Lehighton Area School District

LEHIGHTON AREA ELEMENTARY CENTER

PARENT/STUDENT HANDBOOK 2026-2027

3 Indian Lane
Lehighton, PA 18235
610-377-7880
610-377-0908 (fax)

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

Dear Students and Parents/Guardians,

Welcome Back! We are excited and can't wait for the year to begin! There are two schools within the Elementary Center and we will share common areas within the Center. The Primary School houses students in Pre-K, Kindergarten, Grades 1 & 2. Mr. Sebelin is the Principal of the Primary School. The Intermediate School houses students in Grades 3, 4, and 5. Dr. McGalla is the Principal of the Intermediate School. Mrs. Foster is the Principal of Academic Achievement and Intervention for K-5.

This handbook was prepared specifically for the parents of children attending both the Primary School and the Intermediate School. We hope it is helpful to you and answers any question you may have about our schools. Please read through it carefully with your student(s) and keep it accessible to reference as needed.

All elementary students in Grades K-5 will continue to be offered Encore classes. Students will receive instruction in: Music, Art, Physical Education, Library, and Computer/Technology instruction.

School personnel are accessible through telephone or email. Communication is important for the success of all children. We encourage parents/guardians to communicate directly with the classroom teacher. Lastly, the Elementary Parent-Student Handbook is accessible on the School District's website at www.lehighton.org

Looking forward to a great year working together.

Educationally yours,

Mr. Aaron Sebelin
Elementary Principal, Primary (Pre-K-2)
asebelin@lehighton.org

Dr. Mark McGalla
Elementary Principal, Intermediate (3-5)
mmcgalla@lehighton.org

Mrs. Tricia Foster
Elementary Principal of Academic Intervention and Achievement (K-5)
tfoster@lehighton.org

Student and Youth Rights: The ACLU-Know Your Rights – A Handbook for Public School Students in Pennsylvania can be found on www.aclupa.org

Alphabetical Index

Agreements	25
Alphabetical Index	4
Attendance	10
B.R.A.V.E. Behavior Matrix	13
Bullying	18
Bus Changes	12
Busing & School Transportation	11
Cafeteria	15
District Calendar	2
Dress Code / Appropriate School Attire	9
Educational Trips	10
Electronic Devices	14
FERPA	5
Field Trips	16
Fire Drills / Lock Downs / Emergencies Situations	15
Grade Reports/Promotion/Retention	11
Homebound Instruction	10
Integrated Pest Management (IPM) Notice	21
Internet / Electronic communications	17
Lockers	14
McKinney-Vento Homeless Assistance Act	19
Non-discrimination Policy	5
Nurse	13
Nutrition Group's K-12 Meal Service	15
Nutrition Group Online Portal	15
Personal Items/Labeling	10
Personnel Directory	7
Policies	22
Powerschool School Messenger	18
School Counselor Services	17
School Hours / Arrival / Dismissal / Closing / Visitors	8
School-Wide Positive Behavior Interventions and Support	15
Special Education Notice	16
Special Education Personnel	8
Student Records/Assessment of Student Progress	5
PTO	16
Student Assistance Program (SAP)	19
Teacher Availability / Conferences	11
Title I Program	17
Transfers / Withdrawals	11
Weapons	14
Welcome Letter to Parents and Students	3

It is the policy in the Lehighton Area School District that there is no discrimination allowed. Admission procedures and instructional materials are in accordance with nondiscrimination guidelines of the Federal Government and the State of Pennsylvania. For more information, please see LASD policies 103, 104, 113, 150, 815 for further guidance.

Mrs. Rebecca Karpowicz, Business Affairs/Human Resources Coordinator, is designated as the Title IX Coordinator/Compliance Officer. All Title IX inquiries or complaints regarding alleged discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability in the educational program of the Lehighton Area School District should be referred to the Business Affairs/Human Resources Coordinator at (610) 377-4490 ext. 7523 or rkarpowicz@lehighton.org. More information can be found on the District website at https://www.lehighton.org/departments/title-ix.

Student Records/Assessment of Student Progress Policies

The Board of Education has adopted a Student Records Policy – Policy 216. 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 all District Policies are available on the District website at www.lehighton.org/policies.

In accordance with the Assessment of Student Progress Policy – Policy 213, the Board of Education has approved a testing program designed to provide information concerning the proficiency of all children in the District on standardized tests of academic achievement, ability and aptitude. Parents will be notified of the name of the test, the grade, the approximate time and purpose of the test if their child is in a class that is being tested.

