic beverages, no matter how low the alcoholic content, shall receive a ten (10) day out-of-school suspension, be reported to the local law enforcement officials, and a parental conference will take place to inform the student and parent that the student will be recommended to the Chief School Administrator for a hearing before the Joint Operating Committee for expulsion from Lenape.

B. A student selling or distributing drugs on the school premises shall receive a ten (10) day out-of-school suspension, be reported to the local law enforcement officials, and a parental conference shall take place to inform the student and parent that the student will be recommended to the Chief School Administrator for a hearing before the Joint Operating Committee for expulsion from Lenape.

C. Students possessing drug paraphernalia shall receive a ten (10) day out-of-school suspension, be reported to the local law enforcement officials, and a parental conference will take place before the student is readmitted to Lenape.

D. In all drug and alcohol incidents, the parent shall immediately be notified of the situation. The parent will also be informed of the involvement of the local law enforcement officials.

E. In all drug and alcohol matters, the student will be required to undertake a complete drug and alcohol assessment at the expense of the student/family before returning to school. The student/family has the right to select the agency of their choice to conduct the assessment from a list provided by the school's administration at the time of the suspension.

F. If the written notification of the assessment is not received prior to the end of the tenth (10th) day of suspension, the family or student must notify the school and provide information containing when and where the assessment will take place. The student may then return to school temporarily until the assessment is complete.

G. Failure to follow the procedures regarding assessment shall subject the student to suspension until the assessment is complete.

H. In all drug-related matters, the appropriate law enforcement officials and the sponsoring district will be notified.

CONFIDENTIALITY & DISCLOSURE OF STUDENT RECORDS

The privileged confidentiality between students and guidance counselors, school nurses, school psychologists, and home and school visitors shall be respected and no confidential communication made to such employee shall be required to be revealed without the consent of the student or parent/guardian, unless the best interest of the student can be served only by such release. This confidentiality is not applicable when school employees are investigating an alleged violation of the drug policy.

***IF YOU DO NOT WISH TO HAVE YOUR STUDENT'S NAME RELEASED TO THE MILITARY, POST-SECONDARY INSTITUTIONS OR OTHER AGENCIES, NON-PROFIT GROUPS OR BUSINESSES YOU MUST NOTIFY THE GUIDANCE OFFICE BEFORE THE END OF SEPTEMBER.**

ALCOHOL OR DRUG-RELATED ASSISTANCE

Students seeking drug or alcohol-related assistance from Lenape personnel should be informed of the availability of professional help and the rights of a minor to such help.

- The student shall be fully informed of services that are available, his/her rights to receive the service and of the confidentiality to which he/she are entitled. The student should be encouraged to seek such help.
- The staff member may consult the school nurse or counselor concerning such an incident, preferably with the consent of the student.
- The staff member involved in such circumstances is obligated to guard the confidentiality of the student.
- Parent/guardian shall be notified without written consent of the student.
- Disciplinary action is not warranted.
- Law enforcement involvement is not warranted.

When a staff member or an administrator of the school **suspects a student to be under the influence of a drug or alcohol, it shall be recognized and treated as a medical emergency.** All standard medical and emergency procedures shall be followed. In all cases, the student shall not be left alone. The school nurse and an administrator shall be summoned immediately. If necessary, additional medical help will be secured.

SEARCHES

Public school students are protected against unreasonable search and seizures by school officials pursuant to the 4th Amendment of the United States Constitution and the Pennsylvania Constitution. This protection afforded to public school students, however, is not the same constitutional standards that are applicable to law enforcement officers. A student's person and property may be searched by school officials pursuant to a "reasonable cause" standard, rather than the more stringent "probable cause" standard applicable to police officers.

REASONABLE CAUSE STANDARD

Students may be subjected to searches if:

- There are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school; and
- The search, as actually conducted, is reasonably related in scope to the circumstances, which justified the search in the first place.

Except in situations where there is an immediate threat to the health, safety, or welfare of the student or others, the scope of a search should be limited to the least intrusive means available. A search is permissible in scope when it is reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. The more serious the infraction, the more intrusive the search may be.

LOCKER SEARCH POLICY

Lenape Tech acknowledges the need for safe in-school storage of books, clothing, school materials and other personal property. As such, the School may, from time to time, provide lockers, cabinets or other storage facilities (hereinafter referred to as "lockers") for such use by students.

A. School Ownership

All lockers are and shall remain the property of Lenape Tech. Students are merely being permitted by the school to utilize the lockers. Lockers and contents are the responsibility of the person(s) assigned.

B. No Expectation of Privacy

Students shall have no expectation of privacy in their lockers. Any locker assigned to a student is subject to being searched at any time. Any locker assigned to a student is subject to being targeted for a physical search as a result of an unannounced, random detection of school lockers for dangerous devices or illegal drugs by mechanical means or the use of trained dogs.

Students are permitted to keep their assigned lockers secured with a lock against the incursion by other students. Only combination locks provided by Lenape, at the request of the student, are permitted. The fact that students are allowed to maintain locks on their lockers is not to be interpreted in any manner as giving the students any expectations of privacy in their lockers.

C. Prohibition

No student may use a locker as a depository for a substance or object which is prohibited by law or School regulations and policies, or which constitutes a threat to the health, safety or welfare of the occupants of the School building or the building itself.

Any such materials may be used as evidence against the student in disciplinary proceedings, and may also be turned over to law enforcement agencies.

