Lehighton Area Middle School
Parent/Student Handbook
2026-2027

WELCOME TO LEHIGHTON AREA MIDDLE SCHOOL

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

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

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

Mr. Stephen Ebbert
Principal of
Operations and Student Management

Mrs. Tiffany Strausberger
Principal of
Academic Programs and Achievement

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Lehighton Area School District Mission:

The Lehighton Area School District's mission is educating students for lifelong success by providing challenging and relevant instruction, fostering academic and personal growth, promoting civic responsibility, cultivating community partnerships and supporting the mental well-being of all in a safe environment.

Lehighton Area School District Vision:

The Lehighton Area School District will foster a safe and respectful environment where all individuals have the opportunity to reach their potential.

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

Main Office – Building & Discipline Secretary	**Ext. 3228**
Main Office - Principals Secretary	**Ext. 3227**
Guidance Department – Attendance Secretary	**Ext. 3138**
Nurse	**Ext. 3118**
School Psychologist	**Ext. 3109**
Fax#	**610-377-6503**

ALMA MATER

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

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

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

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

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Student & Youth Rights

The ACLU-Know Your Rights – A Handbook for Public School Students in Pennsylvania can be found at www.aclupa.org.

2026-2027 MIDDLE SCHOOL SCHEDULE

DAILY BELL SCHEDULE						
Period	**6th Grade**		**Period**	**7th Grade**	**Period**	**8th Grade**
Homeroom	7:15 - 7:28		Homeroom	7:15 - 7:28	Homeroom	7:15 - 7:28
1	7:31 - 8:18		1	7:31 - 8:18	1	7:31 - 8:18
2	8:21 - 9:08		2	8:21 - 9:08	2	8:21 - 9:08
3	9:11 - 9:58		3	9:11 - 9:58	3	9:11 - 9:58
4	10:01 - 10:48		4	10:01 - 10:48	4	10:01 - 10:48
Lunch	10:51 - 11:21		5	10:51 - 11:38	5	10:51 - 11:38
5	11:24 - 12:11		Lunch	11:41 - 12:11	6	11:41 - 12:28
6	12:14 - 1:01		6	12:14 - 1:01	Lunch	12:31 - 1:01
Core+	1:04 – 1:51		Core+	1:04 – 1:51	Core+	1:04 – 1:51
WIN	1:55 - 2:23		WIN	1:55 - 2:23	WIN	1:55 - 2:23
Dismissal	2:26 - 2:34		Dismissal	2:26 - 2:34	Dismissal	2:26 - 2:34

*CAT Classes

EARLY DISMISSAL						
Period	**6th Grade**		**Period**	**7th Grade**	**Period**	**8th Grade**
Homeroom	7:15 - 7:28		Homeroom	7:15 - 7:28	Homeroom	7:15 - 7:28
1	7:31 – 8:11		1	7:31 - 8:11	1	7:31 - 8:11
2	8:14 - 8:54		2	8:14 - 8:54	2	8:14 - 8:54
3	8:57 - 9:37		3	8:57 - 9:37	3	8:57 - 9:37
4	9:40 - 10:20		4	9:40 - 10:20	4	9:40 - 10:20
Lunch	10:23 - 10:53		5	10:23 - 11:03	5	10:23 - 11:03
5	10:56 - 11:36		Lunch	11:06 - 11:36	6	11:06 - 11:46
6	11:39 - 12:19		6	11:39 - 12:19	Lunch	11:49 - 12:19
Homeroom	12:22 - 12:26		Homeroom	12:22 - 12:26	Homeroom	12:22 - 12:26
Dismissal	12:26 - 12:34		Dismissal	12:26 - 12:34	Dismissal	12:26 - 12:34

*CAT Classes

2-HOUR DELAY							
Period	**6th Grade**		**Period**	**7th Grade**		**Period**	**8th Grade**
Homeroom	9:15 - 9:28		Homeroom	9:15 - 9:28		Homeroom	9:15 - 9:28
1	9:31 - 10:05		1	9:31 - 10:05		1	9:31 - 10:05
2	10:08 - 10:42		2	10:08 - 10:42		2	10:08 - 10:42
3	10:45 - 11:19		3	10:45 - 11:19		3	10:45 - 11:19
Lunch	11:22 - 11:52		4	11:22 - 11:56		4	11:22 - 11:56
4	11:55 - 12:29		Lunch	11:59 - 12:29		5	11:59 - 12:33
5	12:32 - 1:06		5	12:32 - 1:06		Lunch	12:37 - 1:06
6	1:09 - 1:43		6	1:09 - 1:43		6	1:09 - 1:43
Core+	1:46 - 2:20		Core+	1:46 - 2:20		Core+	1:46 - 2:20
Homeroom	2:23 - 2:26		Homeroom	2:23 - 2:26		Homeroom	2:23 - 2:26
Dismissal	2:26 - 2:34		Dismissal	2:26 - 2:34		Dismissal	2:26 - 2:34

*CAT Classes

BOARD OF SCHOOL DIRECTORS

PRESIDENT
Mr. Matika
VICE-PRESIDENT
Ms. Neff
TREASURER
Ms. Frey

MEMBERS
Ms. Beers
Mr. Bradley
Mr. Glaush
Ms. Hartley
Mr. Howland
Mr. Tkach

ADMINISTRATORS, COORDINATORS, AND SPECIAL SERVICES

Mr. Jason Moser……Superintendent of Schools
Mr. Matthew Lentz……Consulting Business Manager
Mrs. Gretchen Laviolette……Director of Academic Programs and Technology
Mrs. Sandra Michalik……Director of Student Services
Mrs. Suzanne Howland……High School Principal
Mr. Floyd Brown……High School Principal
Mr. Stephen Ebbert……Middle School Principal
Mrs. Tiffany Strausberger……Middle School Principal and District Assessment Test Coordinator
Mr. Aaron Sebelin……Elementary Principal (K-2)
Dr. Mark McGalla……Elementary Principal (3-5)
Mrs. Tricia Foster……Elementary Principal of Academic Intervention and Achievement
Mrs. Lori German……Middle School Nurse
Ms. Samantha Elias……Middle School Counselor
Ms. Hannah Daly……Middle School Counselor
Mrs. Carrie Kenny……Middle School Social Worker

LAMS FACULTY

ELA
Ms. D'Ulisse
Mrs. Lusch
Ms. Seiwell
Ms. Stough
Mrs. Tirpak

Math
Mrs. Dunchack
Ms. Grasso
Mrs. Kokinda
Mr. Schuler
Mr. Wentz

Science
Mrs. Conway
Mr. Decker
Mr. Eck
Mrs. Solt
Mr. Yescavage

Social Studies
Mr. Nalesnik
Mrs. Pagotto
Mr. Roberts
Mrs. Solt
Mr. Weidner

Creative Arts
Mrs. Gustafson (Art)
Mr. Kacyon (Chorus)
Mr. Kotch (Business Ed)
Mrs. Marciante (Band)
Mr. Mekelburg (Health/Phys. Ed)
Mrs. Mullen (FCS)
Mr. Sharrow (Phys. Ed.)
Mrs. Tite (Library)
Mr. Tkach (Business. Ed)
Mr. Trefsger (Tech Ed)

Special Ed
Mr. Cann
Ms. Figura
Mrs. Holst (ESL)
Mr. Kirsch
Mrs. Meyer
Mrs. Sassaman (Speech)
Mrs. Smith
Ms. Sullivan