The Family Education 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 attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
    - School officials with legitimate educational interest;
    - Other schools to which a student is transferring;
    - Specified officials for audit or evaluation purposes;
    - Appropriate parties in connection with financial aid to a student;
    - Organizations conducting certain studies for or on behalf of the school;
    - Accrediting organizations;
    - To comply with a judicial order or lawfully issued subpoena;
    - Appropriate officials in cases of health and safety emergencies; and
    - State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

Lehighton Area Elementary Center School Personnel
(610) 377-7880

PRIMARY Mr. Sebelin, Primary Principal, ext. 4143 Mrs. Foster, Principal of Academic Intervention and Achievement ext. 4140 Mrs. Porambo, Secretary ext. 4100 Mrs. Broyles, Secretary ext. 4143	**INTERMEDIATE** Dr. McGalla, Intermediate Principal ext. 4135 Mrs. Foster, Principal of Academic Intervention and Achievement ext. 4140 Mrs. Eck, Secretary ext. 4135 Miss Trine, Secretary ext. 4300
PreK Counts Mrs. Hoppes (Teacher) Mrs. Ahner (Paraprofessional)	
Kindergarten TBD Mrs. Geiser Mrs. Kirsch Mrs. Kline Mrs. Scimeca Mrs. Smith Mrs. Troutman Mrs. Williams	**Grade 3** Mrs. Breiner Miss Filchner Mrs. Gandy Mr. Grabfelder Mrs. Helman Mr. Kresge Mrs. Searfoss Mrs. Zimmerman
Grade 1 Mrs. Bussey-Williams Ms. Fritz Ms. Hydro Ms. Schleicher Ms. Petit-Clair Mrs. Wentz Miss Slane TBD	**Grade 4** Mrs. Boyer Mr. Schoener Mrs. Matika Mrs. Haupt Mrs. Rehrig Mrs. Swanson Miss Rosenberger Mrs. Wilhelm
Grade 2 Mrs. Barilla Mrs. Jamie Scott Miss Hoppes Mrs. Pisauro8o Mrs. Rankovich Ms. Zarelli Ms. Zehner Ms. Zerbe	**Grade 5** Mrs. Crum Mrs. Cordes Mrs. Foberg Mrs. Lorenz Mrs. Koebler Mr. Rabenold Mr. Hozza Mrs. Kunkel
Title I Reading Mrs. Lichtenwalner Mrs. Rakos Mrs. Zacharias	**School Counselors** Mrs. Seiger Mrs. Boaz
Learning Support Miss David Miss Dillon Mrs. Orsulak Ms. Schatz	

	Behavior Specialist Mrs. Blasiak
Life Skills Support/Learning Support Mrs. Derr	**ELL/Gifted** Mrs. Holst
Encore Staff Mrs. Schaeffer, Art Mrs. Scholl, Art Mrs. Rex, Computers Mrs. Brownmiller, Library Mrs. Kulpa, Music Ms. D'Alessandro, Music Mr. Buffington, Band Mr. Ellis, Physical Education Mrs. Quinn, Physical Education	**Para-Professional** Mrs. Atwood Mrs. Boyle Mrs. Carpenter Mrs. Fisher Mrs. Gray Mrs. Lilly Mrs. Shoenberger Ms. Steigerwalt Mrs. Willet Ms. Zern
Nurses TBD Mrs. Haydt, RN, BSN, CSN	**School Physician** Nancy Maulick PA/C **School Dentist** LVHN Miles of Smiles Mobile Dental Clinic

Mr. Jason Moser, Superintendent of Schools
610-377-4490 ext. 7515 or jmoser@lehighton.org
District website: www.lehighton.org

Special Education Personnel

Mrs. Michalik, Supervisor of Special Educ. ext. 7501
Mrs. Sassaman, Speech Therapist
Mr. Zarelli, Speech Therapist
Mrs. Schoener, Speech Therapist
Mrs. Tilley, School Psychologist

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 and family 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.

STUDENT SCHOOL HOURS: 8:25 am – 3:05 pm

School Arrival – Students should arrive at school starting at **8:05 am**. All students are expected to be prompt and on time. **Students arriving after 8:25 am will be marked tardy and must be accompanied by a parent/guardian to sing in at the main offices. Three unexcused tardies will result in a lunch detention.**

School Dismissal will begin at **3:05 pm**
A detailed letter with parent drop-off/pick-up procedures will be sent home the first week of school. Please obey and be aware of the traffic patterns.

DISMISSAL DURING THE SCHOOL DAY

If for some reason you must remove your child from school during the day, please indicate your intent by sending a written notice (including day, time, purpose) to the classroom teacher. The child will be dismissed through the office and not from the classroom. Please adhere to this practice for the safety and welfare of your children. Parents/Guardians are required to sign the appropriate ledger in each elementary building office.

SCHOOL CLOSINGS

Should it be necessary to close school, start late, or to dismiss early because of inclement weather or other emergency conditions, a PowerSchool announcement will be made. Also, notices will be listed on local radio & TV stations. You may also visit the LASD website at www.lehighton.org for notifications.