D. Search Procedure

1. The Joint Operating Committee hereby authorizes the appropriate school authorities to inspect a student's locker any time for the purpose of determining whether the locker is being improperly used for the storage of contraband, a substance or object, the possession of which is illegal, or any material that poses a hazard to the safety and good order of the school.

2. Prior to a locker search, the student shall be notified and be given the opportunity to be present. The school official, in the presence of the student and another member of the school staff, may search the student's locker.

3. In the case of an emergency, such as a bomb threat, the locker may be searched without the student being present. When the school official has a reasonable suspicion that the locker contains materials that pose an immediate threat to the health, welfare and safety of the school community, the student's locker may be searched without prior warning and without the student being present.

4. The school official shall be responsible for the safe keeping and proper disposal of any substance, object or material found to be improperly stored in the student's locker, unless the contents have been confiscated by a law enforcement officer. The Principal or designee shall be responsible for the prompt recording, in writing, of each locker inspection. The record shall include the reasons for the search, persons present, objects found and their disposition. After a search has taken place, the parent/guardian of the student shall be notified.

5. Absent the existence of a search warrant, the school official may open a student's locker upon request of a law enforcement officer, provided the school official or a designee receives information from the officer that the locker contains illegal or hazardous materials, contraband, or any object or substance the possession of which is illegal. In such event, the search shall be conducted without the law enforcement officer and pursuant to the above procedures.

6. The school official shall open a student's locker for inspection on the request of a law enforcement officer on presentation of a duly authorized search warrant or on the intelligently and voluntarily given consent of the student. In such event, the school official shall not act as the student's informed adult for purposes of any Miranda warnings or for any other purpose; rather, the school official shall attempt to contact the student's parent/ guardian.

E. No Insurance

The school is not obligated to insure the contents of lockers. Students should, therefore, be advised that such contents are not insured by the School District against loss by theft, vandalism, fire or casualty.

F. Student Notification

Students shall be notified at least annually or more often if deemed appropriate by Administration, concerning the contents of this Policy. Students shall also be required to sign a waiver in order to have the use of a school locker. The waiver shall advise them that there is no expectation of privacy.

G. Police Investigation

If local police are summoned, the parent/guardian of the student shall likewise be notified. School officials shall cooperate with any police investigation. Upon the police appearing, however, under no circumstances shall the school official act as the student's informed adult in regard to any Miranda warnings or for any other purpose.

MOTOR VEHICLE SEARCH

Lenape Tech has authorized the use of motor vehicles by certain high school students on school premises, subject to rules, regulations and policies established by the school. The Joint Operating Committee also recognizes that motor vehicles may be utilized by students in the possession, sale and/or transportation of illegal substances, devices and objects, or may be used as depositories of objects, substances or evidence of activities in violation of the law or policies of Lenape Tech. The Joint Operating Committee's obligation to maintain a safe, healthy and productive educational environment may at times require the search and conditions set forth herewith.

- A **"student motor vehicle"** means any motor vehicle driven by a Lenape student onto school premises, regardless of the actual legal ownership of the vehicle.
- A **"plain view inspection"** means a visual inspection of the exterior and/or interior of a motor vehicle, effectuated through an open or closed window, door, hood, or unlocked trunk lid, and may involve a physical entry into the vehicle.
- A **"physical inspection"** means actual entry into the passenger compartment, trunk or other storage area of the motor vehicle.
- A **"forced entry"** means gaining access to the interior of a locked student motor vehicle without the use of a key.

SEARCH GUIDELINES

The following guidelines are set forth with respect to student motor vehicle searches.

1. A prerequisite to operating a motor vehicle on school property shall be the execution by the student and the student's parent/legal guardian of a written consent form authorizing the search of a motor vehicle by a school official in accordance with the terms of this policy.
2. School officials may routinely conduct plain view inspections of any student motor vehicles while said motor vehicles are on school premises.
3. School officials may conduct a physical inspection of a student motor vehicle while the vehicle is on school premises when there exists reasonable grounds to suspect that the student in question has violated the law or Lenape policies, and that the vehicle is being used for the storage of objects, substances or other evidence of such activities or contains items which constitute a threat to the health, safety or welfare of the student or other students of the School District.
4. Prior to the physical inspection of a student motor vehicle, the student shall, where possible, be notified of the possibility of the physical inspection. The student shall also be notified of the law or policy, which the student is suspected of violating. The student shall be given an opportunity to address the grounds used by the Administration to search the vehicle and/or to voluntarily open or unlock the vehicle.

   The student shall also be informed that:

   a. Failure to voluntarily unlock any part of the vehicle as requested will result in notification of his/her parent or legal guardian.

   b. Failure to voluntarily unlock any part of the vehicle as requested may result in notification of law enforcement officials; and

   c. Failure to voluntarily unlock any part of the vehicle may result in revocation of permission to operate a motor vehicle on school premises.