TELEPHONE EXTENSIONS FOR FACULTY

Office - School Officer - Nurse	Extension
Principal - Mr. Ebbert	3227
Principal - Mrs. Strausberger	3227
Principal's Secretary - Mrs. Cunfer	3227
Building/Discipline Secretary - Mrs. Dobrowski	3228
School Resource Officer	3105
Nurse - Mrs. German	3118

Guidance - Cafeteria - Custodian	Extension
School Counselor - Ms. Daly (last name M-Z)	3110
School Counselor - Ms. Elias (last name A-L)	3113
School Psychologist - Mr. Wunderlich	3109
Social Worker - Mrs. Kenny	3107
Guidance/Attendance Secretary - Mrs. Goldberg	3138
Cafeteria	3200
Custodial Room	3009

Teachers	Extension
Mr. Cann	3304
Mrs. Conway	3212
Ms. D'Ulisse	3124
Mrs. Decker	3125
Mrs. Dunchack	3207
Mr. Eck	3215
Ms. Figura	3403
Ms. Grasso	3312
Mrs. Gustafson	3824
Mrs. Holst	3003
Mr. Kacyon	3823
Mr. Kirsch	3413
Mrs. Kokinda	3416
Mr. Kotch	3210
Mrs. Lusch	3316
Mrs. Marciante	3815
Mr. Mekelburg	3832
Mrs. Meyer	3123
Mrs. Mullen	3825

Teachers	Extension
Mr. Nalesnik	3418
Mrs. Pagotto	3204
Mr. Roberts	3206
Mrs. Sassaman	3407
Mr. Schuler	3203
Ms. Seiwell	3412
Mr. Sharrow	3832
Mrs. Smith	3205
Mrs. Solt	3311
Ms. Stough	3208
Ms. Sullivan	3126
Mrs. Tirpak	3202
Mrs. Tite	3300
Mr. Tkach	3406
Mr. Trefsger	3211
Mr. Weidner	3318
Mr. Wentz	3127
Mr. Yescavage	3402

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VISITATION GUIDELINES

Visitors

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

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

Raptor Visitor Registry System.

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

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

I. ATTENDANCE

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

As per **LASD School Board Policy 204:** "Absences shall be treated as unlawful until the district receives a written or electronic excuse explaining the absence, to be submitted within three (3) days of the absence." Therefore, upon a student being absent and an excuse not submitted in advance, the student's absence will be marked in PowerSchool as unlawful (UNL). If an acceptable excuse is submitted within three (3) school days, the absence will be marked as excused.

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

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

TARDINESS:

DEFINITION: Pupils arriving after 7:28 a.m. must report to the office and sign in immediately. In most cases, tardiness will be considered an unlawful absence. Oversleeping, missing a ride or bus, or a flat tire will not excuse you from class. If your excuse is illness, you must bring with you that morning an excuse from a parent, or submit an excuse blank electronically. After the third tardy to school or class, a student will be assigned to two lunch detentions. Every third tardy will result in two additional lunch detentions, and after nine tardies a student will be assigned to a Saturday Detention. A parent meeting will be required and a Tardy Contract will be put in place at that point. At the beginning of the 2nd semester, each student will start with a clean slate. If a student is unlawfully tardy and misses the majority of the class time, they will receive a zero.

PERMISSION TO LEAVE SCHOOL:

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

EDUCATIONAL TRIP:

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

MISSED WORK:

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

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

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

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

Work not completed will be entered as a zero in PowerSchool at the end of the makeup period, unless other agreements with the teacher has been arranged.

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

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

SLEEPING/HEAD DOWN IN CLASS:
It is the expectation of the Lehighton Area Middle School that students will be attentive in all classes at all times. Accordingly, any student who consistently keeps their head down during class or who sleeps during class will be referred to the SAP Team or may face disciplinary consequences.

II. ARRIVAL TO SCHOOL

BICYCLES:
LASD permits the use of bicycle/pedalcycles. The Lehighton Area Middle School permits "walkers" (students who do not have available bus transportation due to living west of 4th Street in town) to ride their bicycle/pedalcycle to and from school as long as the student practices safe riding habits and a parent/guardian signs the LAMS Bicycle Permission Slip, which must be obtained from the LAMS office and completed before any bicycle/pedalcycles are brought to school. For additional information on the Personal Transportation Devices visit Policy 223: Personal Transportation Devices

"Walkers," defined as students living west of 4th Street in town, may ride their bicycles to and from school.

DROPPING OFF/PICK UP OF STUDENTS:
For security purposes, no students may enter the building before 7:15 a.m. Between 7:15 a.m. and 7:26 a.m., students may be dropped off at the following locations:

- 6th and 7th Grade – In the North parking lot. (Gates will close at 7:26 a.m. at which time students should then be dropped off at the main/Faculty parking lot.) This is a one-way entrance from Beaver Run Road onto Cypress Street.
- 8th Grade – In the main/Faculty parking lot.

In the afternoon between 2:26 p.m. and 2:35 p.m., students should be picked up in the south parking lot which is the one closest to the football field. "Entrance" and "Exit" signs for the use of this lot are posted. At any other time during the school day, the main/Faculty parking lot at the front of the building will be utilized.

III. ATHLETICS & EXTRA CURRICULAR

PIAA AND DISTRICT ATHLETIC ELIGIBILITY

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

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

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

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

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

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

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

5.1 To participate in any extracurricular/athletic activity **(practice or games)** a student must be in attendance at school by 9:00AM on the day of the activity. In addition, the student must remain in school for the duration of the school day.

5.2 Student-Athletes are expected to attend all practices and games unless excused by the Head Coach. Students who miss practice and/or games are subject to decrease in playing time and …

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

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

STUDENT ADVISORY COUNCIL:

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

IV. CONDUCT IN THE BUILDING

BOOKBAGS/BACKPACKS:

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

CAFETERIA:

Although the cafeteria period provides an opportunity for relaxation, all students should be mindful of the fact that many people must use the same facilities; therefore, they are asked to keep their places clean. Students are expected to conduct themselves in an orderly manner. Students will follow the instructions of the cafeteria staff. Cafeteria monitors are in place to enforce school rules. Students are expected to treat them with respect and courtesy.

The following rules apply to the cafeteria:

1. All students must eat their lunches and remain in the cafeteria area.
2. A student who misbehaves at lunch time will lose cafeteria privileges.
3. Any student who purposely damages cafeteria equipment, such as utensils, tables, chairs, etc., will lose cafeteria privileges and pay for damages.
4. Theft of food or drink items may result in suspension from school and a citation from the police.
5. Students are expected to maintain an acceptable noise level as determined by assigned staff members.
6. Fast food is not permitted.

GUM CHEWING OR EATING CANDY NOT PERMITTED:

Damages to clothing, textbooks, library books, and other materials and equipment have resulted from these activities. Students who chew gum or eat candy will be given an appropriate consequence.

SELLING ITEMS IN SCHOOL:

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

HALLWAY CONDUCT:

1. Keep corridors open to traffic by **walking on the right**. Do not block traffic by standing in groups.

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

HALLWAY TRAVEL:

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

LIBRARY USE:

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

LOCKERS:

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

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

LOST AND FOUND DEPARTMENT:

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

PERSONAL MESSAGES:

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

SMART PASS:

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

TELEPHONE USE:

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

TEXTBOOKS AND SCHOOL-ISSUED EQUIPMENT:

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

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

V. DISCIPLINE

Discipline Code Definitions

Examples of Infractions – Please Note: The following list is meant to serve only as a guide for students and to advise them of the usual and customary consequences of these infractions. The school administrators reserve the right to issue consequences other than those that are customary based upon prior infractions, severity of the offense or individual student needs. The student code of conduct will be applied equitably without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory ability or disability or by any other distinguishing characteristic.

