

Lehigh Area School District



LEHIGHTON AREA ELEMENTARY CENTER

3 Indian Lane

Lehigh, PA 18235

610-377-7880

610-377-0908 (fax)

STUDENT HANDBOOK

2022-2023



LEHIGHTON AREA SCHOOL DISTRICT 2022-2023 SCHOOL CALENDAR



<p>4 – Independence Day Holiday</p>	<p>July 2022</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #800000; color: white;"> <th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24/31</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table>	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	<p>2 – Winter Holiday 16 – Martin Luther King Holiday (Possible Make up Day)</p> <p>20 – Student 20 - Teacher 20 - Para</p>	<p>January 2023</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #800000; color: white;"> <th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td style="background-color: #ff0000;">20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Su	M	Tu	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
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End of Marking Period – 11/4, 1/20, 3/28, 6/9

Early Dismissal – 11/23/22, 12/22/22, 4/5/2023

Snow Make Up Dates – 1/16, 2/17, 4/6

184 Para Days – 186 Teacher Days – 180 Student Days

Board Approved: 2/28/2022

Dear Students and Parents/Guardians,

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

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

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

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

Looking forward to a great year working together.

Educationally yours,

Mr. Sebelin
Elementary Principal, Primary

Dr. McGalla
Elementary Principal, Intermediate

Student and 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

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Nondiscrimination is the policy in Lehigh Area School District. Admission procedures and instructional materials are in accordance with nondiscrimination guidelines of the Federal Government and the State of Pennsylvania. For more information, please see District policy 103.

Christina Fish, Superintendent, has been designated as the Compliance Officer to handle all inquiries or complaints regarding alleged discrimination on the basis of sex, race, or disability in the educational program of the Lehigh Area School District.

Student Records/Assessment of Student Progress Policies

The Board of Education has adopted a Student Record's Policy – Policy 216. The policy's function is to allow (1) school authorities to gather information necessary to facilitate its educational responsibility; (2) assure the student, parent, and/or legal guardian's right to privacy. Copies of all District Policies are available on the District website or by going to www.lehigh.org/policies.

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

Lehighton Area Elementary Center School Personnel

PRIMARY Mr. Sebelin, Primary Principal Mrs. Shaffer, Principal's Secretary Mrs. Porambo, Building Secretary	INTERMEDIATE Dr. McGalla, Intermediate Principal Mrs. Shaffer, Principal's Secretary Mrs. Hunsicker, Building Secretary
PreK Counts Mrs. Maloney	
Kindergarten Mrs. Betz Mrs. Geiser Mrs. Kirsch Mrs. Kline Mrs. Rakos Mrs. Smith Mrs. Troutman	Grade 3 Mrs. Bonser Mrs. Breiner Mrs. Gandy Mr. Kresge Mrs. Strausberger Mrs. Williams Mrs. Zimmerman
Grade 1 Mrs. Bussey-Williams Ms. Fritz Ms. Hydro Mrs. Matika Ms. Petit-Clair Mr. Schaeffer Mrs. Scimeca Mrs. Wentz	Grade 4 Mrs. Boyer Mr. Fritz Mrs. Gerber Mrs. Haupt Mrs. Swanson Mrs. Zellner
Grade 2 Mrs. Barilla Mrs. Boyle Miss Hoppes Miss Shafer Ms. Stahler Ms. Zehner Ms. Zerbe	Grade 5 Miss Brong Mrs. Cordes Mrs. Foberg Mrs. Lorenz Mr. Rabenold Mrs. Rupell Mrs. Schnell
Title 1 Reading Mrs. Lichtenwalner Mrs. Zacharias	Guidance Ms. Lindh Ms. Boaz
Learning Support Mrs. Crosley Mrs. Orsulak Ms. Schatz Mrs. Sharrow	Emotional Support/Learning Support Mrs. Cortright Mr. Cann Behavior Specialist Mrs. Blasiak
Life Skills Support/Learning Support Mrs. Derr Miss David	ELL/Gifted Mrs. Searfoss
Encore Staff Mrs. Farnsworth, Art Mrs. Scholl, Art	Para-Professional Mrs. Ahner Mrs. Atwood

