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View your student's progress in “real time”!
Please refer to Skyward Family Access Website on Page 2 for more information.
MESSAGE FROM THE EXECUTIVE DIRECTOR

Dear Student:

Welcome to Lehigh Career & Technical Institute (LCTI) - one of the finest technical schools in the nation. The school offers modern facilities and a wide variety of state-of-the-art instructional programs and support services, all designed to help you prepare for success in your chosen career and in continuing your education beyond high school.

Please take time to read and become familiar with the policies and procedures in this handbook. They will be helpful in your transition to career and technical education. Your safety and success depend upon your cooperation and commitment to learning and I invite you to take advantage of the opportunities available to you at Lehigh Career & Technical Institute.

As you embark on your educational experience, remember that the staff at LCTI are here to assist you in the pursuit of your career goal and we wish you great success in this and all of your future endeavors.

Thomas J. Rushton, Ed.D.
LCTI MISSION STATEMENT

Provide learning opportunities that represent the evolving industries of the Lehigh Valley and prepare all students for their personalized career pathway.

LCTI VISION STATEMENT

Striving for equity in education with opportunities for all students to achieve, serve, inquire, lead, and innovate.

IMPORTANT PHONE NUMBERS

Attendance Phone Lines
610-799-1341 for half day students
610-799-1363 for Academic Center students
610-799-1491 for CAP students

Sending schools do not notify LCTI of your child’s absence. It is the responsibility of the parent/guardian to notify both schools.

All Policies referenced in the Student/Parent Handbook, along with the Student/Parent Handbook, can be accessed on-line at www.lcti.org, under Students & Parents, Forms & Publications.

If you do not have access to the Internet, you can call 610-799-2300 to request a printed copy of theStudent/Parent Handbook.

The Student and Parent Handbook is not all inclusive but reflects current status of the school. Rules, regulations and policies may be updated as necessary.

JOC Policy 101
LEHIGH CAREER & TECHNICAL INSTITUTE FOOD SERVICE PROGRAM

To: The Parent/Guardian of LCTI Students

LCTI has a computerized point of sale system in the cafeteria. Every student has their own personal lunchroom account based on their current LCTI student ID #. Students can access their accounts by swiping their ID card or entering their ID number on the PIN pads located at every register. It is strongly recommended all students remember their ID numbers, as this will make the lunch line move much faster.

Although students may still pay with cash, we encourage parents to deposit money into the student's account. This system allows students to purchase ala carte items only if there is money in their account; charging is not permissible for ala carte items. Students may ask the cashier for their current balance.

If your student has qualified for free or reduced price lunches, this information is securely contained within the system and the meal will be processed just as it is for all other students. There is no need to be concerned for a potentially uncomfortable situation for the student.

Benefits for Parents and Students
Lunch is defined as a choice of entrée, milk and up to four side dishes. A fruit or vegetable must be taken for this to be a complete meal.

- All students ID # are confidential.
- When the account is prepaid you can be sure that your student will be able to purchase nutritious lunches or ala carte items served in our cafeteria.
- Prepayment allows for better security rather than cash.
- Students may add monies to their account while in the lunch line with cash or a check (Student ID # should be on the check). They may also bring a check to the Business Office to be applied to their account.
- ID card readers/pin pads are located at every terminal. They provide ease of use and allow for quick transactions.
- Lunch lines move faster when meals are prepaid, thus providing students extra time to enjoy their lunch period.
- Students may use any register. When a lunch is recorded at one register, it will automatically be recorded on the other registers.
- For those students receiving free or reduced meals, their meals will be rung up as all other meals are. No one will know whether they are receiving a free or reduced meal or debiting their account except for the cashier.

If an application was filled out in previous years, a new application must be completed and returned to your student’s home school (Allentown students must return this application to LCTI for processing) at the beginning of every school year. If during the course of the school year, a new application is filled out, please notify LCTI so we may make sure we have the most current application information.

Account Balances
- For returning students, money left on the account at the end of the school year will be carried into the following year.
- If your student has money left in their account at the end of their anticipated graduation year and will no longer attend LCTI, you will receive notification if the amount is over $10.00. Upon your request, you will receive a refund or may transfer the amount into a sibling’s account. Remaining student balances that have not been refunded and are below $10.00 will be transferred to the Career & Technical Student Organization National Conference Account.

LCTI Policy Governing Meal Charges
- Policy 808.1 was approved by the Joint Operating Committee to define student meal charges. To review this policy, please go to www.lcti.org / Students & Parents / Forms & Publications / LCTI Policy Manual / Policies / 808.1.
- Please refer to Policy 808.1 following Food Service Program Letter of Explanation.
Prepayment Options

- The cost for regular lunches will be determined prior to the first day of school.
- You can send in prepayment monies at any time. We recommend that parents send in checks rather than cash. All monies need to be submitted to the lunch cashier or the business office.
- Checks are to be made payable to Lehigh Career & Technical Institute (LCTI).
- When sending prepayment, please include the student’s ID# on the face of the check. When sending cash please place it in the envelope and indicate Student’s ID#. New students will receive this number with their schedule and it is noted as “Other ID.”
- If mailing payment, please use the form below and mail to:
  Lehigh Career & Technical Institute
  Attn: Business Office
  4500 Education Park Drive
  Schnecksville, PA 18078
  www.MySchoolBucks.com is an optional online payment service that provides a quick and easy way to add money to your student’s lunch account using a debit or credit card. You may also view recent purchases, check balances, and set up low balance alerts. A mobile app is also available. Go to www.MySchoolBucks.com and register for this free account. Add your student using their school name, Lehigh Career & Technical Institute and their LCTI student ID#.

If you should have any questions, please do not hesitate to call the Food Service Office at 610-799-1349 or visit us at www.lcti.org.

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LCTI LUNCH PREPAYMENT FORM

Student Name: ____________________________________________

School District and School Name: ______________________________

Parent/Guardian Name: _______________________________________

LCTI Student ID#: __________________________________________

Amount of enclosed: _________________________________________

Make checks payable to: Lehigh Career & Technical Institute (LCTI)

For more information please visit us at www.lcti.org
### Purpose

In accordance with federal and state Law, the Joint Operating Committee (JOC) recognizes and accepts its responsibility of providing Lehigh Career & Technical Institute (LCTI) students with nutritious meals during the school day. Students may receive breakfast and lunch at no charge if they are categorically eligible for free meals or if they qualify for free meals based on federal poverty guidelines. Children who do not qualify for free meals may qualify to purchase meals at a subsidized cost, at either the reduced-price or paid rate.[1][2]

At times, children who do not qualify for free meals would like a breakfast or lunch but do not have money in their account or in hand to cover the cost of the meal at the time of the meal service. Federal and state laws require that the JOC adopt and implement a meal charge policy for those students who do not have money to pay for a school food program meal.

The LCTI meal charge policy shall be communicated to food service personnel, administrators, families and students to assure that all stakeholders have a shared understanding of the policy and the expectations of LCTI.

### Authority

This policy is adopted under the authority of the following statute(s):

- Public School Code 24 P.S. § 18-1850.1(b)(2), giving the authority and the duty to formulate and adopt policies regarding the operation of LCTI.[3]

This policy is further adopted under the authority of the Public School Code 24 P.S. § 13-1337, Nonprofit School Food Program.[4]

In addition, the authority for the adoption of this policy is provided under federal law and multiple policy guidance memoranda related to unpaid meal charges as set forth in the following guidance memorandum: SP 29-2017: 2017 Edition of Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation’s Schools; SP 23-2017: Unpaid Meal Charges: Guidance and Q&A; SP 47-2016: Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments.
Definitions

Bad debt - unpaid delinquent debt that has been determined to be uncollectible, and no further collection efforts will be made.

Date of contact - is the postmark date for first-class regular mail that is not returned to the sender, or the date that is set forth on a return receipt card for certified mail or any other date that reasonably confirms that a parent/guardian has received notice of a collection effort for debt.

Debt - unpaid charges for school food program meals.

Delinquent debt - unpaid school meals totaling a value of twenty-five dollars ($25) or more that is considered collectable and for which the administration is making efforts to collect the unpaid amounts.

Department - the Department of Education.

Direct certification - children who establish eligibility for free school meals without a school meal application.

MySchoolBucks Account - a student parent/guardian account that tracks charges and payments for meals purchased without cash at the point of purchase.

NSFSA - Nonprofit School Food Service Account.

School food program - a program under which food is served by any school on a nonprofit basis to children in attendance, including any such program under which a school receives assistance out of funds appropriated by the Congress of the United States.

Skylert - an automated communication system that allows the administration to communicate with parents/guardians.

Guidelines

1. Charging Meals:
   a. Each student shall be assigned an account for charging meals.
   b. LCTI will provide a school food program meal to any student who requests one, unless the student’s parent/guardian has specifically provided a written directive to the school to withhold a school meal.
   c. The provision of a school food program meal to a student upon request shall occur regardless of whether a student has money to pay for a school meal or owes money for school meals.
   d. Students who are unable to pay for school food program meals will not be denied such a meal, but the charges for unpaid meals will continue to accrue to the student’s school meal account until the charges are classified as bad debt.
   e. Students who are unable to pay for school food program meals must be offered the school food program meal options that are available to all students.
   f. Unless a-la-carte meals are sold on a nonprofit basis and are included as part of a meal through the school food program, students will be denied a-la-carte meals unless the student has sufficient funds on hand or in the student’s meal account to pay for the food.

2. Communicating with parents/guardians about unpaid school food program meals considered as debt, but not yet classified as delinquent debt:[4]
   a. When communicating about money owed by a student for school meals, the administration shall direct all communications to the student's parent/guardian and/or the student enrolled in grade 9 through grade 12.
   b. The administration may select multiple means for communicating with the student's parent/guardian and/or the student. Communications regarding a low balance or money owed by a student for school meals may be directed to the student discreetly by appropriate school personnel.
   c. The administration may ask a student to deliver a letter to a parent/guardian about money owed by the student for school meals provided that the letter is inserted in a sealed envelope that is addressed to the parent/guardian and marked “confidential.”
d. The administration shall adopt administrative procedures that include multiple methods to use for sending and delivering to the parent/guardian payment reminders that take into account the circumstances of each family that are known by the administration.

e. When a student's account has a balance of ten dollars ($10) or less, the parent/guardian shall be informed in accordance with the administrative procedures adopted by the administration.

f. When a student owes money for one (1) to four (4) school food program meals, the administration may inform the parent/guardian or student in accordance with the administrative procedures adopted by the administration.

g. When a student owes money for five (5) or more school food program meals, the administration in accordance with administrative procedures:

i. Shall make at least two (2) attempts to reach the student’s parent/guardian and have the parent/guardian apply for participation in the school food program.

ii. May offer assistance with applying for participation in the school food program for eligible children to receive free or reduced-priced meals.

h. For all students who owe money for school meals, the school must refrain from the following:

i. Publicly identifying or stigmatizing a student who cannot pay for a school meal or who owes money for school meals. It shall not constitute public identification or stigmatization of a student for a school to restrict privileges and activities of students who owe money for school meals if those same restrictions apply to students who owe money for other school-related purposes.

ii. Requiring a student who cannot pay for a school meal to perform chores or other work to pay for the school meal. This sub-clause shall not apply if chores or other work are required of all students regardless of the student's inability to pay for the school meal.

iii. Requiring a student to discard a school meal after it was served to the student due to the student's inability to pay for the school meal or the amount of money owed by the student for earlier school meals.

3. Communicating with parent/guardian about unpaid school food program meals classified as delinquent debt:

a. When a student's account is classified as delinquent debt, notice will be sent to the parent/guardian by regular and/or certified mail stating the amount due and describing further action that will be taken if the parent/guardian does not pay the amount due within ten (10) days from a date set forth in the letter, which date shall be the date of contact. If the mail is returned as undeliverable, notice to the parent/guardian may also be sent in accordance with administrative procedures.

b. If no response is received from the parent/guardian within the ten (10) days from the date of contact, the administration may initiate an action in magisterial court, or the student's account may be turned over to a collection agency, or the administration may use other collection procedures deemed appropriate for collection against the parent/guardian.

c. Parent/Guardian will be responsible to pay the amount due as well as any and all fees and costs imposed by the magistrate, collection agency or incurred by the administration employing collection procedures for the collection of delinquent debt.

d. Delinquent debt accrued during one school year may be carried over into the subsequent school year as long as reasonable efforts are continued to collect the debt into the new school year. Delinquent debt incurred in one school year shall not be carried over into a second subsequent year once classified as bad debt.

4. Administration of bad debt:

a. When delinquent debt is reclassified as bad debt, all collection efforts shall cease, except that any judgment or lien that has been entered against a parent/guardian shall not be satisfied unless otherwise required by law or by operation of law.
b. Bad debt is an unallowable charge to the food service account, and a transfer must occur into the food service account to cover the amount of bad debt by the end of the school year in which it is incurred.

c. The money transferred into the food service account to cover bad debt must be from a nonfederal source.

5. Annual notification of meal charge policy and continued notification efforts:

   a. At the start of each school year, the administration shall inform all families and families transferring to LCTI throughout the school year that this policy is available on the LCTI website. The administration shall send this policy, via U.S. Mail, to all families and to families transferring to the school during the school year.

   b. The administration shall adopt administrative procedures for establishing multiple methods to use for disseminating this policy at the start of each school year, and to new families transferring to the school during the school year, and at other required or appropriate times.

6. Accounts, records, reports and operations:

   a. The administration shall comply with all regulations prescribed by the Department for the keeping of accounts and records, and the making of any required reports by, or under the supervision of, the JOC.

   b. Such accounts and records shall at all times be available for inspection and audit by authorized officials.

   c. Such accounts and records shall be preserved for such period of time as may be prescribed by law and by the Department.

7. Recordkeeping requirements for bad debt:[5]

   a. Records relating to bad debt must be maintained in accordance with the record retention requirements outlined in 7 C.R.F. § 210.9(b)(17) and 7 C.R.F. § 210.15(b).[6][7]

   b. The administration shall adopt administrative procedures for the maintenance of records that serve to document the establishment and handling of bad debt.

References:

Federal regulations and statutes as cited School Code – 24 P.S.
§ Sec. 13-1337 Board Policy 808
Administrative Procedures 808.1

1 Children may qualify for free or reduced-price meals if their household income is below the Federal threshold: See USDA-FNS Website- School Meals Income Eligibility Guidelines.

2 The maximum cost for reduced-price meals is established by statute: See USDA-FNS Website-Reimbursement Rates.
To: The Parent/Guardian of LCTI Students:

All of our students at Lehigh Career & Technical Institute are eligible to become a member of a Career & Technical Student Organization (CTSO). Our students gain the benefit of co-curricular programs which enhance their career and technical studies. These programs include leadership training, community service, skill competition, employability skills, and professional development. The career and technical student organizations include: DECA, An Association of Marketing and Entrepreneurship Students (DECA), Future Business Leaders of America (FBLA), Family, Career and Community Leaders of America (FCCLA), The Lehigh County Chapter of the National FFA Organization (FFA), Health Occupations Students of America (HOSA), National Technical Honor Society (NTHS), and SkillsUSA.

Should you have any questions regarding CTSO activities, this form, or the activities the student will be participating in, please contact the CTSO Advisor. The CTSO form must be completed prior to the student participating in any of the CTSO activities.

Thank you very much for your time and assistance regarding this important matter. We look forward to your child participating in a Career and Technical Student Organization.

Sincerely,

LCTI Administration
To: The Parent/Guardian of LCTI Students

Throughout the school year, individual and small group photographs and video recordings may be taken of students as they participate in various academic, technical and school-wide activities. These may be used to publicize and promote the activities at Lehigh Career & Technical Institute in local newspapers, school published newsletters/ brochures/ DVD, Website, television, school yearbooks, or in workshops and seminars, in which the school participates. It is assumed that your child may be photographed unless permission is denied by you in writing to:

Public Relations Coordinator
Lehigh Career & Technical Institute
4500 Education Park Drive
Schnecksville PA 18078

Sincerely,

Public Relations Coordinator
REQUEST FOR PESTICIDE APPLICATION NOTIFICATION

To: The Parent/Guardian of LCTI Students:

The Lehigh Career & Technical Institute 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 building 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 building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the “pest problem” and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use pesticides registered by the Environmental Protection Agency to manage a pest problem. A pesticide will only be used when necessary, and will not be routinely applied. When a pesticide is necessary, the school will try to use the least toxic product that is effective. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. 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 at LCTI 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 this registry, please notify the school in writing, at the address above, attention IPM Coordinator.

If a pesticide application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to the notifications include disinfectants and antimicrobial products, self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids.

Each year LCTI will prepare a new notification registry. If you have any question, please contact the Facility Engineer at 610-799-1320.

Facility Engineer
To: The Parent/Guardian of LCTI Students:

In compliance with the notification and record keeping requirements of EPA's 40 CFR, Part 763.93 (g) (4) Asbestos-Containing Materials in Schools Law (more commonly known as AHERA-(Asbestos Hazard Emergency Response Act), Lehigh Career & Technical Institute (LCTI) is notifying organizations and families of the availability of the Asbestos Management Plans. The master copy of all Management Plans is maintained in the LCTI Facility Engineer’s Office.

The management plan includes: inspections and physical assessment reports, training requirements for the custodial and maintenance personnel, plans and procedures to minimize disturbance of any asbestos-containing materials, a program for regular surveillance and inspection of asbestos-containing materials. Also, every three years, an asbestos re-inspection of the facility will be conducted to comply with the AHERA law.

Lehigh Career & Technical Institute is complying with all regulations in regards to any ACBM (Asbestos Containing Building Material) and there is no need for safety or health concerns relative to asbestos exposure.

Facility Engineer
GENERAL INFORMATION

LCTI CONTINUOUS IMPROVEMENT SYSTEM
The Staff and Administration at LCTI seek advice and suggestions for improving the quality of life, educational environment and program curriculum. To accomplish this LCTI has a Continuous Improvement System that can be used by all of our customers including students, parents, sending school districts' staff, business and industry. We welcome any comments you may have that will help us improve.

If you have any suggestions, please call the Facility Engineer at 610-799-1320 to have your ideas recorded and entered into the Continuous Improvement process. We look forward to hearing your ideas and will follow up with feedback to keep you informed about the progress of your suggestion.

NON-DISCRIMINATION STATEMENT
Lehigh Career & Technical Institute has a policy not to discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to LCTI’s Title IX and Section 504 Coordinator for students at 4500 Education Park Drive, Schnecksville, PA 18078 or 610-799-1357 or LCTI’s Compliance Officer for personnel at 4500 Education Park Drive, Schnecksville, PA 18078 or 610-799-1385.

RELATIONSHIP OF CAREER AND TECHNICAL EDUCATION BETWEEN LEHIGH CAREER & TECHNICAL INSTITUTE AND THE SENDING SCHOOL
Career and technical education does not supplant academic education. It supplements and enhances it for students who desire specialized education for a specific career or career pathway.

Lehigh Career & Technical Institute is not something outside of your school’s program - it is an integral part of it. Students enrolled in career and technical studies are high school students in every way. They are eligible to participate in their sending school’s athletics and other extra-curricular activities. The students graduate from the same stage and receive the same diplomas as do other graduates of their sending school. Half of each school day is scheduled for classes in English, mathematics, social studies, science and other necessary subjects for a high school diploma. Flex schedules are available for students as well.

Career and technical education includes employability skills, technical skills, and academic education for those students who have aptitude, ability and interests necessary to pursue these studies.

COMMUNICATION WITH LCTI

SAFE2SAY
Adults and youth are able to report tips anonymously through the Office of Attorney General’s 24/7 Crisis Center (1-844-SAF2SAY), through a mobile app (Apple and android), or through Pennsylvania’s Safe2Say Something website www.safe2saypa.org. Examples that may be reported through Safe2Say include, but are not limited to, information regarding student safety, substance abuse, or potential threats to individuals or to our school facilities.

PARENT/GUARDIAN TELEPHONE MESSAGES
LCTI utilizes an automated telephone message system called Skylert, to deliver personalized phone messages to parents/guardians of LCTI students, staff members or other select groups. From time to time, you may receive a message from LCTI regarding notices for open houses, test dates and other school related announcements. LCTI does not use Skylert to inform parents/guardians about early dismissals or cancellations. If you do not wish to receive the Skylert telephone messages, please contact LCTI Student Services at 610-799-1366 to remove your contact information.

SKYWARD FAMILY ACCESS WEBSITE
LCTI’s Skyward Family Access is a secure web-based portal where parents/guardians have access to real-time student information via a secure internet connection.

What can a parent/guardian see?
- Grades
- Daily assignments
- Report cards
- Attendance
What can a parent/guardian do?
- Notify school of absences
- E-mail school personnel
- Print reports
- Check progress report
- Effectively communicate with your student’s teacher and counselor
- Update demographic and family information

Skyward Family Access is a powerful tool that will benefit both you and your child and LCTI is ready to help you get started using the system. Go to the LCTI website and click on Skyward (located at the top of the page on the right side). You can log on to the site using your user name and password. User names and passwords are mailed to the address of the student’s parent/guardian in the beginning of the school year. Please contact Student Services at 610-799-1366 if you do not have the log in information for Skyward or if you do not have access to the Skyward website.

ATTENDANCE

ABSENCES FROM SCHOOL
When a student is absent, a parent/guardian must call the Attendance Office or write a note within 3 days of the absence for absences to be excused. Sending schools do not notify LCTI of your child's absence. **It is the responsibility of the parent/guardian to notify both schools.** A parent may call a student out of school up to the excessive absences period as indicated in the policy or in accordance with the sending district policy.