5. If following the student's explanation and/or the failure to voluntarily open or unlock the motor vehicle in the presence of the school official, a physical inspection of the motor vehicle remains reasonable, the school official shall conduct a physical inspection of the vehicle limited to gaining access through any unlocked doors, trunks or hoods. The vehicle is not to be forced open by use of any tool. If such physical inspection is not possible, the school official shall request that either the owner or co-owner (who is not the student) open the vehicle. ***** The student involved shall be informed of the right to be present during the physical inspection of the motor vehicle.
6. Notwithstanding any other provision of this policy to the contrary, a school official or designee who reasonably suspects that the contents of a student motor vehicle creates an emergency situation in which the health or safety of the student in question, other students, school personnel or facilities may be endangered by the delay inherent in compliance with the notification procedures set forth herein, may undertake forced entry into the motor vehicle as expeditiously as deemed necessary to preserve the health, safety and welfare of the school population.
7. The Building Administrator or designee shall be responsible for the safekeeping and/or proper disposal of any substance, object or material found to be unlawfully or improperly placed in a student motor vehicle.
8. Following the physical inspection of a student motor vehicle, the school official shall complete a written report indicating:
   - **a.** The date, time, and place of the inspection;
   - **b.** The name of the student and school official involved;
   - **c.** The name of the student's parent or legal guardian;
   - **d.** If a physical inspection, a statement concerning the information which provided reasonable suspicion for the physical inspection;
   - **e.** A statement of the student's explanation, if any, when confronted with the suspicions;
   - **f.** A statement concerning whether or not the student elected to voluntarily unlock any locked part of the vehicle as requested;
   - **g.** The names and title of the person who gained forced entry to the vehicle, and
   - **h.** The result of the physical inspection.

*** SCHOOL OFFICIAL MAY REQUEST THAT THE POLICE OPEN THE VEHICLE, PROVIDED THE SCOPE OF THE SEARCH IS NOT IN VIOLATION OF THE LAW.**

SEARCH OF PERSON OR BELONGINGS

DEFINITIONS

- **"Individualized suspicion"** means that a school official has reasonable belief that a particular student is in possession of an illegal substance, contraband, stolen property or weapon.
- **"Metal detector"** means a portable, hand-held scanning device that detects metal.

PROCEDURES

1. It is noted that the rules and regulations of the State Board of Education provide that reasonable force may be used by teachers and school authorities to obtain possession of weapons or other dangerous objects.
2. Upon the existence of individualized suspicion, the school official will request that the student voluntarily empty his/her pockets, and remove any coat, book-bag, backpack or purse, so that the same may be searched by the school official. Such search shall take place in the presence of another adult.
3. A student may be asked to remove his/her outer coat, sweater or jacket, which may be searched by the school official. A student may be asked by school officials to remove shoes, hats, or clothing below the knee or above the neck. A student may be asked to empty his/her pockets or book-bag and/or other bags, purses, etc.
4. If the student resists such a voluntary search, the school official shall immediately summon the police and request assistance. The parent/guardian of the student shall likewise be notified. School officials shall cooperate with any police investigation. Upon the police appearing, however, under no circumstances shall the school official act as the student's informed adult in regard to any Miranda warnings or for any other purpose.
5. A search may consist of a pat down. A pat down search of the student's person shall be done by a school official of the same sex and in the presence of another member of the school staff of the same sex.
6. Use of Metal Detector. A metal detector as defined herein may be used for purposes of determining if a student is in possession of a weapon. The Joint Operating Committee has balanced the limited intrusion of a metal detector upon individual freedom against the vital public interest in preserving an appropriate learning environment and to maintain safe schools.
    a. The student will be informed why the school official has reason to believe that the student is in possession of a weapon. The student will be given an opportunity to produce the weapon. The student will be advised if he does not produce a weapon or denies that he has one, a metal detector may be used to detect the presence of same.
    b. If the metal detector is activated, the student may be asked to remove the object. If the student declines to remove the object, the school official shall advise the student that the police and the student's parent/guardian will be immediately called to appear at school.

Students attending Lenape Tech are not permitted to possess any of the articles listed below while on school property, off school property during a school-sponsored activity, function or event, or on a school bus to or from school. Any student suspected of concealing any of these articles will be accompanied to the office of the Director or Principal where the student will be subject to the procedures outlined in the Lenape Tech Student Search Procedure.

LOST AND FOUND

All textbooks, articles of clothing, etc., found in and around the building should be turned in to the Nurse. Students losing items should check at the Nurse's office.

VISITORS

Visitors are welcome in the school. Upon entering, all visitors must report directly to the Main Office. Visitors will be required to have a State issued ID verified electronically through the Raptor Visitor ID System.

Permission for students from other schools or other student guests requesting to visit must be obtained from the Main Office preferably one day prior to the visitation. No student guests are permitted during the last two weeks of school.

EMERGENCY DRILLS

Fire, tornado, lock-down, and evacuation drills are conducted for students' safety and are held periodically. Teachers will issue special drill instructions to all students, and those instructions must be followed. Each student should become familiar with the procedure used from all rooms to which they are assigned.

IN ORDER FOR EMERGENCY INSTRUCTIONS TO BE HEARD, THERE MUST BE COMPLETE SILENCE DURING A DRILL.

FACTS TO REMEMBER

SCHOOL COLORS

Misty Blue and Maroon

HALL LOCKERS

Hall lockers will be assigned to each student. Unfortunately, personal property is lost from time to time. To protect yourself from these losses, keep your lockers locked at all times (locks are to be obtained from Lenape's Guidance Office).

Keep a record of the number of books assigned to you. Always carry money or other valuables with you and never more than is necessary. Keep all wraps, books, and supplies in your locker. Nothing should be attached to the inside of your locker. **Keep the combination to yourself.**

In order to avoid confusion in the halls during the changing of classes, you should only go to your locker before first period, before and after lunch, and at the end of the day. Students are reminded that lockers are school property and subject to inspection at any time. Inspections may be held periodically throughout the year.