Mrs. Rex, Computers Mrs. Brownmiller, Library Mrs. Kulpa, Music Miss Calhoun, Music Ms. Messinger, Physical Education Mr. Ellis, Physical Education	Ms. Boyle Mrs. Carpenter Mrs. Fisher Ms. Godek Mrs. Gray Mrs. Helmer Mrs. Kasperski Mrs. Lilly Mrs. Shoenberger Ms. Steigerwalt Mrs. Willet
Nurses Mrs. Blasiak, LPN Mrs. Haydt, RN, BSN, CSN	School Physician Nancy Maulick PA/C School Dentist Dental Van Health Services
Custodians Mr. Hough – Lead Mr. Hawk Mrs. Hedmeck Mr. Koehler Mr. Lusch Mrs. Ruch	Cafeteria Staff Mrs. Hayes – Food Services Director Mrs. Andrew Mrs. Frantz Mrs. Koehler Mrs. Lorah Mrs. Nonweiler Mrs. Pell Mrs. Quigley Ms. Shannon Ms. Snyder

Christina Fish, Superintendent of Schools

610-377-4490

District website: www.lehighton.org

Special Education Personnel

- Mrs. Kistler, Supervisor of Special Education
- Mrs. Sassaman, Speech Therapist
- Mr. Zarelli, Speech Therapist
- Mrs. Schoener, Speech Therapist
- Ms. Berezwick, Secretary – Special Education
- Mrs. Frycklund, CLIU #21 Hearing Therapist
- Ms. Marchessault, CLIU #21 Physical Therapist
- Mrs. Warner-Hoffman, CLIU #21 Occupational Therapist
- Mrs. Andrews, CLIU #21 Occupational Therapist
- Mrs. Tilley, School Psychologist

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

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

School Dismissal will begin at 3:05 pm

A detailed letter with parent drop-off/pick-up procedures will be sent home the first week of school. Please obey and be aware of the traffic patterns.

Dismissal During the School Day

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

SCHOOL CLOSING

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

APPROPRIATE SCHOOL ATTIRE

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 toward the maintenance of a constructive educational atmosphere. Therefore, we would appreciate your support and cooperation with the guidelines that follow:

1. **Clothing** that may be considered a health and/or safety concern, such as oversized, baggy pants, beltless pants and/or pants that allow undergarments to be exposed are not to be worn. Clothing and appearance should be neat, clean, and in good taste. It should not be extreme to the extent that it focuses attention on the wearer and/or disruptive to the education process.
2. **Footwear:** Heels, clog shoes, pool / beach footwear, etc. are not to be worn. Footwear must be secured or strapped at the ankles.
3. **Hats** should be removed upon entry into the building, with the exception of hats/head coverings for religious and medical purposes.
4. **Outerwear** Since students participate in recess year round, they should dress for both indoor and outdoor activities. In cold weather, students should wear seasonably appropriate outerwear that can be easily removed upon entering the building.
5. **Shirts** No cutoff shirts, cutoff tee shirts, or cut off sweatshirts are permitted. Shirts that have a message with double meanings or that are suggestive, promote alcohol, drugs, satanic cults, or other negative messages are not permitted. Halter tops, tube tops, mesh tops worn along, and midriff shirts which expose the stomach area are not allowed to be worn to school. Tank tops straps must be wider than 1 inch.

6. **Physical Education** Students must wear sneakers, socks and comfortable clothing for physical education class. No slip-ons or platform type sneakers.

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

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

The administration will be the final 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.

ATTENDANCE

A parental excuse is required for every absence explaining the reason for the absence and must be submitted within three (3) days of a student's return to school. Excuse Blanks will be provided by the teacher and are also available at the elementary school offices or on the District website under Quick Links "Excuse Blank." It can also be found at www.lehighton.org/excuseblank. Absences will be recorded as unexcused until written justification is received. Please note that any unverified absences after 3 days without an excuse blank will be marked unlawful. The responsibility for making up work missed during absence rests with the student.

NOTE: A student with 3 tardies, will receive a lunch detention.

Please be aware that after ten (10) days of cumulative absence, proof for attendance at a medical or judicial agency appointment will be required as per the PA School Code.

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

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

Unlawful absence constitutes a violation of the school code.

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

EDUCATIONAL TRIP

Educational trip absences may be excused if approved by the Building Principal **prior to the trip**.

Parents/Guardians must complete a **Request for Educational Trip** Form for approval by the Principal one (1) week prior to trip. Approved educational trips are still considered absences and count toward 10 days of cumulative absence. Education trip request forms are available in the school office or online at the District website – click on "Files and Documents" – Lehighton Area Elementary Center – Educational Trip Form *OR* here at www.lehighton.org/educationaltripform.

