

# Emmaus High School

## Student Handbook

### 2017-2018

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*Emmaus High School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.*

**This handbook/agenda belongs to:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Student No. \_\_\_\_\_

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## ***Students' Records Regulations***

In compliance with the Federal Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, the Board of Education has adopted a policy of Administrative Regulations for the Collection, Maintenance and Dissemination of Student Records. Copies of Policy 216 and 217 and administrative regulations are available to parents and eligible students in the offices of principals and secondary school counselors. A portion of the federal legislation stipulates that parents and students shall be informed annually of their rights under FERPA.

The parent/guardian of a student or an eligible student has the right to inspect, review, and receive copies, free of charge, of the education records of the student by personally requesting the record from the elementary principals or the secondary school counselors as appropriate. The District maintains education records, which include personally identifiable information (name, parents, address, birth date); achievement, intelligence and aptitude test scores; scholastic records (grades); honors and activities; and health information. Education records of elementary school students are maintained in the school office of the elementary schools. Secondary school counselors are responsible for the education records of secondary school students and maintain them in their offices. A complete list of persons who are authorized to have access to student records is available in each principal's office and the guidance offices.

Information from the education records of a student may not be disclosed without prior written consent of the parent/guardian of the student or the eligible (18 years of age or attending a post-secondary educational institution) student unless the disclosure is:

- To other school officials, including teachers, within the district who have legitimate educational interests.
- To officials of another school or school system in which the student seeks or intends to enroll.
- Directory information such as student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous school attended by the student.
- Other authorities stipulated in FERPA.

**NOTE:** The parent/guardian of the student or the eligible student has the right to refuse disclosure of any or all of the categories of directory information including military recruiters and institutions of higher learning. The student's principal shall be informed in writing before November 1 of each school year that certain information is not to be designated as directory information.

A written record of the disclosure of personally identifiable information from the education records of a student will be maintained by each principal or school counselor. The parent/guardian of the student or the eligible student has the right to inspect that record.

The parent/guardian of the student or an eligible student has the right to seek the correction of education records of the student through a request to amend the records or a hearing. A written statement of disagreement with the information entered on the record may be placed in the education records of a student by the parent/guardian of the student or an eligible student.

The parent/guardian of the student or an eligible student has the right to forward, in writing, complaints concerning alleged failure by school district personnel to comply with the requirements of the Rights and Privacy Act to the Office of Health, Education, and Welfare, FERPA Officer, Room 4511, Switzer Building, Washington, DC 20202.

## **VISION, MISSION AND CORE BELIEFS**

### **VISION**

Emmaus High School will empower students to maximize their individual potential and become lifelong learners and contributors to a global society.

### **MISSION**

Emmaus High School will provide a learning environment in which students become problem solvers, collaborators, critical thinkers, and communicators.

### **CORE BELIEFS**

1. We believe Emmaus High School must continue to provide an excellent program that addresses the educational needs of all students in a safe and supportive environment.
2. We believe the collaboration between the home, the school district, and the community has a direct correlation to the quality of the educational system and the experience of each student.
3. We believe a strong foundation of experiences leads to constructively contributing citizens who understand the effects of their actions.

### ***EVERY GRADUATE OF EMMAUS HIGH SCHOOL WILL DEMONSTRATE THE FOLLOWING SKILLS AND COMPETENCIES:***

The ability to work effectively and collaboratively as part of a team comprised of others who may think differently or have had different life experiences.

The ability to manage and adapt to change, along with a willingness to take calculated risks.

The literacy skills and digital proficiency necessary to:  
read, interpret and evaluate information effectively  
communicate effectively in written and verbal form  
use 21st century technological tools to access information and solve problems

A developed sense of civic responsibility, environmental awareness and the knowledge that we are all members of a global society.

Skills and knowledge that will allow them to successfully transition into adulthood.

Competency areas include:

- Personal health & well-being
- Independent living
- Personal responsibility
- Work ethic
- Workplace readiness
- Accessing resources
- Time management
- Lifelong learning

## **VISION, MISSION AND CORE BELIEFS - Con't**

A developed sense of self-awareness, through which the student knows his or her:

- Strengths and how to use them to maximize his or her individual potential weaknesses and how to improve or compensate for them
- Learning style and how to implement it
- Leadership skills developed through practical experience and service opportunities
- Understanding and application of academic skills that meet or exceed established standards

## **COUNSELING SERVICES**

Counseling services are intended to help students. Students are urged to consult with a counselor to discuss any concerns they may experience, which may include individual career plans, occupational opportunities and current school work.

More specifically, the purpose of counseling services is to assist students in finding solutions to individual problems; adjusting to surroundings; making a vocational choice; securing information about various school courses and activities, planning post-high school education and opportunities; planning courses and electives to meet college entrance requirements; applying for admission to colleges, nursing schools, junior colleges, technical schools and preparatory schools, and securing information about these schools and their requirements.

Counseling services include the administration of tests to measure achievement, interests, and vocational aptitudes. The purpose of such tests is to enable students and school staff to better understand and serve each student's abilities and interests.

## **GRADUATION REQUIREMENTS**

The East Penn School District requires that all students complete a minimum of twenty-one (21) credits as defined in the Program of Studies between grades 9 and 12 to graduate.

Credits must be completed in the following areas:

<b><u>Subject Area</u></b>	<b><u>Number of Credits</u></b>
English	4
Social Studies	4
Science	3.2 (Includes 1 Lab Science)
Mathematics	3
Arts or Humanities	2
Health	0.5
Driver Education	0.25
Family and Consumer Science	0.5
Wellness/Fitness	1.0*

Students must complete four (4) Wellness/Fitness courses (one each year). One of these must be aquatics.

Arts/Humanities: Any course offered in the following departments may be used to satisfy the Arts/Humanities requirements:

- Art
- Music (including band, orchestra and chorus when offered for credit)
- English
- Family and Consumer Science
- Social Studies
- World Language
- Technology Education

## **GRADUATION REQUIREMENTS – Con't**

Since all students are required to complete a four-year Social Studies sequence, one of these courses could automatically fulfill one of the two Arts/ Humanities requirements. Students are required to take American Studies (American Studies 1 and 2 OR U.S. History, Advanced Placement) and World Studies (World Studies OR European History, Advanced Placement) to meet their Social Studies graduation requirement.

Students must take three full years of science, at least one of which must include a lab.

