Lehighton Area High School

TRIBE PRIDE

Student & Parent Handbook: 2026-27

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

Welcome to Lehighton Area High School!

The administration, faculty, and support staff are excited to welcome our students, families, and community to a new school year at Lehighton Area High School. We look forward to seeing our classrooms filled with students who are actively engaged in learning, participating in extracurricular activities, and showing school spirit through athletics and the arts.

At Lehighton, we believe in moving forward with purpose—embracing opportunities to grow, support one another, and make a positive impact on our school and community. Each new school year brings fresh possibilities, and we are committed to helping every student succeed.

This student and parent handbook is designed to help you become familiar with your responsibilities, our school procedures, and expectations that contribute to a positive and respectful environment. While not every scenario can be covered here, students are expected to act responsibly and treat others with kindness and respect.

Our goal is to create a supportive and inclusive learning environment where each student can reach their full potential. Reaching this goal requires a strong partnership among students, families, teachers, administrators, and the community.

We encourage you to take full advantage of the many resources and opportunities Lehighton Area High School has to offer. May this school year be filled with meaningful experiences, lasting memories, and academic success.

Mrs. Suzanne Howland & Mr. Floyd Brown, Principals, Lehighton Area High School

“Learning is the only thing which the mind can never exhaust, never alienate, never be tortured by, never fear or distrust, and never dream of regretting.”
~ T. H. White, *The Once and Future King*

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.

BOARD OF EDUCATION

Alex Matika, President	Heather Neff, Vice-President	Dave Bradley, Member
Tim Tkach , Member	William Howland, Member	Denise Hartley, Member
Lory Frey, Treasurer	Jeremy Glaush, Member	Joy Beers, Member

ADMINISTRATION

Jason Moser	Superintendent
Gretchen Laviolette	Director of Academic Programs and Technology
Suzanne Howland	High School Principal of Academic Programs & Achievement
Floyd Brown	High School Principal of Operations & Student Management
Kyle Spotts	Director of Athletics
Matthew Lentz	Consulting Business Administrator
Sandra Michalik	Director of Student Services
Justin Smith	Director of Operations

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STUDENT & YOUTH RIGHTS

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

PART ONE: GENERAL BUILDING INFORMATION

CONTACT INFORMATION

Lehighton Area High School:	Main Phone:	(610) 377-6180
	Attendance Office:	Extension 2410
	Main Office:	Extension 2400 or 2412

High School Guidance Department: (610) 377-7600

High School Nurse's Office: (610) 377-7570

Confidential Fax: (610) 377-1852

Email Contact:

Mrs. Howland, Principal of Academic Programs and Achievement	showland@lehighton.org
Mr. Brown, Principal of Operations and Student Management	fbrown@lehighton.org
Mrs. Costenbader, Gr. 10/12 Counselor:	kcostenbader@lehighton.org
Mrs. Martin, Gr. 9/11 Counselor:	kmartin@lehighton.org
Mr. Sean Smith, School Security Guard	ssmith@lehighton.org
Mr. John Orsulak, Chief of School Police	jorsulak@lehighton.org

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***Denotes Department Head**

VISITATION GUIDELINES

Visitors

In an effort to further improve safety and provide a secure learning environment for all, the Lehighton Area High School has limited campus access and entry to the main front door of the building. 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.

Raptor Visitor Registry System

All individuals requesting entry should report directly to the building office to register via the Raptor system and obtain a photo visitor badge. Visitors will be required to provide a driver's license or other photo identification to gain entry. The 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.

BELL SCHEDULES

Lehighton Area High School operates on a seven-day enrichment rotation. Student start time is 7:30 AM.

Regular Schedule

A Lunch		B Lunch	
Homeroom	7:30 – 7:35	Homeroom	7:30 – 7:35
Period 1	7:38 – 8:23 (45)	Period 1	7:38 – 8:23 (45)
Period 2	8:26 – 9:11 (45)	Period 2	8:26 – 9:11 (45)
Period 3	9:14 – 9:59 (45)	Period 3	9:14 – 9:59 (45)
Period 4	10:02 – 10:47 (45)	Period 4	10:02 – 10:47 (45)
A Lunch	10:50 – 11:20 (30)	Period 5	10:50 – 11:35 (45)
Period 5	11:23 – 12:08 (45)	B Lunch	11:38 – 12:08 (30)
Period 6	12:11 – 12:56 (45)	Period 6	12:11 – 12:56 (45)
Period 7	12:59 – 1:44 (45)	Period 7	12:59 – 1:44 (45)
IE	1:47 – 2:15 (28)	IE	1:47 – 2:15 (28)

Early Dismissal Schedule

A Lunch		B Lunch	
Homeroom	7:30 – 7:35	Homeroom	7:30 – 7:35
Period 1	7:38 – 8:10 (32)	Period 1	7:38 – 8:10 (32)
Period 2	8:13 – 8:45 (32)	Period 2	8:13 – 8:45 (32)
Period 3	8:48 – 9:20 (32)	Period 3	8:48 – 9:20 (32)
Period 4	9:23 – 9:55 (32)	Period 4	9:23 – 9:55 (32)
Period 6	9:58 – 10:30 (32)	Period 6	9:58 – 10:30 (32)
Period 7	10:33 – 11:06 (33)	Period 7	10:33 – 11:06 (33)
A Lunch	11:09 – 11:39 (33)	Period 5	11:09 – 11:42 (33)
Period 5	11:42 – 12:15 (33)	B Lunch	11:45 – 12:15 (30)

2-Hour Delay Schedule

A Lunch		B Lunch	
Homeroom	9:30 – 9:35	Homeroom	9:30 – 9:35
Period 1	9:38 – 10:10 (32)	Period 1	9:38 – 10:10 (32)
Period 2	10:13 – 10:45 (32)	Period 2	10:13 – 10:45 (32)
Period 3	10:48 – 11:20 (32)	Period 3	10:48 – 11:20 (32)
A Lunch	11:23 – 11:53 (30)	Period 5	11:23 – 11:55 (32)
Period 5	11:56 – 12:28 (32)	B Lunch	11:58 – 12:28 (30)
Period 4	12:31 – 1:03 (32)	Period 4	12:31 – 1:03 (32)
Period 6	1:06 – 1:39 (33)	Period 6	1:06 – 1:39 (33)
Period 7	1:42 – 2:15 (33)	Period 7	1:42 – 2:15 (33)

PART TWO: ATTENDANCE & TRUANCY PROCEDURES

ATTENDANCE PHILOSOPHY

The administration of Lehighton Area School District is of the strong belief that good attendance and good academic achievement go hand-in-hand. As a result, regular school attendance will be stressed. It is impossible for a student who is absent from school to duplicate missed classroom experiences. True, the student may "make-up" the homework assigned, but they will have missed detailed explanations, will not be able to participate in the classroom discussions, and will not have seen any of the audio/visual aids and/or demonstrations often used by teachers to supplement lessons. The student should note that class participation is one component of his or her marking period grade.

REPORTING TO SCHOOL

The student is expected to report and be in the building for attendance/announcements by 7:30 AM each morning to avoid being marked tardy.

Upon entering the building, and prior to 7:20 a.m., students should report to the auditorium. Hallways will open for locker usage at 7:20 AM—students are NOT permitted in the hallways until this time unless escorted by a staff member.

Students may report to the cafeteria for breakfast daily beginning at 7:00 AM until 7:25 AM. Any student obtaining a breakfast must stay in the cafeteria for that period of time prior to reporting to homeroom.

ATTENDANCE/ABSENCES

The Lehighton Area School District Policy Attendance/Truancy Procedures are found on the LASD website under Board Policies at www.lehighton.org/policies. The Policy numbers are 204 and 204.1

Attendance Definitions
Truant – incurring three (3) or more unexcused absences
Habitually Truant – incurring six (6) or more unexcused absences
Chronic Absenteeism – incurring ten (10) or more cumulative absences
Consecutive Absences - incurring three (3) or more consecutive days of absences which require a note from a physician, physician assistant, or nurse practitioner.

Electronic Excuse Blank is available on the District Website under Quick Links or at https://www.lehighton.org/excuseblankandeducationaltripform. Excuse Blanks must be returned within 3 days of the absence.

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.

For all students:

- Students with chronic unlawful/unexcused absenteeism may be prohibited from attending school-sponsored events including but not limited to athletics, dances, outings, and field trips—this includes homecoming and prom.

- Disciplinary consequences up to and including in-school suspension may be issued to a student who has accumulated in excess of six unlawful and/or unexcused absences in a given year.
- Any student who uses their own communication device (cell phone, etc.) to arrange their own transportation home without prior approval from the school nurse or administration shall be issued unlawful/unexcused absence minutes for any missing time and could face school discipline.

The complete PA Public School Code for the attendance process is detailed here: https://www.pa.gov/agencies/education/resources/policies-acts-and-laws/basic-education-circulars-becs/purdons-statutes/compulsory-school-attendance-unlawful-absences-and-school-attendance-improvement-conferences

TRUANCY PROCEEDINGS

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

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

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

Defendant rights regarding truancy:

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

LATE ARRIVALS TO SCHOOL: TARDY

TARDINESS TO SCHOOL Tardiness is defined as an arrival to the building after the designated time for the start of school. Tardy students must report directly to the office for a tardy slip at that time. Students will be permitted two unexcused tardies each semester, without receiving disciplinary action. A third tardy will result in disciplinary action.

School time missed due to tardiness will be accumulated throughout the school year. Being on time for school promotes academic success and as such it is expected that students enter the building no later than 7:30 AM each day. Students arriving after this time must report to the office and sign in immediately and receive a pass to enter class. Teachers will not admit students to class without proper notification from the office or a late pass. Excessive tardiness to school will lead to progressive disciplinary consequences.

Oversleeping, missing a ride or bus, car trouble, and waiting in the drop off line are not reasons the attendance officer may excuse for tardy arrivals.

Tardy arrivals may be excused for reasons akin to absences so long as proper documentation accompanies the student that same morning.

- Three unexcused tardies (TDU) in a semester will result in a lunch or after school detention. Following the fourth unexcused tardy, two lunch/after school detentions will be assigned and student privileges may be removed. Examples include: revocation of parking privileges, participation in extracurricular activities, school-related events, and incentives. For additional unexcused tardy infractions, Saturday detention or in-school suspension may be assigned.

MAKE-UP WORK FOR ABSENCES

In the event that your student is absent three consecutive days, please contact the Guidance Secretary at (610) 377-6180 ext. 2417, to request your student's homework or to call a student off from school. PLEASE ALLOW A TWENTY-FOUR (24) HOUR NOTICE PRIOR TO PICK UP.

In the event that your student is absent two consecutive days, please refer to the Parent Portal in PowerSchool or have your student check their Canvas account for assignments. It is the intention of the teachers to afford your student the opportunity to recuperate. Upon return, it is the student's responsibility to contact his or her teachers after being absent to make arrangements to complete all missed work.

If a student misses one day of school, they will have one school day to make up the missed work. If a student misses two days, they will have two school days to make up work. If they miss three days, they will have three days to make up the work. If the work is not made up within the time allotted, the grade will be recorded as a zero. 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 makeup time to complete the work.

OPEN CAMPUS PROGRAM

The Lehighton Area High School Open Campus Program provides eligible students with the opportunity to participate in meaningful educational experiences beyond the traditional classroom while developing responsibility, independence, and career readiness.

Approved off-campus experiences may include: Approved Employment, Clinical Experiences (St. Luke's University Health Network, Lehigh Valley Health Network, Jefferson Health, etc.), Cooperative Education, Consecutive Periods of Non-Instruction Time, Dual Enrollment College Courses, Internships, Volunteer Service, Work-Based Learning and Other Principal-Approved Educational Experiences.

Open Campus is a privilege, not a right. Participation is available only to students who consistently demonstrate academic success, responsibility, attendance, and positive citizenship. Parental permission slips will be given at the beginning of each school year and must be returned by each student

participating. Students must meet all eligibility requirements and comply with the academic and attendance expectations outlined in the Open Campus Contract in order to maintain Open Campus privileges throughout the school year.

PART THREE: STUDENT DISCIPLINE & CODE OF CONDUCT

STUDENT CONDUCT: General Provisions in the School Building

1. Keep corridors open to traffic by walking on the right side of the hallway and stairs. Do not block traffic by standing in groups.

2. All electronic devices, including cell phones, earbuds, headphones etc shall be put away while in the hallway. Students distracted by devices can impede safe travel in the hallway: no audio or video recording! Students that fail to adhere to this expectation will have their device confiscated and taken to the office.