SCHOOL VISITORS

During the school day, all entry doors are locked. Parents/guardians and visitors to our school, who have been invited to participate in approved programs, must use the respective office entrance for your child(ren). All parents/guardians and visitors must then report to the office. Please bring a driver's license with you so your identification can be verified through our Raptor Visitor Registry System. At this time an ID badge will be given to you to wear while you are in the building.

DRESS/APPROPRIATE SCHOOL ATTIRE

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

1. **Clothing** that may be considered a health and/or safety concern, such as oversized, baggy pants, beltless pants and/or pants that allow undergarments to be exposed are not to be worn. Clothing and appearance should be neat, clean, and in good taste. It should not be extreme to the extent that it focuses attention on the wearer and/or disruptive to the education process.

2. **Footwear**: Heels, clog shoes, pool / beach footwear, etc. are not to be worn. Footwear must be secured or strapped at the ankles.

3. **Hats** should be removed upon entry into the building, with the exception of hats/head-coverings for religious and medical purposes.

4. **Outerwear** Since students participate in recess year round, they should dress for both indoor and outdoor activities. In cold weather, students should wear seasonably appropriate outerwear that can be easily removed upon entering the building.

5. **Shirts** No cutoff shirts, cutoff tee shirts, or cut off sweatshirts are permitted. Shirts that have a message with inappropriate messages or that are suggestive or promote alcohol or drugs, are not permitted. Halter tops, tube tops, mesh tops worn alone, and midriff shirts which expose the stomach area are not allowed to be worn to school. Tank tops straps must be wider than 1 inch.
6. **Physical Education** Students must wear sneakers, socks and comfortable clothing for physical education class. No slip-ons or platform type sneakers.

7. **Shorts** Students will be permitted to wear shorts that are modest and in good taste. Shorts must extend past the wearer's fingertips when placed at one's side. The following restrictions apply to the wearing of shorts: Spandex shorts, boxer short, skin-tight, or short shorts are not to be worn to school.

Recess occurs daily. All clothing and shoes should be playground appropriate and weather appropriate.

The administration will be the final determination as to whether a student's dress or grooming is inappropriate. If found unacceptable, the problem will be handled privately, and when deemed necessary, the student will be asked to change or other appropriate action will be taken.

PERSONAL ITEMS/LABELING

Please label all sweaters, jackets, coats, backpacks, lunch bags, etc. with the child's name. There are lost and found racks located in both lobbies of the Elementary Center. If items are not claimed, they will be donated.

ATTENDANCE

A parental excuse is required for every absence explaining the reason for the absence and must be submitted within three (3) days of a student's return to school. Electronic excuses are recommended and may be accessed on the District website at https://www.lehighton.org/excuseblankandeducationaltripform. Paper Excuse Blanks are also available from the teacher. Absences will be recorded as unexcused until written justification is received. Please note that any unverified absences after 3 days without an excuse blank will be marked unlawful. The responsibility for making up work missed during absence rests with the student.
Please be aware that after ten (10) days of cumulative absence, proof for attendance at a medical or judicial agency appointment will be required as per the PA School Code.

Valid reasons for school absences as well as other additional information are listed in the District Attendance Policies 204 and 204.1.

An unexcused absence for a student is considered an illegal absence. Examples of unexcused absences include (but are not limited to) the following: missing the school bus, visiting, oversleeping, or shopping.

Unlawful absence constitutes a violation of the school code.

- Once a student is unlawfully absent for three (3) days, you will receive a warning letter from the building principal.
- After six (6) days of unlawful absences, a School Attendance Improvement Conference may be held, Children & Youth may be notified and citations may be issued with the District Magistrate.
- After ten (10) days of excused absences you will receive a letter requiring a physician's documentation of any further illnesses.

EDUCATIONAL TRIP

Educational trip absences may be excused if approved by the Building Principal **prior to the trip**. Parents/Guardians must complete a **Request for Educational Trip** Form for approval by the Principal one (1) week prior to trip. Approved educational trips are still considered absences and count toward 10 days of cumulative absence. Educational trip request forms are available in the school office or online at the District website at https://www.lehighton.org/excuseblankandeducationaltripform.

PARENTAL CUSTODY ISSUES

In cases involving child custody, it is the obligation of the custodial parent to keep all necessary court orders current. The Lehighton Area Elementary Center administration, teachers and staff must abide by the order that is currently on file.

HOMEBOUND INSTRUCTION

Homebound instruction is a temporary excuse from compulsory attendance for a student due to "urgent" reasons, such as mental or physical illness. This is available for any student who is unable to attend school because of a lengthy illness or injury. Please contact the Building Principal for more information.

TRANSFERS OR WITHDRAWALS

If a student is moving, a parent/guardian must come to the office to sign the required withdrawal form and pay any outstanding obligations (lost library books, damaged textbooks, lunch balances, etc). The student's scholastic record will be sent to the school where the pupil is going. All books and supplies must be returned to the classroom teacher before the student withdrawal is completed.

