



# Lehigh Area High School

## TRIBE PRIDE

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### **Student & Parent Handbook: 2021-22**

#### **District Mission Statement:**

*It is the mission of the Lehigh Area School District, in partnership with family and community, to provide a safe, healthy and nurturing environment that gives all students the opportunity to achieve their fullest personal and potential for lifelong learning in order to become productive and responsible citizens.*

#### **Lehigh High School Vision Statement:**

*To engage students in an appreciative pursuit of knowledge while entrusting them with responsibility and an inquisitive journey of self-improvement.*

#### **Principal's Welcome:**

The administration, teachers, and support staff are excited to work with our students, families and community as we brace for a new instructional year at Lehigh Area High School. After this past year, we are thrilled to return all students back to the building in person. We are looking forward to full classrooms and students actively engaged in learning, extracurriculars and athletics both in and out of the classroom this year. We have learned, over the past year, that life is always going to be filled with uncertainties, however the key is approaching the positive, making changes that have an impact on others and putting one foot in front of the other for progress for the greater good of the community.

This student handbook is provided to help students become familiar with their responsibilities as well as the general procedures and school regulations at Lehigh Area High School. While every rule and consequence are not addressed in the book, students are expected to act in a responsible manner and respect the rights of others.

Our goal is to provide a positive learning environment so each student can achieve his or her greatest potential. To reach this goal, there must exist a cooperative effort on the part of students, teachers, administrators, parents/guardians, and community. We urge your cooperation and assure you that the effort will be well worth it.

Please enjoy all of the many resources and opportunities Lehigh Area High School has to offer. May this school year be your best ever. We wish you a year filled with happy times, great experiences, and fruitful learning.

Mrs. Suzanne Howland, Principal, Lehigh 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

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*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 Lehigh home.*

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

## BOARD OF EDUCATION

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## ADMINISTRATION

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|                     |                                                               |
|---------------------|---------------------------------------------------------------|
| Jonathan J. Cleaver | Superintendent                                                |
| Edward Rarick       | Business Administrator                                        |
| Samantha Kistler    | Director of Special Services                                  |
| Suzanne Howland     | High School Principal                                         |
| Floyd Brown         | Assistant Principal                                           |
| Kyle Spotts         | Director of Student Services & Supervisor of Plant Operations |

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**NOTE: Sections of this handbook may need to be revised based upon CDC recommendations or Governor orders due to COVID-19.**

## **STUDENT & YOUTH RIGHTS**

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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](http://www.aclupa.org)

### **PART ONE: GENERAL BUILDING INFORMATION**

#### **CONTACT INFORMATION**

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Lehigh 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:               [showland@lehighton.org](mailto:showland@lehighton.org)  
Mr. Brown, Assistant Principal        [fbrown@lehighton.org](mailto:fbrown@lehighton.org)  
Mrs. Costenbader, Gr. 9/11 Counselor: [kcostenbader@lehighton.org](mailto:kcostenbader@lehighton.org)  
Mrs. Martin, Gr. 10/12 Counselor:    [kmartin@lehighton.org](mailto:kmartin@lehighton.org)  
Mr. Peter Salerno, School Police Officer [psalerno@lehighton.org](mailto:psalerno@lehighton.org)  
Mr. Ron Kazakavage, School Police Officer [rkazakavage@lehighton.org](mailto:rkazakavage@lehighton.org)

#### **Notification for Parents, Guardians, and Employees –Pest Management**

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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 pests, 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 antimicrobial 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 Kyle Spotts, IPM Coordinator. All correspondence should be directed to Kyle Spotts, Lehigh Area School District, 1000 Union Street, Lehigh, PA 18235, email (kspotts@lehigh.org), or at (610) 377-6180.

## **FACULTY & STAFF OF LEHIGH AREA HIGH SCHOOL**

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### **ART**

Rachel L. Klotz  
Diane Micheletti

### **MUSIC**

Bryan C. Buffington  
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### **BUSINESS EDUCATION**

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Karen A. Wall

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### **LANGUAGE ARTS**

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Guy A. Potts  
Daniel Williams  
Amy Meixsell

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### **SPECIAL SERVICES TEACHERS**

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Greg Kosciolk  
Amanda Yusella

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Tracey Rickert  
Michelle Rohrbach

### **LIBRARIAN**

June L. Potts

### **GUIDANCE**

Kathy Martin, Grades 10 & 12  
Kelli Costenbader, Grades 9 & 11

### **SCHOOL NURSE**

Kali Andrew

### **PARAPROFESSIONALS**

Myra Gasker  
Karla Costenbader-Kovach  
Kathleen Millen  
Judy Wingert  
Cheryl Guerra  
Dawn Granche

### **MAINTENANCE & CUSTODIAL**

Daniel Oswald  
Edie Lutsko  
Eugene Sillers  
Joseph Smith  
Donald Steigerwalt

### **OFFICE STAFF**

Amanda Citro  
Melissa Hunsicker  
TBD

### **SCHOOL POLICE**

Officer Kazakavage  
Officer Salerno

### **CAFETERIA**

David Kubisek,  
Director of Food Services

\*Denotes Department Head

## BELL SCHEDULES

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

### Normal Bell Schedule:

| Period            | Start Time | End Time | Duration |
|-------------------|------------|----------|----------|
| <u>Homeroom</u>   | 07:30 AM   | 07:40 AM | 10       |
| <u>Block 1</u>    | 07:43 AM   | 09:03 AM | 80       |
| <u>Block 2</u>    | 09:06 AM   | 10:26 AM | 80       |
| <u>Block 3</u>    | 10:29 AM   | 12:19 PM | 80       |
| <u>A Lunch</u>    | 10:29 AM   | 10:59 AM | 30       |
| <u>B Lunch</u>    | 11:09 AM   | 11:39 AM | 30       |
| <u>C Lunch</u>    | 11:49 AM   | 12:19 PM | 30       |
| <u>Block 4</u>    | 12:22 PM   | 01:42 PM | 80       |
| <u>Enrichment</u> | 01:45 PM   | 02:15 PM | 30       |

### Two Hour Delay Bell Schedule:

| Period          | Start Time | End Time | Duration |
|-----------------|------------|----------|----------|
| <u>Homeroom</u> | 09:30 AM   | 09:40 AM | 10       |
| <u>Block 1</u>  | 9:43 AM    | 10:34 AM | 51       |
| <u>Block 3</u>  | 10:37 AM   | 12:27 PM | 80       |
| <u>A Lunch</u>  | 10:37 AM   | 11:07 AM | 30       |
| <u>B Lunch</u>  | 11:17 AM   | 11:47 AM | 30       |
| <u>C Lunch</u>  | 11:57 AM   | 12:27 PM | 30       |
| <u>Block 2</u>  | 12:30 PM   | 1:21 PM  | 51       |
| <u>Block 4</u>  | 1:24 PM    | 2:15 PM  | 51       |