All students must complete one semester of an individual computer applications course. Please see courses listed in the Computer and Business Applications and Computer Science departments for courses that fulfill this requirement.

Students transferring into the East Penn School District who are in jeopardy of not satisfying local graduation requirements due to differences in requirements between the East Penn School District and the previous school(s) attended and/ or students enrolled in approved differentiated academic programs (ADAP) are entitled to an adjustment in the graduation requirements according to procedures established by the Superintendent/Principal.

### **Keystone Exams**

The Keystone Exams are end-of-course assessments designed to assess proficiency. Currently, Keystone exams are being administered in the subject areas of Algebra I, Literature, and Biology. The Keystone Exams are one component of Pennsylvania's new system of high school graduation requirements.

Keystone Exams will help school districts guide students toward meeting state standards-aligned with expectations for success in college and the workplace. In order to receive a diploma, students must also meet local district graduation requirements. In addition, the Pennsylvania Department of Education is requiring proficiency on Keystone Exams as a state graduation requirement beginning with the Class of 2019. Detailed information about the Keystone Exams can be found at:

<http://www.pdesas.org/Assessment/Keystone#>

### **PREREQUISITES**

Students are required to fulfill prerequisites before registering for any course. Students who have satisfied the prerequisite but do not meet the recommended grade contained therein and/or who are not recommended by their current teacher to take the desired course may submit a formal request to their counselor to override the recommendation. This request will be reviewed by the student's school counselor and assistant principal and approved or denied based on the information presented. Students should see their school counselor for more information regarding this procedure.

### **SEMESTERS, FULL TERMS**

The Emmaus High School year is divided into four marking or rating periods. Report cards are issued at the end of each of these nine-week periods. An eighteen-week course is referred to as a SEMESTER course. Other courses, which have a duration of two semesters, are referred to as FULL TERM courses. If a course is not designated as a semester course, assume the course's duration is a full term.

### **SIX-DAY CYCLE**

Emmaus High School operates on a six-day cycle schedule. Each day is numbered (1-6) rather than identified by the traditional weekday name. This method aids in the scheduling of special classes such as science laboratories and wellness/fitness, and



also provides for the continuity of days. In the past, when a holiday fell on a weekday and this was the day a student had a particular class, the student missed that part of the school program. Under the cycle schedule, holidays or days off do not affect the program since the next regular day is scheduled automatically. Example: If Monday (Day 2) is a holiday, Tuesday will become Day 2 in the student's schedule. The days within the cycle are announced each day in the EHS DAILY BULLETIN. Every Wednesday EHS will run the "Flex Block Wednesday" schedule despite the day of the cycle (P. 37).

### **MARKING SYSTEM**

Students will receive a numerical grade for each course at the end of each quarter. This rule is not necessarily applicable to Independent Study, except as contracted. The quarter, semester, and year grade will be a numerical grade. Work which is incomplete during the fourth quarter will be given an "F" grade and averaged with other grades that quarter. The grading system used is as follows:

#### **Percentage Range**

90 – 100 %	A
80 – 89 %	B
70 – 79 %	C
60 – 69 %	D
0 – 59 %	F

#### **Other Marks**

- I Incomplete (used when a student owes work for various reasons...the grade must be converted to a percentage grade by the next grading period).
- M Medical excuse (used when a student is given a medical exemption to a course).
- N No Grade (used in rare situations when there may be no grade to report at that Time)
- P Passing (used when a student is in a course identified as a pass/fail course).
- F Failing (used when a student is in a course identified as a pass/fail course).
- W Withdrawn (used when a student withdraws from school or from a course and is used as the final grade).
- WP Withdrawn, passing (used when a student withdraws from a course after the first grade reporting of that course and is passing the course at the time of withdraw).  
*Please note: Use only as marking period grade and not final grade.*
- WF Withdrawn, failing (used when a student withdraws from a course after the first grade reporting period of that course and is failing the course at the time of withdraw).  
*Please note: Use only as marking period grade and not final grade.*

### **COURSE SELECTION**

Course selection is regarded as an important function and should be given very serious consideration by students and parents. On the basis of both the wide variety of course offerings and the non-discrimination policy at Emmaus High School, the student is encouraged to extend career horizons beyond the traditional stereotypes and to select a program of studies, which fits the student's unique interests, strengths, and abilities.

It is required that a student's academic program consist of a minimum of five full year courses or its equivalent (two semesters are equal to one full year course). Every student is required to take English, Social Studies, and Wellness/Fitness. LCTI students must meet as many of the requirements as their schedule allows. In addition, the student must meet the requirements listed under "Graduation Requirements." The scheduling process involves input from teachers and counselors during each academic year.

PLEASE NOTE: All course selection changes must be made before the announced date. A listed course may not be offered because an insufficient number of students selected the course, a certified teacher is not available, or budgetary funds are not available.

### **CLASS TRANSFER AND WITHDRAWAL**

No course changes will be made during the first six days of the semester.

Exceptions will be made only if a student has been scheduled for a course that he or she did not request or, in rare cases, if an error exists on the student's schedule. Once the first six days of the semester have passed, transfers and/or withdrawals from scheduled classes will be made only in special circumstances. Requests for a transfer and/or withdrawal will be considered only after:

1. The request from parents and student has been presented to the counselor on the form available from the student's counselor. Verbal requests, email or other written notes will not be processed.
2. The teacher has signified his/her approval.
3. The committee comprised of counselors and administrator(s) has granted its approval. The validity of the request will be determined by the committee after analyzing the student's record and consulting with the teacher, parents and the student involved.
4. Once interim progress report comments are entered by teachers in the first rating period of the course, course withdrawals will appear on student transcripts as a WP or WF, based upon the student's performance at the time of withdrawal.

### **SEMESTER AND FULL YEAR GRADES**

The final average for each course will be computed by averaging the numerical grades for each quarter with both semester examination grades. The combined semester exam grades will always count as 20% of the final course grade.

### **REPORT CARDS**

Report cards are issued four times during the school term. The dates are listed on the district calendar. The Vocational-Technical School issues report cards four times during the year for the courses studied there.

### **GRADE POINT AVERAGE**

The Grade Point Average (GPA) is a system for calculating a student's scholastic average on a 0 to 4+ scale.

Wellness/Fitness, courses that are taken pass/fail, and courses that are taken as an independent study are not used in calculating the GPA.