GRADE REPORTS

Grade Reports are issued every nine weeks. The grading system is explained on the report card. In addition to percentage grades, the report card also indicates the child's behavior and work habits. Attendance is also indicated on the report card.

GRADES

Grades K-2: Standards Based Report Card (New for the 20206-2027 school year!)

4-Consistently works above grade level standards
3-Consistently meets grade level standards
2-Working toward grade level standards
1-Limited progress toward grade level standards

Grades 3-5 Grading Scale

4 . . . . . Exceeds Expectations (90 – 100)
3 . . . . . Meets Expectations (80 – 89)
2 . . . . . Making Adequate Progress Toward Expectations (70 – 79)
1 . . . . . Insufficient Progress Toward Expectations (below 70)

A . . . . . 90 -100
B . . . . . 80 – 89
C . . . . . 70 – 79
D . . . . . 60 – 69
F . . . . . 59 or below

50% - Assessments
35% - Graded work
15% - Participation

Grading Scale - Grade 3 for Science and Social Studies

Pass (P) or Fail (F)

2026-2027 New Homework Policy K-5

Homework is intended to provide meaningful practice and review of skills that have already been taught and are understood by the student. It is not used to introduce new learning, and homework will not be graded for accuracy. Instead, teachers will use classroom assessments and demonstrations of learning to determine student proficiency.

Our goal is for homework to build confidence, independence, and positive learning habits. Students should be able to complete homework with minimal assistance, allowing families to encourage and support learning without serving as the primary instructor. Homework should reinforce classroom instruction, strengthen executive functioning skills such as organization, responsibility, and time management, and help students develop productive study routines that extend beyond the school day.

Homework expectations will be developmentally appropriate:

- **Kindergarten–Grade 2:** Homework will primarily focus on daily reading, reading fluency practice, and foundational math fact practice aligned to current instructional goals.
- **Grades 3–5:** Homework will include reading and mathematics practice that reinforces previously taught concepts and skills.

Homework should be viewed as an opportunity for students to practice, review, and celebrate what they know while identifying areas where they may need additional support. If a student is unable to complete homework independently or consistently experiences frustration, families are encouraged to communicate with the classroom teacher so that instruction and support can be adjusted as needed.

PROMOTION / RETENTION

At the end of the school year, most children will advance to the next grade. In an effort to avoid retention of students that are significantly behind grade level, students will be recommended to receive additional instruction at the expense of other subjects. Parents will be notified during the year and will be involved in this decision making process.

Parental requests will not be accepted for child placement in a specific teacher classroom.

TEACHER AVAILABILITY / CONFERENCES

Parent / Teacher conferences are scheduled in November and will give you an opportunity to discuss your child's progress directly with their teacher. At the conference, parents of K-5 pupils will be given a progress report and an update in all academic and social areas. We encourage you to contact your child's teacher with any questions or concerns throughout the school year.

BUSING & SCHOOL TRANSPORTATION

George's Transportation (Bus Company) - (610) 377-5511 - https://lgschoolbuses.com/

All school rules apply. Student behavior on the bus should be consistent with student behavior in a classroom. **Students may not ride to/from school on a bus which they are not assigned.**

SCHOOL BUS REGULATIONS FOR STUDENTS

Proper student conduct on buses is vital to ensure that the safety of all students and the bus driver is not jeopardized. **School bus transportation is a privilege not to be abused.**

1. Students shall wait in an orderly fashion at the approved bus stop. It is strongly suggested that students be accompanied by a parent or responsible adult at the bus 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 get off. No standing or walking at any time while the bus is in motion.
4. Students shall never put hands, arms, legs, or any part of their bodies out of the window.
5. No regulating windows without driver permission
6. No use of profane, foul, or indecent language on the bus.
7. No fighting, scuffling, or creating a disturbance.
8. Smoking, drinking, or eating is prohibited on the bus.
9. Students shall not spit or throw trash in or around the bus.
10. Students shall not tamper with the bus or any of its emergency equipment.
11. No use of the emergency door is permitted without driver approval.
12. No throwing any objects on the bus or out of the windows.
13. No use of electronic devices while entering/exiting the bus; no sharing electronic devices
14. No blocking the emergency exits or aisle of the bus.
15. No carrying any potentially dangerous objects such as knives, firearms, matches, lighters, fireworks, water guns, scissors, etc.
16. No transporting of any animal
17. If it is necessary to cross the street after getting off the bus, students shall cross within 10 feet of the front of the bus and wait for a hand signal from the driver
18. Students shall respect the authority of the bus driver by obeying him/her at all times. **Drivers have the authority to assign seats.**

19. **A signed note from a parent/guardian must be brought from home and signed by an administrator or office secretary if there is to be a change in how a student gets home from school. Bus company only approves a change in how students get home only under emergency situations.**

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

*No boarding or departing from any stop other than your designated stop without written permission from school.