Telephone Call - Parents can call the Attendance Office 24 hours a day to report an absence at the following numbers: for half-day students - 610-799-1341; for Academic Center Students – 610 799-1363 and for Career Academy Program (CAP) students – 610 799-1491. The offices are staffed from 8:00 a.m. until 3:00 p.m. You can leave a voice mail message at any time. State your name, your child's name, date and reason for absence. Instructors will be notified of the absence by office personnel. Calls of a suspicious nature will be checked during the day.

Parent/Guardian Note - Students may bring a note the day of return with dates of absence, reason, and parent/guardian signature. The instructor will sign and add date received to the note. Absences unaccounted for within three (3) days, using one of the above procedures, will stay unexcused and may result in zero grades for the days absent.

**Please Note:** Once a student has been absent for ten (10) days as indicated in the policy, an excuse from a licensed practitioner of the healing arts is required for the absence to be marked excused unless stated otherwise in the sending district policy.

**Note:** Should absences occur during the interim 3-day period of a previous absence the parent must call one of the above numbers the day of the absence to verify the previous days’ absence as well as the day of the call.

Daily computerized phone calls will be made to all students who are not in attendance at LCTI.

**Example of Excused Absences**
- Illness, including if a student is dismissed by LCTI or sending school staff during school hours for health-related reasons.
- Obtaining professional health care or therapy services rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
- Quarantine
- Family emergency
- Recovery from accident
- Death in family
- School or school sanctioned activities
- Required court appointment with court letter
- Out of school suspension

Absences due to suspension will be marked "excused." The student has the right to request make-up work for those days suspended. Failure to make up work will also affect the student's final grade. Excessive absences can affect the Report Card grades.
Example of Unexcused Absences

- Car problems
- Missed bus
- Visiting
- Truant
- No ID
- Skipping
- Babysitting
- Failure to submit excuse or parental/guardian notification within 3 days of absence.

After the time period indicated in the policy for days of absence, an excuse from a licensed practitioner of the healing arts shall be required for all future absences. Failure to bring in an excuse from a licensed practitioner of the healing arts within 3 days of the absence will result in an unexcused absence. (Unexcused absences may be unlawful if the student is 18 years of age or younger).

Half-day Attendance

1. Students who become ill or are injured while at their sending school must report to the sending school nurse.
2. Students who develop an illness that prohibits continuance of work in class at LCTI must get a pass from their teacher to go to the Health Office. A determination will be made and the parent/guardian will be notified if necessary.
   - If the student is picked up at LCTI by a parent/guardian, LCTI will notify the sending school.
   - If the student is directed to return to the sending school on the bus and does not go into the sending school, it will result in an unexcused absence at the sending school.
   - For full day students, permission must be obtained from a parent/guardian for them to take the half-day bus back to their sending school. They will be given a pass, which must be shown to the bus driver. Full day students must follow their sending school procedure for leaving once they get off the bus at their sending school.
3. Agency and court related appointments for which early release is needed must be cleared through attendance personnel prior to the date of absence when possible.
4. Doctor and dental appointments that cause a student to miss school at LCTI - student must bring in a note from a parent/guardian with the date and time of the appointment prior to the day of the appointment. Student must bring in a signed excuse from a licensed practitioner of the healing arts on the first day the student returns to school. Such appointments should not be scheduled during school hours whenever possible.

In the case of an emergency long-term medical leave, a parent/guardian must contact the attendance office (610-799-1341) on the first day of the absence and give the approximate number of days the student will be absent. Student must bring in a signed excuse from a licensed practitioner of the healing arts on the first day the student returns to school. For a scheduled long-term medical leave, student must bring in a signed excuse from a licensed practitioner of the healing arts with the dates of absence prior to the beginning of the leave and a signed excuse from a licensed practitioner of the healing arts on the first day the student returns to school. Absences without a valid, signed excuse from a licensed practitioner of the healing arts will be considered unexcused.

Note: Student calls and/or signed excuses are NOT acceptable. Unexcused absences will reflect negatively on the student’s grade.

ATTENDANCE INFORMATION

Students 18 years of age and younger are subject to Pennsylvania State Law Act 138 and Act 16 of 2019 concerning compulsory school attendance. Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory attendance. Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory attendance. Unexcused absences may be considered “unlawful resulting in a fine to the parent, for those students 18 years and younger.” A student living in the same household and dependent upon the parent for full or partial support must have the parent or guardian sign all school forms as required, regardless of age. Any questions concerning this matter must be referred to the attendance administrator. Act 16 of 2019 extended the compulsory school attendance age to the age of 18 or graduation, whichever comes sooner.

BUS LOADING AND UNLOADING

<table>
<thead>
<tr>
<th>Front Parking Lot</th>
<th>Parking Lot 3 (rear of LCTI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catasaqua</td>
<td>Dieruff/Central Catholic</td>
</tr>
<tr>
<td>Parkland</td>
<td>East Penn</td>
</tr>
<tr>
<td>Salisbury</td>
<td>Northern Lehigh</td>
</tr>
<tr>
<td>William Allen</td>
<td>Northwestern Lehigh</td>
</tr>
</tbody>
</table>

*Students shall remain within the designated safety zones until the bus comes to a complete stop and the doors open.*
COMPULSORY ATTENDANCE LAW
The "Compulsory School Age" in the Commonwealth of Pennsylvania is that period of the child's life from the time the child's parents elect to have the child enter school, which shall not be later than the age of six until the age of eighteen (or graduation, whichever comes sooner). It is mandatory for all children of compulsory school age to attend school.

EMERGENCY SCHOOL CLOSINGS OR LATE START
School closing or late start due to inclement weather or any other emergency will be announced on the area radio and television stations prior to 7:30 a.m. Follow your sending school district’s policy. If there is no announcement, assume that school is in session. When the sending school district will not transport students, the students need not attend LCTI. Dismissal for emergency closings will be announced via the public address system. Schools will be dismissed by the sound of the bell when the buses arrive.

IMPORTANCE
Regular school attendance is needed to become a success at school or on the job. Obviously, periodic excused absence caused by illness, doctor's appointments, job interviews, etc. are a part of life. However, when excessive absences are incurred during the school term, this will certainly affect the final grade results. It may also be just cause for being returned to the sending school. An excuse from a licensed practitioner of the healing arts is required for all absences occurring after ten (10) days as indicated in the policy or in accordance with the sending district policy.

LATE ARRIVAL/EARLY DISMISSAL
There are times when students from the sending school will arrive late or leave early from LCTI. The administration of the sending school will notify LCTI attendance office personnel giving the reason for the change in schedule. Upon arrival at LCTI, the students must report to the laboratory or class immediately.

If you have an appointment with a licensed practitioner of the healing arts, you may be dismissed early providing you bring a note to the office from your parent/ guardian and transportation is provided by the parent/guardian. If someone other than the parent/guardian is to pick up or bring the student, that person must be at least 18 years of age and not be a current student. Parental permission in writing is required. Pick up for all early dismissals is in Parking Lot No. 4. The parent/guardian or designee must report to the main office to sign the student in or out of the school. Picture identification, preferably a driver's license, will be required as verification. A driving permit may be requested for this purpose; however, this arrangement must be made two days in advance. Emergencies must be cleared through the attendance office.

MAKE UP WORK DUE TO ABSENCE
Students who have excused absences will be given an opportunity to complete work assigned during absences. It is the student’s responsibility to make arrangements with the teacher for the completion of missed assignments. All work should be completed within three days of the student’s return. Depending upon circumstances and with administrative approval, this time limit may be extended to as much as three weeks. If the assignments are not made up within the specified time frame, the student will receive a grade of “0” for missed assignments. Students who miss school due to unexcused absences may request make-up work. Depending upon circumstances, unexcused/illegal absences can result in a grade of “0” for work missed.

TARDINESS (LATENESS)
Late bus arrivals will be announced unless prior knowledge is given by the sending school district. These will be posted on the intranet.

Any student arriving late shall report to the main office. The reason for lateness will be verified and an absence form will be sent with the student to the instructor so the change can be made by the attendance personnel and instructor. Loitering and tardiness may result in disciplinary measures.

LUNCH SERVICES
CAFETERIA
The school maintains two cafeterias for the enjoyment and the convenience of the staff and students. To facilitate a more pleasant lunch experience, please observe the following:

- Only those students whose school is scheduled to eat lunch at LCTI are permitted to eat at LCTI.
- Report to the cafeteria that you are assigned to eat in. This assignment is based on your sending school district.
- You may only enter the cafeteria to which you are assigned.
- Have your LCTI I.D. ready upon entering the assigned cafeteria.
• Respect the cafeteria personnel and monitors.
• All food and drinks are to be consumed in the cafeteria.
• Wait your turn in line. Do not crowd in front of others.
• Have your money and I.D. ready.
• Leave your place as clean as you would like to find it. Push your chair in.
• Take your tray to the window and put trash in the containers provided.
• If a student borrowed money for a lunch, they are expected to pay it back the next day. Failure to do so will result in no privilege in purchasing ala carte items (snacks) until balance is paid.

Failure to comply with the above will cause restriction of cafeteria privileges.

SCHOOL LUNCH PROGRAM
All students scheduled to eat lunch at LCTI can purchase a lunch or other food items in the cafeteria by using their student ID or ID number. If you are new to LCTI this year, your schedule will have your ID number on it. It is strongly recommended that all students remember their LCTI ID number, as this will make the lunch lines move much faster. Once you receive your ID, you must have this with you at all times. Lunch prices will be determined by the start of school.

If a student is approved at the sending school to receive a Free or Reduced Lunch, the information should be in the cafeteria system. If it is not, let the cafeteria personnel know so that your status can be verified.

A new Free or Reduced Application must be filled out every school year. This application can be obtained through the student’s sending school and must be returned to the sending school for review.

Should you have any questions, please contact Nadia Spengler in the LCTI Business Office at 610-799-1312.
Information on LCTI’s debit system can be found in Introduction 5.
JOC Policy #808.1

DISCIPLINE

DISCIPLINE INFORMATION
The steps taken to address student violation of school policy are the same whether students are referred by an instructor or students are apprehended outside the laboratory or classroom by any staff member, administrator or bus driver. Any measures or dispositions take into account Student Rights and each case is treated on an individual basis judged by the severity of the occurrence and a student's previous record.

Suspension is disposition for negative student behavior. The result of such behavior is a reflection on the school the student represents; therefore, any major infraction of LCTI School Policy will deny the student the right to participate in co-curricular and extra-curricular activities during the suspended period of time, and could result in non-participation in the activities beyond the suspended period at both the sending school district and LCTI. Sending school disciplinary policy regulations concerning extra-curricular activities sponsored by the sending school shall prevail while the student is on suspension from LCTI.

DISCIPLINE PROCEDURES
1. Student and discipline personnel discuss the infraction. A factual basis is determined.
2. If the incident, in the judgment of the discipline administrator, affects the health, safety and welfare of other students, an out-of-school suspension is given in accordance with Student Rights.
3. All out-of-school suspensions are in effect at the sending school as well, and the sending school personnel are notified of the suspension and reinstatement. It is the student's responsibility to notify the parent/guardian in the event the school cannot contact the parent/guardian.
4. Assignment to the Alternative Learning Center (1-10 days) may be invoked in lieu of an out- of-school suspension if the case so warrants. This shall be an administrative decision and may be the recommendation of the instructor depending upon circumstances and consistency of disposition for similar infraction. Disposition may be:
   • Special behavior modification classes.
   • Alternative Learning Center with lab and classroom assignment
   • Return to lab or classroom with instructor assignment
   • Restricted movement within school.
5. A letter indicating out-of-school suspension or assignment to the Alternative Learning Center is sent to the parent/guardian, sending school and the student file.
6. At the end of each year most reports and letters are filed, and the student may begin the next school year with a clean slate. These records may be referred to as resource material when decisions must be made in the case of students with chronic disciplinary problems or legally related incidents.
7. Discipline cases may be referred to the guidance personnel.
8. If the student fails to make up any of the work missed as a result of disciplinary action, this missed work can affect the student's grade.
9. The Driving/Riding Policy directs itself to both the driver and passenger(s). Only LCTI personnel may grant permission to drive to and from LCTI since arrangements must be made in advance through proper procedures to ensure the safety and coverage of those involved at LCTI.
10. Instructors and guidance counselors will be available for parental conferences at the request of any of the parties. Students with special needs may be removed from the classroom/laboratory setting for a period of time to adjust behavior patterns.

When "Student Rights" is used, it refers to the Commonwealth of Pennsylvania State Board of Education: and, Pennsylvania Code Title 22. (Education) Chapter 12. Students Regulations on Student Rights and Responsibilities. (see policies and regulations section for additional information).

RELATED DISCIPLINE INFORMATION
1. LCTI reserves the right to detain students involved in discipline problems which require immediate attention. Transportation home would then become the responsibility of the parent/guardian.
2. Students are required to make restitution for any damages to school property and/or facility including books, supplies, equipment and tools, should such destruction be the result of horseplay, fighting, neglect or vandalism.
3. Any conduct unbecoming of a student, not herein mentioned but possibly being disciplinary in nature, will be dealt with in accordance with Student Rights and Responsibility Guidelines and/or the Pennsylvania Criminal Law and Criminal Procedure Manual 1973, including any amendments since the date of publication.
4. Anyone trespassing on school property when not scheduled at LCTI and without reason or purpose will be referred to legal authorities.
5. Any student driving to and/or from LCTI without prior administrative approval will be disciplined and will be returned to the sending school on the bus. Riders in the vehicle will also be disciplined and must return to the sending school via school bus. If there is no bus available, it will be the responsibility of the parent/guardian to come to LCTI for the student and ensure safe passage home. The vehicle may then be picked up after school hours.
6. Infractions of individual classroom and/or department regulations will be subject to discipline guidelines listed in this book.
7. Students shall not have the following items on school property: Frisbees, sporting balls, roller skates, hacky sack, roller blades, skateboards and toys of any kind.
JOC Policy #224

SUSPENSION AND EXPULSION
The Joint Operating Committee (JOC) recognizes that exclusion from the educational program of Lehigh Career & Technical Institute (LCTI), whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The JOC shall define and publish the types of offenses that could lead to exclusion from LCTI. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations.

The JOC authorizes the LCTI Administration, after a proper informal hearing, to suspend a student for such time it deems necessary. No student may receive a suspension unless the student has been informed of the reasons for the suspension and has been given the opportunity to respond before the suspension becomes effective. It is the responsibility of the student to obtain any work missed due to the suspension from his/her teachers.

Students who receive an out-of-school suspension from LCTI may not be present on school property or at any school sponsored event at any time. Student violators who come onto school property will be cited for trespassing.

Students whose misconduct warrants expulsion will be provided with a formal hearing by the sending District Board in accordance with regulatory requirements and Board Policy.
JOC Policy #233

SPECIFIC DISCIPLINE INFORMATION

BULLYING
Bullying, also known as peer intimidation, is defined as deliberate psychological, emotional and/or physical harassment of one student by another, or a group occurring at school or in transit between school and home. Examples of bullying include, but are not limited to, the following:
- Intimidation - physical or mental
- Exclusion from peer group
- Threats of any kind
- Extortion
- Violence
Bullying of a student by another student is prohibited at LCTI. Students who have committed the offense of bullying will be subject to disciplinary action that may include counseling, a parental conference, detention, suspension, expulsion, loss of school privileges and/or exclusion from school-sponsored activities.

**JOC Policy #249**

**CONFIDENTIAL COMMUNICATIONS OF STUDENTS**

Information received in confidence from a student may be revealed to the student’s parent/guardian, LCTI administration, or other appropriate authority, including law enforcement personnel, by the staff member who received the information when the health, welfare or safety of the student or other persons clearly is in jeopardy.

**JOC Policy #207**

**DRUG/ALCOHOL AND MOOD ALTERING SUBSTANCES**

The Joint Operating Committee recognizes that the use and abuse of drugs, alcohol, or other mood-altering chemical substances, look-alike substances and other potentially health endangering substances is a serious problem with legal, physical, and social implications for the whole school community.

Through the use of a coordinated plan with the sending schools, employers, community support, consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the school shall work to educate, prevent, and intervene to respond effectively to the current and potential use and abuse of drugs, alcohol or other mood-altering chemical substances, look-alike substances and potentially health endangering substances.

**Drug/Alcohol and Mood Altering Substances**

- All dangerous controlled substances prohibited by law.
- All look-alike drugs.
- All alcoholic beverages.
- Any substance which is intended to alter mood.
- Anabolic steroids.
- Any drug paraphernalia.
- Any prescription or patent drug, except those for which permission for use in school has been granted pursuant to Joint Operating Committee policy.

The Joint Operating Committee prohibits the use, possession, and distribution of any drugs/alcohol and mood altering substances during school hours, on school property, during the time spent traveling to and from school, and at any school sponsored events.

This policy adheres to the guidelines of the Pennsylvania Code Regulations Chapter 12 on Student Rights and Responsibilities.

**Prevention**

The Lehigh Career & Technical Institute has made and/or is making the following efforts:

- Conducted numerous teacher seminars for the purpose of understanding the abuse of drug/alcohol and mood altering substances. Instructors and administrators continue to be updated.
- Provided various information through the health office and the counseling department in order to educate both teachers and students.
- Worked with related community agencies on a cooperative and referral basis in dealing with abuse of drug/alcohol and mood altering substances.
- Use of the PA State Police Canine Search Unit to protect the health, safety and welfare of students and staff.

The LCTI administration recognizes that although prevention and rehabilitation are emphasized, there remains an obligation to protect the non-user from the effects of those who have chosen to involve themselves in the risk of drug/alcohol and mood altering substances. In these cases of drug/alcohol and mood altering substances involvement, the following policy will be instituted:

**Suspected Drug/Alcohol and Mood Altering Substance Violation**

Any student of the Lehigh Career & Technical Institute who is suspected of using, possessing, dispensing, or selling drug/alcohol and mood altering substances, including paraphernalia, as defined in the LCTI drug/alcohol and mood altering substances Policy and in Schedule I through V of Section 202 of the Drug/Alcohol and Mood Altering Substance Act (21USC812) and as further defined by regulation 21 CFR 1300, 11 through 1300.15 and in the Controlled Substance, Drug Device and Cosmetic Act 635 p.s. Section 780-101 et. Seq. shall be:

- Referred to the administration immediately.
- Accompanied by an administrator to the Health Office if deemed necessary.
- Subject to a locker inspection at any time, in accordance with Regulations of the State Board of Education of PA Chapter 12 Students- Student Rights and Responsibilities.
• Subject to notification of parent/guardian of the incident.
• Referral to sending school Student Assistance Program (SAP) for half-day students; referral to LCTI SAP for Career Academy Program and Academic Center students.

Suspected drug/alcohol and mood altering substance incidents may lead to suspension, depending upon such contributing factors as fighting, and obscene verbal exchange, insubordination to school personnel, etc. Conditions may also warrant communication with the sending school or law enforcement agencies.

If a student is suspected of using, possessing, dispensing, or selling drug/alcohol and mood altering substances as noted in the policy, but there is no firm evidence, the student may be kept in school under regular observations.

Drug/Alcohol and Mood Altering Substance Violation Procedure
When any student of LCTI is apprehended using, possessing, or dispensing controlled substance(s), the following procedure will be followed:
• The school personnel shall call the administration.
• The administration personnel will accompany the student to the Health Office, if necessary, and/or the office.
• The administration personnel may search the student, his/her locker, car and other possessions.
• There will be an immediate decision made as to the physical condition of the student. If the condition of the student is such that the student cannot continue in school, but his/her well-being is not in jeopardy, then the parent will be contacted by the health office or administrator to come for the student at school. It may be recommended that the student be taken for medical examination. If the condition is serious, arrangements will be made to transfer the student to hospital emergency facilities by way of ambulance, at parent expense. The parent/guardian will be contacted by the health office or administrator to meet the student at the hospital.
• The LCTI Executive Director will be notified of all serious incidents.
• Law enforcement will be notified if there is evidence of violation of the law.
• The sending school personnel will be contacted by the administrator.
• Referral to sending school Student Assistance Program (SAP) for half-day students; referral to LCTI SAP for Career Academy Program and Academic Center students.
• The student will be suspended for a period of three to ten days and a parent conference will be held. This conference shall include the student, parent or guardian, the administration's representative, and the student services representative or designee. The purpose of the conference will be to develop a satisfactory plan of action to deal with the student's apparent drug/alcohol and mood altering substance involvement.

An assessment by a licensed drug and alcohol facility is required. The appointment for the assessment must be scheduled within the suspension period. Lack of compliance or further offenses may result in a referral to LCTI Joint Operating Committee (JOC) and sending school district for possible expulsion. The sending district expulsion policy will be in effect for violations of this nature.

It shall be clearly understood that any school personnel having firm evidence in a drug/alcohol and mood altering substance incident may be called upon to testify in civil action.

Drug/Alcohol and Mood Altering Substances (Selling of Drug/Alcohol and Mood Altering Substances) Violation Procedure
When a student is apprehended for selling drug/alcohol and mood altering substance(s), these following steps shall be followed:
• Inform administration immediately. Administration will accompany student to the Health Office, if necessary, and/or the office.
• Administrative personnel may search the student, his/her locker, car and other possessions.
• Administration will contact the following:
  o Parents or guardian
  o Sending school administration
  o Law enforcement agency
  o Referral to Student Assistance Program
• The student will be suspended for three to ten days until a parent conference is held. This conference shall include the student, parent or guardian, the administration's representative, and a student services designee. The purpose of this conference will be to develop a satisfactory plan of action to deal with the student's drug/alcohol and mood altering substance involvement.
• Referral to sending school Student Assistance Program (SAP) for half-day students; referral to LCTI SAP for Career Academy Program and Academic Center students.
• An assessment by a licensed drug and alcohol facility is required. The appointment for the assessment must be scheduled within the suspension period. Lack of compliance or further offenses may result in a referral to the LCTI Joint Operating Committee (JOC) and sending school district for possible expulsion. The sending district expulsion policy will be in effect for violations of this nature.
However, the selling of drug/alcohol and mood altering substances as spelled out in the LCTI policy, shall be grounds for the administration to present a case for expulsion from LCTI to the sending district Board of Education.