School is a place where students not only learn about the rights and responsibilities of citizenship, but also gain valuable experience in appropriately exercising them. It is important to strike a balance between rights and responsibilities to contribute to the maintenance of a school environment, which is conducive to learning.

Level I Infractions

Level I Infractions include minor misbehavior on the part of the student, which impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual staff member, but sometimes require the intervention of other school support personnel.

Examples of Level I Misbehaviors:

a. Food and/or Beverage in an Unauthorized Area
b. Classroom Disturbance - Words, actions and/or noncompliance that cause interference with the normal classroom routine.
c. Inappropriate Attire – refer to the dress code
d. Violation of the Electronic Device policy.
e. Obscene Language or Gestures - Socially unacceptable words or actions used in the school setting.
f. Minor Cell Phone Violation (visible)
g. Inappropriate Display of Affection
h. Cafeteria Misbehavior - Littering, boisterous behavior, failure to follow staff direction and other such behavior that contributes to a lack of order in the cafeteria.
i. Failure to follow established classroom and/or activity procedures
j. Tardy to Class
k. Cell Phone Violation (having in school and not properly stored)
l. Misuse or Abuse of a Pass

Procedures for Level I Infractions:

a. Immediate intervention is required by the staff member who is supervising the student or who observes misbehavior.
b. Repeated misbehavior requires options such as parent(s)/guardian(s)/teacher(s) conferences; conferences with the counselor and/or administrator; team conferences; telephone calls home to parents/guardians; and/or written correspondence home to parents/guardians.
c. Referral will be submitted by the staff member and classified as a staff-managed incident. Communication will be done within 48 hours.

Enforcement – Level I infractions may result in any of the following consequences:

a. Conference with student
b. Written Warning
c. Parent(s)/guardian(s) conference (in person, by telephone or email)
d. Conflict Resolution
e. Loss of privileges
f. Lunch Detention

g. After School Detention
h. Request for additional support (referral to counselor)
i. Restorative Practices

Level II Infractions

Level II Infractions include misbehaviors of a frequency or seriousness that tends to disrupt the learning climate of the school. These infractions, which may result from the continuation of Level I misbehaviors, require the intervention of other school support personnel.

Examples of Level II Infractions:

a. Continuation of Unmodified Level I Behavior
b. Cutting Class or Assigned Area
c. Excessive Unlawful Tardiness
d. Misuse of Property or Equipment
e. Minor Theft (less than $20)
f. Forgery/Cheating
g. Bus Misconduct
h. Electronic Device or Cell Phone Violation (using the cell phone in school)
i. Bullying and or Harassment on the basis of Disability, Ethnicity, Gender, Physical, Race, Religion,Sexual, or other.
j. Throwing objects (snowballs, books, pencils, etc.)
k. Disruptive Classroom/Cafeteria Behavior/School Sponsored Event - Words, actions and/or noncompliance of such a degree as to cause a significant interference with the normal classroom/cafeteria routine.
l. Inappropriate Speech and/or Actions - Protected Class* - Speech and/or actions not directed towards individuals or groups. Comments are more generic in nature, out of ignorance, and without malice.
m. Disrespect/Insubordination - A belligerent and/or abusive act or statement directed at any employee of the district. It is not a simple refusal but rather an aggressive insulting, profane, or disruptive verbal refusal. **Disrespect towards staff is a minimum of a Saturday Detention from 8AM until 11AM.
n. Obscene Language, Gesture, Inappropriate Contact and/or Material - The use of language, gestures, or materials that are typically offensive and/or socially unacceptable behaviors. **Dropping the "F-bomb" is an automatic Saturday detention.
o. Minor Physical Altercation - Hitting, shoving, punching, kicking, slapping, tripping, and/or grabbing another student.
p. Petty Vandalism - Vandalism that has no permanently damaging effect, or creates an excessive mess: throwing clay, writing in textbooks, etc.
q. Leaving school grounds without permission
r. Possession of Tobacco/Vaping Products - Students who possess cigarettes, smokeless tobacco, or electronic cigarettes/vaping devices while under the supervision of school personnel. (Move to Level III)
s. Gambling or Unauthorized profit making

** On the basis of race, color, national origin/ethnicity, sex, disability, age, religion, creed, ancestry, gender, sexual orientation, gender identity, gender expression, or pregnancy in its education activities, programs, or employment practices as required by Title VI, Title IX, and Section 504.*

Procedures for Level II Infractions:

a. Immediate intervention is required by the staff member who is supervising the student or who observes misbehavior.
b. Repeated misbehavior requires options such as parent(s)/guardian(s)/teacher(s) conferences; conferences with the counselor and/or administrator; team conferences; telephone calls home to parents/guardians; and/or written correspondence home to parents/guardians.
c. Referral will be submitted by the staff member and classified as a staff-managed or administration managed incident. Communication will be done within 48 hours.

Enforcement - Level II infractions may result in any of the following consequences:

a. Students referred to the administrator for appropriate disciplinary action.
b. After School Detention
c. Restorative Practices
d. Parent(s)/Guardian(s)/Teacher contact/conferences
e. Extended After School Detention until 3:30PM
f. Saturday Detention from 8AM until 11AM

g. Community Service after school
h. Referral to outside agencies
i. Referral to Student Assistance Team
j. In-School Suspension/ Level One Removal From Class
k. Out-of-School Suspension
l. Citation referral to the District Magistrate
m. Restitution
n. Alternative Placement
o. Involvement of Law Enforcement

Level III Infractions

Level III infractions are those that include engaging in unsafe, threatening or inappropriate behavior that may jeopardize the welfare of an individual or the school community. These infractions may include a continuation of Level I or II misbehaviors that require intervention of school personnel. Those acts, which are criminal or illegal, will be referred to the appropriate law enforcement office or may result in charges being filed under the Pennsylvania Civil Criminal Code.

Examples of Level III Infractions:

a. Continuation of Unmodified Level I and/or Level II Behavior
b. Contraband Materials - Use, possession, or sale of materials, which are dangerous to the health, safety and/or welfare of the school society or have that potential.
c. Endangerment - Failing to comply with established safety procedures that contribute to possible harm of others.
d. Extortion - Attempts to deprive others of their property by threat.
e. Fighting/Assault - Bodily contact that does, or has the potential to cause bodily injury. Charges of disorderly conduct may also be filed with the police or District Magistrate for all fighting/assault violations.
f. Harassment - Any violation of another student's rights as described in the "Students Rights and Responsibilities" section of this handbook and/or School Board Policy. Harassment is the repeated tormenting or annoying of another student or students in a physical, sexual, oral, or written nature.
g. Malicious Speech and/or Actions - Protected Class* - Speech and/or actions with malicious intention toward the actual or perceived race, color, religion, national origin, ancestry, mental or physical disability, sexual orientation, gender or gender identity of another individual or group of individuals.
h. Theft - Unauthorized removal, concealment, possession of property other than one's own in excess of $20.00.
i. Threats to Other Students/Staff - Actions that cause others to have concern for the safety of themselves, their property, or families.
j. Vandalism - Vandalism that has a permanently damaging effect, creates an excessive mess, is of socially unacceptable nature, or destruction of property, which results from some act of misbehavior. Charges of disorderly conduct may be filed for all vandalism episodes.
k. Inappropriate Sexual Conduct
l. Provoking a fight/altercation
m. Continuous disruption of the learning environment
n. Major violation of the Acceptable Use Policy for Technology
o. Major Violation of Phone/Social Media