**Early Dismissal Bell Schedule:**

| <b>Period</b>   | <b>Start Time</b> | <b>End Time</b> | <b>Duration</b> |
|-----------------|-------------------|-----------------|-----------------|
| <u>Homeroom</u> | 07:30 AM          | 07:40 AM        | 10              |
| <u>Block 1</u>  | 7:43 AM           | 8:29 AM         | 46              |
| <u>Block 2</u>  | 8:32 AM           | 9:18 AM         | 46              |
| <u>Block 4</u>  | 9:21 AM           | 10:07 AM        | 46              |
| <u>Block 3</u>  | 10:10 AM          | 12:00 PM        | 80              |
| <u>A Lunch</u>  | 10:10 AM          | 10:40 AM        | 30              |
| <u>B Lunch</u>  | 10:50 AM          | 11:20 AM        | 30              |
| <u>C Lunch</u>  | 11:30 AM          | 12:00 PM        | 30              |

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***PART TWO: ATTENDANCE & TRUANCY PROCEDURES***

**ATTENDANCE PHILOSOPHY**

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The administration of Lehigh 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 he or she 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**

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The student is expected to report and be seated for attendance/announcements by 7:30 AM each morning. Simply being inside the high school building does not make a student “on time.” Students must be present in homeroom by 7:30 AM to avoid being marked tardy.

Upon entering the building, and prior to 7:25 a.m., students should report to the auditorium. Hallways will open for locker usage at 7:25 AM—students are NOT permitted in the hallways until this time unless escorted by a staff member.

## ABSENCES

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School law and district policy determines the following reasons for absences as valid and excusable:

1. Illness
2. Death or serious illness in the immediate family.
3. Quarantine
4. Impassable roads
5. Church -- Only with advance parental permission. If church services are conducted in the evening, the student is expected to attend the services at that time.
6. College visitations/Educational travel -- with prior approval of the high school principal. The appropriate request form must be completed and returned one week prior to the educational trip. It is the responsibility of the student to make each of his or her teachers aware of any absences from class in advance.

### **Attendance Procedures for Legal Absences:**

Even though appropriate excuses may be provided regarding student absences, Lehigh Area High School will notify parents/guardians periodically of their child's attendance records. Special activities and extended medical absences will not be included in these procedures.

*Please NOTE: As per guidelines from the Department of Education, educational trips will count toward a student's overall attendance record even though such trips are pre-approved.*

Six days absent: A letter or email from building administration will be sent to the student and parent/guardian notifying them of the total accumulation of absences. A follow-up from the student's guidance counselor will follow.

Nine days absent: The school nurse will contact the parents/guardians to inquire about possible medical concerns prohibiting the student from attending school. Administration (or designee) will send a letter or email to the student and parent/guardian requiring the student to obtain medical documentation for future absences and a mandatory meeting may be required between administration and parents to draft an attendance intervention contract. Even though absences to date may be legally excused, this action is taken to facilitate interventions needed to improve school attendance.

### **Attendance Procedures for Unlawful/Unexcused Absences:**

*For students seventeen years of age and younger:*

Three unlawful days: The attendance officer or designee will schedule a School Attendance Improvement Plan (SAIP) meeting with the student, parent/guardian, and available educators for the purpose of identifying reasons for unlawful absences and creating/implementing a plan for improvement. Notice will be sent to the parent/guardian prior to the meeting being held. If the parent/guardian does not attend the meeting, it will go on as scheduled and a referral to Carbon County Children & Youth may be made. SAIP meetings can be held via phone for convenience.

Six unlawful days: The attendance officer may file citations with the magistrate's office so that a hearing may be scheduled with the student and/or parents/guardians as prescribed by law.

*For students eighteen years of age and older:*

Three unexcused days: The student's guidance counselor will contact the parents/guardians to inquire about possible reasons for the unexcused absences and to explain potential consequences. The attendance officer or designee will schedule an intervention meeting with the student and parents/guardians to identify the causes of the unexcused absences and facilitate the creation and implementation of a suitable intervention plan.

Six unexcused days: The attendance officer or designee will schedule a follow up meeting with the student and parents/guardians to revise the intervention plan. Disciplinary and/or academic consequences may be issued for continued and prior unexcused absences.

Ten consecutive unexcused days: In accordance with state law, students accumulating ten consecutive unexcused days may be dropped from the rolls of Lehigh Area High School. Administration will make attempts to contact the student and/or parents/guardians via phone call, email, and standard mail prior to this action.

*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.
- Students accumulating eighteen (18) days of absence in a school year may have credits for those classes denied and the student may be placed on academic probation. These absences may be any combination of excused, educational trip, unlawful, unexcused, and unverified absences.
- 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.

## **TRUANCY PROCEEDINGS**

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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 Lehigh 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**

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Being on time for school promotes academic success and as such it is expected that students arrive to homeroom no later than 7:30 AM each day. Students arriving after this time must report to the attendance office (guidance) and sign in immediately with a secretary and receive a pass to enter class. Teachers will not admit students to class without proper notification from the office. Excessive tardiness to school will lead to progressive disciplinary consequences.

In most cases, tardiness will be considered illegal. 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.

For every three unlawful/unexcused late arrivals, a student will be assigned a thirty-minute detention to be held over Lunch or after school. If such disciplinary response does not remedy the infractions, the administration may assign higher levels of disciplinary response and/or an intervention plan.

### **MAKE-UP WORK FOR ABSENCES**

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In the event that your student is absent three consecutive days, please contact the Attendance Secretary at (610) 377-6180 ext. 2410, 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 Power School for your child's 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, he/she 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.

## **PART THREE: STUDENT DISCIPLINE & CODE OF CONDUCT**

### **STUDENT CONDUCT: General Provisions in the School Building**

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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, shall be put away while in the hallway. Students distracted by devices can impede safe travel in the hallway. Students that fail to adhere to this expectation will have their device confiscated and taken to the office.
3. 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.
4. The student is not allowed in the corridors during class time unless he or she has a hall pass from their teacher and signed out in the proper notebook in the classroom.
5. Discard trash in waste paper containers. Keep the school clean by picking up paper from the floors.
6. No unauthorized use of the elevator.
7. Breach of Security = OSS - Out-of-School Suspension. Intentionally exposing students, faculty, and staff members to potential harm.
8. Vulgarity, Profanity, and Obscenity are not acceptable in school or on any school property including the school bus.