SHOP LOCKERS

Shop instructors assign shop lockers to students for the storage of protective clothing and other personal items. Students are reminded that lockers are school property and are subject to inspection at any time. Lockers should be kept locked. Locks are provided by the school.

CARE OF SCHOOL PROPERTY

Any student defacing, damaging, or destroying school property shall be liable to suspension, expulsion, or other punishment according to the nature of the offense. Any expense incurred by the school in replacing or repairing school property lost, damaged, or destroyed by a student shall be paid for by the student and/or parent/guardian.

TEXTBOOKS

Textbooks are on loan to students. Until the book is returned, the student is responsible if the book is lost or damaged. Students must pay for lost or damaged books.

USE OF SCHOOL FACILITIES

Student groups wishing to use school facilities after regular school hours must obtain permission from the Director or Principal prior to the activity. A member of the faculty must supervise all groups.

HALL TRAFFIC

In order to leave a classroom, shop, or laboratory to go to another room, the office, restroom or nurse, a student must have their Hall Pass signed by his/her instructor. The student is to receive permission from his/her instructor and sign the time-out/time-in form posted by the instructor.

WHEN IN THE OFFICE

When you have occasion to visit the office, please remember that this is a business office, conducted in a business-like manner. Please behave yourself in a courteous manner, conducive to that environment. If you wish to see the Director or Principal, inform the secretary. If you must wait, please be seated until it is your turn. Social visits are not permitted.

USE OF THE TELEPHONE

Students **will not** be called from class to the telephone. If a message is urgent, it will be delivered immediately to the student. Students are urged to acquaint their parent/guardian with this regulation. In the case a student NEEDS to place a phone call, they may report to the Main Office.

CELLULAR TELEPHONE POLICY

The Joint Operating Committee recognizes the widespread use of cellular telephones by students and their parents, particularly in the event of an emergency. Students may possess cellular telephones on school property, on school provided transportation vehicles, and at school sponsored events.

This privilege, however, is subject to the following restrictions:

- Cellular must be out of sight and not in use during instructional time, unless explicitly authorized by a staff member for education purposes.
- During instructional time, teachers may require students to store cellular telephones in a designated location, including but not limited to a classroom phone caddy, student bag, or other teacher-directed storage method.
- Students are expected to comply with all teacher-directed storage procedures.
- Cellular telephones that have the capability to take photographs or to record audio or video shall not be used for such purposes while on school property, on buses or other, vehicles provided by the school or while a student is engaged in school-sponsored activities.
- If a student is under investigation for involvement in certain disciplinary matters and is summoned to the office, the student may be required to store their cellphone in the main office to safeguard the investigative process and prevent interference in an ongoing investigation.
- Any electronic device (smart watches, ear buds, etc.) that have the potential to distract from learning and/or present an academic integrity issue are subject to this policy.
- Students who refuse to comply with staff directives regarding cellular telephone use or storage, including placement in a designated storage area such as a phone caddy, may be considered insubordinate and subject to additional disciplinary action.

Students found not to be in compliance with the restrictions will be subject to the following consequences:

- **1st Offense** – Verbal warning, student's phone will be confiscated, and remain in the office until dismissal.
- **2nd Offense** – Two (2) hours of detention, student's phone will be confiscated, and remain in the office until dismissal.
- **3rd Offense** – Four (4) hours of detention, student's telephone will be confiscated, remain in the office until dismissal, and be returned to parent/guardian only.

STUDENTS WHO REFUSE TO COMPLY WITH CLASSROOM CELL PHONE EXPECTATIONS MAY BE CONSIDERED INSUBORDINATE FOR PURPOSES OF DISCIPLINARY ACTION.

ELECTRONIC DEVICES

Electronic devices shall include all existing and emerging devices that can take photographs; play/record audio or video data; store, transmit, or receive messages or images; or provide a wireless, unfiltered connection to the internet. Electronic devices brought to school shall be restricted to the classroom for instructional-related activities. Students shall comply with the guidelines set by the classroom teacher or school officials for the educational use of electronic devices.

Use of electronic devices must not violate any other building policies, including, but not limited to, those regarding student privacy, copyright, cheating, plagiarism, student Code of Conduct, Acceptable Use Policy, or harassment. If a violation involving more than one building policy occurs, consequences for each policy will apply. An electronic device shall be treated in the same manner as cellular phones and be subject to the rules, regulations, and consequences for noncompliance with restrictions of Policy #237.1 Cellular Telephones. (see page 52)

As in the case of other personal property, the School is not responsible for any financial losses incurred by a student or family if an electronic device is damaged, lost, stolen, vanished, or misused. Students shall be personally responsible for the security of electronic devices brought to school. All electronic devices brought to school will be at the owner's own risk.

STUDENT SAFETY

Every effort has been made by the school and the instructors to safeguard all equipment; however, an element of danger exists when moving equipment and machines are present. It is important to follow the safety guidelines as established by the instructors. It is also mandatory for all students, teachers, visitors, and spectators in any shop, laboratory, or known danger area, to wear industrial quality eye protective devices at all times while engaged in or exposed to known danger.

Extreme styles of clothing, accessories, hair and/or fingernails may be considered safety hazards in a technical school, and are discouraged. Students are required to wear recommended protective clothing while in the shop areas. Instructors will advise students of the protective clothing (and other requirements) needed to ensure safety. When safety or well-being of the student is in question, due to inappropriate dress or other reasons, the learner will be referred to the Principal.