Beginning with the 2017-2018 academic year, the GPA calculation is based on final grades earned in each course. Final grades are awarded based on quarter and semester exam grades. GPA is calculated and reported once annually and additionally, at the end of a student's seventh semester. These calculations are performed in the following manner:

- A mark is assigned a numerical value called the Quality Point (QP). The Quality Point values for course marks are:

<b>Grade</b>	<b>AP</b>	<b>Honors</b>	<b>CP/GP</b>
90 – 100	5 QP	4.5 QP	4 QP
80 – 89	4 QP	3.5 QP	3 QP
70 – 79	3 QP	2.5 QP	2 QP
60 – 69	2 QP	1.5 QP	1 QP
0 - 59	0 QP	0.0 QP	0 QP

M, N, P, WP and WF are not used in calculating GPA.

- Each course has an assigned credit value. A course's credit value is based on the number of meeting times per cycle and the length of the course.
- The course value for each quarter is multiplied times the Quality Point Value of the grade earned.
- The GPA is determined by dividing the total Quality Points for all courses by the total attempted course credits attempted for all courses. Note: This calculation is reported once annually and additionally, at the end of a student's seventh semester.

The official cumulative GPA is calculated at the end of the academic year. Quality points earned on the old grade scale prior to the 2017-2018 school year will be combined with those earned on the new grading scale beginning in the 2017-2018 to calculate the cumulative GPA. This sum will be divided by the total attempted credits to calculate the cumulative GPA. The class rank is based on this cumulative GPA. The GPA and Class Rank calculated at the end of a student's eleventh grade year will be reported as part of the college application process.

A cumulative GPA, which includes all completed coursework through the end of a student's seventh semester, will be calculated and provided to colleges that require a mid year report from applicants.

### **CLASS RANK**

Class rank is determined by arranging the cumulative GPA's of all students graduating in the same year in order from highest to lowest. It is computed at the end of each academic year on a percentile basis, for example top 10% (ile). In the percentile reporting method, several students will occupy each percentile, and no distinction will be made among the students in each percentile.

### **COLLEGE COURSES, OUTSIDE COURSES, GRADE POINT AVERAGE (GPA) AND CLASS RANK**

A number of local colleges and universities, including Lehigh University, Cedar Crest College and Lehigh Carbon Community College, provide affordable opportunities for Emmaus High School students to take college courses while still in high school. Students interested in such an opportunity should contact their school counselor. Prior written approval of the high school principal is required for all college courses. College

courses and any other course exceptions (i.e. pass/ fail, exam exempted courses, courses exempted by private tutoring and independent study) will receive grades and will be reflected on the transcript where appropriate but will not be counted as part of the GPA or class rank.

Any costs for courses outside of the regular high school program will be the responsibility of the student and his/her family.

### **HONORS AND ADVANCED PLACEMENT SEQUENCE**

The Honors and Advanced Placement courses are intended for students who are interested in an enriched experience in a specific subject. Enrollment in the courses is open to all students, but they must have satisfied the prerequisites and have the ability and desire to handle the increased academic demands. To remain in the courses, students must continue to demonstrate ability and desire to do the type of assignments required by this program. Students who complete an AP course are encouraged to take the AP examination. All ninth grade honors courses need the approval of the teacher/counselor.

### **PRINCIPAL'S HONOR LIST AND HONOR ROLL**

The Principal's Honor List contains the names of students having a 4.000 GPA or greater and no grade lower than a C in all courses that are entered into the calculation of the GPA.

The Honor Roll contains the names of students having a Quarterly Point Average (QPA) from **3.25** to **3.999** and no grade lower than a C in all courses that are entered into the calculation of the QPA.

A student who received an incomplete mark ("I"), A **WP** or **WF**, or a failing mark in any course is not eligible for either the Principal's Honor List or the Honor Roll.

A student who believes that an error exists in either the Principal's Honor List or the Honor Roll should immediately report the discrepancy to his/her counselor.

### **HONOR GRADUATES**

Students with a cumulative GPA of 3.800 at the conclusion of the second quarter of the senior year will be considered Honor Graduates. *(No rounding up of GPA will be considered, i.e. a student with a GPA of 3.799 will not be listed as an honor graduate.)*

A final cumulative GPA will be calculated after the final exam. Any senior who has a 3.8000 cumulative average at this time will be added to the group, which was determined in the second quarter but their name will not appear in the program at graduation.

### **NON-DISCRIMINATION POLICY**

The East Penn School District is an equal opportunity education institution and will not discriminate in its educational programs, activities, or employment practices on the basis of race, color, national origin, sex, age, religion, ancestry, handicap, union membership, or other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title VI, Title IX, and Section 504.

For information regarding 1) civil rights, 2) grievance procedures, 3) services, activities and facilities that are accessible to and usable by handicapped persons, or 4) employee or participant complaints of harassment or discrimination, contact the Human Resources Office, 800 Pine Street, Emmaus, PA 18049, (610) 966-8330.

### **PASS/FAIL OPTION**

A course may be taken on a Pass/Fail basis if the below conditions are satisfied. All arrangements for Pass/Fail courses must be completed prior to the first Interim Progress Report (IPR) in the semester the course begins.

1. Students must take a minimum of 5.00 credits in the academic year.

2. Students may not take graduation requirements pass/fail. This includes specific subject requirements and total course requirements.
3. The request must be approved by the parent, teacher, counselor, and principal or grade level assistant principal.
4. The teacher may recommend withdrawal from the course if the student is not meeting the course responsibilities.

### ***INDEPENDENT STUDY***

Independent study programs are available in unusual situations when it is determined that a course is a necessary component of a student's program, but it cannot be scheduled.

The course must be in the Program of Studies. Courses taken in this manner will receive a grade and assigned course value, but the grade will not be included in GPA calculations. Independent Study arrangements must be approved by the teacher, parent, school counselor, and Assistant Superintendent in writing, and the agreement must be completed prior to the first Interim Progress Report (IPR) in the semester the course begins. Please reference school board policy 116.1 for additional information regarding independent study.

### ***EXEMPTING COURSES BY EXAM***

The purpose of this exemption, whenever available, shall be to allow a student, in unusual circumstances, to exempt a particular course because of an existing knowledge base. All arrangements must be approved by:

1. Counselor
2. Grade Level Assistant Principal
3. Testing Coordinator
4. Assistant Superintendent

Exempting exams will be offered during midterm exams, final exams and during summer school session. Please contact your school counselor if interested.