### **CONDUCT AT ATHLETIC AND EXTRA-CURRICULAR EVENTS**

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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. With an understanding of the purpose of discipline in a school, a student may form a correct attitude toward it, and not only do his or her part in making his or her school an effective place of learning, but develop the habit of self-restraint which will make him or her a better person.

#### **Parameters for Athletic Events:**

1. The student must control himself or herself – 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 his or her 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 his or her 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 on the streets will not be tolerated.
3. We encourage the student to be respectful and to stand and join in singing our National Anthem and/or Alma Mater.
4. A student will not receive a pass-out ticket when leaving the building during an indoor/outdoor event. If a student leaves, he or she will pay full admission when re-entering the building.

## **STUDENT CELL PHONE & PERSONAL DEVICE USAGE**

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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 use cell phones and other personal devices for learning purposes under the supervision of classroom teachers. Some teachers will not permit usage during class time while others will make use of the devices—it is at teacher discretion based on the objectives of individual lessons. Teachers may limit phone/device usage on an individual basis if violations of school rules occur.
2. Teachers and staff may direct students to place cell phones and personal devices in classroom storage areas for the duration of a class.
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, taking pictures/video, 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 Lehigh School District are not liable for any damage or loss to personal devices.
7. Filming classes, taking pictures, and/or recording audio is not permitted without permission, and violators could be referred to the police and prosecuted.
8. Cell phones and devices—including earbuds and headphones are to be kept “out of sight” while students are in the halls. This is to ensure the safety of all students. A member of the faculty, staff, or administration may assign an immediate detention for violation of this rule and confiscate the device. **Any confiscated devices must be picked up by the parent/guardian after school—they will NOT be returned to the student.**

## **Bring Your Own Device:**

### **Use of Personally Owned Electronic Devices**

The school recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

The Lehigh Area High School believes in teaching the skills necessary to be responsible, productive, and resourceful citizens in both the physical and digital world. We believe in teaching the skills necessary to utilize these tools in a way that does not compromise the learning, integrity, or safety of themselves or others.

To enhance the education of its students, the Lehigh Area High School provides students and employees access to its LASD Public wireless network and the option of utilizing personally owned devices, with written consent from the building principal and permission from the teacher. The purpose of this policy is to ensure that students and parents recognize the limitations that the School District imposes on the use of personally owned devices when they are used at school in conjunction with the wireless network.

### **Delegation of Responsibility**

The Superintendent or designee shall be responsible for determining what types of personally-owned electronic devices are permissible for use in the schools and to what extent.

### **Terms and Conditions**

The building principal may revoke consent for a student to use a personally-owned device at any time for misuse or misconduct involving the device, and/or violation of the District's Code of Conduct.

Individual classroom teachers may limit, restrict or prohibit the use of personally-owned technology in their classrooms, even if the student has written permission from the building principal. Such prohibitions, however, are required to be general and not targeted toward one particular student. If a teacher feels that a particular student should not be granted permission to use a particular device, the teacher must notify the building principal, who may revoke the written permission for use of the device or modify such permission as to prohibit use within that teacher's classroom.

The District is not responsible for theft, breakage, loss or any damage to any personally-owned device, regardless of whether permission has been granted for its use. Students are cautioned that keeping a device in a locker, even if locked, poses a risk of damage or theft for which the District shall not be responsible.

If a student is found to be in possession of inappropriate materials on a personally-owned device on school grounds, during the school day, at school-sponsored activities or on school-sponsored trips, the student will be subject to discipline, and may suffer loss of network and personally-owned-device-use privileges. Where the device contains illegal materials, the District may and shall report the student to the appropriate law enforcement officials.

If a student's device is confiscated by District officials for violation of law, or school rules, the Parent shall be notified. For a violation of the law, the device will be forwarded to a law enforcement official. The Parent will be required to pick the device up from the main office of the student's building. The

District will keep the device in a secure location in the main office but shall bear no responsibility for the safekeeping and/or condition of the device pending parent retrieval. The District shall not be responsible for any damage, loss or theft of the device at any time, including the period between confiscation and parent retrieval.

### **Pennsylvania Wiretapping Law:**

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

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

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

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

### **ACADEMIC DISHONESTY**

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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 Berkeley City College*  
<http://www.berkeleycitycollege.edu/wp/de/what-is-academic-dishonesty/>

#### **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   | The student will be permitted to resubmit either the original assignment or an alternate of equivalent rigor (teacher's discretion) with a half-credit grade reduction of the earned score. If the student chooses not to complete the assignment, a zero shall be given. |
| 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**

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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. Shoulders must be covered at all times 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. Jeans with holes that show flesh near an inappropriate area is not acceptable. It is acceptable if leggings are worn under the jeans to cover exposed skin.
5. Hats, headbands or any type of headgear, except for religious purposes, are not to be worn or carried in the school building. Exceptions may be made by administration on a case-by-case basis.
6. Footwear must be appropriate for the school building. All footwear must be fastened around the ankle—this is to prevent trips and falls on the stairs. Pool/beach footwear is not permissible.

7. 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. Leggings, tights, and yoga pants are not permitted unless worn with a covering that extends to or below the bottom of the hip.
8. 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**

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Book bags or any other bags or sacks used to carry books or clothing *are* allowed in school. However, they are to be placed in the student's locker and remain there until the end of the school day. Book bags, etc. are not permitted in the classroom, nor may they be used to transport books or other articles to and from the classroom. For personal use, females may carry a purse to class, with the stipulation that said purse is small enough to fit under the student's desk.

## **BULLETIN BOARDS**

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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**

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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, he or she 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 busses.