3. Cell phone use in the restrooms and hallways is prohibited.

4. Pass through corridors quietly. Be considerate of others in the halls and classrooms. The student should pass directly to his or her next class. A student reporting late to class will be subject to consequences given by the teacher or administration.

5. The student is not allowed in the corridors during class time unless they have a SmartPass.

6. Discard trash in waste paper containers. Keep the school clean by picking up paper from the floors.

7. No unauthorized use of the elevator.

8. Breach of Security = OSS - Out-of-School Suspension. Intentionally exposing students, faculty, and staff members to potential harm.

9. Vulgarity, Profanity, and Obscenity are not acceptable in school or on any school property including the school bus. A student using this type of language will be subject to consequences given by the teacher or administration.

CONDUCT AT ATHLETIC AND EXTRACURRICULAR EVENTS

Advisors/coaches may establish rules concerning attendance, behavior, etc. for participants of that activity. Violations of these rules and regulations can lead to removal of the student from the activity.

Parameters for Athletic Events:

1. The student must control themselves – do not annoy others – abide by the official's decisions.
2. Good sportsmanship is an important part of athletics and we encourage our student body to cheer enthusiastically for "our team" and to refrain from any negative comments or behaviors directed to the opposing team, coaches, cheerleaders, and/or fans. Fans' or athletes' misbehavior at PIAA events jeopardizes our team's, and possibly our school's continued competition.
    a. 1st Offense – Student, Athlete, and/or their guest will be ejected from the game. Appropriate charges (harassment, disorderly conduct, ethnic intimidation, etc.) will be filed with the local police. Student suspension could be imposed.

b. 2nd Offense – Student, Athlete, and/or their guest will be ejected permanently for the rest of the season. Appropriate charges (harassment, disorderly conduct, ethnic intimidation, etc.) will be filed with the local police. Student suspension will be imposed.

2. Discourteous treatment of the visiting team at the school or outside of school will not be tolerated.
3. Although participation is voluntary and students will not be disciplined for respectfully remaining silent or declining to participate, we encourage the student to stand and join in singing our National Anthem and/or Alma Mater.

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.

2. Students may use electronic devices during lunch, inside the cafeteria, and during assigned study hall periods, unless otherwise directed by school staff. They must be used in accordance with the District's "Acceptable Use Policy". Headphones or earbuds must be worn when listening to any electronic device. Students may NOT make or receive phone calls, video, or take pictures.

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 cell phone and personal device usage:

* 1st Violation – Teacher/Staff member will give a warning and review the rule with the student.

*2nd Violation - Teacher/Staff member will confiscate the device and keep the device in their possession for the remainder of the class period. The student may pick up the device from the teacher/staff member at the end of the class period.

*3rd Violation - 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 student may stop by the main office and pick up their device. The Principal will issue the student a warning 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. 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.

School issued device usage:

All students are assigned a school-issued laptop computer to support learning. Students are expected to bring their fully charged device to school each day and use it for educational purposes only.

Students are responsible for the care, security, and proper use of their assigned device, charger, and accessories. Devices must be returned in good condition, excluding normal wear and tear, at the end of the school year or upon request by the District.

The use of school-issued technology is a privilege. Any misuse, damage resulting from negligence, unauthorized software installation, inappropriate internet use, sharing of accounts or passwords, or violation of District technology policies may result in disciplinary action and/or the loss of technology privileges.

All use of District devices, networks, internet access, and email accounts is subject to monitoring and must comply with Board policy and the District's Acceptable Use Guidelines.

Pennsylvania Wiretapping Law:

Pennsylvania's wiretapping law is a "two-party consent" law. Pennsylvania makes it potentially 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, in school 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's Can We Tape?: Pennsylvania for more information on Pennsylvania wiretapping law.

ACADEMIC DISHONESTY

According to Berkeley City College, *academic dishonesty* is defined as "any type of cheating that occurs in relation to a formal academic exercise." It may include any or all of the following:

1. Plagiarism: The adoption or reproduction of ideas or words or statements of another person without due acknowledgment.
2. Fabrication: The falsification of data, information, or citations in any formal academic exercise.
3. Deception: Providing false information to an instructor concerning a formal academic exercise—e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work.
4. Cheating: Any attempt to give or obtain assistance in a formal academic exercise without permission from the instructor.
5. Sabotage: Acting to prevent others from completing their work.

Examples of Academic Dishonesty courtesy of Purdue University
https://www.purdue.edu/odos/osrr/honor-pledge/examples.php

What is Plagiarism?
Plagiarism is **NOT** merely copying someone else's words and presenting them as one's own work; it also includes the theft of ideas. Students are expected to compose and submit original work. While citing the words and/or ideas of another writer is expected in research writing, proper conventions surrounding such practices need to be followed. The following website provides clear definitions and examples of plagiarism, both intentional and unintentional: http://www.plagiarism.org/

In order to qualify for any score, student work must be totally free of all forms of plagiarism.

Academic Dishonesty Matrix		
Number of Offenses	**Disciplinary Consequence**	**Academic Consequences**
First	After-School Detention	Zero credit for all involved work
Second or more	In-School Suspension	Zero credit for all involved work.

NOTE: The offenses are cumulative and include all classes. For example, if a student is caught cheating in his or her science class and subsequently found to have plagiarized an essay for English, the essay for English will earn a zero and the student will be assigned to ISS.

This will also become part of the student's discipline record and may affect the student's academic standing.

STUDENT DRESS

The home and school need to cooperate in the matter of dress. Good grooming and dress are, first of all, the responsibility of the parents and students. In addition, for the health, safety, and well-being of all the students, our school is also involved in this responsibility. Proper dress is

conducive towards the maintenance of a constructive educational atmosphere; therefore, we would appreciate your support and cooperation with the guidelines that follow:

1. Clothing that may be considered a health and/or safety concern, such as oversized, baggy pants, beltless pants and/or pants that allow undergarments to be exposed are not to be worn. Clothing and appearance should be neat, clean, and in good taste. It should not be extreme to the extent that it focuses attention on the wearer and/or is disruptive to the educational process. No bulky winter coats or jackets are to be worn in the building.
2. No strapless shirts may be worn and at no time may undergarments be visible. The midriff may not be exposed.
3. Clothing having messages with double meanings that are suggestive or violent are not permitted. Clothing promoting alcohol, drugs, tobacco, inhalants, and/or other suggestive images is not permitted.
4. For identification purposes, sunglasses, hats, hoods, headbands, bandanas, doo rags or any type of headgear are not to be worn or carried in the school building. Exceptions may be made to this dress code based on medical or religious restrictions with appropriate documentation.
5. Footwear must be appropriate for the school building. Slippers and Pool/beach footwear such as flip-flops are not permissible. For safety reasons, open-toe or open backed shoes may not be permitted in certain classes.
6. Shorts, dresses, skirts and skorts should extend longer than the wearers' fingertips when placed at their side and/or mid-thigh. Running shorts should not be worn during the instructional day with the exception of physical education class. Pajamas are not allowed to be worn to school except if specified for certain events.

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

Any student found to be in violation of the dress code will be given the opportunity to change into appropriate attire. The first violation of the dress code will result in a written warning. Additional violations of the dress code will result in progressive discipline and/or a parent conference.

BOOK BAG AND SCHOOL SAFETY

Book bags *are* allowed in school. Book bags are permitted to transport books and laptops to and from the classroom. For personal use, students may carry a purse or small bag to class for safety or medical purposes with the stipulation that said purse is small enough to fit under the student's desk.

BULLETIN BOARDS

1. A student may make use of the bulletin board in the cafeteria with administrative approval.
2. Announcements of outside activities will not be made over the public address system.
3. No signs are permitted to be taped or placed around the building. Only with administrative clearance and sign up, may groups advertise meetings or activities on classroom doors.

BUS RULES & REGULATIONS

Students have the privilege of utilizing the transportation services of the School District through George's Transportation, Inc. All school rules apply when on the bus, waiting for a bus, or walking to and from the bus stop. A student who fails to maintain appropriate conduct may be suspended from riding the bus and/or may be subject to other disciplinary action. Students are required to ride their assigned bus. Any changes, temporary or otherwise, must be made by the assigning principal and may require parental consent. Students must adhere to all posted bus rules. Once a student arrives at school, they may not leave school property. Students who leave are subject to the Discipline code. Bus conduct will be monitored in audio and video camera equipped buses. George's Transportation may be contacted at (610) 377-5511.

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
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 drive 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 them at all times. **Drivers have the authority to assign seats**
19. Not behaving in a manner which would endanger the health, safety, or welfare of other students, or the driver from their responsibility to permeate the bus in a safe manner

NOTE: When bus students arrive at school in the morning, they must report directly to their assigned classrooms. 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.

Violation of Regulations
Violations of these rules shall be reported by the bus driver on forms provided to the head teacher or 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 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.

CAFETERIA / FOOD & DRINKS IN THE CLASSROOM

Although the cafeteria period provides an opportunity for relaxation, the student should be mindful of the fact that many people must use the same facilities; therefore, they are asked to keep their place clean. Students are also expected to conduct themselves in an orderly manner. The student will follow the instructions of the cafeteria proctors, and these instructions are to be followed at breakfast as well as lunch.

In order to maintain respect for student privacy, camera, video, voice recording, and other similar applications are not to be used during cafeteria time. Such applications may only be used for academic purposes if approved by a supervising teacher or administrator. Cafeteria monitors are in place to enforce school rules. Students are expected to treat them with respect and courtesy. Any insubordination will be handled as it would be with any other employee of the School District.

The following rules apply to the cafeteria:

1. Students must report directly to the cafeteria as scheduled.
2. Food and drink is not to be taken outside of the cafeteria and eaten. Students are permitted to drink water from re-fillable bottles in the hallways and in classes with teacher permission, throughout the school day.
3. Students must remain in the cafeteria area and will only leave with permission from faculty/staff on duty in the cafeteria after signing out (SmartPass).
4. Throwing food is strictly prohibited.
5. No food will be allowed to be delivered to and/or brought into the cafeteria from fast-food establishments or other outside vendors.
6. A student who misbehaves at lunchtime will lose cafeteria privileges. In this case, the student will eat in a designated area for a period specified by administration.
7. Theft of food or drink items may result in suspension from school and a citation.
8. The use of food delivery services such as DoorDash etc. by students from school is prohibited.

Students have the option of obtaining lunch from our cafeteria or bringing their own lunch. A Breakfast Program is also offered at the High School. For the 2026-2027 school year, Lehighton Area School District breakfast and lunch meals are free through the Community Eligibility Program (CEP). Only one meal will be provided per student per day. Additional meals will be at an additional cost as well as a la carte items.

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, envelopes are available in the office or the cafeteria to submit payment.

Both the Nutrition Group and Lehighton Area School District are dedicated to providing high quality, nutritious meals to our students. For more information on our District Cafeteria please visit www.lehighton.org/foodservice. If you have additional 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

Food/Drinks in the Classroom/Halls
Students are permitted to have water and single-serving snacks in school. Teachers will use their discretion in allowing food and/or drink in their classrooms. Students are expected to place trash in the proper receptacles. This is a privilege that may be revoked if abused.

STUDENT SEARCHES

The Lehighton Area School District Policy on Searches is found on the LASD website under Board Policies. The Policy number is 226 and can be found at www.lehighton.org/policies.

School officials have the authority to lawfully search students or their belongings (including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions) without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, board policy, or school rules. Suspicion that a student possessed or displayed a phone does not automatically authorize unrestricted access to every text, photograph, email, account, or stored document on the phone.

LAVATORY

1. Teacher permission must be granted before a student may use lavatory facilities during the regular school day.
2. When using lavatory facilities, a student must use the individual classroom sign-out procedures (SmartPass).
3. Cell phones are strictly PROHIBITED from the lavatories as all students have a right to privacy in such locations. A student found to have taken a cell phone or camera into a lavatory may be subject to disciplinary action up to and including suspension.
4. Students should report any damage or vandalism found in the lavatories to a member of the faculty, staff, and/or administration.

SCHOOL DANCES

School dances are a privilege and as such student attendance at these events may be revoked at the discretion of the administration. The following rules and procedures will apply to all school dances, including Prom and Homecoming:

1. Students must be in attendance the school day of the dance in order to attend unless prior approval from the administration is obtained due to a previously scheduled appointment with documentation.
2. Students having chronic attendance issues—i.e. truancy and/or excessive unlawful/unexcused absences and tardies—may be prohibited from attending a school dance.
3. Guests must be in at least ninth-grade and under the age of 21 at the time of the event. Any guest may be denied by either Lehighton Area High School administration or their home school's administration, if applicable, should any information warranting such action be made evident. Guests will be asked to provide a photo ID at the door during admission to the dance.
4. All required paperwork, including guest forms, must be submitted by the established due dates to the advisor.
5. Students may not leave and re-enter any school dance. Any individuals leaving a dance early must immediately leave the property.
6. Students will not be admitted to the dance after the first hour has passed.
7. All tickets sold for dances are non-transferable, and no tickets will be sold after the announced deadline. Deadlines will be posted in the school, on social media outlets like Twitter - @LehightonHighSc, and announced with the daily bulletin and located on the PowerSchool App under the daily bulletin.