It shall be clearly understood that any school personnel having firm evidence in a controlled substance incident may be called upon to testify in civil action.

Coordination with Sending School Districts
Every effort will be made to ensure coordination with the drug/alcohol and mood altering substance policies of sending school districts. This includes cooperation with Student Assistance Programs as well as similar programs.

JOC Policy #227/236

ELECTRONIC DEVICES
Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, Walkmans®, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs) laser pointers and attachments, telephone paging devices/beepers, cellular telephones, Blackberries®, laptop computers, web cams, digital cameras, as well as any new technology developed with similar capabilities. Laptop computers and PDA’s may be approved for use by the LCTI Administration on a case by case basis. The JOC prohibits use of electronic devices by students during the school day in Lehigh Career & Technical Institute (LCTI) buildings; on LCTI property; on LCTI buses and vehicles; during the time students are under the supervision of LCTI; and in locker rooms, bathrooms, health suites and other changing areas at any time.

LCTI does permit students to use personal sound systems, with the use of ear phones, during the lunch period in the cafeteria, at bus loading and unloading zones and in other areas designated by the administration.

LCTI shall not be liable for the loss, damage, or misuse of any electronic device.

Students are permitted to transport cell phones to and from LCTI provided that:
1. The phone may be visible in the hallway and the cafeteria. Texting and listening to music in these areas are permitted.
2. The phone must be turned off in all classroom and lab areas.
3. The phone must remain off during a school evacuation.

Students who violate the rules concerning the cell phone will:
• 1st Offense – A warning will be issued
• 2nd Offense – The cell phone will be confiscated and returned at the end of the day

Please be advised that LCTI Administration will not conduct searches for missing cell phones or other electronic devices. LCTI is not responsible for theft of any electronic device.

Electronic Images and Photographs
The JOC prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing. Because such violations may constitute a crime under state and/or federal law, LCTI may report such conduct to law enforcement agencies.

JOC Policy #237

GANG ACTIVITY
LCTI prohibits gang activity on school property at any LCTI sponsored event or during the time the student is traveling to and from LCTI. The term gang means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities, one or more criminal acts or acts in violation of LCTI rules, which has an identifiable name or identifiable sign or symbol, and whose members individually or collectively engage in, or have engaged in, a pattern of criminal gang activity or activity relating to the violation of school rules.

The use of hand signals, written or oral comments, stances, stares, graffiti or the presence or use of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute indicates or implies membership or affiliation with a gang, whether real or implied, and/or which has, through past experience at LCTI or one or more of its sending school districts, been shown to be a danger to the school environment, its staff and students, and to substantially disrupt LCTI’s education programs.

All students who exhibit gang behavior will be subject to corrective action, imposed by the LCTI administration, ranging from short-term suspension to long-term suspension and possible recommendation for expulsion. In addition, referral to law enforcement authorities may be initiated.
As part of the corrective action options available to eliminate gang activities and behavior at LCTI, the LCTI administration, in collaboration with the sending school district administration, may develop a “gang/behavior contract.” This contract, which the student and his or her parent(s) or guardian(s) must sign, will identify the behavioral expectations for the elimination of gang behavior as well as the consequences for the continuation of gang behavior.

**JOC Policy #218.3**

**HAZING**

Lehigh Career & Technical Institute is committed to maintaining a safe, positive environment for students and staff that is free from hazing. Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, dignity or safety of a student; or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any school approved organization, regardless of the willingness of the participant. Therefore, any type of hazing associated with any aspect or program of the school is strictly prohibited.

Two major types of hazing are:

- **Endanger the physical health** shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, treating the person in a degrading or demeaning manner; forced consumption of any food, alcoholic beverage, drug, or controlled substance; causing indecent exposure; requiring personal service or acts of servitude, or other forced activity which could adversely affect the physical health or safety of the individual.

- **Endanger the mental health** shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact; forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

Any violation of the JOC approved anti-hazing policy will subject the individual to disciplinary action.

**JOC Policy #247**

**STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS**

Students have the right to express themselves in word or symbol and to distribute and post materials, where areas are designed for that purpose, as a part of that expression. However, the exercise of that right must be limited by LCTI’s responsibility to maintain an orderly school environment and to protect the rights of all members of the school community. Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work, discipline and order on school property or at school functions, threatens serious harm to the school or community, encourages unlawful activity or interferes with individual rights.

Students who desire to distribute and/or post non-school written materials on school property must meet with the Director of Career and Technical Programs or designee. At this meeting the Director of Career and Technical Programs or designee will provide a copy of the administrative regulations concerning this matter.

**JOC Policy #220**

**TERRORISTIC THREATS/ACTS**

The Joint Operating Committee recognizes the danger that terrorist threats and acts by students present to the safety and welfare of school students, staff and community. The Joint Operating Committee acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

Terroristic Threat - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to cause serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

Terroristic Act - shall mean an offense against property or involving danger to another person.

The Joint Operating Committee prohibits any school student from communicating terrorist threats or committing terrorist acts directed at any student, employee, Joint Committee member, community member or school building.

When an administrator has evidence that a student has made a terrorist threat or committed a terrorist act, the following steps will be followed:
• The student will be suspended for three to ten days until a parent conference is held. This conference shall include the student, parent or guardian, the administration’s representative, and a pupil services designee. The purpose of the conference will be to develop a satisfactory plan of action to deal with the student's behavior.

• Based on information received, the administrative personnel may report the student to law enforcement officials.

• Depending upon the severity of the threat or act, the LCTI administration may present a case for expulsion from LCTI to the sending school district Board of Education.

• If a student is expelled for making terrorist threats or committing terrorist acts, the Joint Operating Committee may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk or harm to others.

JOC Policy #218.2

TOBACCO USE
The Joint Operating Committee of Lehigh Career & Technical Institute aims to meet all applicable provisions of Act 128 of 2000 and Act 145 of 1996 (prohibition of possession of tobacco). It recognizes that the use of tobacco products is a health and safety hazard which can have serious consequences for both users and non-users. State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, sniffed, or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff, and snus.

2. Any electronic device that delivers nicotine, or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe, and a hookah.

3. Any product containing, made or derived from either:
   a. Tobacco, whether in its natural or synthetic form; or
   b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.

The Joint Operating Committee prohibits possession, use, purchase or sale of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, regardless of whether such products contain tobacco or nicotine, by or to students at any time at LCTI; on school buses or other vehicles that are owned, leased or controlled by LCTI or participating school districts; on property owned, leased or controlled by LCTI; or at LCTI sponsored activities that are held off LCTI property. The Joint Operating Committee prohibits student possession or use of products marketed and sold as tobacco cessation products or for other therapeutic purposes, except as authorized in the Joint Operating Committee’s Medication policy. The Joint Operating Committee prohibits student possession of any form of medical marijuana at any time at LCTI; on school buses or other vehicles that are owned, leased or controlled by LCTI; on property owned, leased or controlled by LCTI; or at LCTI-sponsored activities that are held off LCTI property. Tampering with devices installed to detect use of tobacco or vaping products shall be deemed a violation of this policy and subject to disciplinary action. The Joint Operating Committee authorizes the confiscation and disposal of products prohibited by this policy.

A student who violates this policy shall be subject to prosecution initiated by LCTI or a participating school district and, if convicted, shall be required to pay a fine for the benefit of LCTI or a participating school district, plus court costs. In lieu of the imposition of a fine, the court may admit the student to an adjudication alternative.

Students shall include those enrolled, as well as non-LCTI students visiting or attending meetings, programs, and workshops held at LCTI. Adult students shall be those individuals enrolled in a program at LCTI who are not currently enrolled as students at any participating school district.

LCTI employees shall be individuals employed directly by LCTI in either a full time or part time capacity. Others shall include school visitors, guests, individuals providing contracted services and vendors.

The Executive Director or designee shall annually notify students and parents of this policy by publishing it in the Parent-Student Handbook, reviewing it in orientation meetings with students, and through other efficient means. Adult students shall be oriented to this policy at the beginning of their training period at LCTI. The Executive Director shall develop procedures to implement this policy.

JOC Policy #222

DISCRIMINATORY HARASSMENT
Harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, gender identity, ancestry, national origin, marital status, pregnancy, handicap/disability or for participation in reports or investigations of alleged discrimination is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf.
For purposes of this policy, harassment shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person’s school or school-related performance and which relates to an individual’s or group’s race, color, age, creed, religion, sex, sexual orientation, gender identity, ancestry, national origin, marital status, pregnancy or handicap/disability when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant’s position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

JOC Policy #103/103.1

SEXUAL HARASSMENT

Sexual harassment is a form of discrimination on the basis of sex and is subject to this policy. For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student’s status in any educational or other programs offered by a school; or
2. Submission to or rejection of such conduct is used as the basis for educational or other program decisions affecting a student; or
3. Such conduct deprives a student or group of individuals of educational aid, benefits, services or treatment; or
4. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant’s position would find that it unreasonably interferes with the complainant’s performance in school or school-related programs, or otherwise creates an intimidating, hostile, or offensive school or school-related environment such that it unreasonably interferes with the complainant’s access to or participation in school or school-related programs.

Federal law declares sexual violence a form of sexual harassment. Sexual violence means physical or sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. Sexual violence includes but is not limited to rape, sexual assault, sexual battery and sexual coercion.

LCTI strives to maintain a safe, positive learning environment for all students that are free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of LCTI and is prohibited on school grounds, at school-sponsored activities and on any conveyance providing transportation to or from a school entity or school-sponsored activity.

LCTI shall provide to all students, without discrimination, course offerings, counseling, assistance, services, employment, athletics and extracurricular activities. LCTI shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The JOC encourages students and third parties who believe they or others have been subject to discrimination to promptly report such incidents to designated employees, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances.

The JOC directs that verbal and written complaints of discrimination shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The JOC directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct which may not be proven discriminatory under this policy but merits review and possible action under other Joint Operating Committee policies.

All students shall be held accountable for compliance with this policy. Student violation shall require utilization of the school’s progressive Student Code of Conduct Policy which may include, but not be limited to suspension and/or expulsion with notification of affected parents/guardians. Depending upon the nature of the discipline, the administration may request an expulsion hearing with the sending district Board of Education.

JOC Policy #103/103.1

WEAPONS POLICY

The Joint Operating Committee recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law.

The term weapon shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, live ammunition and/or any other tool, instrument, device, look alike weapon, or implement.
capable of inflicting serious bodily injury.

The student is in possession of a weapon when the weapon is found on the person of the student, in the student's locker, under the student's control while s/he is on school property, on property being used by the school, work sites, school operated vehicles, any member district bus, at any school function or activity, at any school event held away from the school or while the student is on his/her way to or from school.

It is understood that various career and technical laboratories routinely use tools which, if improperly used, could be considered a weapon. Under no circumstances are these tools to be removed from their respective laboratories or transported on a school bus to or from a sending school. Students must secure the permission of their instructor to use tools on LCTI-sponsored projects that take place out of the laboratory setting. School officials and staff members have the responsibility to emphasize their proper and intended uses of tools used for educational purposes.

All weapons, questionable weapons, and contraband shall be confiscated. State Law (Act 26) shall be enforced. The existing LCTI Discipline Procedures Policy shall be the basis for school disposition and criminal prosecution of violators as follows:

- Inform the administration immediately.
- The administration will inspect the locker of a pupil suspect at any time in accordance with Regulations of the State Board of Education of PA Chapter 12 Students-Student Rights and Responsibilities.
- The student will be suspended from school for 10 days pending referral to the sending district Board of Education.
- The weapon, questionable weapon or contraband will be referred to the legal authorities.
- It is the responsibility of the sending school district to conduct a formal hearing to determine if the student shall be expelled for violation of the weapons policy. Such expulsion shall be given in conformance with due process proceedings required by law.

JOC Policy #218.1
### STUDENT CODE OF CONDUCT
Shall include, but not be limited to the following:

#### INFRACTION CATEGORIES

<table>
<thead>
<tr>
<th>Category I – Incidents</th>
<th>Disposition</th>
<th>Category II – Incidents</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Questionable display of public affection between students</td>
<td><strong>1st OFFENSE</strong> Warning with grade deduction (made by instructor) with Discipline Referral Form sent by electronic mail to Supervisor’s or Principal’s Office</td>
<td>1. Unauthorized projects/use of school materials</td>
<td>1st OFFENSE 1 session Alternative Learning Center</td>
</tr>
<tr>
<td>2. Possession of Electronic Device/Cell phone</td>
<td></td>
<td>2. Forging/falsifying a school-related document, form or assignment.</td>
<td>2nd OFFENSE 1-3 days Alternative Learning Center, parent conference with guidance counselor and instructor</td>
</tr>
<tr>
<td>3. Lateness in moving from area to area within the school without a proper pass</td>
<td><strong>2nd OFFENSE</strong> 1 session Alternative Learning Center (ALC), telephone contact with parent by teacher</td>
<td>3. Insubordination</td>
<td></td>
</tr>
<tr>
<td>4. Student unable to produce proper school ID</td>
<td></td>
<td>4. Cutting class/lab</td>
<td></td>
</tr>
<tr>
<td>5. Abusive and unacceptable language among students</td>
<td><strong>3rd OFFENSE</strong> 1-3 days Alternative Learning Center parent conference with guidance counselor and instructor</td>
<td>5. Leaving class/program early without permission</td>
<td></td>
</tr>
<tr>
<td>7. Improper or no uniform where required</td>
<td><strong>4th OFFENSE</strong> 1-3 day Out-of-School Suspension with parent conference</td>
<td>7. Inappropriate use of Internet/computer usage may result in restricted computer usage.</td>
<td></td>
</tr>
<tr>
<td>8. Tardiness to school/class</td>
<td></td>
<td>8. Violation of driving/riding policy The Driving/Riding Policy directs itself to both driver and passenger(s). Only LCTI Administration may grant permission to drive to LCTI since arrangements must be made in advance through proper procedures to ensure the safety and coverage of those involved.</td>
<td></td>
</tr>
<tr>
<td>10. Violation of School Rules***</td>
<td><strong>5th OFFENSE</strong> 3-10 day Out-of-School Suspension with parent conference – behavior contract signed</td>
<td>10. Possession of tobacco, nicotine and/or device (i.e. Juul, vape pen, etc.) - refer to legal authorities.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>May result in restricted lunch</strong></td>
<td>11. Conduct unbecoming a student</td>
<td></td>
</tr>
</tbody>
</table>

**May result in restricted lunch**
### Student Code of Conduct

Shall include, but not be limited to the following:

#### Infraction Categories

<table>
<thead>
<tr>
<th>Category III – Incidents</th>
<th>Disposition</th>
<th>Category IV – Incidents</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Theft – shall include copyright infringement on the Internet</td>
<td><strong>1st OFFENSE</strong></td>
<td>1. Robbery</td>
<td><strong>1st OFFENSE</strong></td>
</tr>
<tr>
<td>2. Open Lewdness (ex. Obscene gesture directed at School Personnel or other adults)</td>
<td><strong>2nd OFFENSE</strong></td>
<td>2. Vandalism</td>
<td>3-10 days Out-of-School Suspension with parent conference, refer to legal authorities as appropriate**</td>
</tr>
<tr>
<td>3. Leaving School w/o Permission</td>
<td><strong>2nd OFFENSE</strong></td>
<td>3. Reckless Endangering (ex: False Alarm)</td>
<td><strong>2nd OFFENSE</strong></td>
</tr>
<tr>
<td>4. Safety violation with injury.</td>
<td><strong>3rd OFFENSE</strong></td>
<td>4. Fighting</td>
<td>10 days out-of-school suspension with parent conference, refer to legal authorities as appropriate**, refer to sending school for possible expulsion</td>
</tr>
<tr>
<td>5. Possession or distribution of pornography through electronic devices while on school property.</td>
<td><strong>3rd OFFENSE</strong></td>
<td>5. Simple Assault on School Personnel</td>
<td><strong>3rd OFFENSE</strong></td>
</tr>
<tr>
<td>6. Stalking</td>
<td><strong>3rd OFFENSE</strong></td>
<td>6. Disorderly conduct</td>
<td>3-10 days Out-of-School Suspension with parent conference, refer to legal authorities as appropriate**, refer to sending school for possible expulsion</td>
</tr>
<tr>
<td>7. Simple Assault on Student</td>
<td><strong>3rd OFFENSE</strong></td>
<td>7. Threatening School Personnel/Student</td>
<td><strong>3rd OFFENSE</strong></td>
</tr>
<tr>
<td>8. Minor Altercation</td>
<td><strong>3rd OFFENSE</strong></td>
<td>8. Possession/use or under the influence of Controlled Substance (also refer to drug policy)</td>
<td><strong>3rd OFFENSE</strong></td>
</tr>
<tr>
<td>9. Cyber Harassment</td>
<td><strong>3rd OFFENSE</strong></td>
<td>9. Possession/Use or under influence of Alcohol(also refer to drug policy)</td>
<td><strong>3rd OFFENSE</strong></td>
</tr>
<tr>
<td>10. Sexual Harassment</td>
<td><strong>3rd OFFENSE</strong></td>
<td>10. Possession of Cutting Instrument (Razor, box cutter, etc.)</td>
<td><strong>3rd OFFENSE</strong></td>
</tr>
<tr>
<td>11. Harassment-Gender/Sex</td>
<td><strong>3rd OFFENSE</strong></td>
<td>11. Possession of Mace or other Chemical Irritant(s)</td>
<td><strong>3rd OFFENSE</strong></td>
</tr>
<tr>
<td>12. Harassment-Race</td>
<td><strong>3rd OFFENSE</strong></td>
<td><strong>Category V – Incidents</strong></td>
<td><strong>Disposition</strong></td>
</tr>
<tr>
<td>13. Harassment-Disability</td>
<td><strong>3rd OFFENSE</strong></td>
<td>1. Bomb Threats</td>
<td>10 days Out-of-School Suspension pending legal action** and/or referral to sending school for possible expulsion</td>
</tr>
<tr>
<td>14. Harassment-Religion</td>
<td><strong>3rd OFFENSE</strong></td>
<td>2. Possession of Explosives</td>
<td><strong>Category V – Incidents</strong></td>
</tr>
<tr>
<td>15. Harassment-Sexual Orientation</td>
<td><strong>3rd OFFENSE</strong></td>
<td>3. Terroristic Threats</td>
<td><strong>Disposition</strong></td>
</tr>
<tr>
<td>16. Harassment-Other</td>
<td><strong>3rd OFFENSE</strong></td>
<td>4. Possession of Handgun</td>
<td><strong>Disposition</strong></td>
</tr>
<tr>
<td>17. Bullying- Gender</td>
<td><strong>3rd OFFENSE</strong></td>
<td>5. Possession of Rifle/Shotgun</td>
<td><strong>Disposition</strong></td>
</tr>
<tr>
<td>18. Bullying-Race</td>
<td><strong>3rd OFFENSE</strong></td>
<td>6. Possession of Other Firearm</td>
<td><strong>Disposition</strong></td>
</tr>
<tr>
<td>19. Bullying-Disability</td>
<td><strong>3rd OFFENSE</strong></td>
<td>7. Possession of BB/Pellet Gun</td>
<td><strong>Disposition</strong></td>
</tr>
<tr>
<td>20. Bullying-Religion</td>
<td><strong>3rd OFFENSE</strong></td>
<td>8. Possession of a Knife</td>
<td><strong>Disposition</strong></td>
</tr>
<tr>
<td>22. Bullying-Other</td>
<td><strong>3rd OFFENSE</strong></td>
<td>10. Sale/Distribution of Controlled Substance (also refer to drug policy)</td>
<td><strong>Disposition</strong></td>
</tr>
</tbody>
</table>

*Contact must be made by the instructor to the parent or guardian, for all Category I incidents before a referral is sent to the office. Career Academy Program session may be a full-day for discipline.*
Standard Discipline Procedure

Referral completed and forwarded to office. Telephone contact must be made by the instructor to the parent or guardian.

- Telephone contact made to office to discuss incident prior to sending student to the office.
- Review incident with student.
- Inform student of disposition details (if suspension, notify parents).
- Student may return via bus (parent picks student up if situation warrants).
- Notify sending school administrator, as needed (for suspensions).

JOC Defined – The Joint Operating Committee is the elected body of representatives from the participating school districts who authorize those school policies governing the operation of LCTI. School authorities work with the Pennsylvania State Police to file a charge of Disorderly Conduct (Crimes Code of PA: Section 5503) or other appropriate charge or charges with the local magistrate’s office depending upon the severity of the incident.

**Restricted Lunch – Removes the student from the regular lunch setting and assigns the student to the Alternative Learning Center during the student’s lunch period.

Call Career & Technical Education Supervisor’s Office (610 799-1351), Academic Center Principal’s Office (610 799-1363) or Career Academy Program (CAP) Principal’s Office (610 799-1491).

JOC Policy 218

Related Discipline Information

- The Lehigh Career & Technical Institute will attempt to contact the parent via telephone concerning suspension on the day of the incident. If this is not possible, the student is instructed to tell the parent to call LCTI as soon as possible so that expedient steps may be taken to return the student to school. Parent/Guardian conferences are required to reinstate a student from an out-of-school suspension. Failure to schedule such a conference will result in the maximum number of days suspended listed in the policy. Conferences will be scheduled at the convenience of school personnel.
- Suspended days are marked as excused days of absence. The student may request any work missed during that time. Failure to do so will result in a grade reduction. Suspended days do not include emergency days, or holidays during which the school may be closed.
- The offenses are listed in numerical terms to provide minimal disposition information only. The seriousness of the offense may require a more stringent reprimand as determined by the administrator.
- Students must report any violation of the Student Code of Conduct to LCTI personnel. When a student becomes involved in an incident, the student is in violation of the Student Code of Conduct.
- A serious violation of the LCTI Student Code of Conduct may result in the student being withdrawn from LCTI.