### ***EXEMPTING COURSES BY TUTORING***

The purpose of this exemption shall be to move students ahead of the district adopted sequence of courses in a particular academic subject through private tutoring. All arrangements must be approved by the Tutoring Coordinator and Assistant Superintendent. Please contact your school counselor if interested.

### ***GIFTED SUPPORT PROGRAM***

Emmaus High School offers programming options for students enrolled in the Gifted Support Program. EHS gifted teachers maintain an office in the high school to develop and implement Gifted Individualized Education Plans (GIEPs). The gifted teachers provide students with enrichment and acceleration when appropriate, and conduct consultations and collaborations for the differentiation of instruction. Finally, electives for ninth through twelfth grade students are also program options (see course listings for more details).

### ***LEHIGH CAREER AND TECHNICAL INSTITUTE***

The Lehigh Career and Technical Institute is an extension of the home school. The various programs offered are an integral part of the curriculum of the home high school. Students who take a Lehigh Career and Technical Institute program continue to take their required academic subjects and wellness/fitness at the home school during one-half of the school day and attend the Lehigh Career and Technical Institute the other half-day for their specialized career program. Students receive three credits for the successful completion of one year of vocational training.

An alternative to the half-day program, LCTI's Academic Center provides tenth through twelfth grade students the opportunity to attend LCTI for a full day. This program allows students to take both academic and technical classes at LCTI. The Academic Center also affords students the opportunity to take advanced coursework at Lehigh Carbon Community College in dual enrollment and middle college courses. Ask your school counselor for more information.

Diplomas awarded at graduation are given only by the home high school and not the Lehigh Career and Technical Institute. The Lehigh Career and Technical Institute does, however, present a certificate to each graduating student who has successfully met Lehigh Career and Technical Institute standards. Lehigh Career and Technical Institute graduates also receive a listing of competencies completed in their trade area.

Students who wish to enroll in LCTI during their ninth grade year must first meet specific academic eligibility requirements established by the East Penn School District. Students should see their school counselors for more information about these criteria.

### ***NCAA Eligibility***

All student athletes interested in continuing their athletic careers at the collegiate level (Divisions I and II only, Division III is not affected) must familiarize themselves with NCAA Eligibility rules and requirements, as high school course selection can have an impact on future collegiate academic eligibility. Student athletes are advised to begin planning early in their high school careers in order to meet NCAA requirements, which are found in detail here: [www.eligibilitycenter.org](http://www.eligibilitycenter.org). It is the student athlete's responsibility to be aware of NCAA requirements. Please contact your coach, the EHS Athletic Office, or your school counselor, if you have any questions.

### ***LCCC DUAL ENROLLMENT PROGRAM***

Lehigh Carbon Community College and Emmaus High School have partnered together to offer Dual Enrollment courses. This program enables students who have achieved certain academic standards to take one or more college courses while still in high school. Students participating in the Dual Enrollment Program can earn transferable college credits for each course taken and also work toward meeting high school graduation requirements. Courses are taught at the high school during the regular school day. Courses are taught by qualified high school teachers serving as an LCCC adjunct instructor or by an LCCC faculty member. Faculty teaching Dual Enrollment courses are required to meet the hiring standards of LCCC's accrediting agency.

Taking advantage of this postsecondary experience will not only jump-start a student's college career, but also give him/her the opportunity to earn transferable college credits while he/she is still in high school. The cost for Dual Enrollment courses taught in sponsoring high schools by high school faculty is \$30 per credit, or \$90 for a three-credit course. There is no application fee for Dual Enrollment students.

### ***MID-TERM / FINAL EXAMS***

All students are expected to take their mid-term and final exams when scheduled. Midterms exams typically fall at the end of Marking Period 2. Final Exams typically occur at the end of Marking Period 4. All testing dates are subject to change due to inclement weather and school closures. Vacations **will not** be approved during exam times. Students who have an unexcused absence **will not** be allowed to take their exams and will **receive a zero**. The only way for a student to receive an excused absence from an exam and an opportunity to make up the exam, is to submit a doctor's note. All doctor's notes are subject to verification. This note should be submitted to the designated Assistant Principal upon their return to school.

### ***CAREER PATHWAYS***

The East Penn School District in conjunction with other Lehigh County Public Schools participates in Career Pathways. Career Pathways guide students of all ages through a process to realistically prepare them for a promising future. To help graduates compete in a job market that requires more and more technological knowledge, Career

Pathways is designed to provide all students with the academic and technical skills they need to reach their career goals.

Career Pathways aims to prepare students for careers based on their interests and abilities. Career awareness, exploration, preparation, and development span over the student's K through 12 education. After readying for the world of careers through some form of higher education, students are encouraged to make learning a lifelong priority.

### **2017-2018 STANDARDIZED TESTS DATES**

The Emmaus High School Counseling Department suggests the following testing sequences for all students whether college bound or work bound:

**PSAT/NMSQT – October 14, 2017**

**Recommended for all juniors who plan on taking the SAT, and/or wish to compete for the National Merit Scholarship.**

**SAT & Subject Test – See [www.collegeboard.com](http://www.collegeboard.com) for dates and to register.**

**Keystone assessments tentative dates -**

**Winter 2017 - Algebra 1, Biology, Literature**

**December 4-14, 2017 and January 8-22, 2018**

**Spring 2018 – Algebra 1, Biology, Literature**

**May 14-25, 2018**

**Students who are proficient in December will not take the assessments in May.**

### **ATTENDANCE REQUIREMENTS<sup>1</sup>**

1. Each student will receive a book of twenty-three EHS Excuse Blanks on the first day of school. The **EHS Excuse Blank** is also posted on the Emmaus High School website at: **EHS Excuse Blanks *must be used in order to have an excused absence, lateness to school, and/or early dismissal. Written notes not on an EHS Excuse Blank will not be accepted.***
2. When a student is absent from school for legitimate reasons he/she must have a parent/guardian complete an **EHS Excuse Blank** and submit it to the main office or their grade level assistant principal's office upon return/arrival, scan and email a PDF of a completed **EHS Excuse Blank** to [EHSAttendance@eastpennsd.org](mailto:EHSAttendance@eastpennsd.org) or have a parent fax a completed **EHS Excuse Blank** to the attendance fax at (484) 519-3932 within three (3) school days of said absence. Failure to return an excuse blank will be handled as per district policy and applicable state law regarding unexcused absences. If you attempt to submit your excuse blank to your grade level office and the office is closed, submit your excuse blank to the attendance box located in the main office
3. Legitimate reasons for absences shall include:
  - o Personal illness
  - o Death in the family or serious illness in the family
  - o Observance of religious holidays of the pupil's own faith
  - o School-related field trips or educational activities pre-approved by the district and/or building administration
  - o Special circumstances such as a court summons, doctors' appointments, or other emergencies that the school principal deems appropriate.
4. **Students who are absent or late for twenty (20) days or more, regardless of the reason, must bring in a Physician's note for each additional day or period of absence. Parents and students will be notified on the 20th occurrence.**