General Reminders for School Dances:

- All school rules, including those pertaining to behavior, dress, and tobacco/vape/alcohol, are in effect and applicable to anyone in attendance at the school dance. Any student found in violation of school rules may be asked to leave the dance without refund and face discipline consequences pending the circumstance.
- The laws covering junior driver licenses are in effect and must be observed.

PROM

The prom is a special event and can be very costly for our students. To ensure that each student has the ability to attend we try to keep the night as affordable as possible. When tickets go on sale, they are sold individually and are **non-transferable and non-refundable**. **No tickets will be sold after the sale deadline**. Additionally, the student will follow all school rules while attending the prom, as the prom is a school event, and it is also a privilege. No student with outstanding obligations will be permitted to purchase a ticket.

PUBLIC DISPLAYS OF AFFECTION

The Lehighton Area School District holds the firm opinion that school is not the appropriate place for displays of affection (i.e., hand holding, hugging, kissing, etc.) between students. Such displays are in poor taste; they do not reflect proper respect for the individuals involved. Parental conferences may be scheduled and disciplinary responses directed at those students who do not cooperate with this policy.

SCHOOL WIDE POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

At Lehighton High School we believe in Tribe Pride. As 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. If a student exhibits these positive behaviors they will be rewarded in a variety of ways. Our goal is to create a positive school culture in which each student feels a part of something special.

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 LAHS, 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 be Punctual, Respectful, Inclusive, Disciplined, and Ethical. Teachers, administrators and other staff members will be teaching and reinforcing these positive behaviors throughout the year. Positive referrals or TRIBE PRIDE tickets will be given to students consistently to acknowledge and reinforce positive behaviors. These tickets will be used towards various rewards driven by student interest such as raffles, the school store, classroom incentives, and school-wide celebrations.

LEAVING THE SCHOOL BUILDING WITHOUT PERMISSION

1. No student may leave the building or school property at any time during the school day, including lunch, without securing proper permission from administration. This includes a student requesting to go to his or her car.
2. An unauthorized departure from school will result in disciplinary action.
3. The use of transportation services/food delivery such as Uber, Lyft, DoorDash etc. by students from school is prohibited.

PROCEDURE FOR LEAVING SCHOOL ILL

1. A student who becomes ill while attending classes will make a SmartPass to the nurse and then confirm with the teacher the need to go to the nurse's office. The severity of illness and need to leave school must be reviewed with the school nurse. Efforts to contact parents will be made through the use of telephone numbers provided in PowerSchool.
2. Students may not call or text parents/guardians during this time. Students will be released only to the individuals named in PowerSchool.
3. Students may NOT call parents to be released as an alternative to seeing the school nurse. Any student leaving school without the school nurse's permission will be charged with a class cut and disciplined accordingly.
4. In the absence of the nurse, the principal or designee will be responsible for the release of the student.

CUTTING or TARDY to CLASS/ ENRICHMENT

1. Cutting class or the Enrichment period is a serious offense. A student will receive a "zero" for all work due that period with no opportunity for making up missed work. A detention will be assigned and disciplinary consequences will progressively increase for repeated violations.

2. All students are required to attend the Enrichment period with the only exception being those seniors who have qualified and turned in the necessary paperwork for Senior Early Out Privileges.
3. Any student who cuts Enrichment or is not in their assigned area during Enrichment will be assigned detention. Disciplinary consequences will progressively increase for repeated violations.
4. Students are expected to report to all scheduled classes/assigned areas punctually. Teachers will assess a detention after every unexcused lateness to class or assigned area. Continued lateness to class will be considered defiance and a referral to the principal will be made. **Failure to correct behavior will result in loss of student privileges.**

PHYSICAL EDUCATION EXCUSES

1. All written requests (physician and parental) for release from physical education classes shall be taken to the school nurse's office. Determination of level of participation or exclusion will be made on an individual basis by evaluation of presenting conditions.
2. If an injury or illness necessitates an extended absence from physical education (more than two days) a written physician's excuse is required.

POSSESSION AND/OR USE OF TOBACCO OR VAPE PRODUCTS

The Lehighton Area School District Policy for Controlled Substances/Paraphernalia (Policy 227) will be referenced for guidance when dealing with prohibited items. Students may not smoke, use smokeless tobacco, 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. Also, the student may not use or possess smoking or smokeless products in his or her car while on school property. This rule also governs student behavior at school-sponsored events.

Safe to Say provides the following tip line to help quit smoking/vaping, please refer for help: "My Life, My Quit" by texting "start my quit" to 855-891-9989. This program provides coaching that helps teens develop a quit plan, identify triggers, practice refusal skills and receive ongoing support for changing behaviors. Self-help and educational materials designed for teens, with input from teens.

Vaping:
First offense – students will be assigned 3 days of ISS. A drug & alcohol (D&A) referral for our vaping education program will be given (with essay component) along with a police referral. If it contains THC- 5 days OSS will be assigned along with a D&A contract, and SAP referral.

Second offense – 5 days ISS will be assigned; if THC – 5 days OSS, D&A contract, SAP referral, and police referral.

Third offense – 5 days OSS and police referral.

STEALING

A student who steals will be responsible to make restitution and will receive disciplinary consequences. In addition, the police may be notified.

VANDALISM

A student who defaces, destroys, or commits any act of vandalism in or around the school building will be held financially responsible for all damages. The student will also be subject to disciplinary action from the administration and, in some cases, the police department, which includes institutional vandalism.

VIOLENCE

If a threat (written or verbal) is made to a teacher, staff member, or another student at Lehighton Area High School, and our investigation confirms its legitimacy, the student will receive an out-of-school suspension which could extend up to ten days pending the situation. During that suspension time, a referral may be made to our Board of Education for that student's expulsion. In addition, our local police will be notified.

Prior to returning to the school setting, a student found to have made a threat must undergo a risk assessment by a school psychologist.

Students are reminded to be mindful of their language. In matters of violent and/or threatening language, a zero-tolerance approach will be implemented. Claiming a joking or non-serious tone does not constitute a valid excuse for such language.

WEAPONS

No student shall possess, handle, or transmit any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument capable of inflicting serious bodily injury. It shall also include any explosive materials, such as but not limited to ammunition, blasting caps, gun powder or similar material. implements capable of directly or indirectly inflicting bodily injury, or other object that can reasonably be considered to be a weapon or dangerous instrument in any school building, on any school premises, 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 his or her possession, including locker, backpack, car, 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. Mental health crises and other appropriate agencies may also be notified and considered viable resources. Discipline procedures shall be the same as that set forth based on severity of the violation as in Policy 233 of the Lehighton Area School District, including expulsion (PA Act 26 - Weapons at School: Students' Rights & Disciplinary Consequences (Act 26) | Education Law Center - PA)

A student found to have violated this weapons policy must undergo a risk assessment by a school psychologist.

Students are reminded that everyday items including but not limited to pocketknives and box-cutters are prohibited. Such items should be left at home and not brought to school property. This includes keeping such items in vehicles.

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.

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 to avoid overreacting 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 includes 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.

BULLYING

According to the Lehighton Area School District Policy on Bullying/Cyberbullying (Policy 249), 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. 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 means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantially interfering with a student's education.

2. Creating a threatening environment.

3. Substantially disrupting the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

RACIAL AND ETHNIC INTIMIDATION

There is hereby established a policy strictly prohibiting all forms of racial and ethnic intimidation in any work area, learning area, activity area or any other place under the permanent or temporary control of the Lehighton Area School District, by or toward any administrative or professional staff member, full or part-time employee, contracted services employee, job applicant, visitor, student, aide or volunteer of the Lehighton Area School District. Any student, visitor or District employee who feels that she/he has been victim of racial or ethnic intimidation should contact the building principal as soon as the objectionable conduct occurs or as soon as possible after the incident. If it is determined that any student has engaged in

racial or ethnic intimidation in violation of these policies, rules and regulations, she/he shall be subject to appropriate disciplinary action, up to and including suspension or expulsion.

SEXUAL HARASSMENT

Sexual harassment is a form of unlawful discrimination on the basis of sex.

Any student who believes that they have been subject to sexual harassment shall report 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 Lehighton Area School District Title IX Coordinator is Rebecca Karpowicz - Mrs. Karpowicz can be reached via email at rkarpowicz@lehighton.org or via phone at 610-377-4490, ext. 7523.

ASSAULT

No student shall attack fellow student(s), members of the professional staff, supportive staff, 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. The proper authorities will be notified.
2. When a student is involved in a fight, the administration will call the police to issue citations to the student and/or send a referral to the Carbon County Juvenile Probation Office. The student will give a written account of what happened.
3. The severity of such an attack will determine the disciplinary action, including Out-of-School Suspension. If punches are thrown, police will be notified. A second fight may lead to placement in an alternative education program and/or expulsion from school.
4. If one student truly initiates a fight, the second student is directed to walk away from the situation and report the incident immediately to the office. We realize, due to peer pressures, that it may be difficult for a student not to retaliate; but failure to do so can lead to that student's arrest also.
5. Any student refusing to leave the immediate area of an altercation or directly trying to prolong or intensify that situation may also receive a suspension or consequence determined by administration or administrative designee.

SLEEPING/HEAD DOWN IN CLASS

It is the expectation of Lehighton High 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 (Student Assistance Program) and may face disciplinary consequences.

ALTERNATIVE EDUCATION

Any student in Alternative Education placement based on behavior or discipline may potentially be prohibited from participating in extracurricular activities.

DISCIPLINARY LEVELS AND POSSIBLE CONSEQUENCES

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.

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

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

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

EXAMPLES OF LEVEL I INFRACTIONS:

- Eating or drinking in unauthorized areas
- Physical Contact
- Dress Code violation
- Loud boisterous noise
- Inappropriate Language
- Property Misuse
- Electronic Device Violation – use in the classroom or hallway without permission
- Public display of affection
- Running in the classroom, halls, cafeteria, locker rooms, etc.
- Tardy to class
- Defiance/Disrespect/Noncomplia nce
- Classroom Disruption
- Violation of classroom procedures established by teacher
- Misuse or abuse of a SmartPa

LEVEL II

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

PROCEDURE: Immediate referral to the school principal for disciplinary action. Parents/guardians will be informed of the consequence of the action(s).

EXAMPLES OF LEVEL II INFRACTIONS:

- Continuation of unmodified Level I behaviors
- Defacing school property
- Skipping Class
- Leaving school grounds without administrative permission
- Unexcused/illegal absence

- Excessive/illegal tardiness
- Bus disturbance
- Cafeteria disturbance
- Physical Aggression
- Defiance/Insubordination/Non-Compliance
- Skipping teacher assigned/office detention
- Cheating or lying
- Forgery/Plagiarism
- Gambling
- Throwing objects (pencils, books, snowballs, etc.)
- Loitering around or in other school buildings
- Bullying
- Harassment on the basis of: Disability, Ethnicity, Gender, Physical, Race, Religion, Sexual, Other
- Violation of the Internet Access Policy/Electronic Devices Policy
- Abusive Language/Inappropriate Language/Profanity
- Possession of obscene materials or use of obscene language or gestures
- Use of inappropriate references to drug/alcohol use/possession
- Misbehavior at a school-sponsored activity/event

LEVEL III

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

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

PROCEDURE: Upon receiving a report of a Level III violation, the school administrator immediately initiates disciplinary action by conducting an investigation and, if necessary, conferring with the teacher who made the report or other witnesses. Following the investigation, the school administrator will contact the parents/guardians of the student to make a report of the findings and consequences should they be necessary. The referring teacher may receive notification of the student consequence as deemed necessary by administration.

EXAMPLES OF LEVEL III INFRACTIONS:

- Continuation of unmodified Level I and/or Level II behaviors
- Assault and/or battery of another student or school personnel
- Fighting
- Indecent exposure
- Extortion
- Theft/possession/sale of another's property
- Intimidation or threatening behavior toward a student and/or school personnel
- Hazing
- Leading or participating in a walkout
- Vandalism
- Leaving school grounds without permission
- Smoking/vaping or possession/use of tobacco products and/or paraphernalia

LEVEL IV

DESCRIPTION: Misbehaviors on the part of the student, which result from the continuation of Levels I, II, or III misbehaviors and which require the intervention of the school administration to correct the misbehavior. Such

behaviors also include acts, which result in violence to another person(s) or property and which pose a direct threat to the safety of others in the school.