It is the intention of the Administration of Lehigh Area High School to ensure that all students' safety is our primary concern. Thus, it is for their protection that most of the following have been established:

1. Student shall wait in an orderly fashion at the approved bus stops.
2. Student 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.
3. Form a single line to board the bus.
4. Student must go to his or her seats and stay there until the bus comes to a complete stop at the school or the stop where the student gets off the bus.
5. No standing at any time.
6. Student shall never put hands, arms, legs, or any part of his or her body out of the window.
7. No loud talking, horseplay, obscene or foul language, or fighting on the bus.
8. Smoking, drinking, or eating is prohibited on the bus.
9. Student shall not spit or throw trash in or around the bus.
10. Student shall not tamper with the bus or any of its emergency equipment.
11. No carrying of any potentially dangerous objects such as knives, guns, matches, lighters, fireworks, water guns, scissors, etc.
12. If it is necessary to cross the street after getting off the bus, student shall cross in front of the bus and wait for a hand signal from the driver.
13. Student shall respect the authority of the bus driver by obeying him or her at all times. Drivers have the authority to assign seats.
14. Student shall always act as a courteous and safe traveler.
15. Any changes to the bus schedule must be approved by the bus company. Student will not receive permission from the office to ride any bus other than one designated to him or her at the beginning of the year.
16. Serious misconduct could result in the student being removed from the bus for the first infraction.
17. Follow any and all rules the bus driver shall post for his or her bus.

***Riding a school bus is a privilege and all school rules apply.***

Violations of bus rules will be reported by the bus driver to administration or an administrative designee. The administration will discuss the problem with the students and warn the parents/guardians in writing concerning punishment for future violations. If this procedure does not stop the infraction, administration or the administrative designee has the authority to notify parents/guardians in writing that the student will not be permitted to ride the bus for a stated period of time. During this period, the parent/guardian will be responsible for providing transportation to and from school.

## **CAFETERIA**

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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, he or she is asked to keep his or her place clean. The student is also expected to conduct his or herself 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.

Students are allowed to use their personal electronic devices during lunch unless otherwise directed by staff.

In order to maintain respect of 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 purpose 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.

Free or Reduced price breakfast/lunches are available for students who meet federal government guidelines. Applications for free or reduced meals are available on the district website or may be found in the school office. Students who receive free or reduced price breakfast/lunch during a previous school year will be eligible to do so for the first thirty (30) school days of the following school year. As of the 31<sup>st</sup> school day, only students who have submitted an approved application for the current school year will continue to receive a free or reduced price breakfast/lunch. Only one meal will be provided per student per day. Additional meals will be at an additional cost.

*The following rules apply to the cafeteria:*

1. Students must report directly to the cafeteria as scheduled.
2. Students must eat his or her lunch in the cafeteria unless otherwise designated by administration or student's instructor.
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.
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.

## **STUDENT SEARCHES**

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A student and his or her personal effects is subject to search by administration, faculty, school police, and/or staff to the fullest extent allowable by law.

## **LAVATORY**

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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 forms as well as the teacher's hall pass.
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**

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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 Lehigh Area High School administration or their home school's administration, if applicable, should any information warranting such action be made evident. Guests may 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.
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 and announced with 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.
- The laws covering junior driver licenses are in effect and must be observed.

## **PROM**

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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. 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**

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The Lehigh 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**

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At Lehigh 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. As a school we follow the PRIDE guidelines; PRIDE stands for Personal Responsibility in Delivering Excellence. If a student exhibits these positive behaviors they will be rewarded with a Tribe Pride ticket, which can be redeemed 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.

### **What is PBIS?**

PBIS is a three-tiered system of managing student behavior. It uses positive reinforcement to reward those students meeting behavioral expectation, and it provides for a means of providing extra support for students needing some sort of intervention services.

Tier 1: Universal Supports—Students are instructed as to expected behaviors, postings are placed throughout the school, and rewards are used as reinforcement.

Tier 2: Secondary Supports—Students with multiple disciplinary, academic, and/or attendance referrals may be placed on a PBIS support plan which implements individualized strategies for improvement.

Tier 3: Tertiary Supports—Students at this level are in need of intensive intervention possibly involving outside consultations.

### **PBIS Support Plans:**

In addition to or in lieu of formal disciplinary consequences, the administration may partner with families, agencies, and educators to create intervention and support plans for students in need. Such plans may relate to academics, attendance, and/or behavior. These plans are created with the best interest of the student in mind with the goal of eliminating behaviors proving to be barriers to student success.

### **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.

### **POSSESSION AND/OR USE OF TOBACCO OR VAPE PRODUCTS**

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.

Board Policy 227 will be referenced for guidance when dealing with prohibited items.

Vaping:

First offense – student 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 a suspension. In addition, the police may be notified.

## **VANDALISM**

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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. He or she will also be subject to disciplinary action from the administration and, in some cases, the police department, which includes institutional vandalism. Institutional vandalism carries with it a fine of \$500 in addition to restitution.

## **VIOLENCE**

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If a threat (written or verbal) is made to a teacher, staff member, or another student at Lehigh Area High School, and our investigation confirms its legitimacy, the student will receive an out-of-school suspension for ten days. 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**

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No student shall possess, handle, or transmit any knife, razor, ice pick, any explosive device of any kind, including firecrackers, tear gas canisters, smoke bombs, chains, loaded cane, sword cane, loaded or unloaded firearms, including pellet guns, BB guns, or look-alikes, 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 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 crisis and other appropriate agencies may also be notified and considered viable resources. Discipline procedures shall be the same as that set forth based on severity of the violation as in Policy 233 of the Lehigh Area School District, including possible expulsion.

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.

## **BULLYING**

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The Lehigh 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. Lehigh Area School District recognizes that bullying interferes with the learning process, and may present an obstacle to the academic, vocational, and social/emotional development of students

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

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

The terms **bullying** and **cyber bullying** shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct. This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district or building policies.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

Students who are bullied may show changes in behavior, such as becoming anxious and withdrawn, having a series of unexplained minor illnesses, taking unusual absences, being frightened of walking to and from school and lacking confidence. There may be evidence of changes in work patterns, lacking concentration or truancy from school. Students must be encouraged to report bullying, either to a member of the staff, to a principal, or to a school counselor.

## **RACIAL AND ETHNIC INTIMIDATION**

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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 Lehigh 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 Lehigh 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 or assistant 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, rule and regulations, she/he shall be subject to appropriate disciplinary action, up to and including suspension or expulsion.

## **SEXUAL HARASSMENT**

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Sexual harassment means that someone is treated differently because of his or her gender. It makes a student feel uncomfortable or unsafe. It is behavior or words that:

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

Any student who believes that he/she has 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 guidelines.

## **ASSAULT**

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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.