5. Teachers shall grant make-up privileges to any student with an excused absence, provided the student requests the information within three days after returning to school. The time limit for make-up shall be at the discretion of the teacher, who will use his/her best professional estimate to determine the time span necessary to finish the work. **Teachers may request the student to take previously announced tests** and make up class work **immediately** upon returning to school if the student was present while the information on tests and work was dispensed.
6. A student who is ill for an extended period may wish to have homework during recuperation. Please allow 24 hours to have student work gathered. The student should contact the counselor for the assignments.
  - a. The counselor will contact the teachers who will provide the assignments. **Teachers need a minimum of twenty-four hours to prepare significant assignments.**
  - b. The student must arrange to pick up the assignments in the counseling office between 7:00 a.m. and 3:00 p.m.
7. Any student of age that misses 10 consecutive days of school may be automatically withdrawn from school per a high school administrator. This includes students who will be going on trips for more than 10 school days. They will be dis-enrolled and parents must re-enroll the student upon his/her return from the trip.
8. Please refer to the Emmaus High School Discipline Code for information on penalties for unexcused absences. All unexcused absences will result in loss of academic credit for the periods missed and may result in fines from the magistrate.

### **EDUCATIONAL TRIP FORMS<sup>1</sup>**

Students who will be absent due to a family vacation or trip must obtain a form which must be completed and returned five (5) school days before the date of departure. The same rule applies to hunting trips and college visitations. Students may not use more than 10 trip days per school year. **Trip requests will not be approved during district examination periods and state standardized testing windows.**

### **LATENESS**

1. Students arriving late to school at any time during the day shall enter the building at the Main Office entrance. Students will sign in and provided a pass to the designated class.
2. When a student is late to school for legitimate reasons he/she must have a signed **EHS Excuse Blank** from a parent/guardian and submit it to attendance staff in the main office upon arrival, scan and email a PDF signed excuse by a parent/guardian to the attendance fax at (484)519-3932 within three (3) school days of said late to school. Failure to return an excuse will be handled as per the student discipline code regarding unexcused/illegal absences. I
3. Legitimate reasons for tardiness shall include:
  - o Tardiness due to late transportation provided by the school or other school related actions which will be considered excused and not recorded against the pupil's tardy record
  - o Medical appointments with doctors, dentists, or other medical staff, if accompanied by a note on medical office letterhead stationery
  - o Illness of the pupil, if accompanied by a valid parental excuse blank.
  - o Special circumstances such as a court summons or other emergencies that the school principal deems appropriate



4. If a student fails to sign in at late arrival and skips homeroom, this will result in disciplinary actions.
5. A student will be considered tardy if reporting to school between 7:23 a.m. and 9:49 a.m. A half-day's absence is recorded if a student arrives between 9:50 a.m. and 1:00 p.m. A full day absence will be counted if the student arrives at school after 1:01 p.m. Lateness to homeroom, class, or study hall may result in disciplinary action and/or forfeit early dismissal and late arrival privileges. Excessive lateness may lead to exclusion of the student as noted in the section "Exclusion from School". Refer to the East Penn School District Policy on Student Conduct and Emmaus High School Discipline Code for more information on penalties for lateness. All unexcused absences due to tardiness may result in loss of academic credit for the periods missed.

### **LATE ARRIVAL/EARLY DISMISSAL PRIVILEGES**

1. Late Arrival and Early dismissal privileges may be granted at the discretion of the administration with the student's full compliance to the rules governing them. The privileges may be granted to a junior (*early dismissal only*) or senior who has been assigned by the computer to a study hall period 9 and who has private transportation. **Schedule change requests will not be honored to obtain early dismissal privileges.**
2. Students with late arrival and/or early dismissal privileges who wish to be in school occasionally for counseling or tutoring, to take tests, to do research work in the library, etc., must have a pre-signed pass from a teacher, counselor or administrator to report to their appropriate destination.
3. Loitering on the parking lot or at any business establishment and driving around town during this privileged time is prohibited and will result in the revocation of the early dismissal privilege.
4. Again, please remember that students with late arrival and/or early dismissal privileges must have transportation from and to their homes or places of employment at the time of release from school. Students who are granted a late arrival must arrive prior to second period. Any student with an early dismissal may not return to the High School at 2:25 p.m. to board a bus to their homes.
5. Excessive absences, tardiness, deviation from approved school regulations, conduct not acceptable for an Emmaus High School student, or any breach of the above regulations may nullify the early dismissal privileges. The early dismissal privileges will be activated after the appropriate paperwork is filled out.

### **DISMISSAL REQUESTS**

1. No student may leave the building at any time during the day without permission, including lunch period. Students leaving the building will be subject to disciplinary action in accordance with the EHS Discipline Code. A student wishing to be dismissed for any part of the day must submit an **EHS Excuse Blank**, signed by a parent, to the main office before morning homeroom. The request must state the specific reason, date and time for dismissal and must be signed by a parent. Telephone requests for a student's dismissal are not acceptable. If a parent forgets to provide a note, that parent or a pre-determined designee must report to the main office to retrieve the student. In cases where the parent or designee cannot retrieve the student, a faxed **EHS Excuse Blank** may be acceptable with the approval of an administrator.
2. A student who is dismissed between 7:23 a.m. and 9:49 a.m. and does not return to school will be considered absent for the full day. A student dismissed between 9:50 a.m. and 1:00 p.m. who does not return to school will be considered absent

for one half day. Dismissals after 1:01 p.m. will not count as absences. A request to be excused for medical or dental appointments will not be considered as an absence, provided the consumed time is not more than one class period plus any combination of a study or lunch period.

### **ILLNESS – FIRST AID**

Students who become ill during the day shall secure a pass from their teacher and report to the nurse. In the case of an alleged illness, if a student spends a class period or part of it not in the health room, he/she will be considered "cutting." Also, when a student is ill and has need of lavatory facilities, the student must use the facilities in the Health Room. A student who is ill may not leave the building without the nurse's permission that in turn will contact the student's family members.