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

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

EXAMPLES OF LEVEL IV INFRACTIONS:

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

<u>DISCIPLINARY OPTIONS/RESPONSES</u>

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

A. Conference with teacher
B. Conference with school administrator
C. Parent contact
D. Loss of Privileges
E. Warning
F. Lunch Detention
G. Teacher Detention
H. Office Detention
I. Saturday Detention
J. In-school suspension
K. Out-of-school suspension (1-10 days)
L. Restitution
M. Police Referral
N. Referral to outside agency

O. Temporary removal from class
P. Charges under the criminal code
Q. Referral to appropriate law enforcement agencies
R. 10-day full suspension with an informal hearing
S. Referral for psychological services
T. Drug and alcohol policy
U. Formal hearing with a committee of the school board
V. Referral to SAP
W. Expulsion

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

MISCELLANEOUS INFRACTIONS

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 informal 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.

Any waiver of a suspension-related right must be made knowingly, voluntarily, and without coercion, and must clearly identify the specific right being waived. Nothing in this handbook shall be construed as requiring or permitting the waiver of rights protected under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, the U.S. Constitution, or other applicable federal or state laws, except as otherwise permitted by law.

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 17 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 hearing.
3. The right to an impartial tribunal.
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.

DISCIPLINARY CODES

1. After-School Detention (ASD)
    a. Detention time: 2:20 to 2:50 p.m.
    b. Detention days: Monday through Friday, held in a designated location.
    c. The student shall bring books and spend time in worthwhile study and turn in their cell phone for the duration of the detention.
    d. Cutting of detention will result in a second detention being assigned, regardless of the reason.

2. Saturday Morning Detention (SD)
    a. Detention time: 8:00 a.m. to 11 a.m., in the designated school/room.
    b. Detention place: Report to the Foyer promptly (8 a.m.) for Room Assignment.
    c. The student shall bring books and spend time in worthwhile study.

d. Failure to attend Saturday morning detention will automatically result in a second Saturday detention or an In-School Suspension.

3. In-School Suspensions (ISS)
    a. In-school suspension will be held in a suspension room.
    b. Phones will be turned into Administration for each day of ISS.
    c. The student assigned to in-school suspension will first report to the office where administration will escort the student to the In-School suspension room.
    d. The student must bring all books and materials for that day.
    e. The student assigned in-school suspension may not participate in any extracurricular activity during the duration of suspension (even throughout a weekend).
    f. Individual behavior learning packets/online courses may be assigned to help modify the student's behavior.

4. Out-of-School Suspension (OSS)
    a. Out-of-school suspension will be used only in the most severe violations of school rules and for repeated offenses.
    b. As in all detention or suspension cases, parents will be notified by phone and in writing of the nature of the offense and the action taken by school authorities.
    c. Anyone suspended from school may not participate in any extracurricular activities during the period of suspension (even throughout a weekend).
    d. The student bears the primary responsibility for making up the class work missed during the suspension period.

5. Expulsion (EXP)
    a. Suspension from school as a penalty is used for infractions of school rules as prescribed in this policy manual.
    b. After a student receives three (3) suspensions, his or her case may be referred to the school board 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 students' rights and responsibilities.
    c. This does not mean that a student must have accumulated three (3) suspensions in a school year before this case will be presented. If the offense is particularly grave, the case can be referred to the board at its next regularly-scheduled meeting. Parents or guardians and the student shall be informed in writing of the Board's decision.
    d. Expulsion is an exclusion imposed by the governing board for more than ten school days and may, but need not be, permanent.

PART FOUR: POLICIES & PUPIL SERVICES

ACCEPTABLE USE OF COMMUNICATION AND ELECTRONIC DEVICES

As Lehighton Area High School moves forward with technology, many new devices are now in the classrooms for students to use. The Lehighton Area School District reserves the right to temporarily or permanently remove a user account on the network to prevent further unauthorized activity. See Board Policy 237 on the School District website if further clarification is needed.

All students in grades 9-12 receive a Chromebook and Google Account. The account will be the student's District assigned number followed by @students.lehighton.org. Each student will be assigned a password to their account.

Students will create a password, however, the District will also have the ability to access the account and reset the password. Access to these services is considered a privilege. The District reserves the right to revoke access to these services if there is reason to believe the user has violated the District Internet Acceptable Use Policy (IAUP) or the law. The IAUP applies to the Google account and the student's use thereof.

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. Make certain the locker is completely closed and locked when storing your device. 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 High School students will bring their laptop to school with them everyday. Students who forget to bring their laptop computer to school *will not* be provided with a loaner.
- Cords, cables and removable storage devices should be inserted carefully into the laptop computer.
- Students should not carry laptop computers while the screen is open.
- Laptop computers must remain free of any writing, drawing, stickers or labels that are not the property of the District.
- Downloading unauthorized games, applications or software by students is not permitted.
- All software will be licensed, approved and installed by a District computer technician.
- Students should not loan the laptop computer to anyone (including family members) and should not share login or password information for any web site 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 emails.
    - 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.
- When using 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 or Assistant Principal.

SOCIAL MEDIA GUIDELINES

Board Policy 815.2 (District Social Media) states that 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. **Treat Others with Respect.** Never bully, troll, make fun of, or harass people online. Report any behavior that appears to be bullying.
3. **Never give out any personal information.**
4. **Be Nice. If you can't say something nice, don't say anything at all!**
5. **T.H.I.N.K. before you post.** Students are responsible for social media posts. Is it: **T**rue, **H**elpful, **I**nspiring, **N**ecessary, and **K**ind?

ACCIDENT INSURANCE

The Lehighton Area School District makes available to all students a group insurance policy. Brochures and application forms are given to the student at the beginning of each school year and may be found on the District website at www.lehighton.org/parents/student-accident-insurance. A student who participates in athletics must be covered by accident insurance, either the school policy or a parent signed waiver guaranteeing family coverage. Injuries due to fights are not covered by school insurance. Insurance does not carry over from one year to the next.

ARTICLES PROHIBITED FROM SCHOOL

Problems arise from time to time because a student brings an article to school that is hazardous to the safety of others or in some way interferes with the operation of the school. The following is a simple list of undesirable items which will be confiscated should they be brought to school:

1. Firecrackers, lighters, and/or matches.
2. Large studded wristbands, thick-neck chains, and wallet chains.
3. Any materials that could be used for gambling purposes.
4. Toy guns, water pistols, slingshots, and laser pointers.
5. Vaping devices and electronic cigarettes.

No student shall possess any object that could be classified as a weapon (See section on *Weapons*) with the exception as hereafter set forth. Notwithstanding anything to the contrary, the aforesaid devices may be brought into school for legitimate school purposes (such as to assist in a speech, exhibition, or project in connection with any course or extracurricular activity sponsored by the School District) but only after pre-approval is made by the principal (or designee) in writing prior to said event. In such an event, said device shall be required to be deposited with the principal or designee at the school office until such time in the school day as it may be needed when it will be checked out of the school office for that limited period of time. Further, parental permission shall be required in writing for the same. Should a student violate this policy to have any weapon or other item in his or her possession, including locker, backpack, or desk, they would endure the consequences outlined in the section on *Weapons*.

CLASS DUES

In order for a student to attend their outing and/or prom, all class dues must be paid in full prior to the event, and the student must complete the class fundraiser.

Junior class dues: $40.00 plus fundraiser.
Senior class dues: $40.00 plus fundraiser.

This also applies to all transfer students.

Students will be given the opportunity to fundraise towards their dues throughout the year if they so choose.

Parents/guardians experiencing financial difficulty are encouraged to contact their student's Class Advisor, School Counselor, or Building Administration to request a confidential fee waiver, payment plan, or assistance options.

COMMUNITY HALLOWEEN PARADE

The student is reminded that participation in the Community Halloween Parade is **NOT** school sponsored. The school will not be responsible for anything related to the parade including an accident or misbehavior.

CHANGE OF ADDRESS AND TELEPHONE

A student changing their residence or telephone is required to report this change to the Attendance Secretary.

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). 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.

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.

AUTOMOBILE AND PERSONAL TRANSPORTATION DEVICE REGULATIONS

See Board Policy 223

Definitions

Motor Vehicle - A vehicle which is self-propelled except an electric personal assistive mobility device or a vehicle which is propelled solely by human power.

For purposes of this policy, the term Motor Vehicle includes a car, truck, bus, motorcycle or a motor-driven cycle.

Motorcycle - A motor vehicle having a seat or saddle for the use of the rider and:

(1) designed to travel on not more than three wheels in contact with the ground; or

(2) designed to travel on two wheels in contact with the ground which is modified by the addition of two stabilizing wheels on the rear of the motor vehicle. The term includes an autocycle.

Motor-Driven Cycle - A motorcycle, including a motor scooter, with a motor which produces not to exceed five brake horsepower.

Pedalcycle - A vehicle propelled by human-powered pedals (ie. handcycles, bicycle, recumbent bicycles, tricycle, hand-and-foot recumbent tricycles, quadricycle)..

For purposes of this policy, the term pedalcycle shall include motorized pedalcycles and pedalcycles with electric assist, also known as E-bikes. E-bikes are not required to meet the registration, licensing, or insurance requirements that standard motor vehicles are subject to and are permitted on sidewalks; however, restrictions may apply.

Motorized Pedalcycle - A motor-driven cycle equipped with operable pedals, a motor rated no more than 1.5 brake horsepower, a cylinder capacity not exceeding 50 cubic centimeters, an automatic transmission, and a maximum design speed of no more than 25 miles per hour or an electric motor-driven cycle equipped with operable pedals and an automatic transmission powered by an electric battery or battery pack-powered electric motor with a maximum design speed of no more than 25 miles per hour. [2]

Pedalcycle with Electric Assist - A vehicle weighing not more than 100 pounds with two or three wheels more than 11 inches in diameter, manufactured or assembled with an electric motor system rated at not more than 750 watts and equipped with operable pedals and capable of a speed not more than 20 miles per hour on a level surface when powered by the motor source only. The term does not include a device specifically designed for use by persons with disabilities.

A Parking Permit must be purchased at the High School Office in order to park motor vehicles on campus. Parking Permit Display Stickers are not available until the second week of school each school year.

1. Any Senior or Junior who feels that they can justify driving to school and currently holds a valid driver's license shall obtain the necessary registration/Google form in the front office or the District website. A $10.00 registration/sticker fee will be assessed when the form and copies are submitted to the administrator/administrative designee and a parking sticker is available.

   Parking stickers will be sold during lunches in the second week of school according to the following schedule:
   Day One – Seniors
   Day Two – Juniors
   Day Three – Underclassmen

   After the second week of school, parking stickers can be purchased in the main office on a first come, first served basis. Parking spaces are not assigned. Students with a valid permit may park in any open space designated for student use on a daily basis. In the case that all parking stickers are purchased, students will be placed on a waiting list once they submit the registration and required copies to the administrator/administrative designee. Students may not submit a registration form until they have acquired their driver's license. **Parking stickers are NON-transferrable, may not be sold by a student to another student, and must be purchased yearly from the front office. Any student no longer needing a parking tag is asked to notify the main office.**

2. Any Senior or Junior student who seeks permission to drive on school property must have proper property and bodily injury liability insurance, and the student along with his or her parents/guardians must agree, by their signature on the application form, to be financially responsible for any damage done to School District property by their vehicles. ***Forgery of parental signatures shall result in the loss of student parking privileges for the school year***. Student parking is a privilege, not a right, and should be recognized as such.

3. The student is urged to lock their motor vehicle at all times during the school day or while attending activities at the school. The school cannot be held responsible for anything stolen from a vehicle or for any damage to a vehicle or personal transportation device on school property.

4. All traffic regulations and all practices which contribute to the safety of students within the Lehighton Area School District shall be observed at all times.

5. Students must obey school regulations and all the laws of the Commonwealth of Pennsylvania. The speed limit on parking lots/school grounds is 10 m.p.h. Students are not to park in the fire zones, bus loading zones, and/or adjacent to any yellow curb.

6. Motor vehicles and other personal transportation devices may not be used in any manner during the school day, except for the initial arrival and departure, unless permission is received from administration or administrative designee.