*No behaviors allowed which would endanger the health, safety, or welfare of other students, or the driver from their responsibility to operate the bus in a safe manner.

VIOLATION OF REGULATIONS

Violations of these rules shall be reported by the bus driver on forms provided to the principal of the school that the student attends. The principal will discuss the violation with the student and notify the parents or guardian concerning the violation. The child and/or parent will be financially responsible for any damages to the interior or exterior of the bus. If this procedure does not stop the infraction, the principal has the authority to notify parents in writing that the student 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.

BUS CHANGES

Students are expected to ride the bus that is assigned to them at the start of the year. Students must get on and off the bus at their assigned stop. The bus drivers are not permitted to make changes in bus stops or to reassign students to other buses. By adhering to this policy we can assure safety and accountability for all students. Switching buses is not permitted. A signed and dated note from a parent/guardian must be brought to school when there is a change in how a student gets home from school.

In the event a parent of a kindergarten student is not at the bus stop upon arrival, the child will be taken to the bus company or the school for immediate parent pick up. The school/bus company will try to notify parents.

RULES MATRIX:
"WE ARE B.R.A.V.E"

Setting → Expectation ↓	**Cafeteria**	**Playground**	**School Bus**	**Lavatory**	**Hallway**	**Classroom**
***B:* Be Safe**	*Walk at a safe pace* *Keep hands, feet, and other objects to yourself*	*Use equipment safely* *Enter and exit in orderly lines*	*Remain seated* *Hands to yourself* *Wait patiently*	*Wash hands with soap* *Walk at all times*	*Stay to the right* *Face forward* *Maintain place in line*	*Raise hand for permission to leave seat* *Keep hands, feet, objects to yourself*
***R:* Respectful**	*Use your manners* *Clean up your mess*	*Take turns on the equipment* *Include others*	*Listen to the driver* *Be kind to others*	*Respect property* *Respect privacy*	*Keep hands off the walls* *Respect learning environments*	*Raise hand for permission to speak* *Use kind words*
***A*: Attentive**	*Follow staff directions*	*Listen for the bell*	*Sit facing forward*	*Focus*	*Face forward*	*Look at the person speaking*

	Listen to directions	*Watch your step*	*Inside voice*		*Walk with a purpose*	*Participate in class / discussions*
***V*: Very Responsible**	*Learn your lunch number* *Clean your area* *Return your tray*	*Return equipment* *Remember your belongings*	*Be on time* *Sit in assigned seats*	*Report vandalism* *Keep area clean* *Use the trash*	*Be patient* *Follow the leader*	*Have materials (books, pencils, etc.) ready* *Complete all assignments*
***E:* Exceptional**	*Assist your neighbor* *Help the lunch staff*	*Use good sportsmanship*	*Be a role model*	*Leave the room better than you found it* *Conserve resources*	*Be a role model* *Hold doors* *Help others*	*Keep your desk/area organized and clean*

SCHOOL NURSE

The school nurses are on duty during the regular school day. Please keep the following rules and general information in mind when considering your child's health and the school:

1. When your child is diagnosed as having a communicable disease (such as chicken pox, pink eye or head lice), they must remain at home for the required length of time specified by the PA Department of Health. When a child must be excluded from school for a communicable disease, the parent must accompany the child to school for re-entry (re-admission) and must present a note from the doctor that the child is no longer contagious.

2. Whenever possible, parents should administer medication to children at home. However, when medication is required during the school day, the following is required:

   All medication must be clearly labeled. The label must have the child's name, name of medication, time medication must be given, dosage, and the doctor's name. All medication administered at school must be prescribed by a doctor. Your child may not transport medication to or from school in their bookbag. A parent, guardian, or responsible adult must bring the prescribed medication to school and deliver it to either the school nurse or the building secretary. Appropriate paperwork must be completed for each prescribed medication.

3. If a child is too ill to remain in school, the parent/guardian is responsible for their transportation home.

4. If a pupil has an injury or illness occurring during the school hours that requires immediate attention, the parent/guardian will be contacted. Emergency care will be limited to first aid treatment only.

5. Anaphylaxis is an acute allergic reaction to food, medication, insect bites, etc. Knowing that acute anaphylaxis is one of the most serious and life threatening non-traumatic conditions that a school nurse may have to deal with; and knowing without prompt intervention, it can be fatal; the Lehighton Area School District will act using the following standing order/protocol from the school physician.

When symptoms of acute anaphylaxis occur, call the ambulance immediately and administer 0.15 to 0.3 mg of adrenaline/epinephrine via auto injection (EpiPen) to the victim. If a parent/guardian does not want this medication administered in a severe medical emergency, a signed statement to this effect should be hand delivered or sent certified mail to the student's school building to the attention of the school nurse.

6. It is the responsibility of parents to fill out insurance forms – not school personnel. The Lehighton Area School District does not carry a health insurance policy for students. Information on how to obtain insurance coverage is on the District website. We strongly urge that if you do not have health insurance for your children, that you look very carefully at this information.