The Administrative Staff reserves the right to review each individual category incident and situation and to use administrative discretion in determining the consequences/disposition for each discipline referral and/or incident.

** Whenever law enforcement authorities are involved in an incident at LCTI, they will determine if criminal charges will be filed.

SCHOOL RULES

DRESS CODE

1. Classroom Dress

Proper student attire is an important part of the education students receive at Lehigh Career & Technical Institute. Students enrolled in many programs are required to purchase and wear career attire specific to their career and technical program or that are worn in the industry. In classes not requiring uniforms, students are to dress as required by their career field while adhering to the general school dress. All specialty students in classes requiring uniforms must have their uniform and work shoes by the second full week of school. Rotation students must have uniforms and shoes in required labs by the second full week after specialty scheduling. Uniforms shall not be worn to and from LCTI. Students who cannot afford to purchase career attire are to inform his or her instructor. Every attempt to provide a uniform at no cost to the student will be made by LCTI.

Uniform Standards (in labs requiring uniforms)

- All uniforms must be neat and clean.
- Belts may be required by the instructor.
- Shirts must be tucked in: no loose or torn clothing.
- Work shoes or work boots may be required (laces secured).
- Uniforms must meet lab program color and style.
• Some body jewelry may be deemed unsafe for laboratory wear by the instructor of the class and must be removed upon request.
• Outerwear such as coats, jackets, and hooded sweatshirts are not permitted to be worn in the lab unless they are part of the lab uniform.

2. General School Dress for Both Male and Female Students
• Footwear must be worn and must be safe and appropriate for indoor and outdoor activity. Bedroom slippers are not permitted to be worn and roller sneakers and cleated footwear are examples of inappropriate footwear for school.
• Clothing and accessories such as backpacks, satchels, jewelry and notebooks cannot display (a) racial or ethnic slurs/symbols, (b) gang affiliation, (c) vulgar, subversive or sexually suggestive language, images or words, (d) alcohol, tobacco or illegal drugs or other items disruptive to the educational process.
• Prohibited items include (a) chains that are greater than 1/2 inch in diameter and over 12 inches long, (b) spiked accessories, (c) bicycle chains, (d) sunglasses unless approved by the administration, (e) designer contact lenses including special effects, theatrical and costume lenses, (f) tank tops and muscle shirts must be covered with a shirt, (g) club wear clothing including low cut/tight fitting clothing not suitable for the school environment, (h) dress that is disruptive to the educational process.
• Additional prohibited items include (a) bandanas worn anywhere on one's person, (b) safety pins, (c) bare midriff tops, (d) tight fitting spandex type pants, (e) any clothing that over exposes the anatomy, (f) clothing that is obviously and blatantly indecent, (g) handcuffs worn as an accessory, (h) winter and/or oversized coats in the classroom, (i) hoods covering the head when wearing a hooded sweatshirt, (j) pants must be worn with both pant legs down, (k) clothing must cover undergarments at all times, (l) pajamas are not permitted to be worn.

Excessively short skirts are forbidden. All skirts must be approximately mid-thigh length without having an excessively revealing slit. Mid-thigh apparel is acceptable. Shorts of mid-thigh length may be worn to and from LCTI and may be worn to the academic classes at LCTI; however, students must change into appropriate uniform or dress prior to class/lab time.

The school administration reserves the right to determine whether the student’s attire is within the limits of appropriateness, modesty and safety. Any violation of the dress policy is subject to the Student Code of Conduct Policy.

3. Eye Protection
Students in designated classes will be issued one pair of protective safety eyeglasses. Students are responsible for their own glasses. If a student needs additional glasses because of loss or damage, glasses may be purchased at LCTI, or commercially; however, these safety glasses must meet ANSI (American National Standards Institute) standards. “ANSI” must be printed on the frame. Students requiring prescription glasses that do not meet ANSI standards shall wear protective goggles provided by LCTI.

JOC Policy #221

EDUCATIONAL/FAMILY TRIPS
The following information applies to all educational/family trips for students enrolled in the CAP Program and the Academic Center:
• Pre-approval is required for all educational/family trips.
• Educational/Family Trip Request Forms are available in the CAP Office and the Academic Center Office and must be submitted for administrative approval at least (5) days prior to the trip.
• The administration will consider the individual student’s attendance history, academic standing, and disciplinary record as well as the educational merit of the trip.
• The administration has the right to deny approval for the trip based on this criterion.
• Unapproved trips will result in the absences being declared unexcused, and where appropriate, unlawful.
• All assignments, quizzes, and tests missed during an approved trip shall be made up at the initiation of the student and the reasonable convenience of the teacher.
• Approved trips are limited to two (2) per school year and cannot exceed a total of ten (10) school days.

FIELD TRIPS
It is the instructor’s responsibility to see that all of the students are participating in the planned field trip unless they have prior permission to remain at the sending school because of athletic events, doctor’s appointments, etc. Field trips shall not be scheduled during Keystone testing time periods. All students who will be participating in the field trip must be identified on the field trip roster 3 weeks in advance of the trip. Each student must have a field trip permission form signed by the parent/guardian to be eligible to participate in the field trip. AM students on a full day field trip will take the 2:45 p.m. district bus from LCTI to the sending school. The student might arrive home later than usual.

Should the field trip last longer than the normal school hours, LCTI is not responsible for transportation to and from the sending school and/or the student's home. This will be the responsibility of the students and their instructor. Those students having permission to drive to LCTI shall park only in the designated areas assigned by the career and technical education supervisor.

JOC Policy #121
GENERAL CLASSROOM POLICIES AND SAFETY REMINDER

In order to have a safe and successful school, it will be necessary to seek the wholehearted cooperation of every pupil at Lehigh Career & Technical Institute. There are certain regulations which will govern your responsible conduct, which must be adhered to. This cooperation will be expected if you are to participate in this program. Classrooms, labs, equipment, and materials are at your disposal. Handle everything with care and do not abuse the privilege you have. Help us preserve our laboratories, classrooms and building so that we may be proud of them and our work at all times.

The following guidelines are general in nature and are not limited by additional rules outlined for each laboratory.

- Do not leave the classroom or laboratory without your instructor's permission. You must have a hall pass to leave the area.
- "Horseplay" in any form will not be tolerated.
- For your safety at no time should tools be left lying on the floor.
- Arrange and store all projects and materials as instructed in a safe and orderly fashion.
- Know the safety and emergency procedures and location of all safety equipment and information about safety in and near the classroom and laboratory.
- If you are not sure what you are doing -Stop! Ask! Listen!
- At no time should you handle any project which does not belong to you.
- If you do not intend to use a machine, stay away from it.
- Never make any adjustments to tools or machines unless you are knowledgeable about the procedures.
- Do not leave tools, saw horses, etc., in aisles.
- Report all damaged tools to your instructor immediately.
- Wear appropriate eye protection whenever the occasion requires.
- Before using any tool, be sure it is in perfect working condition.
- Report the slightest accident to the instructor; no matter how small a scratch, it needs to be reported.
- When using hand tools, proceed only as you have been instructed.
- Coats, hats and bags, etc., must be kept in your locker while in class.
- Social conversation in the classroom can become disruptive and in turn, result in discipline issues. If problems occur, the teacher may:
  - Ask students to stop all conversation
  - Ask students to speak in a lower tone of voice
  - Restrict the topic of conversation
  - Use any other appropriate discipline measures as deemed necessary

GENERAL RULES

1. Decorative beads and/or rosary beads are permitted to be worn by students provided they are not connected to gang activity or membership in a gang. The LCTI administration in collaboration with law enforcement, will determine when the meaning of beads is in violation of School Policy #218.3 – Gang Activity.

2. Food/Drinks
   - No open containers of food/drink are to be brought from off campus.
   - No food or beverage can be consumed in the hallways or common areas of LCTI (lobby, bathrooms).
   - No food or beverage is permitted outside of the cafeterias.

3. Classrooms and various wings are off limits to students during lunch time.

4. Students are not to leave LCTI holding areas during lunch or when arriving or awaiting bus transportation. The holding areas are as follows: Front of Main Entrance, upper and lower outside areas, Parking Lot 3, Main Lobby and some identified adjacent hallways.

5. CAP students are not permitted in Lot 3 during lunch.

6. Lehigh Carbon Community College is off limits and not part of the LCTI campus.

7. NO student is allowed to leave the school building or school grounds before class ends without administrative approval.

8. While LCTI promotes diversity, we do not permit Nationalistic symbols, such as flags and banners, to be displayed on school property without prior permission of the administration.

9. Portable sound systems are NOT permitted to be used in the classroom, laboratory, hallway and cafeteria (stereos, radios, recorders, CD players, etc., this includes the use of headphones or ear phones connected to the portable sound system). The only time that portable sound systems are permitted to be used is during the lunch period in the cafeteria, at designated areas outside of the school building and bus loading and unloading areas. LCTI is in no way responsible for loss, damage, theft, etc. of these items. Please be advised that LCTI Administration will not conduct searches for missing portable sound system items.

10. Possession of the following items is prohibited: Laser pointers and attachments, telephone paging devices/beepers (unless pre-approved by the LCTI Administration for specific circumstances), any device that provides for a wireless, unfiltered connection to the Internet and personal communication devices, such as laptop computers or personal digital assistants (unless pre-approved by LCTI Administration). If a student is found to be in possession of...
any of the aforementioned items, the item will be confiscated and returned only to a parent or guardian. Please be advised that LCTI Administration will not conduct searches for missing electronic devices. LCTI is not responsible for theft of any electronic devices.

11. The buying or selling of personal items on LCTI property is prohibited.

12. Students are permitted to transport cell phones to and from LCTI provided that:
   - The phone is properly stored during school hours within the student’s assigned locker or other area designated by the LCTI Administration.
   - The phone is not visible while on school property or at a school sponsored activity.
   - The phone must be turned off while on LCTI property or at a school sponsored activity.
   - The phone must remain off during a school evacuation.

Students who violate these rules will have the cell phone confiscated and returned only to a parent or guardian. Please be advised that LCTI Administration will not conduct searches for missing cell phones. LCTI is not responsible for theft, loss, damage, etc., of cell phones.

13. Still photographs, digital pictures and video recording cameras cannot be used in the classroom, laboratory or on school property without prior permission from the instructor or the LCTI administration.

14. There is NO STUDENT DRIVING OR RIDING to and from LCTI. The following exceptions may be considered and must be approved by LCTI Administration:
   - Doctor/Dental appointments must be cleared with LCTI Administration at least 2 days in advance of the appointment.
   - Emergencies as determined by the Administration and cleared with parents.
   - Sending school activities as requested by the participating district administration.
   - Only PARENT OR GUARDIAN may transport student to or from LCTI should any unforeseen incident occur affecting bus transportation.
   - Students who are not picked up by 2:45 p.m. at LCTI will be required to board the sending school bus at dismissal time unless prior arrangements are approved by LCTI Administration.

If a parent or guardian is unable to transport the student, then a written note from the parent or guardian indicating the designated person whom they have given permission to transport the student must be brought into the main office for approval by an administrator. The designated person picking up a student must be at least 18 years of age and not a current student. The parent/guardian or designee must report to the main office to sign student out of or into school. A picture ID, preferably a driver’s license, will be required as verification.

JOC Policy #223

15. The student MUST use sending school transportation to and from LCTI. If for any reason the student misses the bus to or from LCTI, the student must report to the attendance office at the school where s/he missed the bus. Missing the bus is an unexcused absence. The parent or guardian is responsible for student transportation if the bus is missed. Please refer to #11 for details of parent or guardian transportation. Students cannot use the transportation of other school districts. The student must use only the transportation provided by their district.

16. Students MUST have a hall pass authorized by the instructor and the LCTI student ID any time they leave their classroom or laboratory.

17. All incoming emergency phone calls will be screened by the appropriate school personnel.

18. Please refer to the Student Code of Conduct section for further information.

19. Violation of school policy or rules may result in removal from LCTI.

JOC Policy #81

GRIEVANCE PROCEDURE

The basic intent of this procedure is to encourage students to discuss their grievance informally with the person against whom they have the grievance. It is hoped that most complaints can be resolved by discussion. If this proves inadequate, the student may submit their grievance in writing to the Director of Career and Technical Education, or Director of Academic and Special Programs.

Within five (5) school days, the Director shall call a meeting of the student (who may bring counsel) and parties concerned. The Director or a designee shall make every effort to resolve the matter equitably and as quickly as possible. The Director’s decision shall be in writing.

If the grievance is not resolved to the satisfaction of the student, s/he may appeal the decision to the Executive Director within three (3) days. Within five (5) school days, the Executive Director shall call a meeting of the student (who may bring counsel) and the parties concerned. The Executive Director shall make every effort to resolve the matter equitably and as quickly as possible. The decision of the Executive Director shall be final and binding on all parties, subject to review of the Joint Operating Committee.
HEALTH RELATED SERVICES

HANDICAPPED PARKING SPACES
Reserved parking is located in the entrance to LCTI in lot three (3) and lot four (4) for those people who require the use of handicapped parking. The reserved parking is signified with the handicapped logo painted in the space and a posted blue sign in front of the reserved space.

HEALTH ROOM INFORMATION
The Health Office is located on the main floor across from the main office. The Health Officer is available full time to provide first aid for illness or injury sustained at LCTI. In order to serve the student population more efficiently, there are a few rules that must be followed.

1. Medical Cards All students must have a completed online medical card. It must be completely filled out, signed, and have two different telephone numbers. Please note: The medical card is part of the online forms and must be completed within the first five days of school attendance at LCTI. Failure to complete the medical card will result in the student NOT participating in lab work, work on computers, field trips, internships, or any other school-to-career opportunities. If any information on the medical card changes, please make the changes on the online form in Skyward. If you need assistance in completing the online medical card and/or other online forms, please contact LCTI for assistance.

2. Student Pass All students must have a valid student pass which is signed by their instructor for admittance to the Health Office and their LCTI ID. Only in cases of emergency will a pass not be required.

3. Student Illness or Injury Students may come to the Health Office for the following reasons:
   - Injury occurring in the lab.
   - Illness that prohibits continuance of work in class.
   - Accidents that occur on the bus or in the halls.

The student must notify the teacher of the injury or illness.

The student must obtain a pass from the teacher to go to the Health Office - in an emergency a pass is not needed. The instructor must call the nurse.

If the injury or illness is an emergency, the parent/guardian will be called and the student will be transported to the hospital via ambulance.

If a student is taken by a parent/guardian to a physician, the physician and/or tetanus referral form must be returned to the Health Office on the day that the student returns to school.

If a student is given a referral form and the parent/guardian chooses NOT to take the student to see a physician, the parent/guardian must sign the form and have the student return it to the Health Office on the day the student returns to school.

Referral and tetanus forms must be returned so our records can be completed and we know the parent/guardian is aware of the situation.

Personal health issues such as piercings, tattoos and sports injuries are the responsibility of the student and parent/guardian.

Because of insurance regulations, it is essential that any injury sustained while at LCTI, during LCTI activities or on the school bus must be reported to the Health Officer immediately (no later than 24 hours after the occurrence.) Student accident insurance may be purchased – please check at the sending school guidance office.

JOC Policy #220

4. Food Allergy Management Students who have been diagnosed with a disabling food allergy requiring emergency Epinephrine (EpiPen) by their health care provider shall meet with the LCTI Nurse prior to enrollment when possible, upon arrival of the student’s first day of school or immediately after the diagnosis of the disabling food allergy so that an appropriate medical plan of care can be developed and implemented. The focus of food allergy management shall be on prevention, education, awareness, communication and emergency response.

It is our goal at LCTI to work in collaboration with the student, the student’s health care provider, the student’s parents/guardians, the sending district personnel, school nutrition staff, and any other appropriate person in
developing and implementing the medical plan of care for the student who has been diagnosed with a disabling food allergy by their health care provider.

5. **Medication** Students who must take medications ordered by a physician during school hours must do the following:
   - Parent/guardian and **physician must sign** and complete the “Request for Administration of Medication” form (available in the Health Office and on LCTI’s web page under student/parent – click on Health Resources).
   - Prescription medication **must** be brought to the Health Office by a parent/guardian in the original prescription bottle and, if any medication is left at the end of the school year, it must be picked up by a parent or another adult. Medication that is not picked up will be discarded.
   - Students are responsible to come to the Health Office at the scheduled time to take their medication.
   - **Over-the-counter medications will not be given unless the student has a note from their physician and parent/guardian for generic Tylenol or Motrin for a specific reason, i.e. migraine headaches. Medication forms are available in the Health Office at LCTI and on LCTI’s web page under student/parent – click on Health Resources).**

Any medication found on the person of the student, in the student’s locker or under the student’s control while they are on school property, the bus or at any school-sponsored function or activity will be turned over to the school nurse or school administrator for further investigation, which may result in disciplinary action.

6. **Possession/Use of Asthma Inhalers/Epinephrine Auto Injectors**
   The Joint Operating Committee (JOC) shall permit students in schools to possess asthma inhalers and epinephrine auto-injectors and to self-administer the prescribed medication in compliance with state law and JOC policy.

   Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.

   Epinephrine auto-injector shall mean a prescribed disposable drug delivery system designed for the self-administration of epinephrine to provide rapid first aid for persons suffering the effects of anaphylaxis.

   Self-administration shall mean a student’s use of medication in accordance with a prescription or written instructions from a licensed physician, certified registered nurse practitioner or physician assistant.

   Before a student may possess or use an asthma inhaler or epinephrine auto-injector in the school setting, the JOC shall require the following:
   - A written request from the parent/guardian that the Lehigh Career & Technical Institute complies with the order of the licensed physician, certified registered nurse practitioner or physician assistant or parent/guardian can sign the “Authorization for Medication during School Hours” form.
   - A written statement from the parent/guardian acknowledging that LCTI is not responsible for ensuring the medication is taken and relieving LCTI and its employees of responsibility for the benefits or consequences of the prescribed medication.
   - A written statement from the licensed physician, certified registered nurse practitioner or physician assistant that states:
     - Name of drug.
     - Prescribed dosage.
     - Times medication is to be taken.
     - Length of time medication is prescribed.
     - Diagnosis or reason medication is needed, unless confidential.
     - Potential serious reaction or side effects of medication.
     - Emergency action plan, if appropriate.
     - If student is qualified and able to self-administer the medication.
     - If student is permitted to carry medication.

The student or LCTI staff shall notify the health officer immediately following each use of an asthma inhaler or epinephrine auto-injector.

LCTI reserves the right to require a statement from the licensed physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period.

A written request for student use of an asthma inhaler and/or epinephrine auto-injector shall be submitted each school year, along with required written statements from the parent/guardian and an updated prescription.

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations.
A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler or epinephrine auto-injector and to self-administer the prescribed medication in the school setting shall demonstrate to the LCTI nurse or sending school nurse the competency for self-administration and responsible behavior in use of the medication. Determination of competency for self-administration shall be based on the student’s age, cognitive function, maturity and demonstration of responsible behavior.

Students shall be prohibited from sharing, giving, selling and using an asthma inhaler or epinephrine auto-injector in any manner other than which it is prescribed during school hours, at any time while on LCTI property, at any school-sponsored activity and during the time spent traveling to and from LCTI and school-sponsored activities. Violations of this policy shall result in loss of privileges to self-carry the asthma inhaler or epinephrine auto-injector and disciplinary action in accordance with JOC policy.

If LCTI denies a student’s request to self-carry an asthma inhaler or epinephrine auto-injector or the student has lost the privilege of self-carrying an asthma inhaler or epinephrine auto-injector, the student’s prescribed medication shall be appropriately stored at a location in close proximity to the student. The student’s classroom teachers shall be informed where the medication is stored and the means to access the medication.

**JOC Policy #210.1**

7. **Naloxone Administration**

Naloxone (Narcan) is a medication that can reverse an overdose caused by an opioid drug. As a narcotic antagonist, Naloxone (Narcan) displaces opiates from receptor sites in the brain and reverses respiratory depression that is usually the cause of overdose deaths. Consistent with Pennsylvania law, LCTI has obtained authorization for school personnel to administer Naloxone (Narcan) at LCTI as per the established guidelines and policy.

**JOC Policy #823**

8. **OTHER:** If a student experiences any of the following while at LCTI, the parent/guardian will be called to come to LCTI to take the student home:
   - Temperature of 100 degrees or higher
   - Vomiting
   - Diarrhea
   - Other symptoms of contagious infections

Suspected child abuse requires a cooperative effort between the Health Officer, guidance counselor and child welfare authorities.

**JOC Policy #203/209/210/210.1/806**

Emotional/mental problems are handled on an individual basis.

Pregnancy: Student should bring the name and phone number of her obstetrician or physician and due date in writing to the Health Office. If any problems occur, the physician can be called immediately.

9. **Student Accident Insurance and CHIP Information**

   - **Student Accident Insurance**
     Parents may contact their participating school guidance office for a student accident insurance application.
   - **CHIP Pennsylvania’s Children’s Health Insurance Program**

CHIP, Children’s Health Insurance Program, is Pennsylvania’s program to provide health insurance to uninsured children and teens who are not eligible for or enrolled in Medical Assistance. Most children receive CHIP for free. Others can get the same benefits at a low cost. If your income is below the lowest amount listed, your child or teen may be enrolled in Medical Assistance. Learn more about how to qualify for CHIP, what it covers and how to apply by visiting [www.CHIPcoversPAkids.com](http://www.CHIPcoversPAkids.com) or call 1-800-986-KIDS.