7. A student who has properly registered their vehicle/personal transportation device may park in those designated spaces in the student lot. The student must park in the student lot. Under no circumstances will parking be permitted on entrance or exit roads, or in the faculty lot (unless otherwise designated).

8. Any student who attempts to park in a space reserved for teachers/administrators or parks in the student lot without proper registration will receive disciplinary action and will lose driving privileges for a specified amount of time determined by administration.

9. A student having seven or more unexcused tardies during a semester may have their parking privileges removed for the remainder of the current semester.

10. Infractions of parking regulations and/or driving regulations may result in notification of police authorities and parking privileges will be revoked.

11. If "reasonable suspicion" is evident, a student's vehicle may be searched.

AWARDS

Near the end of each school year a number of students are recognized for their outstanding achievement in various academic areas and/or in athletics. While the Most Valuable Players Awards for each sport are determined by the students (team members), the other scholarship recipients are determined by a committee composed of faculty and other designees. The committee's decision is final.

CAFETERIA PAYMENTS

The cafeteria offers an automated point of sale system that allows students to enter a PIN number to access their account in order to pay for a meal. Payments to the student account must be made before 8:30 am in order to be accessed that day. Checks should be made to LASD or an electronic payment may be made through the point of sale registration on the Food Service link under departments on the LASD website or at www.schoolcafe.com

Note: Money left in a student's account at the end of the year will roll over to the next year. Seniors graduating must submit a written request to the cafeteria in order to receive leftover funds at the end of the year. Nutrition Group Contact information: nhayes@lehighton.org

EMPLOYMENT

The school occasionally receives requests from employers for part-time help. If a student is interested, they should come to the guidance office where the requests are listed.

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.

PUPIL RECORDS POLICY

The Board of Education has adopted Policy 216 - Student Records. 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 guardians right to privacy. Copies of the Student Records Policy are available in each building and the District Office.

STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS

The Lehighton Area School District Policy on Student Expression/Distribution (Policy 220) 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.

RELEASE OF SENIORS' NAMES AND ADDRESSES

It has been the policy of the high school, as recommended by the National Association of Secondary School Principals, that it remains the best policy not to give students' names to anyone unless a state statute or ruling of an attorney general mandates such a service. This requires schools to give lists of

seniors (with addresses) to the Armed Forces recruiters. The law also states that students should be given an opportunity to have their name excluded from the list. If any senior would like to remove their name from the list, they should see a secretary in the main office. This should be done early in the school year. If any junior would like to have their name removed from the upcoming senior list next fall, they should see a secretary in the main office sometime during the month of May.

FIRE/EMERGENCY DRILLS

Fire and emergency drills are required during the school year. We at Lehighton Area High School are aware of the serious hazard of emergencies and stress the need for efficient, faculty-supervised drills. The student will leave the room in a single file and go to the exit in an orderly fashion. There shall be NO TALKING. Explicit directions concerning drills are given at the beginning of the year by each teacher in each classroom and also posted on the bulletin board. The first two persons to reach an exit door will hold the door open until all students have left the building. The door should then be closed. The teacher should be the last to leave the room and should close the windows and door. Each drill should be considered as being serious and the student must conduct themselves accordingly.

Students must take all evacuation drills seriously. They must follow building evacuation procedures and report to their designated attendance area. **Inappropriate behavior will not be tolerated and could result in a meeting with school administration or a Saturday detention.**

1. When a fire alarm is heard, students are to move quickly and quietly without talking, running or pushing to the nearest or designated exit and then proceed away from the building as directed. Students must remain quiet for the duration of the drill. Teachers will take attendance at evacuation locations.
2. During a drill, an exit may be closed to simulate a condition which could happen during an actual fire. If a regular exit is blocked, teachers will direct the students to the nearest available exit.

LOCKDOWN DRILLS

Lockdown drills are practiced throughout the school year. We at the Lehighton Area High School are aware of the seriousness of school and society issues, and we stress the need for efficient, faculty-supervised drills.

Lehighton Area High School uses three types of response protocol actions:

1. Hold: A HOLD “In your room, clear the halls ” is called when non-instructional areas need to be secured. When a HOLD is called, all classroom doors are locked, students are not permitted to leave a classroom, and instruction continues. Students in a non-instructional area—i.e. hallway or lavatory—should report back to their assigned location immediately.
2. Secure: A SECURE “Get inside. Lock outside doors” is called when there is a potential threat outside of the school. When a SECURE is called, all classroom doors are locked, students are not permitted to leave a classroom, and instruction continues. Students in a non-instructional area—i.e. hallway or lavatory—should report back to their assigned location immediately.
3. Lockdown: A LOCKDOWN “Locks, Lights, Out of Sight!” is called when there is an immediate threat inside the building. All areas in the building must be secured. All instruction stops and classrooms are secured. Students in a non-instructional area—i.e. hallway or lavatory—should prepare for Run, Hide, Fight. There is to be NO TALKING during a LOCKDOWN.

Any student causing a behavior disruption during a lockdown or any student who fails to comply with lockdown procedures will be subject to disciplinary consequences.

LOCKERS

It is a choice of each student to obtain a lock for their locker. The student will also be responsible for giving the combination to the main office to be kept on file. All locks must be secured on the locker at all times. The school cannot be responsible for valuables taken from hall or gym lockers that are not secured. The student should also be aware of the fact that hall (and gym) lockers are School District property and are not their private property. Therefore, a student shall have no expectations of privacy in their locker. In addition, lockers are subject to random and periodic searches and canine sniff searches. Also, there may be times when the lockers may be examined without the student being present. The District reserves the right to cut the lock for any reason without notice in its sole discretion. In such an event, the District is not responsible for damages or replacement of the lock.

LOST AND FOUND DEPARTMENT

All articles that have been found shall be taken to the lost and found table located outside the main office where they will be held until they can be claimed through proper identification.

Periodically, building administration will authorize the clearing of lost and found items. At such a time, all clothing items will be donated to charity, while other items will be discarded. Students will be informed via morning announcements of lost and found clearings several days prior to such action.

NATIONAL HONOR SOCIETY (revised 1984, 1997, 2009, 2015, 2020, 2022)

The Lehighton Area High School Daniel I. Farren Chapter of the National Honor Society is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: character, leadership, scholarship, and service. Students are selected for membership by a majority vote of a five-member principal-appointed faculty council, each fall.

Students in grades 11 and 12 with a cumulative weighted GPA of 3.8 or better are eligible for membership. The GPA from the end of the previous school year will be used for candidacy. Each student who meets this criterion is invited to complete a candidate application packet to provide the faculty council with information regarding the candidate's character, leadership, scholarship, and service.

For the four areas, two forms of input will be utilized to evaluate each candidate. School disciplinary records will be reviewed and the faculty will be solicited for input regarding each candidate's character. To evaluate leadership, the candidate will fill out a form detailing their school extracurricular involvement. Every candidate will also be asked to choose two advisors, coaches, supervisors, etc, to each fill out a reference form. The candidate's weighted GPA will be utilized and the faculty will be solicited for input regarding each candidate's scholarship. To evaluate a candidate's service, each candidate will submit documentation indicating their community service as well as a service essay.

The following guidelines have been developed to provide a clear understanding of what is considered acceptable for community service hours. All interested students are encouraged to check with the NHS advisor(s) for clarification if uncertain of qualification.

In order to qualify as service hours,

- Time must have been served by assisting at a non-profit, established organization.

- If the established organization is school related, the organization must be one of which the student is not affiliated and, therefore, will not be listed on the student's high school transcript as an extracurricular activity.

- Any activity done as a requirement for a school organization of which the student is a member does NOT qualify as service hours.

- The name of an unrelated adult who is affiliated with the non-profit, established organization and who can account for the hours must be acquired.

- Hours must be accumulated from the summer prior to the candidate's freshman year up to the time of application.

Some examples of acceptable opportunities along with similar counterexamples are as follows:

Acceptable	**Unacceptable**
Setting up tables, baskets, and/or selling tickets at a basket raffle	Shopping for items and assembling baskets and/or selling tickets in advance for a basket raffle
Washing/drying cars at a car wash	Hanging signs promoting a car wash and/or shopping for items for a car wash
Selling baked goods at a bake sale	Shopping for ingredients and/or baking goods to be sold at bake sale
Volunteering to help at a middle school event when involved in an equivalent high school activity	Coach requires assistance at a middle school event when involved in an equivalent high school activity

*All above acceptable opportunities cannot be for school organizations of which the student is a member/participates.

The advisor(s) will verify that all hours were completed as stated by the candidate. Since community service hours are verified by the National Honor Society advisor(s), the candidate must be certain the hours they list are verifiable by the person identified on the form. Any hours that cannot be confirmed by the contact given will not be included in the applicant's total. If the number of hours confirmed by the contact are lower than what the candidate listed, the candidate will automatically be disqualified for membership consideration.

The candidate's application packet will be carefully reviewed by the faculty council. Each form of input for the four areas will be scored according to a predetermined rubric. A cutoff score will be determined by the faculty council and any applicants whose total scores meet or surpass the cutoff score will be selected for membership. All candidate information is considered confidential.

Candidates will be notified regarding selection or non-selection according to a schedule given with application. Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to at least maintain the same level of performance in all four criteria that led to their selection. Members will pay $10 dues per semester, participate in community service (minimum of 30 hours per year) and school service (minimum of 10 hours per year), and attend all meetings. Failure to meet the membership guidelines will lead to disciplinary action and possible dismissal.

NURSE'S OFFICE

The Nurse's Office is located on the main floor in the Guidance Suite. The school doctor conducts physical examinations. All health records of the students in the Lehighton Area High School are kept on file in the Nurse's office.

Any emergency, accident, or illness that occurs in school is taken care of in the Nurse's Office by the school nurse, or referred to the school doctor or family physician. Minor ailments are the responsibility of the parent/guardian. A student who becomes ill in school should report to the nurse or to the main office if the nurse is not available.

Anaphylaxis is an acute 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, the ambulance will be called immediately, and 0.2 to 0.3 cc of adrenalin/epinephrine via auto injection will be administered to the victim. If a parent/guardian does not want this medication administered in a severe medical emergency, a signed statement to the effect should be hand-delivered or sent certified mail to the student's school building to the attention of the school nurse.

HEALTH SCREENINGS

High School students are required by state mandate to have the following screenings completed during the school year.

Grade 9 – Height and Weight / Vision Screen
Grade 10 – Height and Weight / Vision Screen
Grade 11 – Height and Weight / Vision Screen / Hearing Screening / Physical Exam (School or private)
Grade 12 – Height and Weight / Vision Screen

Parents will be notified of any abnormalities found during screenings. The school vision screening, though done yearly, is not a substitute for a comprehensive eye examination done by an eye care specialist.

ADMINISTRATION OF NON-PRESCRIPTION MEDICINE DURING SCHOOL HOURS

Medication must be turned into the nurse first thing in the morning prior to 7:30 a.m. Permission to administer non-aspirin analgesic must be given on the appropriate form. All non-prescription medication must be delivered to the school nurse in the original, labeled container with directions and permission issued by the parent.

The school nurse, at their discretion, may choose to send a student home due to illness or medical concerns. A student sent home by the nurse will not be marked absent for the day and their time will be excused. **Any student choosing to make their own arrangements to be picked up from school due to illness without seeing the nurse will be marked unexcused for the remainder of the school day and may be assigned disciplinary consequences.** Any unexcused/unlawful absence may result in a score of "zero" for the missed work.

MEDICATION POLICY

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication in accordance with the direction of a physician to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student and/or the student would not be able to attend school if the medicine were not made available during school hours. For purposes of this policy, "medication" shall include all medicines prescribed by a physician, including over-the-counter medications.

Before any medication may be administered to any student during school hours, the Board shall require the written or verbal request of the physician and/or physician's office, which shall:

1. Give permission for each administration and shall relieve the Board and its employees of liability for administration of medication.
2. State the time at which, or special circumstances under which, the medication shall be administered.
3. State the length of period for which medication is prescribed and the possible side effects of medication.
4. The document(s) shall be kept on file in the office of the school nurse.
5. The Superintendent shall develop procedures for the administration by the school nurse, designee of the school, the parent, or the student, where the physician so directs.
6. Medications shall be securely stored and kept in the original, labeled container in the nurse's office.
7. The school nurse shall maintain a record of the name of the student to whom medication may be administered, the prescribing physician, the dosage and timing of medication, and a notation of each instance of administration.