If a student is injured or becomes seriously ill while at school, it will become the responsibility of the parent to pick up the student at school. It is also the parent's responsibility to arrange for further care.

A student who is given permission to leave school because of illness must follow the normal routine when returning to school, as explained under the heading of "Attendance Requirements".

### **DISCIPLINE CODE**

All students and their parents are expected to read the Emmaus High School Discipline Code. In addition, all students must familiarize themselves with and abide by all school rules. The Discipline Code is available online at:

<http://www.eastpennsd.org/ehs/Administration/Discipline>

Questions about the code should be directed to a student's appropriate Grade Level Assistant Principal.

### **STUDENT RIGHTS AND RESPONSIBILITIES AS THEY APPLY TO EAST PENN SCHOOL DISTRICT BOARD POLICY AND DISCIPLINE CODE P.S.C. OF 1949**

Students should refer to the East Penn School district website at [www.eastpennsd.org](http://www.eastpennsd.org) to review the East Penn School District School Board Policy. Students should refer to the Pupil Section 200. Copies of the Regulations and Guidelines on Students Rights and Responsibilities as adopted by the State Board of Education are available at the Pennsylvania Department of Education.

### **STUDENT RIGHTS AND RESPONSIBILITIES AS THEY APPLY TO TRANSPORTATION**

Students should refer to the East Penn School district website at [www.eastpennsd.org](http://www.eastpennsd.org) to review the East Penn School District School Board Policies. Students should refer to the School Board Policies; 810 Transportation and 810.2 – Transportation – Video/Audio Recording. Copies of the Regulations and Guidelines on Students Rights and Responsibilities as adopted by the State Board of Education are available at the Pennsylvania Department of Education.

### **ETHICAL STANDARDS**

*One of the objectives of Emmaus High School is to foster a mature and intelligent respect for and an adherence to generally accepted ethical standards.*

To accomplish this purpose, it is essential that the conduct of all students and more especially of those who aspire to hold a leadership position within the school shall

exemplify this important element of leadership, e.g. athletes, Student Government Association or class and club officers, etc.

## **SAP**

*Student Assistance Programs (SAP) are state-mandated in all schools in Pennsylvania. These programs identify issues, including alcohol, drugs, and behavioral health that poses a barrier to a student's learning and school success. SAP is also mandatory if the student commits a violation of the East Penn School District's Drug and Alcohol Policy.*

*The Student Assistance Program is not a treatment program; but rather, a process using techniques to mobilize school resources to remove learning barriers. Where the problem is beyond the scope of the school, this program assists the parent/student with information so they may access services within the community.*

*How does the program work?*

*I. Referral to the SAP team by:*

- *Teacher*
- *Counselor*
- *Another staff member*
- *Administration*
- *Parent*
- *Student*
- *Self*

*II. Process*

- *Identify barriers to learning*
- *Parent notification/consent/involvement*
- *Possible interview with student (with parent consent)*
- *Possible intervention with parents and student*
- *Possible referral for support services*

*What are the benefits of the Student Assistance Program?*

- *To help foster a team approach to problem solving*
- *To enhance positive school experiences for all students*
- *To provide support for parents and students*
- *To unify staff, parents and students in working together to foster student achievement*

*What is the role of the parent?*

- *To be a part of the decision-making process*
- *To help implement interventions when appropriate*
- *To provide additional information*

*As always, parental support is a vital ingredient in the success of this program.*

## **COMMUNITIES IN SCHOOLS**

*Communities In Schools is the nation's largest dropout prevention organization bringing coordinated, integrated student supports to the public schools to meet the needs of at-risk students. Our mission is to surround students with a community of support, empowering them to stay in school and achieve in life.*

*Community In Schools of the Lehigh Valley has partnered with the East Penn School district for the 2017-2018 school year. Tammy Paterson is the site coordinator and will be located guidance office. Please contact your guidance counselor if you have additional questions.*

## **PARKING OF VEHICLES**

1. **Parking Permits are non-transferrable.** Only students that have a parking permit may park their vehicles in the high school parking lots during school in the white-lined spaces only. All other spaces are reserved for the administration, faculty or visitors. Senior students will be granted parking permits on a first come first served basis provided that all disciplinary and financial obligations are met. Junior, Sophomore, and Freshmen students are not eligible for parking permits.
2. **The school district cannot assume any liability for vehicles parked on school property.** Reckless drivers near the school building will be reported to the police department. Motor vehicles must be parked in student-assigned areas and remain there until the last class is concluded.
3. **Parking on school district property is a privilege.** Failure to obey the regulations will result in the withdrawal of parking privileges, police ticketing, towing and additional disciplinary actions will be assessed, as prescribed in the Emmaus High School Discipline Code and Parking Permit agreement. Only properly registered vehicles may park on school property. Non-registered vehicles may park on Pine Street or on permitted borough streets.

## **EXCLUSION FROM SCHOOL**

The following is a brief summary of some of the items covered in the East Penn School District Policy on Student Conduct. Refer to that document for the penalties for misconduct for which a student may be excluded from school.

Any student leaving the building without permission, while school is in session, may be suspended from school. A student may also be suspended for failing to report to class or a study hall, misconduct in school, falsifying any signature and/or reason on any school form, smoking on school property, defacing school property, etc.

Any student in possession of, or under the influence of alcoholic beverages, illegal drugs, or narcotics in school or at any school-sponsored activity will be suspended.

Anyone (including all athletes) who is suspended from school may not participate in any co-curricular activities during the day or evening of the suspension date(s).

Make up privileges for work missed during the suspension will be granted in accordance with rules governing other absences.

Students who are suspended may not be on the school property until their suspension has completed.

Exclusion of a student from school may be affected by the regulations adopted by the State Board of Education, Student Rights and Responsibilities, Sections 12.6 and 12.8.

Refer to the East Penn School District Policy on Student Conduct.

## **SCHOOL WORK MISSED DURING SUSPENSION FROM SCHOOL**

Both the Pennsylvania Student Rights and Responsibilities and the policy of the East Penn Board of School Directors state that students shall be permitted to make up exams and other required work missed while under a suspension.

Teachers are notified of the student's suspension and work is requested to be sent to the Guidance Office. Please allow 24 hours for this process to occur. Parents may call the Guidance Office after 2:00 p.m. each day to check if there is work to be picked up.

The student bears the primary responsibility for initiating this process. The student must make the arrangements with the teacher within three days after returning to school.