Commonwealth of Pennsylvania, Thomas Wolf, Governor

(In Spanish/En Español)

CHIP Programa de Seguro de Salud de Niños de Pennsylvania

CHIP, Programa de Seguro de Salud de los niños en los programas de Pensilvania para proporcionar seguro médico a niños sin seguro médico y los adolescentes que no son elegibles para o inscribieron en la Asistencia Médica. La mayoría de los niños recibe CHIP gratis. Otros pueden obtener los mismos beneficios a un bajo costo. Si su ingreso está por debajo de la mínima cantidad listada, su niño o adolescente puede ser registrado en la Asistencia Médica. Aprenda más sobre cómo cualificar para CHIP, que cubre y cómo se aplica visitando [www.CHIPcoversPAkids.com](http://www.CHIPcoversPAkids.com) o llamar al 1-800-986-KIDS.
HIV INFECTION
Infected students have the same right to attend LCTI and receive services as other students and shall be subject to the same policies and rules.

LCTI authorities shall determine the educational placement of infected students on a case-by-case basis by following policies and procedures established for students with chronic health problems and students with disabilities. When an infected student’s parent/guardian voluntarily discloses information regarding the student’s condition, the employee who receives the information shall obtain the written consent of the parent/guardian to disclose the information to members of the screening team.

A screening team comprised of the Director of Academic and Special Programs, Supervising Administrator, Health Officer, student’s parent/guardian and attending physician shall evaluate the infected student’s educational placement. Placement decisions shall be based on the student’s need for accommodations or services. First consideration must be given to maintaining the infected student in a regular assignment. Any decision for an alternate placement must be supported by specific facts and data.

An infected student who is unable to attend LCTI, as determined by a medical examination, shall be returned to the sending school district. An infected student may be excused from school attendance if the parent/guardian seeks such excuse based on the advice of medical or psychological experts treating the student.

An infected student’s placement shall be reassessed if there is a change in the student’s condition or the student’s need for accommodations or services.

Employees who have knowledge of an infected student’s condition shall not disclose any information without prior written consent of the student’s parent/guardian. All school employees have a duty to preserve the confidentiality of all information concerning an infected student. All health records, notes and other documents referring to an infected student’s condition shall be secured and kept confidential.

JOC Policy #203.1

YOUTH SUICIDE AWARENESS, PREVENTION AND RESPONSE
The intent of the Youth Suicide Awareness, Prevention and Response Procedure is a commitment to maintaining a safe school environment; to protect the health, safety and welfare of its students; to promote healthy development; and to safeguard against the threat or attempt of suicide among school-aged youth. The impact of students’ mental health on their academic performance and the effect of mental health issues and suicide on students and the entire school community are significant. Therefore, in order to ensure the safety and welfare of students, LCTI will work to educate school personnel and students on the actions and resources necessary to prevent suicide and promote mental well-being. The information in the policy and the steps listed in the procedure will be followed to assist the school-aged youth and parents/guardians when any school personnel identifies a student with risk factors or warning signs, or who has an indication that a student may be contemplating suicide.

JOC Policy #819

STUDENT RESPONSIBILITIES

ACCEPTABLE USE OF COMPUTER, NETWORK AND INTERNET RESOURCES
Lehigh Career & Technical Institute believes that the use of technology is essential to quality education. As such, LCTI utilizes vetted third-party online educational resources and content delivery methods to support our curriculum and student learning objectives. A list of these online educational resources can be found at the link below, and is accessible on our website. Each resource listed on this page has been evaluated and approved by classroom teachers, technology integration specialists, and administrators to ensure students have safe access to tools that support and enhance student learning. Please check back frequently, as the list will be updated as new tools are introduced and approved.


With this technology comes responsibility. Every student at LCTI must adhere to the Acceptable Use Policy in order to access this technology. By exercising rational, sound judgment and common sense when utilizing technology, the user should have no problems with adherence to the policy.
The Acceptable Use Policy is designed to outline the proper use of technology at LCTI, define student responsibility, ensure compliance with all state and federal laws, and to provide a safe learning environment for the students and staff. The Acceptable Use Policy addresses such issues as:

- Access to systems
- Right to privacy
- Monitoring
- Blocking
- Responsibility
- Prohibitions
- Content
- Messaging
- Blogging
- Security
- Safety
- Consequences for inappropriate use

This is only a partial list of what is contained in the Acceptable Use Policy. Please refer to the policy itself for details.

JOC Policy 815 can be viewed on LCTI’s web page.

The Acceptable Use Policy must be signed by each student and their parent or guardian. Questions may be directed to the Supervisor of Technology.

JOC Policy #815

IDENTIFICATION CARDS
Lehigh Career & Technical Institute Identification Cards will be issued to all students. The card will display the picture of the person, the full name of the person, and the LCTI ID number.

The identification card must be in the student's possession and displayed at all times while at LCTI. Failure to do so can result in disciplinary action.

The identification card MUST be relinquished to any staff member or bus driver upon request. If there is a discipline problem, the identification cards will be turned into the Main Office and returned to the students in time to board the bus back to the sending school.

The identification card is the property of LCTI and the student is accountable for it. If lost, stolen, or destroyed, the student is to report to their teacher immediately. A temporary new card will be issued and the student must pay a fee to replace it. The replacement charge will be subject to change in accordance with material costs at that time and must be paid when issued.

LOCKS AND LOCKERS
Each student is loaned a separate locker and combination lock for clothing, books, and personal belongings. It is the student's responsibility to protect personal belongings by keeping the locker secure. A student should use only the locker s/he has been assigned. Students are not permitted to share lockers.

Locks and lockers are the property of Lehigh Career & Technical Institute and are subject to the rules and regulations of the school. The locker is on loan to the student and all school officials have the right to check and/or search the locker at any time and at their discretion. Students shall have no expectations of privacy in their lockers. Searches conducted by the administration may include, but not be limited to, utilization of certified drug dogs, metal detection units, or any devices used to protect the health, safety and welfare of the school population. School authorities may search a student's locker to determine whether the locker is being used improperly for storage of contraband, a substance or object which is illegal, or any material that poses a hazard to the safety and good order of the school. Such material may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings. An administrator shall open a student's locker for inspection on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the knowing and voluntary consent of the student. It should be noted that students' lockers are subject to random, periodic searches/inspections.

Student vehicles, personal belongings and clothing may be searched in the presence of an administrator when a reasonable suspicion is indicated for the health, safety and welfare of students and staff.

JOC Policy #226.2

The student is responsible for maintaining a clean and sanitary locker and he or she will be held accountable for any damage to the locker. When the student is having difficulty with the locker or lock, the problem should be reported. Jewelry, money, or other valuables should not be brought to the school. Therefore, these items should not be stored in the locker. LCTI is not responsible for theft of jewelry, valuables, personal belongings, money, etc. LCTI Administration will not conduct searches for missing jewelry, money or other valuables.

JOC Policy #224

Help prevent locker theft by following these simple rules:

- Never bring jewelry, money, or other valuable items to school or store these items in the locker.
• Never share your locker with another student.
• Never give your locker combination to another student, not even a close friend.
• Report damaged lockers, especially those that will not close properly, as soon as possible.
• Keep your locker locked.

By following these simple precautions, you can avoid becoming a victim of theft.

LOST AND FOUND
Students may check with their instructor and with main office personnel for any lost and found articles. Proper care and attention to personal and lab belongings can eliminate costly expenses to replace these articles. Articles are kept for a thirty day period of time only.

PLEDGE OF ALLEGIANCE
As required by ACT 157 of the Pennsylvania School Code, the Pledge of Allegiance is recited at the beginning of each day. Students have a right to decline to participate for religious and other personal reasons. Those students who decline to participate must do so respectfully and quietly. Any disrespect shown to the proceedings may result in disciplinary actions.

RESTROOM USAGE
Many of the laboratories and classrooms contain restrooms; however, there are some laboratories and classrooms that do not. These laboratories and classrooms are assigned to specific restrooms close to the instructional areas. Please check with the instructor for the assigned restroom for your use.

Listed below is the procedure to be followed for use of the restroom outside of the laboratory or classroom area:
• Make your request to use the restroom to the teacher.
• Secure a properly signed hall pass and restroom key or fob from the teacher.
• Use assigned restroom.
• Return key or fob and hall pass to teacher after restroom use.
• All instructional areas use a sign out sheet when using the restrooms inside and outside of the classroom or laboratory. Please check with the teacher regarding sign out sheet usage.
• The restrooms in the main lobby are the only restrooms to be used during the lunch period.

SAFETY PROCEDURES INFORMATION
The Lehigh Career & Technical Institute school-wide safety program is maintained to ensure a safe environment for all students, staff, and visitors as well as to protect the school building, equipment, and property. Every classroom and laboratory has an emergency board which contains important information that must be followed in order to promote a safe school climate and written directions that must be followed by everyone when an emergency drill or an actual emergency takes place.

Students should familiarize themselves with the information posted on the emergency board and follow directions from the instructor.

In the event of any emergency situation that might occur at LCTI, a crisis management plan will be implemented by the teacher responsible for the students in the area at that time. If the emergency situation requires an evacuation of the building, it may be necessary to evacuate students to the Lehigh Carbon Community College gymnasium and/or the Schnecksville Fire Company or have the students bused back to their sending district high school. LCTI will coordinate the return of students to their sending high school with an administrator from the respective school.

JOC Policy #805
SCHOOL ACTIVITIES

SCHOOL BAKE SHOPPE
The school Bake Shoppe is operated by the Commercial Baking Program students at Lehigh Career & Technical Institute. The school Bake Shoppe is operated for educational purposes and shall not interfere with the educational process or other school activities. The students must check with their instructor for the proper procedure to follow in order to make a purchase at the school Bake Shoppe.

SCHOOL COMMITTEES
Lehigh Career & Technical Institute has two school-wide committees in which students are selected to become members of:

- The Diversity Committee membership consists of the bilingual coordinator, faculty, administration, staff and students at LCTI. The purpose of the Diversity Committee is to discuss diversity issues and promote activities related to diversity.
- The Safe School Committee membership consists of business and industry, OSHA personnel, administration, faculty, staff and students at LCTI. The purpose of the Safe School Committee is to ensure a safe environment for all students, staff and visitors as well as to protect the school building, equipment and property.

SCHOOL STORE
The school store is operated by the Marketing and Business Education students at Lehigh Career & Technical Institute. The school store is operated for educational purposes and shall not interfere with the educational process or other school activities. The students must check with their instructor for the proper procedure to follow in order to make a purchase at the school store.

SECURITY

SECURITY CAMERAS
Video security cameras are located throughout the school in the hallway, cafeteria, outside the school building, and in other selected areas. The purpose of the cameras is to monitor the school setting for the health, safety and welfare of the students and staff.
JOC Policy #713.1

STUDENT/CHILD ABUSE
LCTI Policy #806 requires their employees to comply with the identification and reporting requirements for possible child abuse as well as victimization of students by LCTI employees. Child abuse recognition, reporting and staff training requirements meet all applicable State laws

STUDENT SEARCHES
The LCTI administration has the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, JOC policy or school rules. Searches will be conducted in accordance with JOC policies #226, #226.1 and #226.2.

USE OF TRAINED DETECTION ANIMALS
With prior approval of the Executive Director and without prior notice, LCTI reserves the right to use specially trained drug or bomb detection animals. Such approval shall be based upon the reasonable belief that there are illegal activities, such as drug use, occurring in the school. Animal searches will be conducted in accordance with JOC Policy #226.1
### Lehigh Career & Technical Institute

#### Bell Schedule

**Half-day Students**

<table>
<thead>
<tr>
<th>Time</th>
<th>AM CTE Half-day student</th>
<th>PM CTE Half-day student</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 a.m. – 8:20 a.m.</td>
<td>Students arrive at LCTI and report directly to CTE Lab *</td>
<td></td>
</tr>
<tr>
<td>8:20 a.m. – 11:15 a.m.</td>
<td>CTE</td>
<td></td>
</tr>
<tr>
<td>11:15 a.m. - 11:45 a.m.</td>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td>11:45 a.m. to 2:45 p.m.</td>
<td></td>
<td>Students must be in their CTE lab by 11:50 a.m. or are considered tardy. **</td>
</tr>
<tr>
<td>2:45 p.m.</td>
<td></td>
<td>Students dismiss from LCTI</td>
</tr>
</tbody>
</table>

Half day academics will follow the schedule provided by the Academic Center. This schedule is subject to change and students should follow the posted schedules provided at the beginning of each year.

* When students enter the building in the morning, the students report directly to lab or classroom.

** The Administration reserves the right to determine the time students are to be in their lab for the p.m. session based on lunch schedules.
STUDENT INFORMATION

ACADEMIC CENTER SCHEDULE
The Academic Center offers tenth through twelfth grade students the option of full-day enrollment. Students will receive both college-preparatory academic courses and technical training at LCTI. Students will still graduate from the sending high school. A.M. Academic Center students will report directly to their first period class and P.M. Academic Center students will report directly to the career & technical program.

ADMISSIONS PROCEDURE
- Interested students who indicate a desire to attend the Lehigh Career & Technical Institute should complete an application form which is available from each sending school counselor or on the LCTI Website. Each application form is to be signed by the student’s parent or legal guardian. Applications cannot be reviewed unless properly signed.
- Sending school counselors will forward the completed student application form to the Student Services Department at LCTI.
- All applications will be evaluated based on the information provided by the sending school counselors, lab instructors and/or parent or guardian of applicant. If sufficient openings are not available in the student's preferences, the student, via the sending school, will be informed of openings in appropriate programs when they occur.
- Every effort will be made to honor the student's preferences.

JOC Policy #201/206

CAREER ACADEMY STUDENT SCHEDULE
Students enrolled in the Career Academy Program (CAP) will follow a separate schedule from half-day or Academic Center students. Students enrolled in CAP follow a schedule that offers two thirds career & technical education and one third academic classes. CAP students must report to the assigned classes and lab upon arrival each day. Lunch will be taken during the CAP lunch period. Students enrolled in the mainstream CTE courses will eat lunch during the 11:15 to 11:45 lunch period. All CAP students will be dismissed at 2:45 each day to board buses for the sending school at the sound of the bell.

CHANGE OF ADDRESS, PHONE NUMBER OR SCHOOL
The student is requested to report to the Student Services Department whenever there is a change in the student's address, telephone number, or school. This is necessary so that all records may be kept current and accurate. Parents should update information on the Skyward Family Portal.

CLASSROOM VISITATIONS
Parents/Guardians of students enrolled in LCTI or a professional designee of the parents/guardians may request an opportunity to observe a classroom or program that is on their child’s schedule in accordance with administrative procedures. Classroom visitations shall only be considered when the parent or legal guardian or professional submits a request electronically or in writing prior to the visit to the Director of Academic and Special Programs or Director of Career and Technical Programs. Please call (610) 799-2300 to reach either of the aforementioned administrators regarding classroom visitations.

JOC Policy #907.1

CURRICULUM REVIEW
Parents/Guardians and students at age 18 or older have the right to review all instructional materials, including teacher's manuals, audiovisuals, or other supplementary instructional materials, used in the instructional program. Instructional materials do not include tests or academic assessments. Parents wishing to review curriculum material shall send a written request to the Director of Curriculum and Instruction. No material may be removed from the building. Note taking is permissible.

EDUCATIONAL RECORDS
Family Educational Rights and Privacy Act
The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:
1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the Director of Academics and Special Programs, a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the Director of Academics and Special Programs, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision.
and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Family Policy Compliance Office  
   U.S. Department of Education  
   400 Maryland Avenue, SW  
   Washington, DC 20202-4605

Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Lehigh Career & Technical Institute, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, LCTI may disclose appropriately designated "directory information" without written consent, unless you have advised the LCTI to the contrary in accordance with proper procedures. The primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school publications. Examples include:

- Honor roll or other recognition lists;
- Recognition programs;
- Career & Technical Student Organization Activities
- LCTI publications

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the school that they do not want their student's information disclosed without their prior written consent.

If you do not want Lehigh Career & Technical Institute to disclose directory information from your child's education records without your prior written consent, you must notify the LCTI in writing within two weeks following enrollment. Lehigh Career & Technical Institute has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities.
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

JOC Policy #216/250

ENROLLMENT OPPORTUNITIES AVAILABLE AT LEHIGH CAREER & TECHNICAL INSTITUTE

A variety of options are available to the students in the nine districts of Lehigh County. The following information is designed to provide an overview of the various options.
Half-day Option
Students enrolled in the half-day program will receive their academic coursework in the sending district and will receive their technical coursework at LCTI. This option will be open to ninth through twelfth grade students. Ninth and tenth grade students will attend either AM or PM session, depending on LCTI and sending district scheduling needs. In most cases, eleventh grade students will attend AM session while senior students will attend PM session. Students also take social studies and wellness/fitness courses while at LCTI. See Academic Programs for more information. At this time, there is no district quota limit for eligible spaces for students enrolled in the half-day option.

Full-day Option (Academic Center option)
This option began in September, 2006. Students enrolled in the full-day program will receive both their academic coursework and their technical coursework at LCTI following the same half-day schedule. An approved joint district graduation requirements has been established. The academic courses are offered in accordance with the Chapter 4 Regulations to prepare students for the Keystone Exams. When requirements are met, students will graduate from the sending district. A maximum of 1600 students can be educated in the Academic Center. Once enrolled, a student maintains his/her placement for three years or until graduation or exiting the program. All academic classes are regular education courses. Support for special education students in the Academic Center will be provided with teachers and instructional assistants from CLIU #21.

Career Academy Program The Career Academy Program is operated as a separate program for at-risk students. All students enrolled must meet the guidelines established for the program. The program is operated as a school within a school. This program operates on a two thirds career & technical lab time and one third formal academic class time. A joint graduation requirement for students enrolled in the Career Academy Program has been established. All potential students and their parent(s) must attend an in-take conference to determine entrance into the program. There are no district quotas for the program. For more information, call the Career Academy Program Office at 610 799-1491. All Career Academy Program academic classes are regular education courses that are offered in accordance with Chapter 4 Regulations. Students are taught the academic classes to prepare them for the required Keystone Exams. Itinerant learning and emotional support is provided to special education students through the CLIU #21.

Flex Program
The flex program is designed to provide technical coursework to students on a limited schedule. Students typically attend one hour each day at LCTI. Students may attend one or both semesters and may attend for multiple years. Flex students do not attend academic courses at LCTI.

PPRA NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES
The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. §1232h, requires Lehigh Career & Technical Institute to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

- Political affiliations or beliefs of the student or student’s parent;
- Mental or psychological problems of the student or student’s family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parent; or
- Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”). Parents will be contacted if such surveys are to be conducted.

JOC Policy #105.1/105.2/127

SCHOOL AND COMMUNITY OUTREACH COORDINATOR
The School and Community Outreach Coordinator of the Lehigh Career & Technical Institute is a staff member, located in the Student Services Department, and can be reached at (610) 799-1324. Some of the services provided are as follows:

- Provide non-traditional occupational career information to all current and prospective LCTI students to increase awareness.
- Provide information about careers and career pathways to students based on students’ interest.
- Work with sending school districts and LCTI staff for the promotion of career pathways and non-traditional occupational careers.
- Meet with LCTI non-traditional students to support continued participation in the non-traditional programs and provide career counseling to the non-traditional students.
- Meet with students and potential students and their parents to provide career information.
• Give presentation about careers to middle school and high school age students and their parents during and after the school day to promote and recruit non-traditional students.
• Promotes and maintains the Student Ambassador Program.
• Prepares, plans, and implements the sending district tours of LCTI.

SPECIAL EDUCATION DEPARTMENT
The Supervisor of Special Education, Special Education Facilitators, and Instructional Assistants provide support in the career and technical labs to special education students through their district IEP. A LCTI representative attends or provides input at the IEP meeting and ensures the specially designed instruction is implemented. Every student is monitored by an Instructional Assistant who is assigned to each lab. Support needed in LCTI offered half day academic classes is provided through Carbon Lehigh Intermediate Unit (CLIU #21) itinerant staff. Any questions can be directed to the Supervisor of Special Education in the Student Services Department at 610-799-1340.

STUDENT SERVICES DEPARTMENT
The Student Services Department includes the guidance counseling staff and seeks to help students in every way possible. The counseling staff assists the students in those areas of the students’ life in school that are not covered in regular classes or extra-curricular activities. The guidance counselors can assist the students with their future plans for lifelong learning and the world of work. More specifically, the guidance counseling staff assists students in areas such as: adjusting to school surroundings; coping with realities of daily living and interpersonal relationships; making choices of subjects which will prepare the student for career and technical choices; securing information about various occupations; discussing student progress in various subjects and activities; choosing a school in which to continue education beyond high school; planning courses and electives to meet the necessary entrance requirements; applying for entrance to college, and securing information about these schools and their requirements.

Procedures to obtain a conference
• Request an appointment through the instructor, Supervisor/Principal, or School Counselor who will arrange an appointment for you. Emergency needs of a student do not require a prior appointment.

BILINGUAL SUPPORT COORDINATOR/ CORDINADORA de APOYO BILINGUE
(In English)
The Bilingual Support Coordinator of the Lehigh Career & Technical Institute is a staff member, located in the Student Services Department, and can be reached at (610) 799-1367. Some of the services provided are as follows:
• Coordinates appropriate LCTI support services for bilingual students as well as home and community contacts for Latinos.
• Performs welcoming functions for Latino students new to LCTI.
• Makes parental guardian telephone calls and home visits when necessary.
• Assists with translation (English/Spanish).
• Provides materials and information to prospective students and their parents.
• Provides individual parent and prospective student tours.
• Assists with job placement.