HOMEBOUND INSTRUCTION

Homebound instruction is available for any students who are unable to attend school because of a lengthy illness or injury. Please contact building Principal for more information.

TRANSFERS OR WITHDRAWALS

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

GRADE REPORTS

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

Kindergarten Grading Scale

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

Grading Scale – Grades 1-5

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

PROMOTION / RETENTION

At the end of the school year, most children will advance to the next grade. However, since learning and maturation occur at different rates for different children, some may need additional time, and may be retained. In an effort to avoid retention of students that are significantly behind grade level, students will be recommended to receive additional instruction at the expense of other subjects. Parents will be notified during the year and will be involved in this decision making process.

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

TEACHER AVAILABILITY / CONFERENCES

Parent / Teacher conferences are scheduled for November 9 to give you an opportunity to discuss your child's progress directly with the teacher. At the conference, parents of K-5 pupils will be given a progress report and an update in all academic and social areas. We encourage you to contact your child's teacher with any questions or concerns throughout the school year.

BUSING & SCHOOL TRANSPORTATION

George's Transportation (Bus Company) - (610) 377-5511

All school rules apply. Student behavior on the bus should be consistent with student behavior in a classroom.

SCHOOL BUS REGULATIONS FOR STUDENTS

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

1. Students shall wait in an orderly fashion at the approved bus stop. It is strongly suggested that students be accompanied by a parent or responsible adult at the bus stop.
 2. Students must wait on the sidewalk or completely off the highway until the bus comes to a full stop before attempting to get on the bus. Form a single line to board the bus.
 3. Students must go to their seats and stay there until the bus comes to a complete stop at the school or the stop where the students get off. No standing or walking at any time while the bus is in motion.
 4. Students shall never put hands, arms, legs, or any part of their bodies out of the window.
 5. No regulating windows without driver permission
 6. No use of profane, foul, or indecent language on the bus.
 7. No fighting, scuffling, or creating a disturbance.
 8. Smoking, drinking, or eating is prohibited on the bus.
 9. Students shall not spit or throw trash in or around the bus.
 10. Students shall not tamper with the bus or any of its emergency equipment.
 11. No use of the emergency door is permitted without driver approval.
 12. No throwing any objects on the bus or out of the windows.
 13. No use of electronic devices while entering/exiting the bus; no sharing electronic devices
 14. No blocking the emergency exits or aisle of the bus.
 15. No carrying any potentially dangerous objects such as knives, firearms, matches, lighters, fireworks, water guns, scissors, etc.
 16. No transporting of any animal
 17. If it is necessary to cross the street after getting off the bus, students shall cross within 10 feet of the front of the bus and wait for a hand signal from the driver
 18. Students shall respect the authority of the bus driver by obeying him/her at all times. **Drivers have the authority to assign seats.**
 19. No 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.
 20. **A signed note from a parent/adult must be brought from home and signed by an administrator or office secretary if there is to be a change in how a student gets home from school. Bus company only approves a change in how students get home only under emergency situations.**
- NOTE: When bus students arrive at school in the morning, they must report directly to their assigned 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 in writing that the student will not be permitted to ride the bus for a stated period of time. During this period, the parent or guardian will be responsible for providing transportation to and from school.

BUS CHANGES

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

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

RULES MATRIX: “WE ARE B.R.A.V.E”

Setting → Expectation ↓	Cafeteria	Playground	School Bus	Lavatory	Hallway	Classroom
B e Safe	Walk at a safe pace Keep hands, feet, and other objects to yourself	Use equipment safely Enter and exit in orderly lines	Remain seated Hands to yourself Wait patiently	Wash hands with soap Walk at all times	Stay to the right Face forward Maintain place in line	Raise hand for permission to leave seat Keep hands, feet, objects to yourself
R espectful	Use your manners Clean up your mess	Take turns on the equipment Include others	Listen to the driver Be kind to others	Respect property Respect privacy	Keep hands off the walls Respect learning environments	Raise hand for permission to speak Use kind words
A ttentive	Follow staff directions Listen to directions	Listen for the bell Watch your step	Sit facing forward Inside voice	Focus	Face forward Walk with a purpose	Look at the person speaking Participate in class / discussions
V ery Responsible	Learn your lunch number Clean your area Return your tray	Return equipment Remember your belongings	Be on time Sit in assigned seats	Report vandalism Keep area clean Use the trash	Be patient Follow the leader	Have materials (books, pencils, etc.) ready Complete all assignments
E xceptional	Assist your neighbor Help the lunch staff	Use good sportsmanship	Be a role model	Leave the room better than you found it Conserve resources	Be a role model Hold doors Help others	Keep your desk/area organized and clean