MEDICATION POLICY CONCERNING FIELD TRIPS

Responsibilities of advisor, parent, and student on field trip when a student needs to take medication:

1. Before the trip occurs, the advisor will ask participants if anyone will require medication while on the trip.
2. The parent or physician requesting that the medication be taken must complete the proper form. The form must accompany the medication while on the trip. Forms can be secured from the school nurse.
3. All medication must be given to the advisor or designated adult on the day of the trip. Medication must be in the original prescription container. No medication may be taken if not in the original prescription bottle.
4. It would be wise to have only enough medication in the bottle to cover the day(s) of the field trip. There is no need for the student to have their entire prescription with them.
5. The student will be allowed to self-administer their medication while supervised. The student must take the medication in front of the advisor/designee.
6. Understanding the laws of confidentiality, there will be no comments made about types of medication or its purpose. There is to be no discussion about a student's medication.
7. It is required that the person delegated to supervise student self-administration of medication shall meet with the school nurse prior to the field trip to review the policy.

FUNDRAISING

Wholesaling and retailing are not permitted in school unless it is a school-sponsored fundraising activity. The high school principal/athletic director or designee must approve all fundraising activities. A financial report must be submitted to the office at the conclusion of the activity.

INCLEMENT WEATHER

If it becomes necessary to close school because of the weather, official notification will come from all local radio, TV stations, Twitter, @LehightonHighSC, and our School Messenger system. School Messengert is a District-wide calling system that we use to notify parents about various topics and issues at the high school and District wide. Please make sure all contact information in PowerSchool is accurate. It is the family's responsibility to contact the school office if changes are needed.

On "Snow Days," when there is no school, there typically are no activities. In rare circumstances, permission may be granted by the Superintendent or designee on a case by case situation.

If there is an early dismissal because of inclement weather, (1) there are to be no practice sessions; (2) all evening events including those conducted by outside groups will be canceled. If the weather is deteriorating but school has not closed, the principal or athletic director will determine if regularly scheduled activities or events will be held.

INSTRUCTION RELATED TO HIV/AIDS

The State Board of Education has rules that require school districts to teach both the dangers of and prevention of AIDS. In high school, this will be done in the 9th/10th grade Wellness courses. Teachers will excuse any student who, for moral or religious reasons, opposes instruction on the topic of sexually transmitted diseases if the student has a parent or guardian hand deliver or send by registered mail to the high school principal's office, a signed statement that they do not want their child in health class during these discussions. This MUST be done in order for the student to be excused from these discussions. Then, too, should a parent wish to examine the material that will be used in AIDS lessons, they can make arrangements by calling the high school at 610-377-6180.

PERSONAL PHONE MESSAGES

Only in the case of an emergency will a student be called out of class to relay a message.

SPECIAL EDUCATION NOTICE TO THE PARENTS OF CHILDREN WHO RESIDE IN LEHIGHTON AREA SCHOOL DISTRICT

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 student may be in need of special education services and related programs or a 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, 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 the Director of Special 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 the Director of Special Services, Mrs. Samantha Kistler, or a building principal.

PART FIVE: ACADEMICS & GUIDANCE

CAREER EDUCATION

Lehighton Area School District strives to meet the academic standards for career education and work. In an ever evolving workplace, it is important that students have an opportunity to assess interests, build skills and identify and explore careers that are aligned with their skills. Career education and exploration is provided across all academic settings through a comprehensive kindergarten through 12th grade plan.

Step One: Career Awareness: In elementary school, students are exposed to a wide range of careers through guest speakers, videos, guidance lessons and field trips. Teachers, school counselors, and parents help students develop an awareness of the importance of good work habits, educational achievement and character development.

Step Two: Career Exploration: In middle school, students are encouraged to explore their interests by completing interest inventories and gathering information about careers including working conditions, educational requirements and skills needed. Teachers, school counselors and parents motivate students to identify their abilities and skills and continue to support strong work habits and good decision making skills.

Step Three: Career Preparation: In high school, students will be introduced to career clusters to assist with course selection of elective credits. A career cluster is a broad grouping of careers that share similar characteristics and whose employment requirements call for many common interests, strengths and competences. The appropriate course options will help students develop a comprehensive course plan for high school in preparation for future careers.

The five career clusters:

Arts, Media & Communication
Business, Finance, Technology, & Entrepreneurship
Health & Human Services
Engineering, Science, Mathematics & Industrial Technology
College Scholars

Step Four: Career Development: Based on the career goals chosen, students will be advised to continue preparing for their careers.

COMMENCEMENT

Commencement exercises will be held on School District property. If the ceremony is held indoors, limited seating may be available and all guests may be required to have a ticket for the ceremony. Parents/Guardians/Guests of the students who disrupt the exercises will be subject to removal from the proceedings and disorderly conduct charges being filed with the local authorities.

STUDENT DRESS FOR COMMENCEMENT ACTIVITIES

According to the Lehighton Area School Board, student attire for commencement is formal. District Board of Directors Graduation Requirement Policy 217, states the following student attire for commencement is as follows:

1. The cap is to be worn flat and pulled well down on the forehead. Tassels are worn on the left side.
2. Students will be required to return home for proper dress in the event they report for the ceremony in unacceptable attire, as deemed by District staff.

In addition to the traditional cap and gown that must be worn by all graduates, only certain regalia are acceptable for adornment during the ceremony, including: National Honor Society, National Art Honor Society, Military, and others as approved by administration.

All outstanding obligations must be paid in full prior to commencement in order to participate. If a student has financial problems and cannot secure the proper attire, they may contact a building administrator and proper attire will be found discreetly for the student.

COMMENCEMENT SPEAKERS

The top four students of the class, as of progress reports of the fourth marking period, may have the opportunity to be commencement speakers with Valedictorian and Salutatorian given the first choice when final grades for the fourth marking period are entered. If the candidates decline, other students may be eligible based upon class ranking. All copies of the completed speeches **MUST** be in the hands of an administrator one week prior to the graduation date of the current school year. The written speech must be given to an administrator personally.

COMMENCEMENT PRACTICE

All graduating seniors are required to attend ALL scheduled commencement practices. Students who arrive late to commencement practices must make up that time. Any student failing to attend required practices or causing a disruption at practices may be denied participation in the commencement event.

COMMENCEMENT DISCIPLINE PROBLEMS

Participating in commencement exercises is a privilege; therefore, any student who does not follow the rules for commencement, and/or the rules of the school, may be denied participation. The student should refrain from behavior that disrupts commencement activities. Students who disrupt the exercises will be subject to removal from the proceedings and possible disciplinary actions, including disorderly conduct charges being filed with the local authorities.

POWERSCHOOL USAGE

Parents/Guardians and students are encouraged to use PowerSchool to monitor grades. Doing so allows parents/guardians to get real-time updates regarding their child's academic performance and attendance. Progress reports can be obtained from the guidance office by request. Any parent/guardian needing PowerSchool log-in and/or password information, should contact the high school guidance office—this includes the smart phone application.

Additionally, daily announcements are posted in PowerSchool. These are the same announcements made each morning in school. Students and parents/guardians should review these announcements with frequency to ensure pertinent school information is received. Students taking dual enrollment courses outside of the LAHS building are responsible for any missed announcements and should keep up-to-date via PowerSchool.

COURSE EXEMPTION BY EXAMINATION

A student may challenge a course by successfully completing an examination of the student outcomes for the course. In order to qualify, a student must have maintained an average of 93% or above in prior courses of the academic discipline. The teacher of the subject will construct an examination based on the student outcomes for the course and have the exam approved by the principal and assistant to the superintendent. A standardized examination may be used if the examination measures the student outcomes of the course. To successfully challenge a course, a student must score at least a 93% on the teacher-developed examination or an equivalent score on a standardized examination. The student will be provided with the course syllabus prior to taking the exam.

After earning a 93% or above on the exam, credit will be recorded on the student's permanent record and will be used for ranking purposes. The student must enroll in the next sequential course offered in the subject area.

Graduation credit will be awarded. No student may take the course for a higher grade at a later date. No graduation credits will be awarded for Middle School courses.

A student will be limited to earning a maximum of one (1) exemption per school year by this method. Courses with a laboratory component or shop experiences cannot be challenged unless a laboratory component is included in the examination.

CLASS RANKINGS

Class rankings are determined by arranging all students in order of their weighted grade point average. A student that repeats a course due to previous low grades or other reasons shall have both grades computed in their class rank. Class Rank will only be calculated twice a year after the semester grades have been submitted.

COURSE LOAD

All students are required to maintain a full schedule each school year. They are required to attempt a minimum of seven (7) credits for a full 180 school days.

GRADING/GRADING SYSTEM

Marking period grading breakdown:

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

Report cards will be available every forty-five days. Academic achievement will be designated on both report cards and on permanent records by percentage. COURSE FAILURE OCCURS WHEN A STUDENT RECEIVES A 60% OR LOWER GRADE.

Give special attention to the following:
A student receiving between 40% and 60% as a final average for a course may pass that course by attending a credit recovery course. Any student receiving less than 40% as a final grade **MAY NOT** attend summer school or take a correspondence course for credit. The student percentage grade is a product of assignments, class participation, projects, activities, written and oral exams, and ATTENDANCE. Finally, all grades will be shown in terms of whole numbers, and that percentage will be used to make all calculations.

GRADING SCALE

90%-100 =A
80%-89%-B
70%-79%=C
61%-69%=D
00%-60%=F

Other marks include:

I – Incomplete
A mark of "incomplete" indicates that some class work has not been finished or a test has not been taken, usually because of excused absence from school. Please see **Makeup Work for Absences** for the number of days given to a student to complete missed work due to absences.

WF – Withdrawal Fail WP – Withdrawal Passing W – Withdrawal from LAHS Rolls

Important Academic Dates/School Calendar (*See District website - Calendars*)

- Final marking period grades are completed at nine (9) week intervals. They are posted in PowerSchool five (5) days after the marking period ends, except for the last marking period.
- Parents can contact the school at any time to check on the progress of your child (children) or use PowerSchool.
- The date for graduation for the Class of 2027 will be set by the school board at their regular April meeting.

CALCULATION OF THE GRADE POINT AVERAGE (GPA)

During the course of a school year, two different types of Grade Point Averages (GPA) can be calculated for each student. The first is known as the "simple" or "non-weighted" GPA, while the second type is "weighted." The "simple" GPA is calculated four (4) times a year, at the end of each marking period, using the grades from that report period to determine who qualifies for our honors lists. This "simple" GPA is never used to determine class rank. The "weighted" GPA is calculated at the end of the first semester and again at the end of the school year. Final course grades are used in this calculation, and the quality points are based upon the level (AP, Honors, College Prep, or Applied) of the course. This GPA rewards those students who have selected the more difficult courses (and did well). It is the "weighted," end-of-the-year GPA that is used to determine a student's official class rank. OF THE TWO, THE "WEIGHTED" GPA IS THE MOST IMPORTANT. IT IS ALSO CUMULATIVE.

Dual Enrollment is never factored into grades for Honor Roll purposes, but will be included in the final transcript.

Lehighton Area High School offers the following levels of courses:

AP - Classes provide advanced learning and give students the opportunity to study and learn at the collegiate level.
Honors - Classes offered for high-achieving students - covering additional topics or some topics in greater depth than in the College Prep level.
Dual Enrollment - College classes held both on and off campus that students may take while concurrently enrolled in high school.
College Prep - Courses that students take to prepare them for the academic rigor of college.
Applied - Courses for students who have difficulty in specific subject areas. Most of these classes are co-taught which enables a student to receive additional help in the subject matter with a small student teacher ratio.

THE "SIMPLE" GPA

One example is given:
90%-100% = 4.00
80%-89% = 3.00
70%-79% = 2.00
61%-69% = 1.00
60% - 0% = 0.00

EXAMPLE "SIMPLE GPA"

Name of Course	Credit	Grade	Quality Pts.	Credit & Actual Point
Honors Critical Writing	1.0	98	4.00	1 x 4.00 = 4.00

Honors Chemistry	1.0	91	4.00	1 x 4.00 = 4.00
College Prep History	1.0	88	3.00	1 x 3.00 = 3.00
Physical Education	1.0	75	2.00	1 x 2.00 = 2.00

13.00 /4.0 = 3.25 is the "Simple GPA"

WEIGHTED GPA

The weighted GPA is calculated at the end of each semester and is used for class rank at the end of the year. A student's weighted GPA is based upon a multiplier that is determined by the level of each course. Below are the steps used to calculate the weighted GPA.

Each course is multiplied by a percentage based upon the level of the course to determine the student's weighted average.