(En Espanol)
La Coordinadora de Apoyo Bilingüe del Lehigh Career & Technical Institute es un personal de ayuda, localizada en el Departamento de Servicios al Estudiante, y puede ser alcanzada al (610) 799-1367, algunos de los servicios proveídos son los siguientes: Coordinar, servicios de soporte en LCTI apropiado para estudiantes bilingüe, así como contacto con la comunidad y los hogares de estudiantes Latinos.
Esta posición también tiene la responsabilidad de, hacer funciones de dar la bien venida a los estudiantes Latinos nuevos a LCTI, hacer llamadas o vistas a los padres/guardianas cuando sea necesario, ayudar con traducciones (Español/Ingles), proveer materiales y información a perspectivas estudiantes a sus padres, y ayudar con colocación de empleo.

STUDENT WELLNESS GUIDELINES
LCTI recognizes that student wellness and proper nutrition are related to students’ physical well-being, growth, development, and readiness to learn. The Joint Operating Committee is committed to providing a school environment that promotes students’ wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement and overall health. At LCTI, all food and beverages sold or served at school will meet LCTI’s nutritional standards for competitive foods. You can obtain a copy of LCTI’s Student Wellness Policy on line at www.lcti.org.
JOC Policy #246
TOOLS, EQUIPMENT, TEXTBOOKS
Every student at Lehigh Career & Technical Institute utilizes textbooks, workbooks, notebooks and equipment that is the property of the school. These items are assigned to the student and the student is responsible for them. Since these items are on loan to the student, the student will be required to pay for any loss or damage for assigned tools, equipment, textbooks, workbooks, etc., as defined in the PA School Code.
JOC Policy #224

VISITORS
Visitors must report to and register in the Main Office, Guidance Office or other designated office to obtain a proper visitor identification pass. Visitors are only permitted to visit an area with permission by a designated LCTI staff member. Visitors are not permitted to confer with a student without the approval of a building administrator. Visitors who do not remain in their assigned area will be asked to leave the premises and/or prosecuted for trespassing by local law enforcement.
JOC Policy #907

GRADING

GRADES
Purpose
The intent of the grading procedure is to provide a numerical grade that accurately reflects the students’ proficiency in a given marking period. The quarterly grades include complete competencies, theory, and work attitudes and habits. Students are compared to established criteria rather than each other.

Marking Periods
Each school year will consist of four marking periods.

Criteria Percentages for Quarterly Grades
Employability Skills (Attitude) 20%
Assessments 80%

Computation of Quarterly Grades - Procedures
When computing quarterly grades, two (2) major areas will be considered. They are employability skills and assessments. A breakdown of sample criteria under each main heading follows:

1. **Employability Skills**
   This portion of the grade will be determined by the willingness of the students to adhere to school and industry standards. Factors in evaluating the appropriate attitudes and habits of students may include:
   - Ability to follow directions
   - Ability to work well with others/Team building skills
   - Appropriate attire
   - Attendance
   - Completion of assignments/duties
   - Demonstration of interest and initiative
   - Employment acquisition skills
   - Participation in class discussion/activities
   - Professional behavior
   - Promptness or tardiness
   - Safety practices

2. **Assessments**
   This portion of the grade will be determined by the performance of the student on assignments, assessments and tasks. Measured criteria in determining the quality of student assessment performance may include:
   - Application/Integration of academic skills into technical subject area
   - Basic skill competencies
   - Communication skills
   - Demonstration of safety practices
   - Experiments
   - Homework assignments
   - Operation of equipment
   - Oral tests and quizzes
   - Performance assessment
- Practical application of theoretical knowledge
- Procedures
- Projects completed
- Student notebooks
- Written/oral reports
- Written tests and quizzes

3. Grading
   The grade explanation is as follows:

<table>
<thead>
<tr>
<th>GRADES</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - 90</td>
<td>A</td>
</tr>
<tr>
<td>89 - 80</td>
<td>B</td>
</tr>
<tr>
<td>79 - 70</td>
<td>C</td>
</tr>
<tr>
<td>69 - 60</td>
<td>D</td>
</tr>
<tr>
<td>59 - 0</td>
<td>F</td>
</tr>
<tr>
<td>E</td>
<td>Exempt</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

For year-long courses, students may receive no lower than a 50% during the first and second quarter. The earned grade will be used for the 3\(^\text{rd}\) and 4\(^\text{th}\) quarters. A grade of incomplete may not be issued during the fourth quarter marking period. For semester courses, the students may receive no lower than a 50% during the 1\(^\text{st}\) and 3\(^\text{rd}\) quarters. The earned grade will be used for the 2\(^\text{nd}\) or 4\(^\text{th}\) quarter. A grade of incomplete may not be issued during the 4\(^\text{th}\) quarter marking period.

**PROCEDURES**

1. Skyward Grading System
   The Skyward Grading System used by teachers shows the grade explanation for employability skills and assessments. Students and their parents/guardians can be provided access to the system to monitor assignments, grades, attendance, progress reports and report cards. Students should discuss access to Skyward with their teachers. Parents/guardians will be provided with log-in information for Skyward at the beginning of the school year. Parents/guardians can also call Student Services at LCTI at 610-799-1366 for information concerning the Skyward log-in information.

2. Grades
   Grades will be determined by the teacher according to the grading policy and operational procedure.

3. Make-up Work
   Students who have excused absences will be given an opportunity to complete work assigned during absences. It is the student's responsibility to make arrangements with the teacher for the making-up of missed assignments. All work should be completed within three days of the student's return. Depending upon circumstances and with administrative approval, this time limit may be extended to as much as three weeks. If the assignments are not made up within the specified time frame, the student will receive a grade of "0" for missed assignments. Students who miss school due to unexcused absences may request make-up work.

4. End-of-Program Test (Career & Technical) Final Exam (Academic)
   Assessment of students: Every LCTI student is required to take an end-of-program test or final exam when offered. The appropriate assessment will be determined by the faculty and administration. Failure to take the end-of-program test or final exam will result in a grade reduction for the student.

5. Exempt Grades
   Students who miss 50% or more days in a marking period due to late entry, prolonged illness (verified by a doctor's note) or incarceration will be given an exempt grade for that marking period. Exempt grades need administrative authorization before issuance.

6. Incomplete Grades
   Incomplete grades will be issued if the student's prolonged absence will affect the three-week period of time allowed for make-up work. At the end of three weeks, the grade will automatically change to a 50 or 0, depending on any incomplete work. Incomplete grades need administrative authorization prior to issuance.
7. **Report Cards**
   A report card, along with comments and attendance, will be posted on Skyward Family Access for all students at the conclusion of each of the four marking periods. Failing grades will require the use of an appropriate report card comment. Administration will establish and distribute the grading schedule for each school year.

8. **Communications including Progress Reports**
   Teachers are required to make written and/or telephone contacts with parents or guardians. Parents/guardians and students have 24 hour access to the Skyward system to view student's progress and attendance. Contact Student Services if you do not have a user name and password at 610-799-1366. Any time during the marking period that students are failing, the teacher should contact the parent/guardian. Counselors meet with students who are in danger of the possibility of failing. Parents or guardians may request a conference at any time during the school year.

9. **Cooperative Education Grades of the School-to-Career Program**
   The laboratory instructor has the ultimate responsibility to assign grades for students placed in the co-operative education program. The school will distribute the student evaluation form that will enable the employer to provide information that is compatible with the School’s grading policy and procedure. It is the responsibility of participating employers to submit each marking period’s required evaluative information concerning student progress to the assigned instructor. The instructor will transfer and/or integrate the student's grade on the lab Student Performance Record.

JOC Policy #130/212/213/214/215/217
PARENT INFORMATION

PARENT CONFERENCE
Parents may request to meet with their child’s teachers at Lehigh Career & Technical Institute. Please call the Student Services Office at 610-799-1366 to request a conference.
JOC Policy #212

SPECIAL NEEDS COMPLIANCE
In compliance with state and federal law, the Lehigh Career & Technical Institute follows each sending school district’s Individualized Educational Plan and Section 504 Service Agreement that has been designed by the sending school. JOC Policy #103.1/113

If a parent or guardian believes that the school-age child may be in need of special education services, s/he should contact the sending district guidance counseling department for further information.

STUDENT RECRUITMENT
In accordance with the law, Lehigh Career & Technical Institute will permit disclosure of required student information to representatives of post-secondary institutions, armed forces of the United States, and prospective employers. This information will include students’ names, addresses, and telephone numbers. Parents and students age 18 and over, may request in writing, that such information not be released without prior written parental consent. Parents/students may make such written request to the Director of Academic and Special Programs, at the LCTI address. This request must be submitted within two weeks of enrollment to LCTI.

STUDENT TOURS
Lehigh Career & Technical Institute provides opportunities for 8th grade students and interested 9th grade students of the sending school districts to tour the school facility during the regular school day. In this way, students may better select an appropriate career and technical education program. Each year, sending district middle and high school counselors are notified of the LCTI tour dates for the 8th and 9th grade tours. Individual tours are available for potential students and their parents/guardians as well. Parents/guardians should call 610-799-1366 when school is in session to arrange a tour of Lehigh Career & Technical Institute.

TRANSFER OR WITHDRAWAL FROM LCTI
In some instances, the enrollment of a student at LCTI or in a specific program may not be viable. Both the student and LCTI may initiate action which can result in either the transfer of the student from one program to another or return to the sending high school. Participating high schools may also recommend that the student no longer attend LCTI. Individual school policies provide reasons for such transfer.

Student Initiated Transfers
Whenever appropriate openings are available, students may transfer to other programs. Students who are transferred because of action initiated by LCTI may not be allowed any self-initiated changes without a parental conference.

School Initiated Transfers
Lehigh Career & Technical Institute reserves the right to transfer a student to an alternate career and technical program or to return the student to the sending school. These school initiated transfers or withdrawals will result from the following situations:

- Behavior which constantly interferes with the education of other students.
- Conduct which endangers the safety of the students or staff.
- Inability to succeed in a chosen program. Any student who receives an F “overall” grade in one school year will not be allowed to return to the SAME program the following year and may jeopardize their continuance at LCTI.
- An attendance record that shows an excessive rate of unexcused absences or tardiness.

WITHDRAWAL PROCEDURE
The student shall follow the steps listed below to withdraw from the Lehigh Career & Technical Institute:

- Discuss the decision with a LCTI counselor and your sending school counselor.
- Discuss the decision with the parent or guardian.
- Bring a parental permission note to the sending school counselor, or obtain the appropriate form from the LCTI counselor. The sending school counselor will notify the LCTI counselor when and if the withdrawal becomes effective.
- Report to Lehigh Career & Technical Institute to clear all debts, books, etc. with the instructor(s) and then report to the LCTI counselor to be finally processed.
- Students are responsible to empty and clean out their lockers and return the combination lock to their teacher. LCTI will assume NO responsibility for items remaining in the locker.
STUDENT CAREER INFORMATION

ACADEMIC OFFERING FOR HALF-DAY STUDENTS
LCTI provides the following academic courses to the half-day students who attend our school. (See chart for sending high school requirement.) Students must recognize the importance of these academic classes. These courses will be used towards meeting the student’s graduation requirements. If a student does not complete the course with a passing grade, efforts will need to be made to make up the credits. This may be accomplished by attending summer school sessions at the sending high school, if offered and if the student meets eligibility requirements. LCTI does not offer a summer school program. Time may be available in the senior year at LCTI for making up academic work; however, limits then occur. Any courses scheduled in the senior year will cause the student to lose the opportunity to be placed in a Cooperative Education job placement. If the credits are not made up prior to graduation, the student will not graduate.

<table>
<thead>
<tr>
<th>School District</th>
<th>9th grade</th>
<th>10th grade</th>
<th>11th grade</th>
<th>12 grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allentown</td>
<td>Health and Computer Applications</td>
<td>American Studies II</td>
<td>Wellness &amp; Fitness</td>
<td>Credit recovery, if needed</td>
</tr>
<tr>
<td>Catasauqua</td>
<td>None</td>
<td>Wellness &amp; Fitness</td>
<td>Wellness &amp; Fitness</td>
<td>Credit recovery, if needed</td>
</tr>
<tr>
<td>East Penn</td>
<td>None</td>
<td>American Studies II</td>
<td>Wellness &amp; Fitness</td>
<td>Credit recovery, if needed</td>
</tr>
<tr>
<td>Northwestern Lehigh</td>
<td>None</td>
<td>Wellness &amp; Fitness</td>
<td>Wellness &amp; Fitness</td>
<td>Credit recovery, if needed</td>
</tr>
<tr>
<td>Northern Lehigh</td>
<td>None</td>
<td>American Studies II</td>
<td>Wellness &amp; Fitness</td>
<td>Credit recovery, if needed</td>
</tr>
<tr>
<td>Salisbury</td>
<td>None</td>
<td>American Studies II</td>
<td>Wellness &amp; Fitness</td>
<td>Credit recovery, if needed</td>
</tr>
<tr>
<td>Southern Lehigh</td>
<td>None</td>
<td>American Studies II</td>
<td>Wellness &amp; Fitness</td>
<td>Credit recovery, if needed</td>
</tr>
<tr>
<td>Parkland</td>
<td>None</td>
<td>American Studies II</td>
<td>Wellness &amp; Fitness</td>
<td>Credit recovery, if needed</td>
</tr>
<tr>
<td>Whitehall</td>
<td>None</td>
<td>American Studies II</td>
<td>Wellness &amp; Fitness</td>
<td>Credit recovery, if needed</td>
</tr>
</tbody>
</table>

AUTOMOTIVE YOUTH EDUCATIONAL SYSTEM
Lehigh Career & Technical Institute joined forces to become part of the Automotive Youth Educational System, or A - YES. The program is intended to strengthen the relationship between local business and industry and education. It began in response to the demand for qualified entry-level workers coming out of high school. A - YES will provide LCTI students with an apprenticeship at car dealers throughout the Lehigh Valley. The model for A - YES came from Europe, where apprenticeship programs are already very successful. LCTI juniors will shadow local technicians and automotive professionals for one year; then as seniors, they will begin a three-year apprenticeship that will include hands-on-training and classroom work.

BUSINESS - EDUCATION PARTNERSHIP
Lehigh Career & Technical Institute administrators and members utilize a wide variety of all available private and public sector contracts to provide a progression of meaningful educational experiences for students, as they move toward membership in the nation's workforce. Such experiences shall include, but not be limited to, the following:

- Cooperative education
- Internship
- Shadow experience
- Laboratory speaker/demonstration
- Business/industry training support
- Equipment/material donation
- Company orientation/tour
- Government/non-profit experience
- Community service project
- Mentorships
- A-YES

BUSINESS INTERNSHIPS
A very promising partnership is the business internship/clinical experience, which places students into the workplace in a very controlled environment for a short period of time. Most often done in small groups, the business partnership aims to provide students a much needed reference point for workplace standards and expectations. Business internships are primarily targeted for Level 2 students, with the potential of providing a meaningful experience prior to the last year in high school.
Because a staff member(s) accompanies students to the location of the internship, exposure is extended to laboratory
instructors, guidance counselors, and academic instructors. Laboratory instructors shall be the key individuals in
determining the need for and the potential location of a business internship/clinical experience.

CAREER CRUISING (XELLO)
Career Cruising (Xello) is an interactive career resource designed to help students find the right career, explore different
career options, or plan future education and training through the use of a comprehensive career interest survey,
interviews and resume builder program.

Career Cruising Xello has one goal in mind: to help students plan their future. With exceptional assessment tools,
detailed occupation profiles and comprehensive post-secondary education information, students move seamlessly
through the career exploration and planning process. At the same time, they have access to the real-time information
and statistics they need to track their progress and achievement. Visit Career Cruising at www.careercruising.com.
Username: lcti     Password: careers

CAREER PATHWAYS
Career Pathways Lehigh County is a program of career awareness, exploration, and preparation or application. K-12 in
nature, it helps students focus on a non-binding career cluster in high school and guides them in the selection of course
sequences necessary to achieve their educational and career objectives. It also supports a variety of experiences which
enable students to find or validate a career choice. These experiences include job shadowing, mentoring, internships,
cooperative education and other opportunities. Career Pathways is designed around five broad clusters found in the
Career Cruising program at each Lehigh County high school. The clusters can provide helpful focus and are listed below:

- Arts and Humanities
- Business and Communication Technology
- Engineering Technology
- Health Sciences and Human Services
- Industrial Technology

The Career Pathways program aims to achieve the following objectives:

- To raise the level of learning and meaning for all students
- To prepare all students for lifelong learning
- To provide for an improved system of counseling and management for students
- To provide for flexibility in career choice and focus in course planning

Using the newly configured curriculum and the broad clusters of Career Pathways, students can move successfully
through an educational system that serves them well.

Contact your High School guidance counselor for more information.
CAREER PATHWAYS’ PROGRAM OFFERINGS

CAREER COURSE/MAJOR

Arts & Humanities Cluster

Advertising Design/Commercial Art
Commercial Photography/Electronic Imaging

Business & Communications Cluster

IT Academy: Computer & Networking Technology
IT Academy: Computer Information Technology
IT Academy: Emerging Digital Media/Social Communications
IT Academy: Web Design/Web Programming
Marketing and Business Education
Print Technology/Graphic Imaging

Engineering & Advanced Manufacturing Cluster

Electromechanical/Mechatronics Technology
Electronics Technology/Nanofabrication
Engineering Drafting Design
Mechatronics Technology
Pre-engineering and Engineering Technology
Precision Machine Tool Technology
Supply Chain Management & Logistics Technology
Welding Technology

Health & Human Services

Applied Horticulture
Commercial Baking
Cosmetology
Criminal Justice
Culinary Arts
Dental Technology
Emerging Health Professionals
Exercise Science & Rehabilitation Services
Teacher Education

Industrial Technology

Auto Collision Repair
Auto Technology
Cabinetmaking & Millwork
Carpentry
Diesel Medium/Heavy Truck Technology
Electrical Technology
Heating/Air Conditioning and Refrigeration
Heavy Equipment Operations & Preventive Maintenance
Masonry
Painting and Design
Plumbing and Heating
Small Engines/Recreational Vehicle Repair

Special Programs

Career Academy Program
Cooperative Education/School-to-Career
Service Occupations Cluster
Diversified Career Occupations
FLEX Enrollment
Tech Prep ACES Program

Career Course (1st Rating Period)

#1 - 10 day $\quad$ #2 - 9 day $\quad$ #3 - 10 day
Career Program $\quad$ Career Program $\quad$ Career Program

Middle of 1st rating period student makes selection from one of these Career Programs and begins Career Major after 29 days of rotations.
END OF PROGRAM TESTING
Pennsylvania Department of Education requires qualifying graduating senior students to take an End of Program test. This test is designed to determine the competency of the student to complete the skills of the industry. Most of the approved tests have both written and practical (hands-on) components. Successful passage of the test will provide the student with a portable certificate to use to gain employment and/or to use at an articulated post-secondary institution for advanced standing. A letter will be sent home to the parent in March explaining the process.

Currently, the End of Program tests required by the Pennsylvania Department of Education are the National Occupational Competency Testing Institute (NOCTI) available for most program areas, and the National Institute of Metalworking Skills (NIMS) for Precision Machine Tool Technology students only.

Cooperative Education students are required to attend LCTI twice during the month of April to take the scheduled End of Program tests. These tests are considered a graduation requirement at LCTI for all completing seniors.

LCTI students may have an opportunity to take additional credentialing tests that will provide the student with a certificate of competence. LCTI teachers will continue to prepare students for these industry-based certifications to provide the students with the best opportunity for success in the chosen career. All Skill Certification tests currently administered at LCTI are listed in the next section.

POST-SECONDARY ARTICULATION AGREEMENT
Lehigh Career & Technical Institute has articulation agreements with many post-secondary institutions such as:
- Lehigh Carbon Community College
- Northampton Community College
- Pennsylvania College of Technology
- Pennsylvania State University

Lehigh Career & Technical Institute graduating seniors who take advantage of these articulation agreements will save time in class and tuition. Information explaining these articulation agreements is available in the LCTI Student Services Department or see an LCTI counselor for further information.

SCHOOL-TO-CAREER OPPORTUNITIES
School-to-Career programs are designed to assist students with the transition from school to work. Students apply their technical and academic learning in a position related to their career objective and field of study at LCTI. Certified School-to-Career Coordinators are responsible to place and track students in various types of work-based learning experiences. Coordinators visit the worksites, meet with the student and their mentor/supervisor, and track student attendance and performance on the job. Students may have the option to participate in several types of School-to-Career opportunities: job shadowing, internships, summer internships and cooperative education.

Job Shadowing
- Career awareness experience, typically one to three half days.
- Structured visit to an employer to learn about the types of positions within the company.
- Student is paired with an adult mentor in the workplace and observes the work environment and responsibilities of the positions.
- Exposes the student to various career pathways in the business community and aids them in developing an understanding of the world of work.

Internships
- Paid or unpaid work experience related to a student’s career objective.
- Allows a student to develop practical experience for a short term and can be a broad overview of an occupational field.
- The amount of time spent in an unpaid internship is limited.
- Employers evaluate student performance.

Summer Internships
- Juniors who meet eligibility requirements may participate in a paid summer work experience in a position related to their career objective.
- Employers evaluate student performance.
- Upon successful completion of a summer internship, students are typically eligible for early co-op as a senior.
Cooperative Education (Co-op)
- A capstone of learning for students who meet eligibility requirements in a structured work-based experience related to the student’s career objective.
- Co-op is a partnership among students, LCTI, and employers for job placement opportunities.
- Worksite mentors share occupational expertise and provide students with the opportunity to acquire additional skills and competencies utilizing a formal Training Plan.
- Employers evaluate student performance.
- Students typically work two to five half school days per week while attending academic classes half days.

Co-op Eligibility and Requirements
- Seniors or third level juniors who demonstrate a high level of competency in their LCTI program and who receive the recommendation of their lab instructor may be eligible for cooperative education.
- Students must demonstrate:
  - Satisfactory progress in both technical and academic courses.
  - Satisfactory attendance record.
  - Compliance with school rules and regulations.
- Parental consent is required.
- Instructor, guidance counselor, administrative, and School-to-Career Coordinator approval is required.
- Any change in employment status will be evaluated by the School-to-Career Coordinator.
- Students must attend bi-monthly co-op meetings at LCTI.
- Students must complete their end-of-program test. The National Occupational Competency Testing Institute, NOCTI, or NIMS for Precision Machine Tool Technology.