7. Children must be able to use the restroom independently & should be properly toilet trained.

8. If a child must be excused from gym class or regular activities, a note is needed from the doctor. Also, a doctor's note is required to resume regular activities and gym.

9. Students who require the use of crutches and/or orthopedic devices (such as splints, braces, boots, etc.) need a physician's note giving permission for use. The student is to report to the school nurse upon return to school, at which time accommodations/restrictions and safety within the school building can be discussed.

ELECTRONIC DEVICES

Students may not bring their own device to school, including but not limited to cell phones, laptops, iPads, iPods, smart watches, Air Pods/Beats, etc.

LOCKERS

Each student is responsible for the cleanliness of their locker. The school cannot be responsible for valuables taken from hall lockers. Student lockers are school District property and are not private. Therefore, students shall have no expectations of privacy in lockers. In addition, lockers are subject to searches.

WEAPONS

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. No student shall possess, handle, or transmit any knife, razor, icepick, any explosive device of any kind, including firecrackers, tear gas canisters, smoke bombs, or chains, loaded cane, sword cane, loaded or unloaded firearm, 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.
If a student discovers that a fishing knife or similar potential weapon has accidentally been brought to school, that student should IMMEDIATELY notify a staff member or principal of the situation. More information can be found in School Board Policy 218.1 - Weapons.

FIRE DRILLS, LOCKDOWNS, AND OTHER EMERGENCY SITUATIONS

We at the Lehighton Area Elementary Center are aware of the seriousness of school safety issues and stress the need for efficient, faculty-supervised drills. Students are given the opportunity to practice a variety of emergency drills over the course of the school year.

SCHOOL WIDE POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

At the Lehighton Area Elementary Center, we believe in Tribe Pride. As a part of our school-wide positive behavior interventions and support initiative we have created a set of behavioral expectations for our students in various areas of the building. As a school we expect students to be responsible, respectful, safe and kind. If a student exhibits these positive behaviors, they may be recognized in a variety of ways. Through school wide PBIS, we have other supports in place to help those students who are struggling with exhibiting positive behaviors. Our goal is to create a positive school culture in which each student feels a part of something special.

CAFETERIA

Students have the option of obtaining lunch from our cafeteria or bringing their own lunch and buying milk, water or juice. The Breakfast Program will also be offered at the Elementary Center. For the 2026-2027 school year, Lehighton Area School District breakfast and lunch meals are free through the Community Eligibility Program (CEP). A la carte items will be available for sale.

Each month a menu is published online with Nutrislice and can be found at www.lehighton.org/menu for families to plan for their children's breakfast/lunch each day. The Nutrislice online menu portal also breaks down the nutritional information of each menu item. For more information on our District Cafeteria please visit www.lehighton.org/foodservice.

NUTRITION GROUP'S K-12 MEAL SERVICES

The Nutrition Group is a food service management company hired by the Lehighton Area School District to manage the school meal programs. We are very excited to join the District in their mission to serve healthy, well-balanced meals to students. The Nutrition Group transforms school breakfast and lunch into nutritious, lively and fun programs that students and faculty eagerly participate in. Our school meals are healthy, diverse and appealing with the main focus always being on the student. The primary goal is to create a setting that helps them make the right choices and perform at their best. Eating healthy and making the right decisions about what to eat plays a big part in this effort. It is our intent to support them however possible in their growth.

The Nutrition Group views our role to provide nutrition education to students as a very important one. Our nutrition education programs are designed to entice students to be aware of and take ownership of the food choices they make, in and out of school. But most of all, they are fun. The Nutrition Group's own Molly the Cow is just one excellent example of a fun learning experience for elementary students. She is a big, lovable character that is colorful and eye-catching. Molly's age-specific message is that the nutrients found in dairy products like low fat milk and yogurt help their bones grow strong.

We are actively involved in Youth Advisory Councils (YAC), Parent Advisory Councils (PAC), Parent Teacher Associations (PTA), Parent Teacher Organizations (PTO) and various community organizations in providing nutritional education. We welcome and value any input from both the parents and students.

To learn more about the Nutrition Group and the services they provide, please visit their website at www.thenutritiongroup.com.

NUTRITION GROUP'S ONLINE PORTALS

The Lehighton Area School District and The Nutrition Group have opted into two online portals to help parents and students manage their lunch accounts and meals.

Nutrislice:

Our District specific website, https://lehighton.nutrislice.com/m is an online menu tool that is accessible to all parents and students. Nutrislice also has an app that can be downloaded to any smartphone or tablet for Android or iOS. Both the website and app allow you to view the monthly breakfast and lunch menus, compare nutritional information for each menu item, and view announcements for upcoming events in the cafeteria. Menus can be printed from the website, with or without nutritional information, and also in a variety of sizes.