**On the basis of race, color, national origin/ethnicity, sex, disability, age, religion, creed, ancestry, gender, sexual orientation, gender identity, gender expression, or pregnancy in its education activities, programs, or employment practices as required by Title VI, Title IX, and Section 504.*

Procedures for Level III Infractions:

a. The student is referred to the administrator for appropriate disciplinary action.
b. Administrator verifies offense, confers with the staff involved, and meets with the student.
c. The administrator completes the investigation and determines appropriate disciplinary response.
d. The administrator meets with the student and confers with the parent(s)/guardian(s) about the student's misconduct and the resulting disciplinary response
e. A record of the offense and disciplinary action is maintained by the administrator.
f. School officials may contact law enforcement agencies and assist in prosecuting any offender when applicable.

g. Students may be removed/suspended from the school environment with parental notification (when applicable).
h. A complete and accurate report is submitted to the Superintendent for School Board action (when applicable).

Enforcement - Level III infractions may result in any of the following consequences:

a. Temporary removal from classes
b. Extended After School Detention until 3:30PM
c. In-School Suspension/Level One Removal From Class
d. Restorative Practices
e. Out-of-School Suspension
f. Involvement of Law Enforcement
g. Parent(s)/Guardian(s) conference
h. Saturday Detention from 8AM until 11AM
i. Community Service after school
j. Restitution of property and damages
k. Alternative Placement
l. Waiver of Expulsion
m. Expulsion
n. Referral to the Student Assistance Program

Level IV Infractions

Level IV infractions include acts directed against persons or property whose consequences may endanger the health or safety of one's self, others, or property and/or school climate. These acts are serious and create a significant disruption to the school environment. Those acts, which are criminal or illegal, will be referred to the appropriate law enforcement office or may result in charges being filed under the Pennsylvania Civil Criminal Code.

Examples of Level IV Infractions:

a. Continuation of Unmodified Level I , Level II or Level III Behavior
b. Causing Public Alarm
c. Terroristic Threats against staff, student and/or facility
d. Being under the influence of a substance- including alcoholic beverages, controlled dangerous substances and/or inhalants. This includes possession of drug paraphernalia or vaping.
e. Disorderly Conduct/Lewd Behavior
f. Physically Resisting
g. Distribution/Possession of Child Pornography
h. Arson
i. Bomb Threat
j. Contraband Materials - Use, possession, or sale of materials, which are dangerous to the health, safety and/or welfare of the school society or have that potential.
k. Fire Alarm - Unauthorized setting of school fire alarm.
l. Fighting/Assault - Bodily contact that does, or has the potential to cause bodily injury. Charges of disorderly conduct may also be filed with the police or District Magistrate for all fighting/assault violations.
m. Possession - Sale or Use of Controlled Unauthorized Substances - Actual or purported possession, use, transfer, or sale of drugs, alcohol, drug-related material or anabolic steroids. Discipline action will be in accordance with the district Drug/Alcohol Policy.
n. Possession, Use or Transfer of Unauthorized/Dangerous Weapons / Look-A-Likes - Definition of weapons are, but not limited to: any firearms; any explosive devices, including firecrackers, tear gas canisters, smoke bomb, mace, knives, razors, cutting instruments, cutting tools, throwing stars, nun-chuck sticks, and chains, as per School Board Policy.
o. Smoking, Vaping and/or Use of Chewing Tobacco Products - The use of tobacco or vaping products during official school activities. Charges will be filed with the District Magistrate for violation of the Clean Indoor Air Act as indicated in Board Policy.
p. Striking an Employee - Physically striking an employee of the district.
q. Threats to Other Students/Staff - Actions that cause others to have concern for the safety of themselves, their property, or families.

**On the basis of race, color, national origin/ethnicity, sex, disability, age, religion, creed, ancestry, gender, sexual orientation, gender identity, gender expression, or pregnancy in its education activities, programs, or employment practices as required by Title VI, Title IX, and Section 504.*

Procedures for Level IV Infractions:

a. The student is referred to the administrator for appropriate disciplinary action.
b. Administrator verifies offense, confers with the staff involved, and meets with the student.
c. The administrator completes the investigation and determines appropriate disciplinary response.
d. The administrator meets with the student and confers with the parent(s)/guardian(s) about the student's misconduct and the resulting disciplinary response
e. A record of the offense and disciplinary action is maintained by the administrator.
f. School officials may contact law enforcement agencies and assist in prosecuting any offender when applicable.
g. Students may be removed/suspended from the school environment with parental notification (when applicable).
h. A complete and accurate report is submitted to the Superintendent for School Board action (when applicable).

Enforcement - Level IV infractions may result in any of the following consequences:

a. Temporary removal from classes
b. Extended After School Detention until 3:30PM
c. In-School Suspension/Level One Removal From Class
d. Restorative Practices
e. Out-of-School Suspension
f. Involvement of Law Enforcement
g. Parent(s)/Guardian(s) conference
h. Saturday Detention from 8AM until 11AM
i. Community Service after school
j. Restitution of property and damages
k. Alternative Placement
l. Waiver of Expulsion
m. Expulsion
n. Referral to the Student Assistance Program

MISCELLANEOUS INFRACTIONS

PLEASE NOTE: The list of infractions and actions listed in the discipline code are minimum guidelines for disciplinary action. This list is not all inclusive. Other infractions will be dealt with as they occur with consequences consistent with those listed above. Special circumstances may result in immediate progression to the final steps of the discipline code, or immediate referral to outside agencies in conjunction with the policies of the Lehighton Area School District.

DISCIPLINE HEARING/RIGHT TO APPEAL (DUE PROCESS)

Informal Hearings

Any student subject to an out of school suspension, in accordance with Policy 233, for more than 3 days, will be given an informal hearing before an appropriate school official to explain the circumstances surrounding the event(s) for which the student is being suspended, to demonstrate that there is a case of mistaken identity or to show that there is some compelling reason why the student should not be suspended.

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

1. Notification of the reasons for the suspension in writing, given to the student and/or parent or guardian.
2. Sufficient notice of the time and place of the informal hearing.
3. The student's right to question any witnesses present at the hearing.
4. The student's right to speak and produce witnesses on his/her own behalf.
5. The district shall offer to hold the informal hearing within the first 5 days of the suspension.

Appeal

After the first informal hearing before the appropriate official, the student has the right to appeal the ruling by the official to the official's immediate supervisor, generally the school principal. Subsequent appeals may be made to the Superintendent of Schools and the Board of School Directors.

WAIVER OF EXPULSION HEARING

The Board delegates to the Superintendent the authority to enter into a written agreement with a student and the student's parents/legal guardians, in which the student and parents/legal guardians waive their rights to an expulsion hearing. The student and a parent/guardian by signing such a waiver agreement accept the consequences described in an informal hearing regarding the allegations and the administration's investigation that concluded that the student should be recommended for expulsion from school. In the waiver agreement, the student and student's parent/legal guardian further waive their right to contest the consequences of the agreement by appeal or legal proceedings in any court. Such expulsion agreements are subject to the approval of the Board of Directors. In the event the Board refuses to approve a waiver agreement or the parent/guardian does not agree to the waiver agreement, the Board shall schedule a formal expulsion hearing in an expedited manner.