Diversified Career Occupations (DCO)
Diversified Career Occupations is an 11th and 12th grade work-based learning program for students who do not attend a program at Lehigh Career & Technical Institute but who can benefit by participating in career education and work experience in an occupation related to their career objective. Students complete a career and employability skills curriculum at their sending high school, taught by an LCTI certified school-to-career coordinator and receive credit for their work experience. Eligible students participate in the end-of-program NOCTI assessment, the National Occupational Competency Testing Institute and may receive a Pennsylvania Skills Certificate.

Students wishing to participate in this program must be enrolled through their sending school counseling office.

The Diversified Career Occupations Program is designed to:
- Provide training in program areas not available at LCTI.
- Serve students who are unable to gain admission to a career and technical program at LCTI.

NOTE: This is not for students who are already enrolled in a career and technical program.

SENIOR RECOGNITION PROGRAM
The Senior Recognition Program recognizes the members of the graduating class and their skills achievements. Each graduating senior and their family is formally invited to attend this outstanding evening held at the end of the school year. Every member of the graduating class receives a skills certificate or letter of participation recognizing their specific career objectives. Awards of special merit and achievement are also bestowed at this ceremony.

SKILLS CERTIFICATION
Lehigh Career & Technical Institute is committed to obtaining national and state skills certifications related to its programs. Certifications form the basis for program curriculum and serve students well after graduation. Listed below are state and/ or national certifications that the students are eligible to earn at LCTI:
- Microsoft Office Specialist – Word
- A+ 
- Automotive Service Excellence Certification (ASE)
- AYES Certificate
- OSHA Certification
- Certified Drafter
- Certified Emissions Inspector
- Certified Safety Inspector, CAT I
- Cisco Certified Network Associate (CCNA)
- Cosmetologist
- EPA 608 Certification
- Heartsaver AED
- Heartsaver First Aid
- Industry Competency Exam – Light Air Conditioning & Heating
- Industry Competency Exam – Residential Air Conditioning and Heating
- Infant and Child CPR
- Internet and Computing Core Certification (IC3)
- Level I – Entry Welder
- Microsoft Certified Professional (MCP)
- Microsoft Office Master
- NIMS Machining Level I
- NIMS Machining Level II
- Nurse Aide Registry
- Outdoor Power Equipment Technician Certification
- Pennsylvania Pesticide Applicator
- Residential Construction Academy (RCA) National Registry
- Section 609 Certification for Refrigerant Recycling and Recovery
- Security +
- Server +
- Student Electronics Technician (SET)
- S/P2 – Automotive
- MOAB – Management of Aggressive Behavior for public safety officers
- PPBT – Personal Protection Baton Tactics
- PATH – Practical and Tactical Handcuffing
- OCAT – Oleoresin Capsicum Aerosol Training
- Cisco Certified Entry Networking Technician (CCENT)
- Certified Safety Inspector, CAT II
- Certified Safety Inspector CAT III
- BLs Healthcare Provider
- NIMS Machining Level I Measurement, Materials and Safety
- NIMS Machining Level I Planning, Benchwork, Layout
- NIMS Machining Level I Manual Milling
- NIMS Machining Level I Manual Turning Between Centers
- NIMS Machining Level I Manual Turning with Chucking
- NIMS Machining Level I Manual Surface Grinding
- NIMS Machining Level I Manual Drill Press Operations
- NIMS Machining Level I CNC Turning
- NIMS Machining Level I CNC Milling
- MDTS – Monadnock Defensive Tactics System
- CDA-Ready Certificate
- Pennsylvania Builders Association Skills Certificate
- Radiation Health & Safety (RHS)
- Autodesk Certified User
- Fork Lift Operator
- Certified Logistics Associate (CLA)
- Certified Logistics Technician (CLT)
- Adobe Certified Associate - Web Communication
- Adobe Certified Associate - Visual Communication
- Certified Junior Culinarian (CJC)
- Personal Care Home Director Care Staff Certificate
- NIMS IS 100 series
- NIMS IS 200 series
- NIMS IS 700 series
- NIMS IS 800 series
- Adobe Certified Associate – Video Communication
• ServSafe/Manager Food Safety Certification
• Certified Welder
• EM1 – DC Basics
• NIMS CNC Turning: Programming Setup & Operations
• NIMS CNC Milling: Programming Setup & Operations
• EPA 608
• Indoor Air Quality
• EM2 - AC Basics
• Hazardous Materials Response-Awareness
• EM4 – Digital Basics
• Electrical State 1 & 2
• Battery starting and changing system
• Pediatric First Aid
• Step Ladder
• Single and Extension Ladder
• EPA 608 Refrigerant Recovery
• EPA 608 Refrigerant Recovery
• Microsoft Office Specialist – Excel
• Microsoft Office Specialist – Access
• Microsoft Office Specialist - PowerPoint
• Motor Oil Certification
• Master Service Technician
• Section 609 Certification for Refrigerant Recycling and Recovery
• S/P2 – Culinary
• S/P2 - Construction
• Adobe Certified Associate – Visual Communication Using Adobe Photoshop
• Adobe Certified Associate – Graphic Design & Illustration Using Adobe Illustrator
• Adobe Certified Associate – Print & Design Media Using Adobe InDesign
• IT Fundamentals
• ServSafe Food Handler Certification
• OSHA Certification- Agriculture
• OSHA Certification – Healthcare
• S/P2 Safety and Pollution Prevention
• AM/IST Level I
• S/P2 - Welding
• Microsoft Office Specialist – Outlook
• Adobe Certified Associate – Visual Communication Using Adobe Illustrator

SOAR AT LCTI
From the Pennsylvania Department of Education An Opportunity for Students
Mission of SOAR: STATE-WIDE Articulation
The mission of SOAR (Students Occupationally and Academically Ready) is to prepare students for college and careers in a diverse, high-performing workforce.

WHAT IS SOAR?
SOAR is built on programs of study which incorporate secondary education and postsecondary education elements and include coherent and rigorous content aligned with challenging academic standards and relevant career and technical content. These career and technical programs of study includes a statewide articulation agreement partnership between secondary schools and postsecondary institutions.

Benefits of SOAR
Saving Money on College Tuition, Saving Time by Shortening College Attendance, Getting on the Right Career Pathway, Entering the Job Market Ready, Getting a Consistent Education.
What students need to do
Complete 100% of the Program of Study (POS) tasks in your CTE Program, maintain a 2.5 Grade Point Average in CTE Courses, achieve Competent or Advanced on the end of program test, and earn a High School Diploma.

SOAR Programs at LCTI where students can earn free college credit include:
- Advertising Design/Commercial Art
- Applied Horticulture
- Auto Collision Repair
- Auto Technology
- Cabinetmaking & Millwork
- CAP Building Trades Maintenance
- CAP Graphic Communications
- CAP Health Occupations/Health Related Technology
- CAP Office Systems Technology
- Carpenter
- Commercial Baking
- Computer & Networking Technology
- Computer Information Technology
- Criminal Justice
- Culinary Arts
- Dental Technology
- Diesel/Medium and Heavy Truck Technology
- Electrical Technology
- Electromechanical/Mechatronics Technology
- Electronics Technology/Nanofabrication
- Emerging Digital Media/Social Communications
- Emerging Health Professionals
- Engineering Drafting Design
- Heating, Air Conditioning and Refrigeration
- Marketing and Business Education
- Masonry
- Mechatronics
- Plumbing and Heating
- Pre-engineering Technology
- Precision Machine Tool Technology
- Print Technology/Graphic Imaging
- Small Engines/Recreational Vehicle Repair
- Supply Chain Management & Logistics Technology
- Teacher Education
- Web Design/Web Programming
- Welding Technology

WORKING PAPERS
Lehigh Career & Technical Institute does NOT issue working papers. This is done at participating schools. Students are advised to see their participating school guidance counselor for details.

ACADEMIC CENTER PROGRAM

ACADEMIC CENTER OVERVIEW
The rigorous coursework offered in the Academic Center is designed to prepare students for college and careers. All courses offered are in compliance with Chapter 4 Regulations and prepare students for the Keystone Exams. Students may also have the opportunity to take college coursework at Lehigh Carbon Community College in a program known as dual enrollment. These courses may be used for both college and high school credits. Costs incurred for dual enrollment courses are the responsibility of the parent/guardian unless notified otherwise. Students who attend the Academic Center and complete the requirements will graduate from their sending districts.

ACADEMIC CENTER PROCEDURE FOR TARDINESS, MAKE-UP WORK, AND ATTENDANCE MENTOR PROGRAMS
Procedures for handling tardiness
Under the tardy procedure, students who arrive late to school without proper documentation will receive an unexcused absence for time missed. Missing the bus and car trouble are examples of an unexcused tardy. Excessive unexcused tardiness may result in school discipline and the possible loss of driving privileges. Students with excessive tardiness may receive restricted lunch privileges, loss of driving privileges, and up to suspension from school.

Procedure for making up work
If a student does miss school, they are expected to make up their work. The Student/Parent Handbook outlines the students’ expectations to make up work depending upon the type of absence and the number of days missed. If a student has five (5) or more unexcused absences during a marking period, the student will NOT be able to make up any more work for unexcused absences thereafter for that marking period.
Attendance Mentor Program
To ensure our students’ success, excused and unexcused absences will be tracked throughout a marking period, semester, and the year. After six (6) days of unexcused absences or ten (10) total days missed (excused/unexcused), a student will be assigned an attendance mentor. The role of the attendance mentor is to encourage students to improve their daily attendance. Students may also be referred to the Community in Schools Coordinator. A student could be removed from the Academic Center after the first semester and/or not allowed to re-enroll for the next school year due to excessive absences.

Academic Center Enrollment
Current academic progress, attendance, and violations of the student code of conduct at the sending school and at LCTI will be reviewed and considered as part of the enrollment process criteria for the Academic Center.

Dates Students Can Enroll in the Academic Center During the School Year
Students are allowed to enroll in the Academic Center during the school year. Enrollment is allowed beginning with the first day of marking periods one, two and three and is opened for four weeks. Students are not allowed to enroll in the Academic Center after the first four weeks of the third marking period (administrative approval to enroll may be granted beyond the first five weeks of the third marking period because of unusual circumstances).

Students Ineligible to Return to the Academic Center the Following School Year
- Students who fail two or more academic classes (does not include their CTE lab).
- Accumulated a total of forty (40) or more absences (excused/unexcused) during the school year. Exceptions are made for excused, long-term absences with a valid medical excuse.
- Students can be removed for violations of the student code of conduct. Disciplinary referrals are reviewed and the Administrative Staff reserves the right to review all individual category incidents and situations and use administrative discretion in determining the removal of students.

Answers to Common Questions Regarding the Academic Center
Academic Center students will have the opportunity to participate in the sending high school activities such as dances, sports, clubs, prom, and they will graduate with their fellow HS seniors. They can still go on “Co-op” from LCTI in their senior year. Students will follow the sending HS schedule in regards to calendar and snow dates.

More information on the Academic Center is available from the Academic Center Principal’s Office at 610-799-1364 or LCTI Student Services at 610-799-1366.

Academic Center Goals
- The LCTI academic center will focus on the development of students’ abilities to ensure that every student graduates ready for college and career.
- LCTI will offer an academic program that strengthens students’ skills of analysis, synthesis, evaluation, problem solving, and information literacy, thereby increasing student achievement.
- LCTI will design and implement data-informed student advisory services.
- LCTI will provide planned instruction to students in a standards-based format that provides students with multiple pathways and opportunities to prepare students for postsecondary success.
- LCTI, through data analysis, will determine the most appropriate manner to operate the academic program to ensure student achievement of the academic standards.
### Lehigh Career & Technical Institute
#### Academic Center Course Schedule

<table>
<thead>
<tr>
<th>Grades</th>
<th>Semester I</th>
<th>Semester II</th>
</tr>
</thead>
<tbody>
<tr>
<td>10th</td>
<td>Math</td>
<td>Math</td>
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<td></td>
<td>Science</td>
<td>Science</td>
</tr>
<tr>
<td></td>
<td>ELA II</td>
<td>ELA II</td>
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<tr>
<td></td>
<td>American Studies II</td>
<td>American Studies II</td>
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<tr>
<td>11th</td>
<td>Math</td>
<td>Math</td>
</tr>
<tr>
<td></td>
<td>Science</td>
<td>Science</td>
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<tr>
<td></td>
<td>ELA III</td>
<td>ELA III</td>
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<td></td>
<td>World Cultures or</td>
<td>World Cultures or</td>
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<tr>
<td></td>
<td>Wellness Fitness</td>
<td>Wellness Fitness</td>
</tr>
<tr>
<td>12th</td>
<td>ELA IV</td>
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<tr>
<td></td>
<td>American Government/Civics/</td>
<td>American Government/Civics/</td>
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<td></td>
<td>Economics</td>
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<td></td>
<td>Wellness/Fitness</td>
<td>Wellness/Fitness</td>
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<td></td>
<td>Math or Science Elective</td>
<td>Math or Science continued</td>
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<tr>
<td></td>
<td>*Elective</td>
<td>Elective*</td>
</tr>
</tbody>
</table>

*Credit Make-up, Distance Learning, LCCC Courses

*Semester Course

### Academic Center Course Offerings

All courses in the LCTI Academic Center are college-preparatory and will meet graduation requirements. Courses are assigned based on classes completed at the sending district prior to attending LCTI. The courses offered in the Academic Center are listed below. Full descriptions of course offerings can be found at www.lcti.org.

<table>
<thead>
<tr>
<th>English</th>
<th>Mathematics</th>
<th>Science</th>
<th>Social Studies</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELA II</td>
<td>Algebra II</td>
<td>Biology</td>
<td>American Studies II</td>
<td>Wellness/Fitness 11</td>
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<tr>
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<td>Geometry</td>
<td>Chemistry</td>
<td>World Cultures</td>
<td>Wellness/Fitness 12</td>
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<td>Pre-Calculus</td>
<td>Physics I</td>
<td>Accelerated World Cultures</td>
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<tr>
<td>ELA IV</td>
<td>Calculus</td>
<td>Physics II</td>
<td>American Govt./Civics/Economics</td>
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<td>Accelerated ELA IV</td>
<td>LCCC Math Course</td>
<td>Environmental Science</td>
<td>Accelerated American Govt./Civics/Economics</td>
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</tr>
<tr>
<td>LCCC English Course</td>
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</tbody>
</table>
CAREER ACADEMY PROGRAM

CAREER ACADEMY PROGRAM OVERVIEW
The Career Academy Program (CAP), sponsored by the Lehigh Career & Technical Institute, is a four year comprehensive education program which serves nine (9) local school districts and ten (10) sending high schools from Lehigh County. The Career Academy Program is offered to at-risk students and includes academic grade levels 9 thru 12.

The application process consists of an application form filled out by the student, parent or guardian, and the sending school guidance counselor. Prior to admittance, a parent or guardian/student interview is scheduled with the CAP Administrator or School Counselor. The interview process confirms that the parent or guardian/student and CAP academic goals are agreed upon. Proper student behavior, student motivation, regular attendance and parent cooperation is essential for success in CAP.

Admitted students experience a broad array of career and technical programs while in CAP. Along with the career and technical aspects of CAP, the students receive their academic subjects similar to the sending school in accordance with Chapter 4 Regulations in preparation for the Keystone Exams.

The combined efforts of the academic and career and technical components provide the necessary graduation credits required by all sending school districts, which in turn provide each student with a high school diploma. Both the academic and career and technical programs operate on a rotating schedule, which provides two thirds of career and technical training and one third of related classroom instruction. Graduation projects and Keystone Exams testing are integrated in the CAP academic curriculum.

CAP can be a career and technically sound way for students to receive a high school diploma. The program instructors, counselor and support personnel are on staff to help students develop specific and related occupational skills, by providing an individualized approach to learning. With the help of this program, a CAP student can meet working demands, be prepared for the job market, acquire job-seeking skills, secure full-time employment, and attend post-secondary institutions.

CTSO INFORMATION

CAREER & TECHNICAL STUDENT ORGANIZATIONS
Students at Lehigh Career & Technical Institute gain the benefit of co-curricular programs which enhance their career and technical studies. These programs include leadership training, community service, skill competition, employability skills, and professional development. The career and technical student organizations include: DECA, FBLA, FCCLA, FFA, HOSA, NTHS, and SkillsUSA.

DECA – An Association of Marketing and Entrepreneurship Students
DECA prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality, and management in high schools and colleges around the globe. DECA leadership opportunities and competitions are aligned with 21st Century skills and national curriculum and industry standards. The DECA experience is about exploring your options, discovering new paths and experiencing opportunities that you never knew existed with DECA. The possibilities for success are limitless!

FBLA - Future Business Leaders of America
The Future Business Leaders of America is a national organization for secondary students enrolled in any business related classes at the middle and secondary school levels. FBLA is an integral part of the instructional program and promotes a sense of civic and personal responsibility. FBLA strives to develop character and encourage individual projects which contribute to the improvement of home, business, and community. Members learn how to engage in business enterprise, how to direct affairs of a group, and how to compete honorably in competitive events. It prepares useful citizens, fosters patriotism, and facilitates the transition from school to work.

FCCLA - Family, Career, Community Leaders of America
FCCLA encourages students to learn and develop practical real world skills and talents. An emphasis is placed on family and community service and recognition of student achievement as individuals and team members. STAR (Students Taking Action with Recognition) Events recognize FCCLA members for efforts and achievement in chapter and individual projects, leadership skills, and career preparation. STAR Events encourage students to plan for their future multiple roles as family member, wage earner, and community member. Membership is open to students in the Culinary Arts Program,
Teacher Education, Service Occupations Foods Program, and Commercial Baking Program.

**FFA – The Lehigh County Chapter of the National FFA Organization**

The FFA Organization is part of the instructional program preparing students for careers in agriculture and related fields. All students enrolled in the Applied Horticulture program are eligible for membership in the Lehigh County FFA. This local FFA Chapter plans and conducts activities to develop skills, leadership abilities, and a spirit of cooperation among members. Students use knowledge gained in the classroom as a foundation for supervised experience programs in agribusiness and activities of FFA. This includes participation in local fairs and shows and social events held by the local chapter. The State and National FFA Association coordinates activities on the state and national levels for the students to develop skills, leadership abilities, and a spirit of cooperation among all of the members of FFA.

**HOSA – Future Health Professionals**

HOSA is an international career and technical service organization for secondary, post-secondary adult, and collegiate students enrolled in health science education programs. HOSA was formed in 1976 and is recognized by the U.S. Department of Education and the Health Science Education (HSE) Division of ACTE. HOSA has grown steadily reaching over 200,000 members through 51 chartered HOSA Associations, American Samoa, Canada, District of Columbia, Germany, Italy, and Puerto Rico. The local HOSA chapter provides activities and programs to help individual students develop their knowledge, skill and leadership abilities so they can engage in career opportunities in the health care industry and enhance the delivery of quality health care to all people. Members strengthen their leadership and citizenship abilities through interaction with healthcare professionals, businesses, and other student organizations.

**NTHS – National Technical Honor Society**

The National Technical Honor Society at Lehigh Career & Technical Institute is a merit organization promoting the ideals of honesty, service, leadership, career development and skilled workmanship among the career and technical students throughout America. The National Technical Honor Society rewards meritorious achievement in career and technical education and student achievement as it pertains to attaining career goals. The National Technical Honor Society encourages and assists career and technical students in their pursuit of educational and career goals and develops a greater awareness of the talents and abilities of students engaged in career and technical education. Student members of this organization will also gain a greater awareness of the world of work.

The National Technical Honor Society honors the achievements of top career and technical education students, provides scholarships to encourage the pursuit of higher education, and cultivates excellence in today’s highly competitive, skilled workforce. The National Technical Honor Society recognizes a membership of nearly a million student inductees throughout the United States since its inception in 1984. For over 30 years, the National Technical Honor Society has been the acknowledged leader in the recognition of outstanding student achievement in career and technical education.

**SkillsUSA**

SkillsUSA is a student organization that promotes leadership, citizenship, and character development programs and activities to complement skill training available for secondary, post secondary, and adult students enrolled in career and technical programs. SkillsUSA emphasizes respect for dignity of work, high standards in ethics, workmanship, scholarship, and safety. It promotes understanding of the free enterprise system and encourages development of patriotism through the practice of democracy in the organization.

SkillsUSA conducts contests on the local, district, state, and national levels in which students demonstrate the occupational and leadership skills they are learning. The annual SkillsUSA United States Olympics (USSO) is the national level competition in which several thousand students compete in many occupational and leadership skill areas. The Professional Development Program recognizes the individual student for progress in occupational and leadership development. Students attain different degrees as they progress both in personal growth and in knowledge of their field of work.

**Membership Guidelines**

Level I, Career Major, Service Occupations, and Career Academy Program students are encouraged to participate in career and technical student organizations under the following guidelines:

- In order for the student to participate in the CTSO activities, the CTSO form must be reviewed and signed by the student and parent/guardian.
• Level 1 students may join an organization at the beginning of the second rating period of the school year. There are no time restrictions on Career Major students, Service Occupations students, and CAP students.
• Dues may or may not be complimentary.
• Students must attend the regular meetings of the career and technical student organizations of which they are members (during club days or laboratory sessions).
• Overall attendance, grades, and student conduct shall be determining factors in a student’s involvement in the organization’s activities and meetings.
• Student involvement in all activities and fundraising shall be guided by the existing Lehigh Career & Technical Institute policy.

Should you have any questions regarding this form or the activities the student will be participating in, please contact the CTSO Advisor.