## **DISCIPLINARY LEVELS AND POSSIBLE CONSEQUENCES**

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### **Due Process:**

The handling of discipline cases at Lehigh High School is directed to the end of developing the best possible solution for the individual pupil while at the same time protecting the rights of the total student body. Student behavior controls will always be compatible with the philosophy, beliefs, and objectives of the school and in no way will be detrimental to the total student body. Students will be assured due process according to the following procedures:

**Notice:** The principal, assistant principal or superintendent at the time of contemplated action shall give the student or parent/guardian notice of the contemplated action. Such notice may be oral or in writing. If not, such notice shall be given in person. If written, delivery may be made by United States mail or by personal delivery. If mailed, delivery shall be deemed to be completed at such time as the notice is

deposited in the United States mail, addressed to the last known address of the student or his/her parent/guardian.

Contents of Notice:

The notice shall contain the following basic information:

- A statement of the charges
- A statement of what the student is accused of doing.
- A statement of the basis of the allegation.

Note: Specific names may be withheld if necessary to shield a witness.

Informal hearing

The student shall be given an opportunity to admit or deny the accusation and to give his/her version of the events. The administrator may go further in allowing the student to present witnesses or may also call the accuser and hold a more extensive hearing in order to make a proper decision on the contemplated action.

Timing

The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of hearing. Notice and an informal hearing need not be given prior to removal from school where a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

**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/Noncompliance
- Classroom Disruption
- Violation of classroom procedures established by teacher

## **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. Teachers and parents/guardians will be informed of the consequence of the action(s). A record will be kept in the middle school office of the offense(s) and the disciplinary action(s) taken.

## **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
- Smoking or possession/use of tobacco products and/or paraphernalia

## **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 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. A record will be kept in the high school office of the offense(s) and the disciplinary action(s) taken. 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
- Possession of tobacco
- Leaving school grounds without permission

**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 resulting 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
- 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 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

### **DISCIPLINARY OPTIONS/RESPONSES**

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. Any student that is sent out of class by a teacher will be referred immediately to the office with a written referral from the classroom teacher and will be automatically suspended. 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.

### **ALTERNATIVE EDUCATION**

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

## **DISCIPLINARY CODES**

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1. After-School Detention (ASD)
  - a. Detention time: 2:20 to 2:50 p.m.
  - b. Detention days: Monday through Friday, held in 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 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 an In-School Suspension until 2:50 p.m.
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 his or her locker for his or her books, then to homeroom for attendance, and then to the office where the supervising teacher(s) will escort him or her to the In-School suspension room.
  - d. The student must bring with him or her 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 will 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 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. The student should make arrangements with teachers immediately upon his or her return to school.
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 permanent exclusion from school.

## **PART FOUR: POLICIES & PUPIL SERVICES**

### **ACCEPTABLE USE OF COMMUNICATION AND ELECTRONIC DEVICES**

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As Lehigh Area High School moves forward with technology, many new devices are now in the classrooms for students to use. The Lehigh Area School District reserves the right to temporarily or permanently remove a user account on the network to prevent further unauthorized activity. See Policy #815 on the 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 username followed by @students.lehigh.org. Each student will be assigned a password to his/her 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 or the law. The IAUP applies to the Google account and the student's use thereof.

### **EXPECTATIONS AND GUIDELINES FOR SCHOOL ISSUED DEVICES**

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Students enrolled on a full-time basis may 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. For support or assistance with your school issued device, email: [support@lehigh.org](mailto:support@lehigh.org).

#### **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 email. If you have a question about a suspicious email, ask your teacher or email support at support@lehighton.org.
  - Be wary of email attachments from unknown senders. The email could be a virus.
  - Never respond to emails that ask for personal information, logins, or passwords.
  - Think before you write and send an email. Be polite and courteous at all times.
  - Know your audience. For example, an email to a potential employer is more formal than an email to a friend.
- When using the Internet:
  - Do not visit inappropriate web sites 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.

## **ACCIDENT INSURANCE**

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The Lehigh 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. 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**

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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, he or she would endure the consequences outlined in the section on *Weapons*.

## **CLASS DUES**

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

Junior class dues: \$10.00 plus fundraiser/buyout.

Senior class dues: \$15.00 plus fundraiser/buyout.

This also applies to all transfer students.

## **COMMUNITY HALLOWEEN PARADE**

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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**

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

## **MCKINNEY-VENTO HOMELESS ASSISTANCE ACT**

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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).<sup>1</sup> The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

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

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

### **DEFINITION OF HOMELESS: CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHT TIME RESIDENCE:**

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

## **AUTOMOBILE REGULATIONS**

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*Parking Stickers are not available until the second week of school each school year.*

1. Any Senior or Junior who feels that he or she can justify driving to school and currently holds a valid driver's license shall obtain the necessary registration 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 his or her car 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 car or for any damage to a car on school property.
4. All traffic regulations and all practices which contribute to the safety of students within the Lehigh Area School District shall be observed at all times.
5. Motor vehicles 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.
6. A student who has properly registered his or her car 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).
7. 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.
8. A student having seven or more unexcused tardies during a semester will have his or her parking privileges removed for the remainder of the current semester.
9. If "reasonable suspicion" is evident, a student's vehicle may be searched.

## **AWARDS**

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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 recipients are determined by a committee comprised of faculty and other designees. The committee's decision is final.

## **CAFETERIA PAYMENTS**

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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.

*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: [nutritiongroup@lehighton.org](mailto:nutritiongroup@lehighton.org)

## **EMPLOYMENT**

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

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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The Family Educational Rights and Privacy Act is a federal law that protects the privacy of student education records. Employees are not permitted to release any educational information about a student to anyone other than the student and the parents/guardians having legal educational rights. If more information about this law is needed, please go to the main office to obtain the necessary information.

## **PUPIL RECORD'S POLICY**

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

## **RELEASE OF SENIORS' NAMES AND ADDRESSES**

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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 (Opt-Out Letter - posted on the High School home page on the left). If any senior would like to remove his or her 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 his or her 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**

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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 himself or herself accordingly.

## **LOCKDOWN DRILLS**

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

Lehigh Area High School uses two types of lockdown:

1. **Working Lockdown:** A working lockdown is called when non-instructional areas need to be secured. When a Working Lockdown 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 to the nearest room and inform the faculty or staff present of their name and assigned location.
2. **Enhanced Lockdown:** An enhanced lockdown is called when 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 report to the nearest room and inform the faculty or staff present of their name and assigned location. There is to be NO TALKING during an Enhanced 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**

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It is the responsibility of each student to obtain a lock for his or her 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 his or her private property. Therefore, a student shall have no expectations of privacy in his or her 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 event, the District is not responsible for damages or replacement of the lock.