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

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

1. Notification of the charges in writing, sent to the parents or guardian by certified mail, and to the student.
2. Sufficient notice of the time and place of the informal hearing.
3. The right to an impartial tribune.
4. The right to be represented by counsel.
5. The right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
6. The right to demand that any such witnesses appear in person and answer questions or be cross-examined.
7. The student's right to testify and produce witnesses on his own behalf.
8. A record must be kept of the hearing, either by a stenographer or by tape recorder.
9. The student is entitled, at the student's expense, to a copy of the transcript.
10. The proceeding must be held with all reasonable speed.
11. The hearing shall be held in private unless requested by the student or the student's parents.

Appeal
Where the student is dissatisfied with the results of the hearing, recourse can be held to the appropriate state court. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate federal district court.

DISCIPLINE AND SPECIAL EDUCATION
Administration may consider any unique circumstances on a case-by-case basis when determining whether disciplinary measures are appropriate for a child with a disability who violates a school code of student conduct, based on that student's Individualized Education Program and specific and unique disability and needs. To the extent that they also take such action for children without disabilities, administration may, for up to ten school days, remove a child with a disability who violates a code of student conduct from his/her current placement to an internal or external suspension in consultation with the student's case manager, if the violation is not a direct manifestation of the student's disability. Once a child with a disability is considered for temporary disciplinary removal from his/her current placement for more than ten school days in the same school year, the district will determine if the behavior is a manifestation of the student's disability. If the behavior that violated the student code of conduct was not a manifestation of the child's disability, administration may apply the disciplinary procedures to that child with a disability in the same manner and for the same duration as it would to children without disabilities. If the behavior is a manifestation of the student's disability, the disciplinary action, as appropriate, will be determined by district administration. Administration will consider a reevaluation that may include a functional behavioral assessment and subsequent behavioral intervention services and modifications, which are designed to address the behavior violation so that it does not happen again. The child's IEP Team shall determine if the student needs an interim alternative educational setting to provide the appropriate level of support and programming, if appropriate. In each case, the student will receive appropriate educational services, participate in the general education curriculum to the recommended extent, and progress toward meeting the goals set out in the child's IEP.

LAMS SCHOOL DISCIPLINE/CONSEQUENCES

1**. Lunch Detention**

a. Student will be informed verbally by a teacher or administration prior to lunch of the lunch detention. It is the student's responsibility to inform their parent(s) of any assigned detentions.
b. Student will eat their lunch in a designated space instead of the cafeteria.
c. Student shall bring books and spend time in worthwhile study.
d. Misbehavior during this time could result in the extension of consequence.

2. **After-School Detention**

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

3. **Extended Detention - 2:30 to 3:30 p.m.**

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

5. **In-School Suspension**

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

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

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

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

ASSAULT:

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

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

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

BULLYING:

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

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

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

BUS EXPECTATIONS:

1. Students shall wait in an orderly fashion at the approved stop.

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

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

BUS VIOLATIONS:

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

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

No students shall be permitted to ride another bus home with another student unless the parent is in contact with the middle school office for approval. If it's an emergency situation, then the parent must contact the bus company for their approval.

CHEATING/AI:

Students who are caught cheating or claiming the work of others will receive a zero with the opportunity to retake the test or assignment of equivalent rigor for a maximum grade of 50%. If the student does not redo the work the zero will remain in place. In addition to this, for a first offense the student will be assigned to one (1) After-School Detentions. A second offense will result in a zero and the opportunity to retake the test or assignment of equivalent rigor for a maximum grade of 50% and assigned to In-School Suspension. If the student does not redo the work the zero will remain in place.

ELECTRONIC DEVICES:

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

STUDENT CELL PHONE & SCHOOL ISSUED DEVICE USAGE

The use of personal electronic devices is a privilege and not an educational right. The following rules and procedures shall apply to students for cell phone usage and other personal devices:

1. Students are permitted to bring cell phones to school; however, upon entering each classroom, cell phones must be placed in the designated cell phone holder provided in that room. Cell phone holders are located in every classroom and are intended to minimize distractions and support an effective learning environment. Electronic devices should not be turned on until the student exits the building.
2. If a student does not feel comfortable with using the classroom cell phone caddy, then all electronic devices, including cell phones and smart watches, are to stay in the students' lockers for the entire school day and should be turned off. Device should not be visible or it will be confiscated. **Any electronic devices confiscated a 2nd time may only be returned to a parent/guardian.** It is the students' responsibility to notify parent/guardian if phone is confiscated.
3. Students are NOT permitted to take cell phones and devices into restrooms. Such an action may warrant a disciplinary consequence.
4. All texts, calls, or connecting to the Internet during the school day or at school events with a personal device are subject to school rules. Unfiltered connection to the Internet via one's personal cell phone or device is prohibited.
5. Parents are not to call or text students during the school day. Any needed contact can be handled through the main office or guidance office.
6. All devices are the responsibility of the student – teachers, administration, and Lehighton School District are not liable for any damage or loss to personal devices.
7. Filming classes/other students, taking pictures, and/or recording audio is not permitted without permission, and violators could be referred to the police and prosecuted. Such an action may also warrant a school disciplinary consequence.

8. Cell phones and speaker devices—including earbuds and headphones are to be kept "out of sight" while students are in the classroom or in the hallways. A member of the faculty, staff, or administration may confiscate the device for the remainder of the school day if a violation occurs. **Repeated violations will require the cell phone to be picked up by the parent/guardian after School.**

Consequences for violations of having a cell phone:

- 1st Violation – Teacher/Staff member will give a staff-managed written warning and review the rule with the student.
- 2nd Violation - Teacher/Staff member will confiscate the device, bring it to the main office at their earliest convenience, The device will be kept in the main office until the end of the school day. At that time, the student may stop by the main office and pick up their device. The Principal will issue the student a lunch detention and inform parents of the violation.
- All Other Violations – Teacher/Staff member will confiscate the device, bring it to the main office at their earliest convenience, and give it to the Principal. The device will be kept in the main office until the end of the school day. At that time, the Parent/Legal Guardian must stop by the main office and pick up the device. It is the students' responsibility to notify parent/guardian if phone is confiscated.The Principal will issue the student progressive discipline.
- Refusal to Give the Device to the Teacher/Staff Member – If a Teacher/Staff member attempts to confiscate a device and the student refuses to surrender the device, the student will receive progressive discipline. All subsequent incidents of insubordination will be handled appropriately and progressively by Administration.

Consequences for violations for using a cell phone:

- 1st Violation - Teacher/Staff member will confiscate the device, bring it to the main office at their earliest convenience, The device will be kept in the main office until the end of the school day. At that time, the student may stop by the main office and pick up their device. The Principal will issue the student two (2) after-school detentions and inform parents of the violation.
- 2nd Violation - Teacher/Staff member will confiscate the device, bring it to the main office at their earliest convenience, The device will be kept in the main office until the end of the school day. At that time, the Parent/Legal Guardian must stop by the main office and pick up the device. The Principal will issue the student a Saturday detention and inform parents of the violation.