Applied Course	Average X 0.9	85% X 0.9 = 76.5%
College Prep Course	Average X 1.0	85% X 1.0 = 85%
Honors and Dual Enrollment	Average X 1.1	85% X 1.1 = 93.5%
Advanced Placement	Average X 1.2	85% X 1.2 = 102%

The number of credits for each course is then multiplied by the semester average for each course. For example:

½ credit course in Health and Wellness (College Prep):
85% X 1.0 = 85% ½ X 85% = **42.5%**
1 credit course in Honors Geometry (Honors):
85% X 1.1 = 93.5% 1 X 93.5% = **93.5%**
½ credit course in Interior Design (College Prep):
93% X 1.0 = 93% ½ X 93% = **46.5%**
½ credit course in Honors English (Honors):
90% X 1.1 = 99% ½ X 86.9% = **49.5%**
½ credit course in Honors Personal Finance (Honors):
88% X 1.1 = 96.8% ½ X 96.8% = **48.4%**
1 credit course in College Prep History (College Prep):
95% X 1.0 = 95% 1 X 95% = **95%**

Use the newly calculated averages (from above), add up all of the values and divide by the number of credits earned to calculate the **weighted average**.

42.5% + 93.5% + 46.5% + 49.5% + 48.4% + 95% = 375.4
375.5 ÷ 4 (sum of credits earned) = **93.85% (weighted average)**

Multiply the **weighted average** by 4 to determine the semester/final Weighted GPA.

0.9385 X 4 = 3.754

3.754 is the student's Weighted GPA.
Again, a student's "weighted" GPA is cumulative while progressing through high school. That is, this calculation is made at the end of each Semester using all of the grades earned by the student while in high school up to this point.

REQUIREMENTS TO ACHIEVE HONOR LISTS

Honor Lists Requirements have been established by a faculty/administration committee. In order to qualify for any of the honor lists, a student must be carrying 7.0 credits for the school year. Likewise, the student may not have "I" or "W" grades on their report card. Honors requirements are based upon weighted GPAs.

DISTINGUISHED HONORS

A student must have a 3.8 or higher weighted GPA in all classes with no grade lower than a 90%.

HONOR ROLL

A student must have a 3.52 or higher weighted GPA in all classes with no grade lower than 83%.

GRADE PROMOTION REQUIREMENTS

MINIMUM GRADUATION CREDITS NEEDED: **22**
At the start of senior year students must be in good standing with a minimum of 15 credits.

CREDIT RECOVERY – SUMMER/WINTER SCHOOL

Summer school and Winter school programs are usually offered soon after the close of each school term and after the school day in the month of February. Each full credit course is taught for 30 hours. A student cannot take more than three (3) courses or obtain more than 10 credits in a school year.

A student wishing to enroll in any other correspondence course(s) or wishing to use the services of a private tutor must have prior permission from the high school principal. In the case of a private tutor, in order for the student to receive credit towards graduation, the teacher must be certified in the particular subject being studied. At least thirty (30) hours must be spent with the private tutor in order for the student to receive credit.

A student who satisfactorily completes a course(s), will receive the minimum passing grade on the permanent record – a 61%.

CARBON CAREER AND TECHNICAL INSTITUTE (CCTI)

- Any ninth-grade student interested in attending Carbon Career and Technical Institute should see the Guidance Department about the Exploratory program (10 students are selected for the program each year).
- Any tenth-grade students interested in attending Carbon Career and Technical Institute (CCTI) should come into the guidance office for an application.
- The student must pass a total of five (5) credits, including English 9, Science, History, Math, and two (2) electives to apply.
- Based on the popularity of many of the technical areas, the student is encouraged to apply early. Completed applications should be returned to the LAHS guidance office. All attendance, discipline, and grades from LAHS will transfer to CCTI.

CCTI POST SECONDARY OPPORTUNITIES

Students can earn **FREE** college credits while attending CCTI. CCTI has partnered with post-secondary institutions providing articulation credits (college credits).

Articulation Credit
An articulation credit allows high school students to receive college credit for technical courses they completed while in high school. The articulation process eliminates the need for duplication of courses at the college level, so that students can seamlessly continue their education in a related program at a postsecondary institution. Our technical programs are organized so that students may choose from a variety of post-secondary options, including technical or business schools, community college, or a four-year college program. Having earned articulation credits will save time and money. Articulation credit is absolutely **FREE.**

Articulation Credits are received through an agreement between CCTI and a post-secondary institution. CCTI currently has Articulation Agreements with: Lehigh Carbon Community College (LCCC), Northampton Community College, Pennsylvania College of Technology, Johnson & Wales University, Universal Technical Institute, and many more.

We encourage you to examine the following websites relating to articulation credits and career resources: PATrac.org, PACareerStandards.com, PACareerZone.org, GettingThemThere.com and PACollegeTransfer.com.

COUNSELING SERVICES

Guidance services offered to the student may be divided into three categories: educational, vocational, and personal. Educational guidance assists the students in the scheduling of appropriate high school subjects and in the making of plans for further education. Vocational guidance includes assistance in choosing a field of occupations as possible choices for future jobs and in knowing some of the requirements and offerings of those job fields. Personal counseling is available through LAHS Guidance Counselors and School Social Worker with outside referrals made when necessary.

CAREER READINESS STANDARDS AND INDICATORS

The Pennsylvania Department of Education (PDE) has adopted Career Readiness standards for all learners. As part of this endeavor, students will be required to produce several artifacts/indicators pertaining to career exploration.

According to Pennsylvania Department of Education:
"The Career Readiness Indicator recognizes efforts to ensure that all students have access to career exploration and preparation activities that are standards-aligned and evidence-based, including the development of career plans and portfolios that help students identify pathways and opportunities for postsecondary success."

Lehighton Area High School administration, guidance, and teaching faculty will work to ensure all students meet the required career readiness indicators by the end of their junior year. Over grades 9-11, students will complete no fewer than eight (8) career readiness artifacts/indicators.

Students must complete a specific number and type of career readiness artifacts each year as assigned by guidance counselors and/or administrators. Such artifacts will be entered into a student career readiness portfolio.

DUAL ENROLLMENT

In a partnership with Lehigh Carbon Community College, the Lehighton Area School District offers dual enrollment opportunities for LAHS students that allow them to take college courses for high school and college credit. See Board Policy 204.2.

Applications for dual enrollment are available in the guidance office. Any interested student should make an appointment with the guidance office to discuss the dual enrollment program and its requirements.

Enrollment Requirements:

1. Prerequisites for the course(s) and all appropriate college/university forms need to be completed by assigned due dates. Classes may be taken at LAHS, on the LCCC campuses, or online.
2. Tuition, textbooks, and other applicable fees are the responsibility of the student and/or parent/guardian.
3. For accountability purposes, application forms will not be accepted without full payment. For online courses, the Online Parental Form must be signed and submitted for the student to enroll in an online course.
4. Transportation to courses not held on Lehighton's campus is the responsibility of the student and/or parent/guardian.
5. The student has satisfactorily completed the appropriate units of credit for their grade level.
6. The student must meet District attendance criteria.
7. Students may not take college courses in place of Keystone-related courses or required Keystone remediation courses.
8. Postsecondary courses will be listed on the student's high school transcript, and the grade furnished by the college or university will be factored in the Grade Point Average (GPA). This includes withdrawals and failing grades. Because college grades will permanently follow students and can impact student loan eligibility, we want to ensure that we establish guidelines that will help identify the appropriate students suited for independent, college-level work. Eligibility Requirements: Senior or Junior, 3.0 GPA, good attendance (at least 90% attendance rate of the previous school year), and a history of academic integrity.
9. Juniors and Seniors may take up to two (2) dual enrollment courses per semester for a total of four (4) courses per year. Dual enrollment course requests must be approved by guidance counselors and administration.
10. Courses taken through a dual enrollment program must be at least 3 college credits in order to earn a Lehighton Area High School credit toward graduation requirements.
11. High school credit will be awarded for the college credits earned by Junior & Senior students as it corresponds to the High School elective course it replaces. Seniors may appeal to the high school principal the option to substitute a core course requirement with a dual enrollment course due to scheduling conflicts or courses not offered at the District.
12. For students interested in enrolling in a dual enrollment English or Math course, an entrance exam may need to be taken as per that college/university's policies and procedures. A student who does not meet the needed score on this exam will not be permitted to enroll in that subject area course. All entrance exam scores are determined by the college/university requiring the exam not LASD.
13. A student interested in enrolling in LASD dual enrollment courses beyond the designated school day/calendar and who participate in LASD athletics understand that there may be a conflict between the dual enrollment course schedule and their athletic schedule (practices/games). It will be the discretion of the head coach of the respective sport(s) the student is engaged to determine whether the student will be eligible to participate in that sport based upon the extent of conflict between the dual enrollment schedule and the athletic schedule. Due to this potential conflict, the student may have to choose between the dual enrollment course and the specific athletic sport. It is encouraged that the

student consults with their athletic coach prior to enrolling in a dual enrollment course that is scheduled beyond the school day/calendar.

14. It is the responsibility of the student and/or parent/guardian to consult with the college or university that the student may be attending to determine if dual enrollment credit earned will transfer. The acceptance of college credit earned through LASD dual enrollment program is at the discretion of that college or university. LASD will not be held responsible if dual enrollment credits earned are not transferable.
15. You may not drop a dual enrollment class if it is your 7th credit after the drop/add period of five (5) school days after the first day of class (including the first day).
16. A student taking courses using the LCCC online portal are responsible for maintaining up-to-date knowledge of activities, assignments, timelines, and other requirements posted therein.

Dual enrollment students MUST provide their guidance counselor with numerical midterm and final grades.

In order to be enrolled in a Dual Enrollment course, students and parents/guardians must sign an enrollment contract which outlines the rules and expectations of such classes.

LCCC COLLEGE SCHOLARS PROGRAM

The Lehighton Area School District & Lehigh Carbon Community College have embarked on a collaborative dual enrollment program for the current sophomore class. This program is a dual enrollment platform wherein select sponsored high school juniors and seniors have the opportunity to earn an associate of arts degree at the same time they are completing their high school degree. When the student graduates from high school with their high school diploma, they also graduate from LCCC with their associate of arts degree, which may transfer to select four year colleges. These full-time LCCC students will still be Lehighton students and will be able to participate in all high school functions.

Enrollment Qualifications:

1. The parent/guardian must provide a written statement to the guidance office requesting participation in the college scholars program by the end of the third marking period of the student's sophomore year.
2. The student must have achieved a score of Advanced or Proficient on all Keystone Exams—Literature, Algebra, and Biology. In addition, students must meet Act 158 graduation pathways 1 or 2 and successfully pass LCCC placement testing.
3. The student must have successfully completed no fewer than fourteen (14) credits with a minimum weighted GPA of 3.0.
4. The student must be in good behavioral and attendance standing and receive a satisfactory report pertaining to such requirements from building administration.
5. The student must successfully achieve placement test criteria as determined by LCCC.

Admission Process:

1. Contact guidance counselors to determine if the student meets all qualifications for eligibility.
2. Complete placement testing if required by LCCC.
3. Complete online LCCC application and enrollment form.
4. Register for desired/required classes with the LCCC admissions counselor.

Retention in the LCCC College Scholars Program:

In order to maintain continued enrollment in this program, the student must:

1. Begin the program in the Fall/First Semester of their junior year.

2. Schedule and attend classes for no fewer than fifteen (15) credits and earn no fewer than twelve (12) of those scheduled in each semester.
3. Review, sign, and submit the yearly student contract.
4. Provide midterm and end-of-semester numerical grades to the high school guidance office.
5. Comply with rules and regulations outlined by LCCC.
6. Tuition, transportation, and textbook costs are the responsibility of the student. Students who do not meet financial obligations by the deadlines established by LCCC will not be eligible for enrollment in the College Scholars Program and must return to LAHS full-time.

In order to earn the Associate's Degree in General Studies in two years, the student must earn no fewer than fifteen (15) credits per semester as outlined in the general studies degree. Failure to pass/earn fifteen (15) credits per semester will require students to make up credits in order to earn the Associate's Degree in two years.

GRADUATION REQUIREMENTS

Under LASD Board Policy 217, the Lehighton Area School District offers three distinct types of high school diplomas, each with distinct requirements: Academic High School Diploma with Honors, Academic High School Diploma, or a General High School Diploma. All students must be advanced or proficient in Keystone content areas or complete the statewide high school Act 158 graduation pathways as outlined by the Pennsylvania Department of Education.

Academic High School Diploma with Honors Minimum Credit Requirements (26 or more credits)

Subject	Credits
English	4
Social Studies	4
Mathematics	4
Science	4
Physical Education	1
Wellness	1
Computer and Careers	1
*Arts/Humanities	3
Electives (including personal finance requirement)	4

***In addition to earning the prescribed number of credits, students must complete their course of study with a cumulative weighted GPA of 3.25. If students do not earn this cumulative GPA but reach the prescribed number of credits, they will earn an Academic High School Diploma.