## **LOST AND FOUND DEPARTMENT**

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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)**

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The Daniel I. Farren Chapter of National Honor Society chapter of the Lehigh Area High School 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: scholarship, service, leadership, and character. Students are selected for membership

by a majority vote of a five-member principal-appointed faculty council, which bestows this honor upon qualified students on behalf of the faculty of our school each October through November.

Students in grades 11 and 12 are eligible for membership. For the scholarship criterion, a student must have a cumulative weighted GPA of 3.8 or better. The GPA from the end of their sophomore and junior year will be used for candidacy. Each fall those students who meet this criterion are invited to complete a candidate application package that provides the faculty council with information regarding the candidate's character, leadership, and service.

To evaluate a candidate's character, the faculty council uses several forms of input. School disciplinary records are reviewed, their respective guidance counselor is asked to fill out a form, and the athletic director is asked to fill out a form. Members of the faculty are solicited for input regarding their professional reflections on a candidate's character and leadership. Candidate's character and leadership essays are available for faculty members to review. Candidates will also be asked to choose two faculty/staff members to fill out a reference form. They can choose a teacher, advisor, or coach, however one recommendation must be from a teacher the student had within the past year.

To evaluate a candidate's service, candidates will have the opportunity to provide documentation proving their community service. All community service hours considered must be non-paid and for the benefit of the community. The advisor will verify all hours were completed as stated by the candidate.

To evaluate a candidate's leadership, the candidate will fill out a form detailing their school extracurricular involvement.

Any solicited faculty input and the candidate's application package are carefully reviewed by the faculty council to determine membership. A majority vote of the council is necessary for selection. All candidate information is considered confidential. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. This ceremony is typically held before the Thanksgiving break. Once inducted, new members are required to 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 40 hours), maintain a 3.7 or better cumulative weighted GPA and attend all meetings. Failure to meet the membership guidelines will lead to disciplinary action and possible dismissal.

What is *not* community service?

- Household/yard work for a family member, friend, or neighbor.
- Babysitting for a family member, friend, or neighbor.
- Participation in a run/walk event (i.e. run/walking the course)
- Fundraisers/basket raffles
- Making a basket for a basket raffle
- Service provided for a profit-making organization, even if unpaid

- Meetings for community organizations

Since community service hours are verified by the National Honor Society Advisor, the candidate must be certain the hours they are listing are verifiable with the person signing the form. If hours listed are below what the candidate listed, they will automatically be disqualified for membership consideration. School service will be awarded half a community service hour per hour. Please consider the following statements.

When a student does something for a school band, for example, in a parade on Saturday, and it seems to NOT violate any of the NO's (not graded, off-campus, not during school hours), the question to ask is, "Does the student have the option of not going and saying, 'I don't feel like performing today in the parade, or I don't care to go to this event?'" If the student HAS the explicit freedom (with no repercussion or pressure) to NOT participate, then it IS voluntary. However, if a student MUST be there (even though it is not graded, etc., or mandated), then it is NOT voluntary. VOLUNTEERism is the core element.

What is *not* school service?

- Meetings for an organization
- Activities that are graded
- Fundraisers
- Community service that is required of the organization
- Helping a staff member

## **NURSE'S OFFICE**

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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 Lehigh 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 Lehigh 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**

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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**

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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.

### **A STUDENT IS NEVER TO KEEP MEDICATION IN HIS OR HER POSSESSION!**

The school nurse, at his/her 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.** Any unexcused/unlawful absence may result in a score of “zero” for the missed work.

## **MEDICATION POLICY**

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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 himself or herself, 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**

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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 his or her entire prescription with him or her.
5. The student will be allowed to self-administer his or her 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**

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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**

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If it becomes necessary to close school because of the weather, official notification will come from all local radio and TV stations, as well as the *Alert Now* system. *Alert Now* is a district-wide calling system that we use to notify parents about various topics and issues at the high school and district wide.

On "Snow Days," when there is no school, there are no activities.

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 cancelled. If the weather is deteriorating but school has not closed, the principal, assistant principal or athletic director will determine if regularly scheduled activities or events will be held.

### **INSTRUCTION RELATED TO AIDS**

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The State Board of Education has rules that require school districts to teach both the dangers of and prevention of AIDS. In the high school this will be done in the 9<sup>th</sup>/10<sup>th</sup> 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 he or she does not want his or her 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, he or she can make arrangements by calling the high school at 610-377-6180.

### **PERSONAL PHONE MESSAGES**

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

### **PEST MANAGEMENT**

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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's 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 antimicrobial products, self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, and crevices or voids.

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

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The Lehigh 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 development 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 his or her 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 his or her eligibility are available at no cost, a parent or guardian may request screening and evaluation at any time, whether or not his or her 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 PATHWAYS**

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***What are Career Pathways?*** Each Pathway is a grouping of careers that share characteristics and training/education requirements. Careers in each Pathway overlap in many needed competencies and skills.

***Why should I choose a Career Pathway?*** Choosing a Pathway will allow students to focus their elective courses and aid in the selection of major subject tracks. Each student will be able to enhance his or her educational experience through a deeper level of personalization. Goal setting and planning are emphasized while more relevancy between high school courses and post-graduation plans is built.

***How do Career Pathways impact major academic studies?*** They don't. While each Pathway will have unique demands, students must still complete all required core classes at various levels of academic rigor.

***Is this a declared "major?"*** No. Each Pathway has enough flexibility to ensure students are well-rounded by the time they graduate. Further, each Pathway requires some crossover credits with another so that students can explore multiple options.

#### **Credit Requirements**

All students will be scheduled for 32 credits during their time at Lehigh Area High School. Each student must successfully complete 26 credits to graduate. How those credits are earned will depend on which Pathway the student selects.

#### **Foundational Courses**

Some courses provide students with pre-requisite skills for future classes and/or attainment of the goals outlined in the mission and vision statements. Many of these courses are required by the Pennsylvania Department of Education. All LAHS will take foundational credits as follows:

English 9 & English 10, English 11, English 12  
Computer and Careers  
United States History



American Government & Civics  
Economics  
Biology  
Algebra 1  
Algebra 2  
Geometry  
Fitness 9/10, 11/ 12  
Wellness 1 & 2

### **Major Subject Courses**

Under the graduation policy of the Lehighon Area School District and/or the requirements of the PA Department of Education, all LAHS students must complete four credits in English, Mathematics, Science, and Social Studies. Some of these credit requirements are met by foundational courses. Other needed courses shall be selected from within a student's chosen Pathway.