School Café:

School Café is a website and/or app, found at www.schoolcafe.com, where parents and students can manage and view breakfast and lunch account purchases and/or balances. An account must be created using the student's ID number. Once an account is created, you are able to view student balances, cafeteria purchases, and make online payments. There is also an option to set up low-balance notifications and recurring payments. **Please note: If you choose to make a payment online, the site will charge a processing fee to any payment amount.**

If you choose to pay by cash or check, please send all payments in a sealed envelope marked with the student's name, lunch number, and teacher, to the classroom teacher. **No money will be accepted in the cafeteria at lunch time.** All students are entitled to breakfast and lunch. If you do NOT want your child to purchase a breakfast, lunch or ala carte items, please send a letter to the **CAFETERIA.**

Both the Nutrition Group and Lehighton Area School District are dedicated to providing high quality, nutritious meals to our students. If you have questions or concerns, please feel free to contact Nicole Hayes, Food Service Director, at

(610) 377-4490 ext 4012 or via email at nhayes@lehighton.org

FIELD TRIPS

During the school year there will be times when the classroom teachers feel that a field trip will be of some value to reinforce the regular classroom activities. (Most of these trips are paid through the generosity of your PTO).

Chaperones will comply with all school policies and procedures and **MUST have all clearances on file, at the Administration Building**. For more information of the School Volunteer Policy and how to obtain clearances, please refer to the District website, COMMUNITY tab, Volunteer Clearances or go to www.lehighton.org/volunteer.

PTO

The Lehighton Area Elementary Center's PTO exists to enhance the educational programs for our children. They sponsor many educational opportunities for our youngsters, family programs and gifts to our schools. Parents are encouraged to join, participate in the activities, and financially support the PTO. For more information, please visit www.lehighton.org/pto.

SPECIAL EDUCATION NOTICE

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 x 7501 smichalik@lehighton.org or any building Principal.

SCHOOL COUNSELOR SERVICES School counselor services are available to all students. The school counselor is available for individual counseling for students, parents, and staff upon request or referral. The school counselor is also available for consultation with parents regarding test results, learning problems, referrals for psychological services, behavior problems, etc. Additionally, the School Counselors and Social Worker will be teaching SEL (Social-Emotional Learning) lessons throughout the school year to support student

development. 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.

TITLE I SCHOOL WIDE PROGRAM

The goal of Title I which is a federally assisted program, is to ensure that all students, particularly those who are low-achieving, demonstrate proficient and advanced levels of achievement in both math and reading. All students in the Elementary Center can receive both math and reading support throughout the year to meet these goals.

The reading program services students in grade K-5 and is provided by a certified reading specialist. Parents/guardians are encouraged to be involved in all aspects of the program. Details of this program can be located on the District's website at www.lehighton.org - Departments - Curriculum & Instruction.

INTERNET / ELECTRONIC COMMUNICATIONS

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 conserved of value in the context of 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 material that is inconsistent with the goals of the Lehighton Area School District. All use of Internet material must be in support of educational goals, research and the sharing of information and resources consistent with the purposes of Lehighton Area School District.

The use of the internet is a privilege, not a right. The Superintendent or 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 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. For more information, please see Policy 815 - Acceptable Use of Technology, Electronic Resources, Network and Internet policy and Policy 815.1 - Use of District Owned Technology .

POWERSCHOOL SCHOOL MESSENGER

For the upcoming 2026-2027 school year, we are looking to enhance our communication between home and school by offering the ability to get information through messaging. To guarantee the messaging system is used efficiently, you will need to confirm your contact information is accurate and up-to-date at all times. Confirmation of this information is made available through the Parent Portal through a tab called "Powerschool School Messenger". Here you will be able to see all the contact information our school has listed to you. Within this section of the Parent Portal, you will also be able to choose your communication preferences based on message category, such as General Information and Attendance, along with message type (email and voice

message). You may opt-out of any message category except for Emergency Messages.

Setting up your parent preferences is your responsibility. To receive messages, you must go to Preferences by message type and click and hold to drag the contact information above the appropriate boxes. By default, phone calls and email are chosen. You will receive a message to every contact field shown and every message category that has all three message types chosen. Any tolls and charges associated with receipt of messages from the school are your responsibility and not the responsibility of the school. Please be sure to set your unique preferences if there are any numbers or addresses you do not like to be contacted at.

Emergency messages are always sent with two message types (email and voice calls) and to every contact field shown even if you have opted out. We cannot change this. Emergency messages will be labeled as such so you will know it is an actual emergency.

If you do not have access to log into the Parent Portal, you may contact the school directly to request changes. You may access the Parent Portal via the District website – Parents heading – Parent Portal or by using www.lehighton.org/parentportal. The successful delivery of information is dependent on accurate contact information for each student, so please make certain that we have your most current phone numbers. If this information changes during the year, please let us know immediately.