Work not completed within the time established is to be considered in the same manner as other incomplete work for which completion deadline has passed.

Refer to the East Penn School District Policy on Student Conduct.

### **CHEATING/PLAGIARISM**

Emmaus High School is by choice and tradition an academically oriented school. Course work is often difficult, and students at times may feel pressured to succeed at all costs. Some students consider cheating an acceptable part of school life.

The school administration, faculty, and staff do not, in any way, accept cheating as necessary or unavoidable. Cheating has a very negative effect on the individual student, the individual class, and the overall academic climate of our school.

Any student encountering academic difficulty should see his/her counselor to develop a plan to solve the problem. Many types of assistance are available and school personnel are committed to helping each student succeed (among them: Tutoring/Mentoring, individual teachers help, private tutors, etc.).

Students who choose cheating to solve their problems will be disciplined very severely. The penalties are delineated in the Emmaus High School Discipline Code, and involve loss of grade and serious discipline consequences.

All students should be aware that plagiarism, whether intentional or unintentional, is a form of cheating. In addition, any student who has plagiarized will be subject to the penalty for cheating described in the discipline code.

To plagiarize is "to steal and pass off as one's own the ideas or words of another, or to present as one's own an idea or product derived from an existing source."<sup>1</sup> Using the words or the ideas of another, be it a friend, relative, or published writer, without giving credit to that person, is unacceptable in all types of writing assignments. These include research papers, compositions, book reports, graduation projects, and homework assignments

### **LIBRARY**

The library is open before and after school; on Wednesdays and Fridays from 7:00 a.m. to 3:00 p.m. and on Mondays, Tuesdays, and Thursdays from 7:00 a.m. to 6:00. To be admitted to the library during school hours, a student must secure a pass signed by a classroom and/or study hall teacher. Upon entering the library each student must stamp his/her arrival time on the front of the pass and sign in on the sheets provided. When leaving the library, the student shall stamp the reverse side of the pass with the correct time and return to study hall.

Classes have priority for library time. Study hall access may be restricted. Only student planner passes will be allowed and accepted.

### **CAFETERIA REGULATIONS**

All students must use their school ID number in order to purchase food in the cafeteria.

All students must eat their lunches in the cafeteria. Students shall arrive at their designated cafeteria within ten minutes after the beginning of the lunch period. No food or drink is to be taken from the cafeteria.

The cafeteria is on the Government School Lunch Program, which provides a well-balanced meal at a nominal cost. Students purchasing a regular lunch may purchase second helpings of food. Items from the daily menu may also be purchased *à la carte*.

Each student is responsible for the cleanliness of the table where the student eats and the area surrounding it, and to dispose of packaging materials and waste in the proper receptacles. Students are advised to place their books in their locker before going to lunch.

A Morning Snack program will operate from 6:45 a.m. to 7:20 a.m. daily at the Snack stand by the Sports Center gym.

### **PASSES**

All students who wish to leave their assigned area, must present their student planner books for a pass. Students will only have 3 passes per day. Emergency situations will be viewed with a teacher or an administrator's discretions (i.e. bathroom and health room). **All passes are limited to six (6) minutes.**

Only one student per class will be issued a pass to the lavatory at a time, except in emergencies.

No passes will be issued to locker rooms except in unusual cases. Students must contact a Fitness Education teacher before entering the locker room or upon entering the locker room for permission to enter.

In order to be valid, passes must be completed in ink including student's name, date, the room or place the student is leaving, destination, teacher's full signature, and time. Only one student's name and one destination may appear on a pass. All passes must be returned by the student to the room where the student is assigned **prior to the end of the period** except when a teacher issues a pre-signed pass for an entire period. Then the issuing teacher will return the pass.

Students must select the shortest route to the destination for which the pass is issued. (Shortcuts through the locker rooms and gym areas are not allowed.) Refer to the Emmaus High School Discipline Code for penalties for abuse of pass privileges.

### **PERMANENT PASS**

Students who must attend meetings or work on projects frequently use the permanent pass instead of a regular pass. The permanent pass initially must be shown to the study hall teacher before being excused. It may be requested by a teacher or activity advisor and must be approved by the Building Principal. All students that use a permanent pass must report to their assigned location of the permanent pass.

### **TEXTBOOKS AND EQUIPMENT**

Textbooks are the property of East Penn School District. The student is solely and totally responsible for the same numbered book, which was issued to the student and must pay for its loss or damage. The same rule applies to all other school items, including band uniforms and all types of athletic equipment.

### **LOST AND FOUND**

When a book or an article is found, please forward it to the Main Office immediately. Students are encouraged to check in the main office for lost items.

### **LOCKERS**

The homeroom teacher at the beginning of each school year will assign students a locker and students will receive their combination number card on the first day of school.

**"All school lockers (hall and locker room lockers) are the exclusive property of the East Penn School District and are issued to students for their convenience and for lawful purposes only. Prior to a search, the student will be notified and given an opportunity to be present. However, in the case of any emergency or where there is a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare and safety to persons or property, the East Penn School District and its representatives reserve the right to open and**

inspect any locker and its contents at any time, with or without the student being present." (Approved by the East Penn Board of School Directors on March 23, 1998.)

**TELEPHONE CALLS**

Telephones are available in the Counseling, Main Office and Activities Offices for student use during the school day. The use of cell phones for phone calls during school hours is not permitted. Students may also use their Assistant Principal's office to make emergency calls to parents or guardians.

Parents may call the main office or the student's respective Assistant Principal's office if there is a reason to contact a student. Texting or cell phone calls to or from students may result in the student being disciplined.

**Cell Phone/Electronic Device Guidelines<sup>1</sup>**

Area/Use	Hallway	Classroom/Library	Study Hall	Cafeteria
Cell Phones or MP3 Players Used for Music	Off and Away Between 7:23am and 2:25pm	Permitted, with Headphones, at a Reasonable Volume, With Teacher Permission	Permitted, with Headphones, at a Reasonable Volume, With Study Hall Monitor Permission	Permitted, With Headphones, at a Reasonable Volume
Cell Phones Used for Internet/Applications/Games	Off and Away Between 7:23am and 2:25 pm	Permitted upon Teacher Permission	Permitted, with Study Hall Monitor Permission	Permitted
Cell Phones used for Texting	Off and Away Between 7:23am and 2:25pm	Not Permitted	Not Permitted	Permitted
Cell Phones used for Making Phone Calls	Not Permitted	Not Permitted	Not Permitted	Not Permitted
Cell Phones used for Taking Pictures or Video	Not Permitted	Not Permitted	Not Permitted	Not Permitted

**SCHOOL FITNESS ATTIRE**

Students participating in Fitness Education classes or in extracurricular activities are required to wear clothing detailed by the Fitness Education Department or the advisor of the particular extracurricular activity. For Aquatics classes, girls are required to wear one-piece swimsuits.