Academic High School Diploma Credit Requirements (26 or more credits)

Subject	Credits
English	4
Social Studies	4
Mathematics	4
Science	4
Physical Education	1
Wellness	1
Computer and Careers	1
*Arts/Humanities	3

Electives (including personal finance requirement)	4

***If students do not earn the prescribed number of 26 credits, but earn at least 22 credits as listed below, the student will earn a General High School Diploma.

General High School Diploma Credit Requirements (22 or more credits)

Subject	Credits
English	4
Social Studies	3
Mathematics	4
Science	3
Physical Education	.5
Wellness	.5
Computer and Careers	1
*Arts/Humanities	2
Electives (including personal finance requirement)	4

***Students will also need to complete the Personal Finance requirement by either taking a Personal Finance class within the business department or by taking both Algebra in Everyday Living (.5) and Algebra of Employment (.5).

*The following areas will count toward the Arts/Humanities requirement: Art, Music, Band, Family and Consumer Sciences, Technology Education, World Languages, plus any course in English, Math, Science, and Social Studies above graduation requirements.

State-mandated Exam Proficiency: Act 158 – Pathways to Graduation at LAHS.

In accordance with Pennsylvania's Act 158 of 2018, students must meet statewide graduation requirements through the designated graduation pathways. Act 158 provides alternatives to Pennsylvania's statewide requirement of attaining proficiency on the three end-of-course Keystone Exams (Algebra I, Literature, and Biology) in order for a student to achieve statewide graduation requirements.

Students have the option to demonstrate postsecondary preparedness through one of four additional pathways that more fully illustrate college, career, and community readiness. Keystone Exams will continue as the statewide assessment Pennsylvania uses to comply with accountability requirements set forth in the federal Every Student Succeeds Act (ESSA). Although students will no longer be required to achieve proficiency on the Keystone Exams in order to meet statewide graduation requirements, students must take the Keystone Exams for purposes of federal accountability.

Below are the five designated graduation pathways that students can utilize to meet statewide graduation requirements.

- Pathway 1 - Keystone Proficiency
- Pathway 2 - Keystone Composite
- Pathway 3 - Career and Technical Education (CTE) Concentrator
- Pathway 4 - Alternative Assessment
- Pathway 5 - Evidence-Based

Please use the following link for specific details on how to meet each graduation pathway (see Pennsylvania Pathways to Graduation Graphic after clicking on the link):
https://www.pdesas.org/Page/Viewer/ViewPage/56/

Lehighton Area High School will help guide students to a viable pathway based upon offerings available through the school.

For students who transfer into LAHS, the school will accept demonstrated completion of a pathway from a previous school district with necessary and appropriate records.

Consideration for Students with Disabilities:

As per Policy 217: "The Board shall permit a student with a disability, whose Individualized Education Program (IEP) prescribes continued educational services, to participate in commencement ceremonies with their graduating class and receive a certificate of attendance, provided that the student has attended four (4) years of high school. The Board shall issue a high school diploma to each student with a disability who completes the graduation requirements established by the Board or the goals established in the student's IEP, as determined by the student's IEP team."

EARLY GRADUATION FROM LEHIGHTON HIGH SCHOOL (Policy 217)

The Lehighton Area High School administration, counselors and the instructional staff believe that every child enrolled in Lehighton Area High School should remain in school the entire four (4) years to take advantage of all opportunities afforded them regarding course offerings. Every effort should be made to obtain adequate preparation for a field of employment, postsecondary education, armed services, etc. Beyond this, it is our responsibility to reassess our curriculum from time to time and develop a program that will hold the interest of all students.

In the event that a student possesses such a strong desire to complete the graduation requirements before the end of four (4) years, there are several situations that will justify the development of a program for a student to permit an early graduation. These situations can be identified as:

1. Enrolled as a full-time student in a two-year or four-year college or technical program.
2. Other life circumstances.

When a student makes an application for early graduation, the student and parent/guardian must meet with the counselors to determine the advisability of an early graduation program. The final decision must be approved by the principal. Each referral will be evaluated after the best interests of the student are determined. All inquiries should be made by the end of the second week of school of the school year the diploma is to be earned.

Any student wishing to graduate early must meet the 26.0 cumulative credit requirement. Students may accomplish this early by taking courses in addition to those in their Lehighton Area High School schedule, dual enrollment courses for example.

In addition, the following criteria needs to be met for consideration:

1. The student must have maintained an overall GPA of a 3.0 in their classes at Lehighton Area High School.
2. Have been in attendance at least ninety percent (90%) of their junior year.

3. Advanced or Proficient in all tested areas and/or met graduation pathways or Act 1 requirements as required by the Pennsylvania Department of Education.
4. Students shall have no major disciplinary infractions on record.

MID-TERMS/FINAL EXAMS

1. Both midterms and finals will be given. The mid-term will be cumulative of the first semester, and the final will be cumulative of the second semester (not the entire course).

Grade Breakdown:

Marking Period 1	= 20%
Marking Period 2	= 20%
Mid-term Exam	= 10%
Marking Period 3	= 20%
Marking Period 4	= 20%
Final Exam	= 10%

2. A student failing to take the midterm and final exam without a doctor's excuse will automatically receive a zero (0) for the final exam. If a student is sick and/or misses a final exam(s), it is the responsibility of the student to inform the principal THAT DAY why the exam was missed and when it will be made up with a doctor's note corroborating the illness.
3. The final exam in an Advanced Placement course shall consist of a *College Board* AP practice test.

4. For courses assessed by a Keystone Exam (Algebra I, Biology, and English 10), the Keystone Exam will serve as the course's final examination.

HIGH SCHOOL WORK EXPERIENCE PROGRAM

The objective of this program is to assist the student and/or family financially by permitting the student to work during school hours at a career-related job. This program is for juniors and seniors only:

1. With regard to the experience:
    a. The student must be paid by check.
    b. The employer must follow the child labor laws – a maximum of 44 hours/week.
    c. The student must be covered by workman's compensation.
2. With regards to the student's academic schedule:
    a. A student entering their junior year (11th grade) needs to have earned 14 credits.
    b. A student entering their senior year (12th grade) needs to have earned at least 20 credits.
    c. A student will receive a maximum of two (2) credits each year for the Work Experience Program.
    d. All requests must occur a minimum of one week prior to the beginning of school or before the beginning of the second semester.
    e. If a student must be rescheduled, it is expected that the student remains in courses at the proper ability level (Advanced Placement, Honors, College Prep, or Applied).
    f. The student must obtain a job that provides working hours during the school day ½ of the school day (starting as early as 11 a.m. for seniors and 12:30 p.m. for juniors) and work five (5) days a week. On average, students must document 30 hours of work each week.
    g. A student who has worked the Work Experience Program in the morning must attend classes after ending their shift.
3. Other conditions to enter or remain in the program include:

a. A minimum cumulative "70%" average for all subjects over the past three (3) years must have been achieved and must be maintained.
b. Excessive absences and/or tardiness must not be a problem. If the student is absent from school, they should not be performing work duties during school hours.
c. A student must be in school (by 9 a.m.) in order to work. The students must follow the bell schedule of the day.
d. If a student has their job terminated (for a short period of time or permanently), this must be reported to the guidance office at the high school immediately.
e. The student's behavior in school and at the Work Experience Program must be appropriate.

4. Miscellaneous
   a. Since credit is given for participation in this activity, the guidance department or administrator will require a periodic written report.
   b. Only Pass/Fail grades shall be used.

PARENT CONFERENCES

Parents may make appointments for conferences with teachers, counselors or a principal by telephoning the school main guidance office at (610) 377-6180.

REQUESTS FOR SCHEDULE CHANGES

Since a great deal of time (course selection begins in March) and effort always goes into program planning, selection of courses should be considered final on July 15th. Extenuating circumstances do arise occasionally, and in such cases the reasons for changes will be reviewed and a decision made at that time. In most cases, the following conditions must be satisfied before the course change will be made:

1. Teacher and counselor recommendation
2. Counselor-student conference
3. Parental contact
4. That the student can be placed in an appropriate substitute class
5. That the student will continue to have seven credits
6. Serious conflicts will be resolved by the administration

Any student whose selections show a conflict that is not resolved in a personal conference will have a schedule assigned to them by the administration and/or guidance department. The same is true for any student who fails to hand in a course selection sheet. In most cases, schedule changes will take place only during the first week of school or first week of the second semester.

TRANSCRIPTS

During a given school year, a high school student may request transcripts be sent to institutions, for scholarships, to employers, to coaches/recruiters, to military personnel, etc. Transcript release forms are located in the guidance office and must be completed for each individual request. A student under the age of 18 must have a parent or guardian sign the release. Transcripts will be processed within 5 to 10 days of receiving the dated release.

The request for final grades, which is made by almost all institutions of higher learning after a senior graduates, will be sent free of charge for the student. A student requesting transcripts beyond one year of graduation will be charged $2.00 per transcript.

PART SIX: THE STUDENT ASSISTANCE PROGRAM

SCHOOL SOCIAL WORKERS

The Lehighton Area School District social workers are available to help students and their families through challenging times. They are valuable resources for meeting with students and assisting with the finding of suitable resources. Please contact either the guidance office or school administration if you'd like to speak with a school social worker.

SAP PROCEDURES

Disclaimer: This is an abbreviated version of the full procedure manual. This is intended to outline the most important parts of the SAP procedure. Complete copies of the SAP procedure are kept in the high school main office.

THE STUDENT ASSISTANCE PROGRAM OF THE LEHIGHTON AREA HIGH SCHOOL

In keeping with Pennsylvania Association of Student Assistance Professionals, the Lehighton Area High School Student Advisory Team is a group of school and community-based program specialists organized to meet the needs of Lehighton Area High School students for education, prevention, intervention, referral, and support services in the area of at-risk behaviors affecting mental health and wellness, and to address alcohol and other drug related problems.

The School District does not engage in diagnosis or treatment, but on the basis of signs and symptoms intervenes on negative behavior to rule out suicide risk, chemical dependency, or other emotional concerns which may diminish a student's potential for achievement. Promoting education, the Lehighton Area School District adopts these procedures to address the physical, emotional, and behavioral concerns of all students.

STUDENT ASSISTANCE PROGRAM PROCEDURES

I. BEHAVIORAL CONCERN PROCEDURE

Behavioral problems may or may not be related to chemical use. It is important to be of service to the student so that the student may get a free and appropriate education. The School District is committed to providing a service to identify a student's need for special educational services or the services of other helping agencies. Behavioral problems include, but are not limited to: inappropriate behavior, defiance, poor class performance, tardiness, absenteeism, etc.. Further details regarding this procedure may be viewed in the SAP Procedural Manual.

II. SUICIDAL CONCERNS

All professionals must accept the fact that drug and alcohol problems frequently play a major role in the lives of the young people and the families with whom they are dealing. Suicide prevention necessitates a

plan of action which rules out these and other problems for the best possible benefit of the student. Whenever possible, the steps outlined should be followed in sequence for an effective team approach in long-term suicide prevention. Further details regarding this procedure may be viewed in the SAP Procedural Manual.

III. CHEMICAL USE, ABUSE, AND DEPENDENT PROCEDURE

The Board of School Directors of Lehighton Area School District, recognizing that the misuse of chemicals is a serious problem with legal, physical, emotional, and social implications for the whole school community, adopts the position that the students must be chemically- free in order that they may develop in the most productive and healthy manner (See Definition – "Controlled Substance" Appendix I).

Educators and Chemical Dependency professionals must realize that they cannot intervene into adolescent drug use without possibly encountering parent/guardian addiction/dependency, child abuse, depression, suicidal youths, and eating disorders and/or other issues. The Student Advisory Team shall assist a student receive assistance for all areas of concern for emotional well-being. Further details regarding this procedure may be viewed in the SAP Procedural Manual.

PART SEVEN: 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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100 Strategic Plan

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209.1 Food Allergy Management

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216.2 Student Records - Identification

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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)

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235 Students Rights and Responsibilities

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236 Student Assistance Program

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246 Student Wellness

247 Hazing

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332 Working Periods

333 Professional Development

335 Family and Medical Leaves

340 Responsibility for Student Welfare

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626 Federal Fiscal Compliance

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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

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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

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815.3 Use of Artificial Intelligence

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823 Administering Naloxone

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830 Breach of Computerized Personal Information

830.1 Data Governance - Storage/Security

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903 Public Participation in Meetings

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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
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

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 22-23 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: 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 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.