SCHOOL NURSE

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

1. When your child is diagnosed as having a communicable disease (such as chicken pox, pink eye or head lice), he/she must remain at home for the required length of time specified by the PA Department of Health. When a child must be excluded from school for a communicable disease, the parent must accompany the child to school for re-entry (re-admission) and must present a note from the doctor that the child is no longer contagious.
2. Whenever possible, parents should administer medication to children at home. However, when medication is required during the school day, the following is required:

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

3. If a child is too ill to remain in school, the parent/guardian is responsible for his/her transportation home.
4. If a pupil has an injury or illness occurring during the school hours that requires immediate attention, the parent/guardian will be contacted. Emergency care will be limited to first aid treatment only.
5. Anaphylaxis is an acute allergic reaction to food, medication, insect bites, etc. Knowing that acute anaphylaxis is one of the most serious and life threatening non-traumatic conditions that a school nurse may have to deal with; and knowing without prompt intervention, it can be fatal; the Lehigh Area School District will act using the following standing order/protocol from the school physician.

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

6. It is the responsibility of parents to fill out insurance forms – not school personnel. The Lehigh Area School District does not carry a health insurance policy for students. Information on how to obtain insurance coverage is on the District website. We strongly urge that if you do not have health insurance for your children, that you look very carefully at this information.
7. Children must be able to use restroom independently & should be properly toilet trained.
8. If a child must be excused from gym class or regular activities, a note is needed from the doctor. Also, a doctor's note is required to resume regular activities and gym.
9. Students who require the use of crutches and/or orthopedic devices (such as splints, braces, boots, etc.) need a physician's note giving permission for use. The student is to report to the school nurse upon return to school, at which time accommodations/restrictions and safety within the school building can be discussed.

ELECTRONIC DEVICES

Students may not bring their own device to school.

LOCKERS

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

WEAPONS

No student shall possess, handle, or transmit any knife, razor, icepick, any explosive device of any kind, including firecrackers, tear gas canisters, smoke bombs, or chains, loaded cane, sword cane, loaded or unloaded firearm, including pellet guns, BB guns, any type of knife, implements capable of directly or indirectly inflicting bodily injury, or other object that can reasonably be considered to be a weapon/facsimile/look alike or dangerous instrument in any school building, on any school premises, or on any school bus. If a student discovers that a fishing knife or similar potential weapon has accidentally been brought to school, that student should IMMEDIATELY notify a staff member or principal of the situation.

FIRE DRILLS, LOCK DOWNS, AND OTHER EMERGENCY SITUATIONS

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

SCHOOL WIDE POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

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

CAFETERIA

Students have the option of obtaining lunch from our cafeteria or bringing their own lunch and buying milk, water or juice. The Breakfast Program will also be offered at the elementary center. There are 3 categories of payment for lunch and breakfasts: free, reduced, and full pay. As of June 30, 2022, the 'all students eat free' program, from the Federal Government, has ended.

Each month a menu is published online at lehighton.nutrislice.com so that families can plan for their children's lunch each day. The online menu portal also breaks down the nutritional information of each menu item. A printed copy of the menu will be sent home. For more information on our District Cafeteria please visit www.lehighton.org/foodservice.

NUTRITION GROUP'S K-12 MEAL SERVICES

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

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

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

To learn more about the Nutrition Group and the services we provide, please visit our website, www.thenutritiongroup.biz. The link is also available on the District website.

NUTRITION GROUP'S ONLINE PORTALS

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

Nutrislice:

Nutrislice is an online menu tool. Our District specific website, lehighton.nutrislice.com is made accessible to all parents and students. Nutrislice also has an app that can be downloaded to any smartphone or tablet. 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](http://SchoolCafe) is a website and/or app that can be 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 reoccurring payments. **Please note: If you choose to make a payment online, the site will charge a processing fee to any payment amount.**

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

Both the Nutrition Group and Lehigh Area School District are dedicated to providing high quality, nutritious means to our students. If you have questions or concerns, please feel free to contact us at (610) 377-4490 ext 4012 or via email at nhayes@lehighton.org