ELIGIBILITY FOR END OF YEAR ACTIVITIES AND FIELD TRIPS:

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

1. Avoid detentions and suspensions.
2. Maintain an average of 61% or better in each course.
3. Attend school regularly and be on time.
4. Show consistent and courteous effort in all classes.
5. Show respect to faculty, staff, and other students at all times.
6. Have all obligations paid.

EXPULSION:

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

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

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

18. Danger to the welfare of others or, in extreme cases, to the welfare of self.
19. Infractions on school buses or at bus stops.
20. Making statements which could be considered a threat to the safety or welfare of students or staff.
21. Inappropriate use of the Internet.

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

INTERNET/ELECTRONIC COMMUNICATIONS:

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

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

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

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

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

EXPECTATIONS AND GUIDELINES FOR SCHOOL ISSUED DEVICES

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

Best Practice Guidelines and Expectations for the Use of Digital Devices

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

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

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

CODE OF CONDUCT FOR ONLINE LEARNING

The Lehighton Area School District expects their students to follow the Code of Conduct while participating in online learning. Lehighton Area School District will not tolerate any actions from students, parent/legal guardians, staff or visitors that in any way interfere with the delivery of educational services, jeopardize the healthy, safety, and well-being of any member of the school community, or threaten the integrity and stability of the online learning program or the school itself.

School administration will use their professional judgment in determining which disciplinary action will be most effective in dealing with the student's misconduct. Student's age, maturity, natures of infraction and previous record are a few of the circumstances that will be taken into consideration when disciplining.

The following infractions on the Code of Conduct may result in disciplinary action:

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

PENNSYLVANIA WIRETAPPING LAW

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

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

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

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

SOCIAL MEDIA GUIDELINES:
View board policy 815.2 (District Social Media). Students should not be using Social Media sites during the school day. Outside of school, it is important to keep your digital footprints positive.

1. Try to Limit your Social Media Use. Recent studies suggest that students who spend more time on social media sites are likely to demonstrate poor academic performance. These habitual behaviors can distract you from your academic work, social interactions, and sleep duration, and lead to a sedentary lifestyle and physical inactivity, which in turn can render you vulnerable to sickness and mental health problems.
2. Do not Impersonate Others on Social Media. Because it is a type of identity theft, it falls under the 1998 US Identity Theft and Assumption Deterrence Act. Depending on the gravity of the actions and their consequences, social media impersonation may also be harassment. Creating a fake account is illegal. https://www.bitdefender.com/cyberpedia/what-is-social-media-impersonation/ https://www.michalsons.com/blog/liability-impersonating-someone-online/9696
3. Treat Others with Respect. Never bully, troll, make fun of, or harass people online. Report any behavior that appears to be bullying.
4. Never give out any personal information.
5. Be Nice. If you can't say something nice, don't say anything at all!
6. T.H.I.N.K. before you post. Students are responsible for social media posts (outside of school) that impact the school environment. Is it: True, Helpful, Inspiring, Necessary, and Kind?

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

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

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

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

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

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

STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIAL:

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

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

SEXUAL HARASSMENT:

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

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

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

STUDENT DRESS:

Lehighton Area Middle School believes that student attire should support a safe, equitable, and focused learning environment. Our dress code is designed to be **gender-neutral, objective, and consistently enforced** across the entire student body. The primary responsibility for a student's attire rests with the student and their parents or guardians. The school's role is to ensure that student dress does not compromise health, safety, or the integrity of the educational environment, without targeting individual students based on gender identity, body type, or race. We appreciate your support and cooperation in the following guidelines:

Minimum Standards for Dress (The Coverage Rule)

To maintain a professional, respectful public learning environment, all students must adhere to the following standards of coverage during the school day and at school-sponsored events: The general "zone of coverage" rule: A student's body must be covered from upper chest to mid-thigh.

- Clothing must fully cover all private and intimate areas of the body with opaque (non-see-through) fabric.
- Tops must have fabric on the front, back, and sides (directly under the armpits) to ensure the torso is adequately covered.
- Tops and bottoms must meet or overlap so that the midriff and waist area are fully covered during normal daily academic activities (such as sitting, standing, walking, or reaching).
- All undergarments (including straps, waistbands, and internal layers) must be fully covered and obscured by outer clothing.

Permitted Clothing

As long as they meet the coverage standards outlined above, students are permitted to wear:

- Shirts, t-shirts, sweatshirts, hoodies, and blouses.
- Pants, jeans, shorts, dresses and skirts (in modest length), sweatpants, and leggings.
- Headwear required for documented religious, medical, or cultural purposes.

Prohibited Attire and Content

Clothing is strictly prohibited if it presents a safety hazard or contains language/images that disrupt the educational environment, including:

- Depictions of weapons, violence, drugs, alcohol, tobacco, or any illegal activity.
- Hate speech, profanity, or pornography.
- Discrimination, hate speech, or harassment directed at any individual or group based on race, gender, sexual orientation, religion, or disability.
- Safety hazards (e.g., footwear that prevents safe movement during emergencies, heavy chains, spikes, or clothing that completely obscures the face).
- Pajamas are not allowed to be worn to school except if specified for certain events.

Enforcement Standards

- **Dignity and Respect:** Dress code violations will be addressed privately and discreetly by staff to avoid embarrassing or shaming the student.
- **Focus on Solution:** Enforcement will focus on correcting the clothing coverage issue quickly (e.g., providing a loaner shirt, allowing the student to change into their own alternative clothing, or contacting a parent for a change of clothes) so the student can return to the classroom immediately. Instructional time will not be sacrificed for minor dress code adjustments.
- The first violation of the dress code will result in a verbal warning. Additional violations of the dress code will result in the following progression: lunch detention, after-school detention, and Saturday detention. Continuation of violating the policy could receive additional disciplinary consequences and an admin requested parent/guardian conference.

VALUABLES:

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

VANDALISM:

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

WATER BOTTLES:

Students are permitted to drink water from refillable water bottles in the hallways and in classes with teacher permission throughout the school day. The Middle School supports proper hydration and students will also be allowed to use the water fountains, utilizing their Smart Pass.

WEAPONS:

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

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

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

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

GUIDANCE DEPARTMENT

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

CHANGE OF INFORMATION:

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA:)

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

"eligible students."

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

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

CUSTODY

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

PUPIL RECORDS POLICY:

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

MARKING PERIOD GRADES AND GRADING SYSTEM:

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

A marking period grade will consist of three categories.

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

Academic achievement is designated on all records by percentages.

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

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

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

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

REQUIREMENTS TO ACHIEVE HONOR LISTS:

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

DISTINGUISHED HONORS: students must have a 95 GPA with no Marking Period FINAL grade lower than a 90
HONOR ROLL: students must have an 88 GPA with no Marking Period FINAL grade lower than an 83

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

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

HIGH SCHOOL CREDITS:

Beginning the 2026-2027 school year, LAMS students who are taking Algebra I or other high school level courses, will be able to earn the high school credit.

Participation:
LAMS is committed to providing academic opportunities that challenge and engage our students. Exceptionally qualified students may be eligible to enroll in high school level courses. Enrollment is a privilege reserved for students who demonstrate readiness for advanced, rigorous curriculum. All placement decisions are made solely at the discretion of school administration. Multiple factors will be considered including- standardized test scores, past academic performance, and teacher recommendations- to determine the best fit for the student.