### **Career Pathways**

The LAHS pathways shall be:

*Arts, Media, & Communication*

*Business, Finance, Technology, and Entrepreneurship*

*Engineering, Math, Science, and Industrial Technology*

*Health and Human Services*

*LCCC College Scholars*

Students are able to speak with their guidance counselors regarding the specific requirements and job opportunities connected to each Pathway.

## **COMMENCEMENT**

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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**

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By direction of the Lehighon School Board, senior boys will wear a white dress shirt, dark tie, dark slacks, dark socks, and dark dress shoes (no sandals or sneakers). Senior girls will wear a light or white dress or skirt with white shoes (no sandals or sneakers). Messages on gowns are prohibited. Exceptions to the dress code may be granted only with prior approval from building administration. If a student has financial problems and cannot secure the proper attire, he or she may contact a building administrator and proper attire will be found discreetly for the student.

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.

## **COMMENCEMENT SPEAKERS**

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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**

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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**

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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**

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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.

Please Note: Fourth Marking Period paper report cards are not issued due to grades being finalized after the last student day. Please use PowerSchool to access final grades or contact the main office.

## **COURSE EXEMPTION BY EXAMINATION**

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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**

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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**

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All students are required to maintain a full schedule each school year. They are required to attempt a minimum of eight (8) credits for a full 180 school days.

## **GRADING/GRADING SYSTEM**

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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.

Lehigh Area High School will print and distribute a report card after the first, second, and third marking periods. Because the student academic year ends prior to the finalization of fourth marking and year-end grades, printed report cards will not be issued to students in June. Parents are encouraged to use PowerSchool to check final grades or come to the high school main office for a paper copy.

*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 at [www.lehighton.org](http://www.lehighton.org)*)**

- 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, feel free to 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 2022 will be set by the school board at their regular April meeting.

### **CALCULATION OF THE GRADE POINT AVERAGE (GPA)**

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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 final transcript.

### ***Lehighton Area High School offers the following levels of courses:***

**AP** - Classes providing 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 not offered in the LHS building 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

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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

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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):**

$$85\% \times 1.0 = 85\% \quad \frac{1}{2} \times 85\% = \underline{42.5\%}$$

**1 credit course in Honors Geometry (Honors):**

$$85\% \times 1.1 = 93.5\% \quad 1 \times 93.5\% = \underline{93.5\%}$$

**½ credit course in Web Design (College Prep):**

$$93\% \times 1.0 = 93\% \quad \frac{1}{2} \times 93\% = \underline{46.5\%}$$

**½ credit course in Honors English (Honors):**

$$90\% \times 1.1 = 99\% \quad \frac{1}{2} \times 86.9\% = \underline{49.5\%}$$

**½ credit course in Honors Comp & Com (Honors):**

$$88\% \times 1.1 = 96.8\% \quad \frac{1}{2} \times 96.8\% = \underline{48.4\%}$$

**1 credit course in College Prep History (College Prep):**

$$95\% \times 1.0 = 95\% \quad 1 \times 95\% = \underline{95\%}$$

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**.

$$42.5\% + 93.5\% + 46.5\% + 49.5\% + 48.4\% + 95\% = 375.4$$
$$375.5 \div 4 \text{ (sum of credits earned)} = \mathbf{93.85\% \text{ (weighted average)}}$$

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

$$0.9385 \times 4 = 3.754$$

**3.754 is the student's Weighted GPA.**

Again, a student's "weighted" GPA is cumulative as he or she progresses 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**

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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 8.0 credits for the school year. Likewise, the student may not have "I" or "W" grades on his or her 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 a 83%.

## **GRADE PROMOTION REQUIREMENTS**

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MINIMUM GRADUATION CREDITS NEEDED: **26**

At the start of senior year students must be in good standing with a minimum of 18 credits.

## **CREDIT RECOVERY – SUMMER/WINTER SCHOOL**

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A summer school program is usually offered soon after the close of each school term. The availability of courses will depend on the number of students who have registered for the program. Each full credit course is taught for 30 hours. A student cannot take more than two (2) courses or obtain more than 10 credits in a school year.

A student with a senior standing or with unusual circumstances (only) will be allowed to take credit recovery courses as a distance learning course, but the following rules apply:

1. Only two (2) courses per student per year.
2. No forms will be handed out to seniors or juniors who could graduate before the final exams.
3. The student must complete a course to be eligible for the makeup program. (He or she may not drop out of school and take this program.)
4. Any student receiving a final grade below 40% may not take these correspondence courses.
5. 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.

For all forms of remedial work, the passing of the regular teacher's final exam will be required. Likewise, for a student who satisfactorily completes a course(s), he or she will receive the minimum passing grade on the permanent record – a 61%.

## **CARBON CAREER AND TECHNICAL INSTITUTE (CCTI)**

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- Any ninth-grade student interested in attending Carbon Career and Technical Institute should see the Guidance Department about the pilot program. Information pertaining to CCTI will be mailed to students during their eighth-grade year.
- Any tenth-grade students interested in attending Carbon Career and Technical Institute (CCTI) should come into the guidance office for information.
- The student must pass a total of six (6) credits, including English 9, Science, History, Math, and two (2) electives to apply.
- Applications will be mailed from CCTI to all ninth-grade students. Based on the popularity of many of the shops, 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**

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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**

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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 cluster of occupations as possible choices for future jobs and in knowing something of

the requirements and offering of those job fields. Through orientation, testing, and explanations of the test results to students and parents, and through individual conferences to discuss future high school courses, post-high school training and jobs, an attempt is made to assist the students to match his/her interests, abilities, and personality traits with available occupations.

### **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.”*

Lehigh 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 Lehigh Area School District offers dual enrollment opportunities for our high school students that allow them to take college courses for high school and college credit.

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

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#### **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 Lehigh Area School District's campus is the responsibility of the student and/or parent/guardian.
5. 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.
6. Online/virtual courses will be offered to LAHS junior and senior students.
7. 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 his or her 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 his or her athletic coach prior to enrolling in a dual enrollment course that is scheduled beyond the school day/calendar.

8. 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 that are not transferable.
9. You may not drop a dual enrollment class if it is your 4<sup>th</sup> credit after the drop/add period of five (5) school days after the first day of class (including the first day).
10. In order to qualify for admission into any dual enrollment course, the student must have a weighted GPA of no less than a 3.0.
11. 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**

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The Lehigh 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 Lehigh 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.
3. The student must have successfully completed no fewer than sixteen (16) 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 counselor 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 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 his or her 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 Lehigh Area High School 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**

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Under LASD school board policy 217, students must earn a minimum of 26 credits to graduate. The distribution of such credits is listed below. Students will work with counselors and administrators to create a path that meets these requirements and those of their chosen career Pathway.