INSURANCE

Students who are not covered by a health care plan or insured through a government agency should see the school nurse for information regarding the Blue Chip/Caring Program. Children whose family meets the guidelines may be eligible for free or low cost health care plans. Parents/guardians are urged to secure insurance coverage for the health and safety of the student. Students may purchase school insurance through their sending schools.

ACCIDENT/ILLNESS

All accidents, regardless of the severity, must be reported to the instructor immediately. Strict adherence to all safety regulations, as outlined by the instructor, will be expected of all persons in the shop areas. All students are urged to secure insurance. Willful disregard of established safety procedures may result in dismissal from Lenape. Any student who requires first aid or the services of the school nurse, due to injuries sustained in the shop or for personal illness while at Lenape, should report directly to the nurse. An authorized person will evaluate the extent of injuries or illness. The student's parent/guardian or emergency contact person will be contacted if the student is to be dismissed and/or transported to a doctor/hospital. The school is not responsible for charges related to transportation/treatment of injured or ill students.

UNDER NO CIRCUMSTANCES MAY A STUDENT LEAVE LENAPE, WHETHER FOR HOME, DOCTOR'S OFFICE, HOSPITAL OR OTHER DESTINATION WITHOUT AUTHORIZATION FROM THE SCHOOL OFFICE AND BEFORE SIGNING OUT IN THE GUIDANCE OFFICE.

MEDICATION

The nurse will only administer medicine that is brought in by the student with a form signed by parent/guardian and attending physician. This can be over the counter or prescription medicine. However, all medicine must be in an original container and clearly marked with the student's name. All medicine must be taken to the nurse's office. Students found to be carrying medicine will be subject to disciplinary action. The exception is an inhaler for asthmatic students and/or epinephrine auto-injectors (epi-pens). Students with prescriptions may carry their inhalers and/or epi-pens, but must inform the nurse that they are in possession of the inhaler and/or epi-pens and be able to self-administer according to the policy.

Lenape Tech recognizes that an effective program of Diabetes management is critical to student success. Students with diabetic issues should contact the school nurse regarding their diabetic medical management plan as approved in JOC Policy #209.2

PERMISSION SLIPS

Permission slips for school activities contain emergency information. Complete and accurate data on this form is vital to the safety of the student.

ASBESTOS POLICY STATEMENT

It is the policy of the Lenape Technical School to maintain asbestos-containing materials in a state that presents the lowest possible risk to building occupants. Lenape will closely monitor the condition of Surfacing Asbestos-Containing Material and Miscellaneous Asbestos-Containing Material. Damage to friable surfacing material and/or damage causing friable miscellaneous asbestos material will be repaired immediately and the area decontaminated. The management plan is available upon written request during normal business hours. Contact the Business Office at (724) 763-7116 extension 3309.

NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES

The Joint Operating Committee declares it to be the policy of this school to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the school without discrimination on the basis of race, color, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The Joint Operating Committee encourages students and third parties who believe they or others have been subject to discrimination to promptly report such incidents to designated employees, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances.

DISCRIMINATORY HARASSMENT

Harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, handicap/disability or for participation in reports or investigations of alleged discrimination is a form of discrimination is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on the person's own behalf.

For purposes of this policy, harassment shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance and which relates to any individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability when such conduct is:

- Sufficiently severe, persistent or pervasive; and
- A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

SEXUAL HARASSMENT

Sexual harassment is a form of discrimination on the basis of sex and is subject to this policy. For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of a student's status in any educational or other programs offered by a school; or
- Submission to or rejection of such conduct is used as the basis for educational or other program decisions affecting a student; or
- Such conduct deprives a student or group of individuals of educational aid, benefits, services or treatments; or
- Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance in school or school-related programs, or otherwise creates an intimidating, hostile, or offensive school or school-related environment such that it unreasonably interferes with the complainant's access to or participation in school or school-related programs.

HAZING POLICY

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:

- Violate federal or state criminal law;
- Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm;
- Endure brutality of a physical nature, including whipping; beating; branding; calisthenics; exposure to the elements;
- Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment;
- Endure brutality of a sexual nature; or
- Endure any other activity that creates a reasonable likelihood of bodily injury to the student. Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student; and
    - The person acts with reckless indifference to the health and safety of the student; or
    - The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:

- The consent of the student was sought or obtained;
- The conduct was sanctioned or approved by the school or organization; or
- Student activity or organization means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the school, whose members are primarily students or alumni of the organization.

For purposes of this policy, bodily injury shall mean impairment of physical condition or substantial pain.

For purposes of this policy, serious bodily injury shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

The Joint Operating Committee encourages students who believe they, or others have been subjected to hazing to promptly report such incidents to the building administrator.

DISCRIMINATION/DISCRIMINATORY HARASSMENT

Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of law against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer. If, in the course of a hazing investigation, potential issues of discrimination or discriminatory harassment are identified, the Compliance Officer shall be promptly notified and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.

COMPLAINT PROCEDURE

When a student believes that s/he has been subject to hazing is encouraged to promptly report the incident, to a building administrator.

Students are encouraged to use the school's report form, available from the building administrator, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Joint Operating Committee directs that verbal and written complaints of hazing shall be provided to administration or appropriate personnel designated by the administration, who shall promptly notify the Administrative Director or appropriate personnel designated by the Administrative Director of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Joint Operating Committee directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proved to be hazing under this policy but merits review and possible action under other Joint Operating Committee policies.