Transcript, Graduation Credit, GPA, and Class Rank:
Students who successfully complete an approved high school-level course while enrolled in middle school shall be subject to the following guidelines:

Transcript:
The course title and final grade earned will appear on the student's official Lehighton Area High School transcript. The transcript will indicate that the course was completed while the student was enrolled in middle school.

Graduation Credit:
Approved high school-level coursework completed in middle school shall count toward the graduation credit requirements of Lehighton Area High School, provided the student successfully completes all District and Pennsylvania Department of Education requirements associated with the course. For Algebra I, students must successfully complete the course and participate in the Pennsylvania Algebra I Keystone Exam. Credit will be awarded in accordance with District graduation requirements and applicable state regulations.

Grade Point Average (GPA):
Although the course and final grade will appear on the student's official high school transcript and count toward graduation requirements, the grade earned while the student was enrolled in middle school **will not** be included in the calculation of the student's cumulative high school Grade Point Average (GPA).

Class Rank:
Grades earned in approved high school-level courses completed during middle school **will not** be included in class rank calculations.

Course Advancement:
Students who successfully complete an approved high school-level course in middle school will be placed in the next appropriate course within the District's approved sequence upon entering Grade 9, provided all prerequisite requirements have been met. This advancement allows students to pursue additional Honors, Advanced Placement (AP), Dual Enrollment, College in High School, and elective opportunities during their high school career.

Transportation:
For courses that require the student to attend high school courses at the high school campus during the regular school day, district transportation will be provided. The school will coordinate safe and timely transit to and from the high school to ensure they do not miss essential middle school programming.

COURSE SCHEDULING AND PLACEMENT:

Lehighton Area Middle School is dedicated to creating an academic environment that challenges, supports, and meets the unique learning needs of every student. To ensure all students are appropriately engaged, ELA and Math academic courses are offered at three distinct levels: **Supplemental, Applied, Academic, and Advanced**.

How Placement Decisions Are Made:

Student placement into these course levels is a thoughtful, data-driven process. Student schedules are determined based on a comprehensive review of multiple factors, including:

- State and district standardized assessment data
- Past classroom performance, grades, and demonstration of prerequisite skills
- Teacher recommendations regarding a student's work habits, critical thinking, and academic readiness
- Academics needs as outlined in IEP or 504 plans.

Our primary goal is to place students in the environment where they will be both appropriately challenged and highly successful to show necessary growth.

Parent/Guardian Course Requests:

We highly value the partnership between home and school. While parents and guardians may advocate for a specific course level placement for their student, please be aware of the following guidelines:

- **Conference Requirement:** Any parent-initiated request to change a recommended course level requires a formal conference involving the parent/guardian, school counselor, and/or administration.
- **Approval Status:** Parent requests are **not guaranteed approval**. Final placement decisions rest solely with the school administration, based on what is educationally sound for the student and logistically feasible within the school's master schedule.

Note: Course placements are evaluated annually or as needed. A student's placement in a specific tier one year does not automatically guarantee placement in that same tier the following school year.

STUDENT PROMOTION:

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

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

HOMEBOUND INSTRUCTION:

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

STUDENT RIGHTS AND RESPONSIBILITIES:

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

TRANSFERS OR WITHDRAWALS:

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

SCHOOL NURSE

BODY MASS INDEX (BMI):

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

EXCLUSIONS FROM SCHOOL:

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

HEALTH INSURANCE:

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

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

ACCIDENT INSURANCE:

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

HEALTH SCREENINGS:

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

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

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

INJURED STUDENTS:

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

MEDICAL INFORMATION:

PENNSYLVANIA SCHOOL LAWS FOR IMMUNIZATION

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

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

Entry into seventh grade requires that the student have:

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

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

INSTRUCTION RELATED TO AIDS:

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

MEDICATION POLICY:

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

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

4. Parents must bring in medication.

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

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

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

SCHOOL SAFETY

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

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

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

SCHOOL BUS EVACUATION DRILLS
Students exit the bus upon their arrival to school to practice for an emergency evacuation.

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

PARENT NOTIFICATION:
A mass notification will be sent to notify parents/guardians of an emergency drill such as a lockdown or intruder drill. As fire drills are completed on a monthly basis, a notification will not be sent for this type of drill. According to PA School Code Act 44, all parents will be notified within 24 hours of a weapon being found on school property, transportation or at a school event.

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

STUDENT ASSISTANCE PROGRAMS

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

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

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

The key components of an effective SWPBIS system involve:

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

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

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

SAFE2SAY:

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

SOLVING PROBLEMS:

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

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

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

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

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

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

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

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

Confidentiality: All information gathered about a child is subject to the confidentiality provisions contained in federal and state law. The District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about the policies and procedures, as well as rights of confidentiality and access to educational records, please contact Mrs. Michalik at (610) 377-4490 x1599 or any building Principal.

STUDENT ASSISTANCE PROGRAM INFORMATION:

What is the Student Assistance Program (SAP)?

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

There are four phases to the student assistance process:

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

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

I-MTSS GUIDE FOR FAMILIES:

Our school uses an Integrated Multi-Tiered System of Supports (I-MTSS) to help every student succeed. This guide describes what that looks like for your child and what it means for your family.

A Quick Look at the Three Levels of Support			
Level	**How common is it?**	**What it might feel like for your child**	**How you can help at home**
Tier 1	Every student. Most students respond well to strong daily teaching and a positive classroom.	Regular classroom learning, with good teaching and a positive environment.	Keep school routines steady. Read with your child. Stay in touch with the teacher.
Tier 2	Some students who need a boost in a specific area, at some point during the school year.	Small-group help, usually a few times per week, in addition to regular class.	Ask what skill is being worked on. Practice it at home in low-pressure ways.
Tier 3	Few students with significant, individualized needs that require more intensive help.	One-on-one or very small-group support, often with specialists.	You will likely be invited to meetings and decisions. Your voice matters.

What I-MTSS is, in plain language:

I-MTSS is our school's system for making sure every student gets the support they need to succeed. It stands for Integrated Multi-Tiered System of Supports. The word "integrated" is there because the school looks at learning, behavior, and emotional wellbeing together, not as three separate things.

Every student in the school is part of I-MTSS. Most students do well with the teaching, routines, and care they receive in the regular classroom. Some students need a little extra help at some point. A small number of students need more intensive, personalized help. All of this is normal, and all of it is built into how the school works.

The three levels of support:

- **Tier 1:** The teaching, classroom environment, and schoolwide supports that every student receives. This is the foundation.
- **Tier 2:** Extra small-group help for students who need a boost in a specific area, like reading, managing behavior, or handling big feelings. Some students will receive this at some point in a school year.
- **Tier 3:** Intensive, one-on-one or very small-group help for students with more significant or persistent needs. Few students need this level of support.

Students can move up or down between these levels. If your child needs extra help this month, they may not need it three months from now. Support is flexible and based on what your child actually needs, not on a label or a permanent placement.

THIS IS NOT SPECIAL EDUCATION

Getting extra support through I-MTSS is not special education. It's how the school makes sure every student, not just some, gets what they need to be successful.

Special education is a separate process, governed by federal law, for students with identified disabilities. I-MTSS is for everyone. If your child is receiving I-MTSS support, it does not mean they are being moved toward special education. Most students who receive extra support through I-MTSS are not in special education and never will be.

How you'll know your child is getting support

If your child begins receiving Tier 2 or Tier 3 support, the school will contact you. You'll hear what the school is seeing, what the plan is, how progress will be measured, and how you can support the work at home. If you have questions at any point, please ask. You are a partner in this, not a bystander.