Credit Grid:

| <b>Subject</b>     | <b>Class of 2022</b> | <b>Class of 2023</b> | <b>Class of 2024</b> | <b>Class of 2025</b> |
|--------------------|----------------------|----------------------|----------------------|----------------------|
| Language Arts      | 4 credits            | 4 credits            | 4 credits            | 4 credits            |
| Mathematics        | 4 credits            | 4 credits            | 4 credits            | 4 credits            |
| Science            | 4 credits            | 4 credits            | 4 credits            | 4 credits            |
| Social Studies     | 4 credits            | 4 credits            | 4 credits            | 4 credits            |
| Fitness            | 1 credit             | 1 credit             | 1 credit             | 1 credit             |
| Wellness           | 1 credit             | 1 credit             | 1 credit             | 1 credit             |
| *Arts & Humanities | 3 credits            | 3 credits            | 3 credits            | 3 credits            |
| Computers          | 1 credit             | 1 credit             | 1 credit             | 1 credit             |
| Electives          | 4 credits            | 4 credits            | 4 credits            | 4 credits            |

**State-mandated Exam Proficiency:**

In order to qualify for graduation, students must earn a score of proficient or advanced on state/department of education required testing. Presently, such testing is comprised of the Keystone Exams in Algebra, Biology, and Literature. Students who are not proficient or advanced must complete remediation or alternate assignments demonstrating content mastery as required by the department of education.

## **Consideration for Students with Disabilities:**

As per district policy 217: “The administration shall develop graduation requirements for each child with disabilities who cannot otherwise reasonably meet the graduation requirements as set forth under this policy and state law. These modified requirements for a child with disabilities shall account for such child’s individualized education program (IEP) or Section 504 service agreement, as developed by the district.”

## **EARLY GRADUATION FROM LEHIGHTON HIGH SCHOOL (policy #217)**

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Any student who has successfully completed the necessary course work, credits, and all other requirements and obligations for high school graduation prior to the start of the second semester of the student’s senior year or semester of scheduled graduation from high school may be graduated from high school at the recommendation of the superintendent and the approval of the school board.

A student who wishes to graduate early from Lehighton High School must put his or her request in writing to the Principal. All inquiries should be made by the end of the second week of school of the school year the diploma is to be earned. The written request must include the following:

1. Statement requesting to graduate early
2. Reason(s) for requesting to graduate early
3. Verification by the Guidance Department that all graduation requirements have been met
4. Signature of parent/guardian that indicates their support of the request
5. Signature of the student requesting to graduate early
6. Signature of Principal for Approval/Disapproval

## **FINAL EXAMS**

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1. All students will take final exams regardless of his or her academic achievement during the regular marking periods.
2. Final exams will count as 20% each of the semester grade (as each marking period is equivalent to 40%).
3. All courses will have a final exam.
4. A student failing to take the 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.
5. The final exam in an Advanced Placement course shall consist of a *College Board* AP practice test.

## **HIGH SCHOOL WORK EXPERIENCE PROGRAM**

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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 workmen’s compensation.
2. With regards to the student’s academic schedule:
  - a. A student entering his or her junior year (11th grade) needs to have earned 16 credits.
  - b. A student entering his or her senior year (12th grade) needs to have earned at least 18 credits.

- c. A student will receive a maximum of two (2) credits each year for 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. Experience hours must be during the designated time (1 Block for Juniors, Two Blocks for Seniors) and must be five days per week.
  - g. A student who has worked the Work Experience Program in the morning must attend classes after ending his or her 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.
  - 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 his or her 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 610-377-7600.

## **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 eight 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 an election sheet. In most cases, schedule changes will take place only during the first week of school or first week of the second semester. If permission has been granted for a student to drop a subject, a “WP” or “WF” will be recorded on the student’s permanent record.

## **TRANSCRIPTS**

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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**

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The Lehigh 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**

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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 LEHIGH AREA HIGH SCHOOL**

In keeping with Pennsylvania Association of Student Assistance Professionals, the Lehigh Area High School Student Advisory Team is a group of school and community-based program specialists organized to meet the needs of Lehigh 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 Lehigh 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 kept in the High School main office.

## 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 kept in the High School main office.

## III. CHEMICAL USE, ABUSE, AND DEPENDENT PROCEDURE

The Board of School Directors of Lehigh 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 kept in the High School main office.

## Covid-19 Addendum

On Tuesday, August 31, Pennsylvania's Acting Secretary of Health signed an Order requiring face coverings to be worn in all school entities, including school districts, brick and mortar and cyber charter schools, private and parochial schools, career and technical centers, intermediate units, and early learning and other child care settings, effective Tuesday, September 7, 2021.

### General Masking Requirement:

Each teacher, child/student, staff, or visitor working, attending, or visiting a School Entity shall wear a face covering indoors, regardless of vaccination status, except as set forth in Section 3.

Notwithstanding the exceptions in [Section 3 of the Order](#), school entities will require medical documentation if a mask is not to be worn.. Following the PDE recommendation, any documentation that is provided will be in accordance with Section 504 of the Rehabilitation Act or IDEA for the student's medical or mental health condition or disability.

All children/students ages two years or older must wear a face covering indoors unless they meet an exception in [Section 3 of the Order](#), such as eating or drinking or when wearing a face covering creates an unsafe condition in which to operate equipment or execute a task. Wearing a face covering for an extended period may be difficult for some students, especially for younger students. School entities may consider providing "mask breaks" for students during outdoor play, recess, or physical education activities.

Face Coverings, as ordered by Alison V. Beam, Acting Secretary of Health, on August 31, 2021, in order to prevent and control the spread of disease, will be worn while in any school building.

Failure to wear a mask in any school building will be considered a violation of the dress code and they will be required to meet with the nurse and an administrator. A mask will be provided and offered to the student so they may meet the requirements of the August 31st Order. If the student refuses, they will be sent home and the attendance will be marked as unlawful for that school day.

A second offense to the wearing of a face covering while in a school will be considered as insubordination and will result in an Out of School Suspension for 2 days. It will also be referred to the school police since the order is clear that failure to implement and follow the control measures under the Order subjects a person to the penalty provisions of the Disease Prevention and Control Law of 1955. Failing to implement or follow the control measures may also expose individuals to personal liability under 42 Pa.C.S § 8550 (relating to willful misconduct), as well as other remedies as provided by law.