FIELD TRIPS

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

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

PTO

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

SPECIAL EDUCATION NOTICE

In compliance with state and federal law, notice is hereby given by the Lehigh Area School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services. If your child is identified by the District as possibly in need of such services, you will be notified to applicable procedures. Individualized services and programs are available for children who are determined to need specifically designed instruction due to the following conditions:

1. Autism
2. Deafness or hearing impairment
3. Emotional disturbance
4. Intellectual disability
5. Multiple disabilities
6. Orthopedic impairment
7. Other health impairment
8. Specific learning disability
9. Speech and language impairment
10. Traumatic brain injury
11. Blindness or visual impairment
12. Gifted

If you believe that your school-age child may be in need of special education services and related programs, or your 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 his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public school program. Requests for evaluation and screening are to be made in writing to Mrs. Kistler, 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), you may contact in writing the person listed above or any building principal.

Confidentiality: All information gathered about your 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 these policies and procedures, as well as rights of confidentiality and access to education records, you may contact in writing the person named above or any building principal.

GUIDANCE SERVICES

Guidance services are available to all students. The school counselor is available for individual counseling for students, parents, and staff upon request or referral. The guidance counselor is also available for consultation with parents regarding test results, learning problems, referrals for psychological services, behavior problems, etc. There are outside agencies which may be required to meet with your child without parental notification due to circumstances that may arise which are out of our control.

TITLE I SCHOOL WIDE PROGRAM

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

The reading program services students in grade K-5 and is provided by the certified reading specialist. The math program serves students in grades 3-5. Parents/guardians are encouraged to be involved in all aspects of the program. Details of this program can be located on the District's website at www.lehighton.org/departments.

INTERNET / ELECTRONIC COMMUNICATIONS

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

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

The use of the internet is a privilege, not a right. The Superintendent or designee will make determinations on whether specific uses of the network are consistent with the Lehighton Area School District's curriculum and program goals. The electronic communication systems are owned by the Carbon Lehigh Intermediate Unit #21 and the Lehighton Area School District for its purposes only. Users have no expectation of privacy in connection with the electronic communications systems. The Lehighton Area School District reserves the right to log internet use, monitor file server space utilization by users, to use software to monitor internet use, as well as the right to access, copy, monitor and listen to all Internet and voice mail messages.

The Lehighton Area School District reserves the right to temporarily or permanently remove a user account on the network to prevent further unauthorized activity. For more information on the District Internet/Electronic Communication policy, please see policy 815.

SWIFTK12

For the upcoming 2022-2023 school year, we are looking to enhance our communication between home and school by offering the ability to get information through text messaging. To guarantee the messaging system is used efficiently, you will need to confirm your contact information is accurate and up-to-date at all times. Confirmation of this information is made available through the Parent Portal through a tab called "SWIFTK12". Here you will be able to see all the contact information our school has listed to you. Within this section of the Parent Portal, you will also be able to choose your communication preferences based on message category, such as School Closures or Attendance, and message type (email, voice and/or text message). You may opt-out of any message category except for Emergency Messages.

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

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

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

BULLYING

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

Bullying shall be defined as unwelcome verbal, written, electronic (cyber) and/or physical conduct directed toward another person. Researchers have identified four (4) forms of bullying including, but not limited to:

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

Please see District policy 249 for more information on bullying/cyberbullying.

STUDENT ASSISTANCE PROGRAM INFORMATION

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

To make a referral, please go to Leighton Elementary website and follow the links for SAP.

There are four phases to the student assistance process:

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

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT:

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently 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 NIGHT TIME 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 above circumstance.
- Living in cars, parks, abandoned buildings, substandard housing, bus or train stations or similar settings
- Unaccompanied Youth – Children or youth who meet the definition of homeless and not in the physical custody of a parent or guardian.

Residency and Educational Rights:

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

- Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment
- Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation
- Attendance in the same classes and activities that 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 or see District Policy 251 – Homeless Students.

LEHIGHTON AREA SCHOOL DISTRICT

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

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

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

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

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

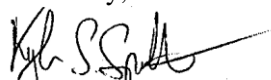
Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school notification registry. If you would like to be placed on the registry, please notify the District in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

If a chemical application must be made to control an emergency pest problem (ex. stinging insects), notice will be provided by telephone or email to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and anti-microbial products; self-contained 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 Kyle Spotts, IPM Coordinator. All correspondence should be directed to the address, email (kspotts@lehigh.org) or telephone number listed on this letterhead.