How to be involved:

- Read communications from the school about your child's progress.
- Come to meetings when invited. Your perspective on your child is essential information for the team.
- Share what you are seeing at home. Sleep, routine, family changes, what your child says about school: all of it helps the team understand the full picture.
- Ask questions. There are no bad questions in this process.
- Let the school know if something is not working for your family. Plans can be adjusted.

What I-MTSS is not:

- Not special education.
- Not a label or a permanent placement.
- Not a punishment or a consequence.
- Not a sign that something is "wrong" with your child.
- Not a one-size-fits-all program.

I-MTSS is also not a barrier to special education. If you believe your child may need a special education evaluation, you can request one at any time. You do not have to wait for I-MTSS to be "tried first." Information gathered through I-MTSS supports the evaluation process when one is needed.

What I-MTSS is:

- A way to notice quickly when a student needs support, before small challenges become big ones.
- A flexible system that adjusts as your child grows and changes.

- A partnership between school, family, and student.
- Based on what the data is actually showing about your child's progress.

Questions, concerns, or wanting to talk?
Start with your child's teacher. They are your first point of contact, and they can connect you with the right person if you have specific questions, whether that's the school counselor, the building principal, or someone else on the team.

THE BOTTOM LINE

Your child belongs here. Every student deserves to thrive, and I-MTSS is how we make sure that happens. We are in this with you.

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

MCKINNEY-VENTO HOMELESS EDUCATION PROGRAM

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT:
The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by the Every Student Succeeds Act (ESSA).1 The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11435(2)): CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHTTIME RESIDENCE:

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

Residency and Educational Rights:
Students who are in temporary, inadequate and homeless living situations have the following rights:
Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment;
Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation;

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

When a student is identified as being McKinney-Vento eligible, staff will:
Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)
Provide school supplies and other school related materials as needed
Advocate for and support students and families through school and home visits
Set clear expectations for student behavior, attendance and academic performance
Assist students/families access with community services
Assist students/families with access to tutoring, special education, and English language learner resources
Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

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

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

"Educating students for lifelong success by providing challenging and relevant instruction, fostering academic and personal growth, promoting civic responsibility, cultivating community and family partnerships and supporting the mental well-being of all in a safe environment."

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

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

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

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

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

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

Each year the District will prepare a new notification registry.

If you have any questions, please contact Justin Smith, IPM Coordinator at (610) 377-4490 ext. 7536. All correspondence should be directed to the address, email, or telephone number listed on this letterhead.

Sincerely,

Justin Smith
Director of Operations
jlsmith@lehighton.org

SCHOOL BOARD POLICIES

Here is a quick link to all Lehighton Area School District policies: www.lehighton.org/policies

The following Lehighton Area School District Board Policies require annual notification as well as dissemination to students and parents. Please take the time to review all of our policies referenced below. The policies that govern students are listed in the 200 Section, the policies that govern programs are listed in the 100 Section, the policies that govern finances are listed in the 600 Section, the policies that govern property are listed in the 700 Section, the policies that govern operations are listed in the 800 Section.

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805.2 School Security Personnel

806 Child Abuse

805.1 Relations with Law Enforcement Agencies

805.2 School Security Personnel

808 Food Services

810 Transportation

810.2 Transportation - Video/Audio Recording

810.3 School Vehicle Drivers

815 Acceptable Use of Technology, Electronic Resources, Network and internet

815.1 Use of District Owned Technology

815.2 District Social Media

815.3 Use of Artificial Intelligence

816 Use of Livestream Video on School District Property

819 Suicide Awareness, Prevention, and Response

822 Automated External Defibrillator (AED)

823 Administering Naloxone

824 Maintaining Professional Adult/Student Boundaries

827 Conflict of Interest

830 Breach of Computerized Personal Information

830.1 Data Governance - Storage/Security

901 Public Relations Objectives

903 Public Participation in Meetings

904 Public Attendance at School Events

906 Public Complaints

906.1 Title I Parent Complaints

907 School Visitors

907.1 Visitor Management

908 Relations with Parent/Guardians

910 Community Engagement

916 School Volunteers

917 Parental/Family Involvement

918 Title I Parent and Family Engagement

LEHIGHTON AREA SCHOOL DISTRICT 2026-2027 SCHOOL CALENDAR

3-6 – Independence Day Holiday

July 2026

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

1 – Winter Holiday
18 – Martin Luther King Holiday
22 – Professional Development Day

18– Student (95)
19–Teacher (101)
19–Para (100)

January 2027

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

11-14 – New Teacher Induction
17 - Teacher In-Service for Professional Development
18-20- Professional Development Day
24 - First Student Day

6 – Student (6)
9- Teacher (9)
9 – Para (9)

August 2026

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

12-15 – President's Holiday

18-Student (113)
18–Teacher (119)
18–Para (118)

February 2027

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

4-7 – Labor Day Holiday
21 – Teacher In-Service for Professional Development

19 -Student (25)
20- Teacher (29)
19 - Para (28)

September 2026

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

24 – Early Dismissal
25-29 Spring Holiday

20-Student (133)
20-Teacher (139)
20–Para (138)

March 2027

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

12 – Columbus Day - No School

21–Student (46)
21–Teacher (50)
21–Para (49)

October 2026

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

22–Student (155)
22–Teacher (161)
22–Para (160)

April 2027

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

6 – Act 80 Day/Parent/Teacher Conf
25 - Early Dismissal
26–30 Thanksgiving Holiday

17–Student (63)
18 –Teacher (68)
18–Para (67)

November 2026

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

7 – Teacher In-Service for Professional Development
28-31 – Memorial Day Holiday

18-Student (173)
19-Teacher (180)
18–Para (178)

May 2027

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

18 – Early Dismissal
21-31- Winter Holiday

14–Student (77)
14–Teacher (82)
14–Para (81)

December 2026

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

8 - Early Dismissal
8 –Tentative Last Student Day
9 – Teacher In-Service for Professional Development

6-Student (179) – Act 80 days (1)
7–Teacher (187)
6–Para (184)

June 2027

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

End of Marking Period – 10/28, 1/15, 3/24
Early Dismissal – 11/25, 12/18, 3/24, 6/8
First/Last Student Days -8/24, Tentatively 6/8
184 Para Days – 187 Teacher Days – 180 Student Days
1502 Days (OLSDH) – 11/30, 12/21, 12/22, 12/28, 12/29
Board Approved: March 23, 2026

Prof Development –8/17, 8/18, 8/19, 8/20, 9/21, 1/22, 5/7, 6/9
Act 80 Day – 11/6
Snow Make-up Days – 1/18, 2/12, 3/25, 5/28, 6/9
New Teacher Induction Days – 8/11, 8/12, 8/13, 8/14
Paras off – 9/21, 5/7, 6/9

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

Health & Safety Plan
I have reviewed our Health and Safety Plan for the 26-27 School year. Changes to the plan will be made as necessary according to PDE and CDC Guidelines:

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

Student Email Agreement
Do you consent to your child having a Lehighton Area School District email account issue?

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

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

Acceptable use of Communications and Systems
I have read and agree to the terms outlined:

Students Lunch
All students are entitled to a lunch
I give my child permission to purchase breakfast in the cafeteria:
I give my child permission to purchase lunch in the cafeteria:

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

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

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

I agree:
Signature:
Date:

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