REFERRAL TO LAW ENFORCEMENT AND SAFE SCHOOLS REPORTING REQUIREMENTS

For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.

CONFIDENTIALITY

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the school's legal and investigative obligations.

CRIMINAL PROSECUTION

Any person or organization that causes or participates in hazing may also be subject to criminal prosecution.

COMPUTER ACCEPTABLE USE POLICY

POLICIES ON THE USE OF COMPUTER SYSTEMS AND FACILITIES

The following policy contains the governing philosophy for regulating the use of Lenape Technical School's computing facilities and resources. Access to the school's computing facilities and resources is a privilege and not a right granted solely to Lenape faculty, staff, students, and those with special accounts. All users of the computing facilities must act responsibly and maintain the integrity of these resources. The school reserves the right to limit, restrict or extend computing privileges and access to its resources. Those who do not abide by the policies listed below should expect at least suspension of computer privileges and possible disciplinary actions pursuant to the student disciplinary code, applicable collective bargaining agreement or employment contract.

The administration and technology coordinator should be notified about violations of computer laws and policies, as well as about potential loopholes in the security of its computer systems and networks. The user-community is expected to cooperate with the administration in its operation of computer systems and networks as well as in the investigation of misuse or abuse. Should the security of a computer system be threatened, user files may be examined under the direction of administration.

Each time users log on to the Lenape network they will be electronically required to acknowledge the district's Acceptable Use Policy and electronically agree to be bound by its terms and conditions.

POLICIES

Lenape's computing policies include, but are not limited to, the list below:

1. Users must not use a computer ID that was assigned to another user. Users may not try in any way to obtain a password for another's computer ID. Users may not attempt to disguise the identity of the account or machine users are using.
2. Users must not use the school's network resources to gain or attempt to gain unauthorized access to remote computers. Likewise, users must not attempt to gain unauthorized access to the school's network from a remote computer.

3. Users must not deliberately perform an act that will seriously impact the operation of computers, terminals, peripherals, or networks. This includes, but is not limited to, tampering with components of a local area network (LAN) or the high-speed backbone network, otherwise blocking communication lines, or interfering with the operational readiness of a computer.
4. Users must not run or install on any of the school's systems, or give to another, a program that could result in the eventual damage to a file or a computer system and/or the reproduction of itself. This is directed towards, but not limited to, the classes of program known as computer viruses, Trojan horses, etc.
5. Users must not attempt to circumvent data protection schemes or uncover security loopholes.
6. Users must abide by the terms of all software licensing agreements and copyright laws. In particular, users must not make copies of copyrighted software, unless the school has a site license specifically allowing the copying of that software. Furthermore, users must not copy site-licensed software for distribution to persons other than school faculty, staff, and students, nor may users copy site-licensed software for use at locations not covered under the terms of the license agreement.
7. Users must not deliberately perform acts that are wasteful of computing resources or which unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, creating unnecessary multiple jobs or processes, obtaining unnecessary output, or printing or creating unnecessary network traffic. Printing multiple copies of any documents including resumes, theses, and dissertations is also prohibited.
8. The following type of information or software cannot be placed on any school–owned computer system:
    - That which infringes upon the rights of another person;
    - That which is abusive, profane, or sexually offensive to community standards;
    - That which consists of information that may injure someone else and/or lead to a lawsuit or criminal charges. (Examples of these are: pirated software, destructive software, pornographic materials, or libelous statements)
9. Users must not download any software from the Internet without authorization from the instructor or administration.
10. Users must not harass others by sending annoying, threatening, libelous, sexually, racially, or religiously offensive messages.
11. Users must not attempt to monitor another user's data communications, nor may users read, copy, change, or delete another user's files or software, without permission of the owner.
12. Users must not use any of the school's microcomputers, workstations, or networks for other than a school course, research project, or departmental activity. These resources must not be used for personal or financial gain.
13. Any network traffic exiting the school is subject to the acceptable use policies of the network through which it flows, as well as to the polices listed here.
14. Users of electronic data exchange capabilities at Lenape Technical School do so as a privilege, not a right. As such, all electronic data and transfer of data is the property of Lenape Technical School, not the assigned user. Users have no expectation of privacy. This data, including electronic mail and Internet browser sessions, is subject to reasonable search and/or inspection, under the direction of administration.

15 When there are reasonable grounds for suspecting that the search will turn up evidence that the user has violated or is violating the Computer Acceptable Use Policy, the law, or other rules of the school, Administration will undertake a search or inspection reasonably related in scope to the circumstances which justify the search in the first place.

16. With the approval of the building principal, students may establish personal web pages for specifically defined educational activities. The Principal and the building Coordinator of Information Technology will establish a process and criteria for the establishment and posting of material, including pointers to other sites, on these pages. Material presented in the student's web site must be related to the student's educational and career preparation activities. Student web pages must include the following notice: "This is a student web page. Opinions expressed on this page shall not be attributed to the school."