Sincerely,



Kyle Spotts, CAA
Acting Buildings & Grounds Supervisor

SCHOOL BOARD POLICIES

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

The following Lehigh Area School District Board Policies require annual notification as well as dissemination to students and parents. Please take the time to review all our student policies. The links are hyperlinked, and you can click on the title to open the policy. The policies that govern students are listed in the 200 Section entitled Board Policies (200 - Pupils), the policies that govern programs are listed in the 100 Section entitled Board Policies (100 - Programs), the policies that govern operations are listed in the 800 Section entitled Board Policies (800 – Operations)

[006 Meetings](#)

[100 Strategic Plan](#)

[103 Discrimination/Title IX Sexual Harassment Affecting Students](#)

[105 Curriculum Development](#)

[105.1 Curriculum Review by Parents / Guardians and Students](#)

[108 Adoption of Textbooks](#)

[109 Resource Materials](#)

[113 Special Education](#)

[113.4 Confidentiality of Special Education Student Information](#)

[114 Gifted Education](#)

[114.1 Gifted Matrix](#)

[115 Vocational Technical Education](#)

[122 Extracurricular Activities](#)

[123 Interscholastic Athletics](#)

[127 Assessments](#)

[138 Language Instruction Educational Program for English Learners](#)

[140.1 Extracurricular Participation by Charter/Cyber Charter Students](#)

[142 Migrant Students](#)

[143 Standards for Persistently Dangerous Schools](#)

[144 Standards for Victims](#)

- 146 Student Services
- 200 Enrollment in District
- 203 Communicable Diseases and Immunization
- 203.1 HIV Infection
- 204 Attendance
- 209 Health Examinations – Screenings
- 210 Use of Medications
- 210.1 Possession/Use of Asthma Inhalers
- 211 Student Accident Insurance
- 216 Student Records
- 217 Graduation Requirements
- 218 Student Discipline
- 218.1 Weapons
- 218.2 Terroristic Threats/Acts
- 220 Student Expression/Dissemination of Materials
- 222 Tobacco Use
- 226 Searches
- 227 Controlled Substances/Paraphernalia
- 233 Suspension and Expulsion
- 235 Students Rights/Surveys
- 237 Electronic Devices
- 246 Student Wellness
- 247 Hazing
- 248 Unlawful Harassment
- 249 Bullying/Cyberbullying
- 250 Student Recruitment
- 251 Homeless Students

- [302 Employment of Superintendent/Assistant Superintendent](#)
- [312 Evaluation of Superintendent](#)
- [314.1 HIV Infection](#)
- [333 Professional Development](#)
- [335 Family and Medical Leaves](#)
- [351 Drug and Substance Abuse](#)
- [604 Budget Adoption](#)
- [610 Purchases Subject to Bid/Quotation](#)
- [619 District Audit](#)
- [621 Local Taxpayer Bill of Rights](#)
- [626 Federal Fiscal Compliance](#)
- [705 Facilities and Workplace Safety](#)
- [707 Use of School Facilities](#)
- [716 Integrated Pest Management](#)
- [800 Records Management](#)
- [800.1 Records Retention / Destruction](#)
- [801 Public Records](#)
- [805 Emergency Preparedness](#)
- [808 Food Services](#)
- [810 Transportation](#)
- [810.3 School Vehicle Drivers](#)
- [815 Acceptable Use of Technology, Electronic Resources, Network and internet](#)
- [815.1 Use of District-Owned Technology](#)
- [816 Use of Livestream Video on School District Property](#)
- [819 Suicide Awareness, Prevention, and Response](#)
- [824 Maintaining Professional Adult/Student Boundaries](#)

- 827 Conflict of Interest
- 830 Breach of Computerized Personal Information
- 901 Public Relations Objectives
- 903 Public Participation in Meetings
- 904 Public Attendance at School Events
- 906 Public Complaints
- 916 School Volunteers
- 918 Title I Parent and Family Engagement

Handbook Agreement

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

Health & Safety Plan

I have reviewed our Health and Safety Plan for the 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 Lehigh Area School District email account issue?

Permission to travel within district

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

Individual and Small Group Photo Release

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

Acceptable use of Communications and Systems

I have read and agree to the terms outlined:

Students Lunch

All students are entitled to a lunch

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

Student Insurance

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

Electronic Signature

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

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

I agree:

Signature:

Date:

The above information is completed and signed electronically via PowerSchool Enrollment