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. 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 email, text-messaging, or personal profile websites such as Facebook, Snapchat, Instagram, etc. Cyberbullying includes, but 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 website 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 or appropriate discipline.

Please see School Board Policy 249 for more information on Bullying/Cyberbullying.

STUDENT ASSISTANCE PROGRAM (SAP) INFORMATION

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 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 call your student's Guidance Counselor..

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 within 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. Refer to the Lehighton Area School Districts Website for more detailed information about SAP and the Districts drug and alcohol procedures.

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 reauthorized in December 2015 by the Every Student Succeeds Act (ESSA). 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, education 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 house 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 the above circumstance.
- Living in cars, parks, abandoned buildings, substandard housing, but or train stations or similar settings

- Unaccompanied Youth – Children or youth who meet the definition of homeless and not in 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 student 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 so they can participate in sports, field trips and other school activities regardless of their ability to pay or to provide their own transportation.

For additional information, contact LEA Homeless Liaison at 610-377-4490 ext. 7525 or view the District McKinney Vento Resource Guide at www.lehighton.org/parents/parent-student-handbooks. Board Policy 251 – Students Experiencing Homelessness, Foster Care and Other Educational Instability, may also be reviewed for additional District information.

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.

006 Meetings

100 Strategic Plan

103 Discrimination/Title IX Sexual Harassment Affecting Students

103.1 Nondiscrimination - Qualified Students With Disabilities

104 Discrimination/Title IX Sexual Harassment Affecting Staff

105 Curriculum Development

105.1 Curriculum Review by Parents / Guardians and Students

108 Adoption of Instructional Materials

109 Resource Materials

113 Special Education

113.4 Confidentiality of Special Education Student Information

114 Gifted Education

114.1 Gifted Matrix

115 Vocational Technical Education

122 Extracurricular Activities

123 Interscholastic Athletics

127 Assessments

137.1 Extracurricular Participation by Home Education Students

137.2 Participation in Cocurricular Activities and Academic Courses by Home Education Students

137.3 Participation in Career and Technical Education Programs by Home Education Students

138 Language Instruction Educational Program for English Learners

140.1 Extracurricular Participation by Charter/Cyber Charter Students

142 Migrant Students

143 Standards for Persistently Dangerous Schools

144 Standards for Victims

146 Student Services

151 Therapy Dog Program

200 Enrollment in District

203 Communicable Diseases and Immunization

203.1 HIV Infection (Students)

204 Attendance

204.1 Truancy Procedures

206 Assignment Within District (Twins/Multiple Birth Siblings)

208 Withdrawal From School

209 Health Examinations – Screenings

209.1 Food Allergy Management

209.2 Diabetes Management

209.3 Pediculosis/Head Lice

210 Use of Medications

210.1 Possession/Use of Asthma Inhalers, Insulin Injection Devices and Epinephrine Auto-Injectors

215 Promotion and Retention

216 Student Records

216.1 Supplemental Discipline Records

216.2 Student Records - Identification

217 Graduation Requirements

218 Student Discipline

218.1 Weapons

218.2 Terroristic Threats

218.3 Discipline of Student Convicted/Adjudicated of Sexual Assault

219 Student Complaint Process

220 Student Expression/Dissemination of Materials

221 Dress and Grooming

222 Tobacco and Vaping Products (Students)

226 Searches

227 Controlled Substances/Paraphernalia

233 Suspension and Expulsion

235 Students Rights and Responsibilities

235.1 Surveys

236 Student Assistance Program

236.1 Threat Assessment

237 Electronic Devices

246 Student Wellness

247 Hazing

249 Bullying/Cyberbullying

250 Student Recruitment

251 Students Experiencing Homelessness, Foster Care and Other Educational Instability

302 Employment of Superintendent/Assistant Superintendent

312 Evaluation of Superintendent

314.1 HIV Infection (Staff)

323 Tobacco and Vaping Products (Staff)

324 Personnel Files

332 Working Periods

333 Professional Development

335 Family and Medical Leaves

340 Responsibility for Student Welfare

351 Drug and Substance Abuse

604 Budget Adoption

610 Purchases Subject to Bid/Quotation

618 Student Activity Funds

619 District Audit

621 Local Taxpayer Bill of Rights

626 Federal Fiscal Compliance

705 Facilities and Workplace Safety

707 Use of School Facilities

710 Use of Facilities By Staff

716 Integrated Pest Management

800 Records Management

800.1 Records Retention / Destruction

800.2 Electronic Signatures/Records

801 Public Records

805 Emergency Preparedness

805.1 Relations With Law Enforcement Agencies

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

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 issued?

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 Communication and Systems
I have read and agree to the terms outlined

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

Student Insurance
I acknowledge that CHIP is available for my child(ren) and that it is my responsibility to enroll them by following the directions provided on the CHIP Insurance link: https://www.dhs.pa.gov/CHIP

Electronic Signature
The electronic signature below and its related fields are treated by the 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.