BULLYING/CYBERBULLYING

The Joint Operating Committee is committed to providing a safe, positive learning environment for district students. The JOC recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the JOC prohibits bullying by students.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting or where a link may by established that is severe, persistent or pervasive and has the effect of doing any of the following:

- Substantially interfering with a student's education
- Creating a threatening environment
- Substantially disrupting the orderly operation of the school

REMINDERS

Offenders may also be subject to criminal prosecution under federal or state law, and should expect the school to pursue such action. As an example, under Pennsylvania Law, it is a felony punishable by a fine of up to $15,000 and imprisonment up to seven years for any person to access, alter or damage any computer system, network, software or database, or any part thereof, with the intent to interrupt the normal functioning of an organization (18 Pa.C.S.3933 (a)(1))

Disclosing a password to a computer system, network, etc., knowingly and without authorization, is a misdemeanor punishable by a fine of up to $10,000 and imprisonment of up to five years, as it is intentional and unauthorized access to a computer, interference with the operation of a computer or network, or alteration of computer software (18 Pa.C.S.3933 (a) (2) and (3)). (Adopted by the JOC September 2000)

NOTICE: THE ADMINISTRATION RESERVES THE RIGHT TO USE DISCRETION WHEN ALIGNING CONSEQUENCES WITH DISCIPLINARY INFRACTIONS IN ORDER TO PROTECT THE HEALTH, WELFARE, AND SAFETY OF ALL STUDENTS AND STAFF. THIS HANDBOOK SERVES AS A GUIDE AND IN NO WAY SUPERSEDES ANY POLICIES SET FORTH BY THE LENAPE JOINT OPERATING COMMITTEE.

LenapeTech
Education at Work



LENAPE TECHNICAL SCHOOL

2026-2027

SUPPLEMENTAL HANDBOOK FOR PART-TIME STUDENTS

STUDENT NAME: _____

MISSION STATEMENT

The Lenape Technical School will develop the foundation for students to succeed in an ever-changing, technological world by providing an active learning environment which will lead to a prosperous and rewarding future for self, family, and community.

ANONYMOUS HOTLINE

Lenape Tech has an anonymous hotline for students and staff to use for reporting problems, concerns, or potential dangers. The anonymous hotline number is **(724) 763-5945**.

- Manor Township Police: 724-763-9677
- Manor Township Police Anonymous Tipline: 724-859-3474

SAFE2SAY SOMETHING

App: Safe2Say Something
Website: www.safe2saypa.org
Phone: 1-844-SAF2SAY
1-844-732-2729

PART-TIME STUDENTS

GENERAL PROCEDURES

BUS TRANSPORTATION

- Bus transportation is coordinated through Lenape with the exception of the Leechburg students. If there is a problem with bussing, please contact Lenape at 724.763.7116
  - *Leechburg students – please contact Leechburg with any bussing issues*
- AM Students are dismissed from Lenape after 3rd period (10:16 AM). Students are bussed to their sending schools.
- PM Students are dismissed at the end of the day (2:40 PM). Students are bussed home from Lenape.

DRIVING

- If you are driving to Lenape (Juniors and Seniors only) you must obtain a parking permit from Lenape and, if applicable, your sending school. **Your SENDING SCHOOL principal must sign the Lenape parking permit application.**
- Please refer to the student handbook for information about driving privileges. (see page 13).
- **SOPHOMORES are not permitted to drive to Lenape.** They must ride the bus back to their sending school each day, unless transported by a parent/guardian.

TEMPORARY TRANSPORTATION AT THE START OF THE SCHOOL YEAR

THIS PART-TIME TRANSPORTATION IS TEMPORARY UNTIL THE SENDING DISTRICTS START.

- **ALL** students will be transported in the mornings to Lenape Tech by bus.

  **** PART-TIME students will be dismissed at 10:16 am ****

PLEASE FIND YOUR SENDING SCHOOL FOR TRANSPORTATION ARRANGEMENTS.

- **ARMSTRONG/WEST SHAMOKIN and Grace Christian School**
  - Student/Family provides transportation home from Lenape Tech at 10:16 am
- **APOLLO-RIDGE**
  - Student/Family provides transportation home from Lenape Tech at 10:16 am
- **LEECHBURG**
  - Leechburg School District provides ALL transportation to and from school. Please refer to the Leechburg School District Supplemental Handbook for part-time students.

PM Students: Arrival at Lenape:

- Upon arrival at Lenape, all students must sign in at the guidance office **daily.**
- **Students who are driving must arrive to Lenape by 11:10 AM.**
- On **FRIDAYS**, those who are assigned to eat lunch at Lenape, will eat lunch upon arrival and then report to your technical area.

EARLY DISMISSAL/ABSENCES

- A student must bring a note to Lenape if they are being released before dismissal time (either 10:16 for AM students or 2:40 for PM students). If you are leaving during the "change" period (going from one school to another), please notify both schools if possible.
- If you are absent, you must have a signed written parental excuse turned in to the guidance office within 3 days of your absence. The guidance secretary will copy it for your sending school if necessary.
- Please review the attendance policy in the student handbook. (see page 9)

2-HOUR DELAY/SCHOOL CLOSURES

SENDING SCHOOL CLOSED

Lenape bus transports students to Lenape for AM classes. Once class time at Lenape has ended, students have the following options for the afternoon.

1. **Student/Family provides transportation home at 10:16 AM**
2. **Student may remain in Technical class during afternoon classes, if prior approval is given by instructor. Students must also have a written note from their parent/guardian.**
3. **If options 1 or 2 are not possible, students may be given an excused absence.**

SENDING SCHOOL 2-HOUR DELAY

Lenape bus transports student to Lenape at regular pick-up time and transports student to sending school for afternoon classes.

LENAPE 2-HOUR DELAY

Lenape bus will pick-up 2 hours later than regular scheduled time. Once class time at Lenape has ended, Lenape will bus students to sending school for afternoon classes. Sending school will then provide transportation home at the end of the school day.