JOC Policy #122

Fundraising
The raising of funds via sales campaigns by recognized career and technical student organizations or like organizations shall be permitted only by the approval of the career and technical student organization advisor(s) and the school administration. Food items sold as fundraisers during the school day will be in compliance with LCTI’s nutritional standards for competitive foods.

Students are not permitted to sell non-LCTI fundraising products.

ADULT WORKFORCE EDUCATION

ADULT WORKFORCE EDUCATION OVERVIEW
In keeping with the Mission, Vision and Goals of Lehigh Career & Technical Institute, LCTI offers admission to anyone seeking to further his/her education.

The Adult Workforce Education Department at LCTI offers adult learners a variety of training programs to prepare for high demand occupations in the Lehigh Valley and beyond, with skill training focusing on practical hands-on learning. Graduates are highly sought-after by employers, earning family-sustaining wages with the opportunity for advancement in their industry.

COMBINATION PROGRAMS
Combining courses offers options for students to maximize their learning and job opportunities. For example, employers value heavy equipment operators who also possess a Class A commercial driver’s license. Many combinations of CDL/A, CDL/B, Heavy Equipment Operations, Dump Truck Operations, and Logistics & Forklift Safety are available. Visit www.lcti.org/go to view the wide array of training options or contact our training coordinator at 610-799-1345 for more information.

CONSTRUCTION
Heating Ventilation & Air Conditioning - HVAC
This 180-hour certificate program will cover the core skills needed for entry level employment in the HVAC field. Course includes safety instruction, use of hand and power tools and hands-on learning with state-of-the-art equipment in a complete lab environment. Instruction includes soldering and brazing techniques, ductwork fabrication and installation procedures for typical residential heating and air conditioning systems. Students will have the opportunity to earn industry credentials including the OSHA 10-Hour Safety Card and EPA 608 Refrigerant Handling Certification.

Residential Wiring & Electricity
This 200-hour certificate program prepares individuals with the knowledge and skills needed for employment in the residential electrical trade. The curriculum offers a basic framework of electrical theory and provides the hands-on skills needed to install, service and maintain electrical equipment in residential settings. Class includes instruction on electrical safety, trade tools, common residential wiring installations, troubleshooting and repairing residential service, determining circuit load calculations and NEC Code compliance. Students will have the opportunity to complete the OSHA 10-Hour Construction Safety training.
DAY SCHOOL SLOT PURCHASE
Intergenerational students are adult students who are integrated into a high school lab during regular school hours in programs that are not available as an adult only program. Competency based instruction is available on a half-day or full-day basis Monday to Friday from October to June. Enrollment is based on availability in the labs. Adults may contract for training hours based on their individual needs. For additional information, contact the Adult and Workforce Education office at 610-799-1372.

HEAVY EQUIPMENT
Heavy Equipment Operations
This 184-hour program provides students with hands-on instruction to learn how to operate a wide variety of heavy equipment utilized in the industry. Instruction on 24 pieces of equipment from various manufacturers including Case, John Deere, Volvo, Caterpillar and Ingersoll Rand. Training includes safety protocol, preventative maintenance, and the operation of excavators, bulldozers, backhoes, track loaders, wheel loaders, skid steer loaders, articulated dump hauler, and vibratory soil compactors, including the latest GPS technology. Learn basic surveying and erosion control techniques. Earn an OSHA 10-hour Safety card. New classes start monthly.

MECHANICS
PA Safety Inspection Mechanic Course
LCTI offers the PA state mandated training course and test required for automotive technicians to receive their State Inspection License. Applicants must complete the theory course, pass a written test, and satisfactorily perform a complete inspection of a vehicle. A three-hour tool class provides instruction and hands-on practice with the measuring tools used for vehicle inspection. Offered as evening and Saturday classes.

Emissions Certification
LCTI offers the PA state mandated training course and test for automotive technicians to receive their PA Enhanced Emissions Inspection Certification. Applicant must complete the theory course and pass a written and computerized test. Offered as evening classes.

Diesel Technology
This 200 hour program prepares individuals to apply technical knowledge and skills to the specialized maintenance and repair of trucks, buses, and other commercial and industrial vehicles. Core instruction includes basic diesel technology skills, preventive maintenance inspections, drive trains, suspension, steering, brake, and electronic systems. Students may take up to three electives in engine, heating/air conditioning, and/or hydraulic systems. The comprehensive program also prepares students to earn their Commercial Driver’s License Class A (see description above).

PROGRAMS
Center for Advanced Manufacturing
The advanced manufacturing sector offers high skill, high wage, and high demand career opportunities in the Lehigh Valley. Lehigh Career & Technical Institute’s Center for Advanced Manufacturing prepares students with the technical skills needed to succeed in this job market. The industry driven curriculum has been developed by leaders in the field and meets or exceeds industry standards. Instruction includes an innovative blended learning curriculum with theory-based instruction, practical hands-on training on state-of-the-art industrial equipment and software, multi-media integration and e-Learning components. Students receive program certificates, industry credentials and the ability to articulate credits into associate and bachelor degree programs.

Electromechanical/Mechatronics Technology
In this 1350-hour program, students will acquire skills encompassing electrical systems, electronics, motor controls, pneumatics, mechanics, computer controlled equipment, PLCs, and robotics used in today’s manufacturing environment. The program is designed to prepare students for a career in the industrial maintenance/electromechanical field as an electrical/electronic technician, mechanical technician, engineering technician, or process control technician. Learn in a fully-equipped, state-of-the-art lab on equipment that meets or exceeds today’s industry standards.
Electromechanical Machine Tool Technology
The Electromechanical Machine Tool Technology program is designed to prepare students for a career in servicing industrial precision machines. In this 1115-hour program, students will acquire skills encompassing electrical systems, motors, transformers, electrical and electronic motor control, pneumatics, mechanical drive systems, and PLCs along with the core principles of CNC (computer numerical control) machining on a lathe and mill and the fundamentals of CNC programming. The program includes an innovative blended learning curriculum with theory-based instruction, practical hands-on training on state-of-the-art industrial equipment and software, multi-media integration, and online e-Learning. Students will participate in a 160-hour field internship with a Haas Certified Trainer, funded by the Phillips Corporation.

Industrial Electrical Maintenance Technology
In this 625-hour program, students will acquire skills encompassing electrical systems, motor control, pneumatics, mechanics, PLCs and robotics commonly used in today’s manufacturing environment. The program is designed to prepare students for a career in the industrial maintenance/electromechanical field as an industrial electrical technician or mechanical technician. Learn in a fully-equipped, state-of-the-art lab on equipment that meets or exceeds today’s industry standards.

Precision Machine/CNC Technology – Right Skills Now for Manufacturing
The 600-hour Precision Machine/CNC Technology Program, Right Skills Now for Manufacturing (RSN) is designed to provide fast-track, high-skilled manufacturing training in the following areas: safety, precision measurement, job planning, benchwork, materials, manual milling, manual turning, CNC milling and CNC turning. The RSN curriculum is closely aligned with standards set forth by National Institute for Metalworking Skills (NIMS). Graduates earn a Right Skills Now Certificate, NIMS credentials that are recognized across the industry and participate in an internship program. Graduates from this program are prepared to enter the industry as entry-level manual and CNC machine tool operators.

Welding Technology
The 150-hour Welding Technology program provides theory and hands-on lab instruction in Oxy-acetylene/plasma cutting, Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding and Gas Tungsten Arc Welding. This course covers fundamental concepts, welding processes, welding terminology, metal identification, safety and tools. Students are prepared for American Welding Society (AWS) certification and entry-level employment by practicing welding skills in a fully equipped state-of-the-art facility.

TRANSPORTATION
The transportation sector is one of the fastest growing occupational areas nationwide and in the Lehigh Valley. LCTI’s Commercial Driver’s License Programs (CDL) and Logistics & Forklift Safety Programs prepare students to enter these industries.

Logistics and Forklift Safety Training Certificate
A comprehensive 60-hour hands-on course combining forklift operation, safety training, and the fundamentals of working in a modern warehouse, including the operation of hand-held computers, RFID technology and inventory control in a state-of-the-art logistics and distribution center. Students are prepared for rewarding careers in warehousing and distribution facilities with the opportunity for advancement.

Tractor Trailer Driver Training – CDL/A
The Lehigh Valley's only CDL/A training program certified by the Professional Truck Drivers' Institute (PTDI). This 150-hour course offers theory preparation, license endorsements, and one student to one truck driver training in trucks that match industry standards. LCTI is a PennDOT Certified Third Party test site. Upon completion of the program, students will test for their Commercial Driver’s License on-site with LCTI state certified examiners. Students will receive a certificate from LCTI with the nationally recognized PTDI Seal of Attainment and a PA CDL/A license. Full-time and part-time classes; days and evenings. New classes start every month.

Truck Driver Training – CDL/B
This 50-hour course will prepare the student for state written and skills test. Classroom instruction prepares students for the permit test and one student to one truck driver training in the trucks. LCTI is a PennDOT Certified Third Party test site. Upon completion of the program, students will test for their Commercial Driver's License on-site with LCTI state certified examiners. Students will receive a certificate from LCTI and a PA CDL/B license. Full-time and part-time classes; days and evenings. New classes start every month.
REGULATIONS ON
STUDENT RIGHTS
AND RESPONSIBILITIES

12.1. Free education and attendance.
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STUDENT RECORDS

12.31. General requirements.
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12.33. [Reserved].

SERVICES TO STUDENTS

12.41. Student services.
12.42. Student assistance program.
§ 12.1. Free education and attendance.
(a) All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth’s public schools.
(b) Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because:

1. The student is married.
2. The student is pregnant.
3. The student has a disability as identified by Chapter 15 (relating to protected handicapped students).
4. The student is an eligible student identified under Chapter 14 (relating to special education services and programs).

§ 12.2. Student responsibilities.
(a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
(b) No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
(c) Students should express their ideas and opinions in a respectful manner.
(d) It is the responsibility of the students to conform to the following:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
4. Assist the school staff in operating a safe school for the students enrolled therein.
5. Comply with Commonwealth and local laws.
6. Exercise proper care when using public facilities and equipment.
7. Attend school daily and be on time at all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
11. Not use obscene language in student media or on school premises.

§ 12.3. School rules.
(a) The governing board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rulemaking power, however, is not unlimited; it must operate within statutory and constitutional restraints. A governing board has only those powers that are enumerated in the statutes of the Commonwealth, or that may reasonably be implied or necessary for the orderly operation of the school.
(b) Governing boards may not make rules that are arbitrary, capricious, discriminatory or outside their grant of authority from the General Assembly. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.
(c) Each governing board shall adopt a code of student conduct that includes policies governing student discipline and a listing of students’ rights and responsibilities as outlined in this chapter. This conduct code shall be published and distributed to students and parents or guardians. Copies of the code shall also be available in each school library.

§ 12.4. Discrimination.
Consistent with the Pennsylvania Human Relations Act (43 P. S. §§ 951—963), a student may not be denied access to a free and full public education, nor may a student be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin or disability.

§ 12.5. Corporal punishment.
(a) Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited.
(b) Teachers and school authorities may use reasonable force under the following circumstances:

1. To quell a disturbance.
2. To obtain possession of weapons or other dangerous objects.
3. For the purpose of self-defense.
4. For the protection of persons or property.
§ 12.6. Exclusions from school.
(a) The governing board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain students with disabilities shall be governed by § 14.143 (relating to disciplinary placements) and 34 CFR 300.519—300.529 (relating to discipline procedures).
(b) Exclusion from school may take the form of suspension or expulsion.
   (1) Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.
      (i) Suspensions may be given by the principal or person in charge of the public school.
      (ii) A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
      (iii) The parents or guardians and the superintendent of the district shall be notified immediately in writing when the student is suspended.
   (iv) When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements in § 12.8(c) (relating to hearings).
   (v) Suspensions may not be made to run consecutively beyond the 10 school day period.
   (vi) Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the governing board.
(2) Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from the school rolls. Expulsions require a prior formal hearing under § 12.8.
(c) During the period prior to the hearing and decision of the governing board in an expulsion case, the student shall be placed in his normal class except as set forth in subsection (d).
(d) If it is determined after an informal hearing that a student’s presence in his normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.
(e) Students who are under 17 years of age are still subject to the compulsory school attendance law even though expelled and shall be provided an education.
   (1) The initial responsibility for providing the required education rests with the student’s parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the district’s superintendent.
   (2) Within 30 days of action by the governing board, the parents or guardians shall submit to the school district written evidence that the required education is being provided as described in paragraph (1) or that they are unable to do so. If the parents or guardians are unable to provide the required education, the school entity shall, within 10 days of receipt of the notification, make provision for the student’s education. A student with a disability shall be provided educational services as required by the Individuals With Disabilities Education Act (20 U.S.C.A. §§ 1400—1482).
(3) If the approved educational program is not complied with, the school entity may take action in accordance with 42 Pa.C.S. Chapter 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See § 12.1(b) (relating to free education and attendance).
§ 12.7. Exclusion from classes—in-school suspension.
(a) A student may not receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
(b) Communication to the parents or guardian shall follow the suspension action taken by the school.
(c) When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the principal shall be offered to the student and the student’s parent or guardian prior to the 11th school day in accordance with the procedures in § 12.8 (relating to hearings).
(d) The student’s school entity has the responsibility to make provision for the student’s education during the period of the in-school suspension.
(a) General. Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing.
(b) Formal hearings. A formal hearing is required in all expulsion actions. This hearing may be held before the governing board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:
   (1) Notification of the charges shall be sent to the student’s parents or guardians by certified mail.
   (2) At least 3 days’ notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
   (3) The hearing shall be held in private unless the student or parent requests a public hearing.
(4) The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.

(5) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.

(6) The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.

(7) The student has the right to testify and present witnesses on his own behalf.

(8) A written or audio record shall be kept of the hearing. The student is entitled, at the student’s expense, to a copy. A copy shall be provided at no cost to a student who is indigent.

(9) The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:
   (i) Laboratory reports are needed from law enforcement agencies.
   (ii) Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals With Disabilities Education Act (20 U.S.C.A. § § 1400—1482).
   (iii) In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.

(10) Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

(c) Informal hearings. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

(1) The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.

(2) The following due process requirements shall be observed in regard to the informal hearing:
   (i) Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.
   (ii) Sufficient notice of the time and place of the informal hearing shall be given.
   (iii) A student has the right to question any witnesses present at the hearing.
   (iv) A student has the right to speak and produce witnesses on his own behalf.
   (v) The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.


(a) The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth.

(b) Students shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual’s rights.

(c) Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands and any other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.

(1) Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.

(2) Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.

(d) Identification of the individual student or at least one responsible person in a student group may be required on posted or distributed materials.

(e) School officials may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on school property.

(f) Bulletin boards must conform to the following:
   (1) School authorities may restrict the use of certain bulletin boards.
   (2) Bulletin board space should be provided for the use of students and student organizations.
   (3) School officials may require that notices or other communications be officially dated before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.

(g) School newspapers and publications must conform to the following:
   (1) Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).
   (2) School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.
   (3) School officials may not censor or restrict material simply because it is critical of the school or its administration.
Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.

Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.

The wearing of buttons, badges or armbands shall be permitted as another form of expression within the restrictions listed in subsection (c).

School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.

A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students.

The place of the activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

§ 12.10. Flag Salute and the Pledge of Allegiance.

It is the responsibility of every citizen to show proper respect for his country and its flag.

Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions.

Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

§ 12.11. Hair and dress.

The governing board may establish dress codes or require that students wear school uniforms. Policies may apply to individual school buildings or to all school buildings.

Students have the right to govern the length or style of their hair, including facial hair. Any limitation of this right must include evidence that length or style of hair causes disruption of the educational process or constitutes a health or safety hazard. When length or style of the hair presents a health or safety hazard, some types of covering shall be used.

Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities or other situations when special attire may be required to insure the health or safety of the student.

Students have the responsibility to keep themselves, their clothes and their hair clean. School officials may impose limitations on student participation in the regular instructional program when there is evidence that the lack of cleanliness constitutes a health hazard.


Use of a student’s confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example, 42 Pa.C.S. § 5945 (relating to confidential communications to school personnel).

Information received in confidence from a student may be revealed to the student’s parents or guardians, the principal or other appropriate authority when the health, welfare or safety of the student or other persons is clearly in jeopardy.

§ 12.13. [Reserved].


The governing board of every school entity shall adopt reasonable policies and procedures regarding student searches. The local education agency shall notify students and their parents or guardians of the policies and procedures regarding student searches.

Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.

Prior to a locker search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare or safety of students in the school, student lockers may be searched without prior warning.

§ 12.15. [Reserved].


The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise:

**Corporal punishment**—A form of physical discipline that is intended to cause pain and fear and in which a student is spanked, paddled or hit on any part of the body with a hand or instrument.

**Governing board**—The board of school directors of a school district, joint school committee of a joint school or joint vocational school, intermediate unit board of directors, or the board of trustees of a charter school or cyber-charter school.

**School entity**—A local public education provider (for example—public school, charter school, cyber-charter school, area vocational-technical school or intermediate unit).

**Student assistance program**—A systematic process designed to assist school personnel to identify issues, including alcohol, drugs and others, which pose a barrier to a student’s learning and school success. Student assistance is a
systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning, and, when the problem is beyond the scope of the school, to assist the parent and the student with information so they may access services within the community.

Student services—Services designed by a school entity to support the instructional program and to help students attain their educational and career goals.

(i) Services may include school guidance counseling, health services (under Article XIV of the Public School Code of 1949 (24 P. S. § § 14-1401—14-1423) and 28 Pa. Code Chapter 23 (relating to school health)), psychological services, social work and home and school visitor services.

(ii) School entities may supplement, but may not supplant, these services through school-based, school-linked, or coordinated services provided by locally available social and human services agencies.

STUDENT RECORDS

§ 12.31. General requirements.
(a) The governing board of every school entity shall adopt a plan for the collection, maintenance and dissemination of student records
(b) Copies of the adopted plan shall be maintained by the school entity and updated as required by changes in State or Federal law.
(c) Copies of the plan shall be submitted to the Department only upon request of the Secretary.

§ 12.32. Elements of the plan.
The plan for student records must conform with applicable State and Federal laws, regulations and directives identified in guidelines issued by the Department.

§ 12.33. [Reserved].

SERVICES TO STUDENTS

§ 12.41. Student services.
(a) Each school entity shall prepare a written plan for the implementation of a comprehensive and integrated K-12 program of the student services based on the needs of its students. The plan shall be prepared and revised in accordance with the time frames and procedures described in § 4.13(c) (relating to strategic plans). Services offered by community agencies in public schools shall be coordinated by and under the general direction of the school entity. The plan must include policies and procedures for emergency care and administration of medication and treatment under The Controlled Substance, Drug, Device and Cosmetic Act (35 P.S. § § 780-101—780-144) and guidelines issued by the Department of Health. The Department of Health guidelines are available from the Division of School Health, Department of Health, P.O. Box 90, Harrisburg, Pennsylvania 17108. A school entity shall make its student services plan available for public inspection and comment for a minimum of 28 days prior to approval of the plan by the school entity's governing board.

(b) Though the variety of student services offered will differ from school to school depending upon its size and the needs of its students, the following categories of services shall be provided by each school entity in planning its student services:

(1) Developmental services for students that address their developmental needs throughout their enrollment in school. Developmental services include guidance counseling, psychological services, health services, home and school visitor services and social work services that support students in addressing their academic, behavioral, health, personal and social development issues.

(2) Diagnostic, intervention and referral services for students who are experiencing problems attaining educational achievement appropriate to their learning potential.

(i) Student services staff use diagnostic services to identify barriers that limit a student’s success in school. Intervention services actively engage student services staff in activities planned to reduce or eliminate specific barriers to student success.

(ii) Student services staff may arrange for referrals to other school-based or school-linked professionals or may refer parents and guardians to appropriate community-based services for assistance.

(3) Consultation and coordination services for students who are experiencing chronic problems that require multiple services by teams or specialists.

(i) Consultation services are used by student services staff, in partnership with parents or guardians, to obtain assistance to address barriers and issues that are outside the scope of the student services professional.

(ii) Consultation and coordination services may be used to assist in the diagnosis, intervention or referral of students who face barriers to success.

(iii) Coordination services connect school resources with other available resources to assist students in meeting their educational objectives.

(c) Student services must:

(1) Be an integral part of the instructional program at all levels of the school system.

(2) Provide information to students and parents or guardians about educational opportunities of the school’s instructional program and how to access these opportunities.

(3) Provide career information and assessments so that students and parents or guardians might become aware of the world of work and of a variety of career options available to individual students.
(4) Provide basic health services outlined in Article XIV of the Public School Code of 1949 (24 P.S. § § 14-1401—14-1423) for students and information to parents or guardians about the health needs of their children.

(d) When student assessments using individual surveys are administered, parents or guardians shall be informed of the nature and scope of the surveys and of their relationship to the educational program of their child, consistent with section 445 of the General Education Provisions Act (20 U.S.C.A. § 1232h) regarding protection of pupil rights. Parents or guardians, or the student if the student is 18 years of age or older, shall have the right to refuse to participate in the survey by means of procedures established by the school entity.

(e) Persons delivering student services shall be specifically licensed or certified as required by statute or regulation.

(f) The Department will provide guidelines and technical assistance to local education agencies in planning student services.

§ 12.42. Student assistance program.

School entities shall plan and provide for a student assistance program under section 1547(g) of the Public School Code of 1949 regarding alcohol, chemical and tobacco abuse program).
Lehigh Career & Technical Institute has a policy not to discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to LCTI’s Title IX and Section 504 Coordinator for students at 4500 Education Park Drive, Schnecksville, PA 18078 or 610-799-1357 or LCTI’s Compliance Officer for personnel at 4500 Education Park Drive, Schnecksville, PA 18078 or 610-799-1385.