LENAPE 2-HOUR DELAY & SENDING SCHOOL CLOSED

Lenape bus will pick-up 2 hours later than regular scheduled time. Once class time at Lenape has ended, students have the following options for the afternoon.

1. **Student/Family provides transportation home at 10:06 a.m.**
2. **If option 1 is not possible, students may be given an excused absence for this instance.**

Leechburg Students Only – Leechburg School district provides all transportation to and from school in all the above scenarios. Please refer to the Leechburg Area School District Supplemental Handbook for part-time students.

If Lenape is closed and your sending school is open, please inquire at the sending school as to the procedure.

FLEXIBLE INSTRUCTION DAYS/REMOTE LEARNING

When Lenape Tech utilizes a Flexible Instruction Day (FID) or a Remote Learning Day, students will follow the 2-hour delay schedule for attendance purposes and completing work. Please refer to Lenape Tech's website for detailed instructions.

At times when Lenape is on a FID or Remote Day and the sending school is in session, remote assignments for Lenape may be exempted due to differences in travel times to the sending school, especially when the sending school is on a 2-hour delay. Please follow your district procedures for times when Lenape is closed and the sending district is open.

LENAPE FIELD TRIPS

If your technical area is going on a field trip, your technical teacher will give you a form to be released by your sending school. This form **MUST** first be signed by your parents. Then take it to the principal of your sending school for his/her signature. The principal **WILL NOT** sign the form if there is no parental signature.

- If you are struggling academically with classes at your sending school, your principal may deny you attending the field trip. Good grades are a priority.
- If your absences are excessive, your principal may deny you attending the field trip.

ACADEMICS/GRADES

Students will be issued grades from Lenape Tech for all courses taken. All grades will be sent to your sending school and transcripts will be issued from the sending school. Part-time students are not calculated into Lenape's class rank nor are they awarded honor roll recognition. Part-time students however, will be recognized for perfect attendance in accordance to Lenape's perfect attendance procedure.

Students who are part-time their senior year will graduate under their sending school district graduation requirements.

Please contact one of the counselors with any questions concerning academics, extra help, scheduling issues, etc.

- Mrs. Michele Ligus – 724-763-7116 Ext. 3306 or ext. 3304
- Ms. Lauren Reilly – 724-763- 7116 Ext. 3308 or ext. 3304

CALENDAR

FOR part-time students only –

- NOCTI Performance Exam – On this day, part-time students are **NOT** to report to Lenape Tech. Please refer to the school calendar regarding this date. Please refer to the procedure concerning when the sending school is open and Lenape is closed.

For all other important dates, please refer to the school calendar.

KEYSTONE TESTING

- All 10th graders and any 11th graders not proficient in Algebra, Literature and/or Biology will be taking Keystones at their sending school, not at Lenape.

LUNCH

All AM part-time students should eat lunch at their sending school. Exceptions to this may occur due to scheduling at their sending school. If necessary, box lunches will be available and can be purchased at Lenape or students may bring their own lunch so that students can eat on the bus. PM part-time students will eat lunch at Lenape.

SCHOOL NURSE

Please contact Mrs. Overman with any health issues at 724-763-7116 Ext. 3329. If your son or daughter becomes ill or gets hurt during his/her time at Lenape, he/she needs to report to the nurse's office.

LENAPE TECHNICAL SCHOOL CODE OF STUDENT BEHAVIOR

Students who attend Lenape Technical School part-time are expected to abide by the Student Code of Conduct as outlined in the Student Handbook. Part-time AM students who are issued a detention will be expected to serve it at their sending school on the assigned date/time. Part-time PM students who are issued a detention will serve at Lenape on the assigned date/time. Any student who is suspended either by Lenape administration or their sending school administration will not be permitted on either school's property, including after school/extra-curricular activities, until the suspension is served in its entirety. Any part-time student who has had their driving privileges suspended by either Lenape administration or their sending school administration, will not be permitted to drive to Lenape or park on Lenape property until the suspension has been served in its entirety.

TECHNICAL CERTIFICATE PROJECT REQUIREMENT

If a student remains part-time through their senior year, he/she must complete the following requirements discussed below in order to receive their technical certificate (those who change to full-time status will have to complete the graduation project outlined in TAP/CCR).

I. **Work-Based Experiences** – Students who attend Lenape Tech declare a career objective prior to enrollment. Exploring various ways to meet the career objective is an important aspect of a Lenape student's education.

   All Lenape students have access to several types of work-based experiences. By the end of the junior year, each Lenape student will submit a written reflection related to at least two different work-based experiences, one of which will be a job shadowing experience.

Each Lenape Tech student must arrange, with the assistance of the technical instructor and ***Guidance, at least one shadowing experience*** *related to the stated career objective prior to the completion of the second trimester of his or her junior year.* The other could include: guest speakers, class field trips, a current employer, or a different job shadowing experience. Any work-based experience chosen to complete this portion of the Graduation Project must be related to the student's stated career objective. The student shall include a written reflection of each experience. The technical teacher must sign the reflection sheet prior to the student turning it into the Guidance Office Secretary (Ms. Schawl). It is recommended that job shadowing takes place during the sophomore year.

II. **Career Exploration Project** – Students will research their career choice during their technical program using Lenape's template. This may be completed during the 10th grade year but must be completed by January 1st of the junior year.