The following applies to all Wellness/Fitness classes: No jewelry of any kind may be worn during class participation. Footwear is to be sneakers that are athletic in nature with a closed front and back.

## **STUDENT FUNDRAISING**

The East Penn Board of School Directors adopted the following policy (#229) on August 8<sup>th</sup>, 2016:

*The Board believes that the unlimited solicitation of funds within the school system creates the potential for unreasonable pressures and financial burdens upon pupils, parents, and staff of this District.*

*Therefore, neither student nor staff members shall participate as part of the school system and within the school system in any organized national, state, or local charitable campaign without prior written approval from the School Board.*

*This policy shall not prohibit pupils and teachers from collecting funds for traditional school purposes such as, but not limited to, summer reading material, student banking, insurance, photographs, field trips, lunch money, book clubs, school-approved parent organization activities, class and club dues, small tokens of sympathy due to deaths or serious illness in the family of a teacher or student, or any other function approved by the Board.*

## **SALES PROMOTIONS**

All sales promotions must have the approval of the Principal. A Fund Raising Report, available in the Activities Office, must be filed at least two weeks before the beginning of any sale. This includes sales both in and out of school. An accounting of sales must be filed with the Assistant Activities Director at the termination of the event.

## **FIRE DRILL/EMERGENCY PROCEDURES**

Should a fire alarm be sounded any time during the school day, including lunch, neither staff member nor student is to assume that it is a false alarm. All fire drill procedures are to be followed explicitly and without hesitation. Drills are practiced monthly according to State regulations. The East Penn School District participates in an annual county-wide Severe Weather Emergency Drill as directed by local and state authorities.

## **WEATHER EMERGENCY**

Should a weather emergency be announced at any time during the school day, including lunch, all students and staff members are to quietly follow weather emergency procedures and wait for further instructions over the public address system. The East Penn School District participates in an annual county wide severe weather emergency drill

## **STUDENT INSURANCE**

Students are urged to purchase the group accident insurance provided by the school district at a nominal cost, if similar coverage is not provided by any other insurance, which they or their parents/guardians may carry.

Two types of coverage are provided:

- (A) Provides protection while school is in session.
- (B) Provides protection 24 hours per day, whether school is or is not in session.

Benefits and limitations are described in a folder issued early in the school term. This folder should be carefully filed with other insurance papers for reference if the need arises.

## **CO-CURRICULAR ACTIVITIES**

The co-curricular activities offer many opportunities for voluntary self-expression and service. It is believed that a certain number of activities are essential for the



development of every student. However, one must know that the regular schoolwork is of primary importance. Too many activities are just as unwise as no activities.

Seniors are invited to submit a list of activities and accumulated points to the Principal by the specific deadline announced in spring every year. To receive an activity pin at graduation, the required number of points for all activities from grade 9 through 12 is 35.

### **CO-CURRICULAR AWARDS**

Each co-curricular activity is worth the following number of activity points upon completion:

<b>ACTIVITY</b>	<b>POINTS</b>
Editor-in-Chief (Collage, Stinger, Tattler) .....	5
Athletic Varsity Letter Winner .....	5
Music Letter Winner.....	5
Student Government Officer .....	5
Class Officer .....	5
Spring Musical .....	5
Fall play .....	5
Flag Twirlers, Rifle and Honor Guard, Marching Band .....	4
Club Officer, Band Officer, and S. G. A. Senator.....	4
Staff Member (Collage, School Newspaper, Tattler) .....	3
Stage Crew Member (run) .....	3
Stage Crew Member (build).....	2
Indoor Guard .....	3
School or District Committee Member.....	3
S. G. A. Representative .....	2
Organizer of a Major Service Project .....	2
Tutoring/Mentoring.....	2
Student Guide .....	2
Athletic Participation (Non-Letter Winner) .....	2
Athletic Manager (Letter Winner).....	4
Athletic Manager (Non-Letter Winner) .....	2
Orchestra, Esquires .....	2
Music Ensembles .....	2
Club Member (not included above).....	1
Homeroom Representative.....	1

### **CLUBS AND ORGANIZATIONS**

A great many opportunities are offered students to express special interests and aptitudes through the club program. The following is a list of active clubs and organizations:

- Academic Team (Scholastic Scrimmage)
- American Computer Science League
- American Red Cross Club
- Art Club
- Astronomy Club
- Band Club
- Break Dance Club
- Buzz Magazine
- Collage
- Dance Team
- Debate Team
- Drama Club
- Earth Watch Club
- Emmaus High School Men's A Capella (Fermata Nowhere)
- Emmaus High School Women's A Capella (Accabella)
- Envirothon Club
- French Club
- Future Business Leaders of America (FBLA)

Gaming Club  
 Gay Straight Alliance  
 German Club  
 Global Citizens Club  
 Golf Club  
 Habitat for Humanity  
 Health Wellness/Fitness Club  
 Hiking Club  
 Indoor Color Guard  
 Interact Club  
 International Justice Mission Club  
 Jazz Band  
 Key Club  
 Latin Club  
 Latino Leadership Club  
 Library Club  
 Marine Fitness Club  
 Minithon Club  
 Mock Trial Club  
 Model Congress  
 Mud Club  
 National Honor Society  
 National Parks Club  
 No Place For Hate  
 Orchestra Club  
 Outdoor Activity Club  
 Pediatric Cancer Club  
 Peers Assisting Learning Support (PALS)  
 PA Junior Science League  
 PA Math League  
 Physics Club  
 Poetry Out Loud Club  
 Robotics Club  
 SADD/Kid-to-Kid  
 Science Fair Club  
 Science Olympiad  
 Spanish Club  
 Student Government Association  
 The Stinger  
 The Tattler (Yearbook)  
 Tri-M Music Honor Society  
 Winter Track Club

### **NATIONAL HONOR SOCIETY**

Students may not apply for membership in the National Honor Society. Each September, juniors and seniors with cumulative grade point averages of 3.5000 or better are invited to submit applications to the society. In these applications the student must offer evidence of his/her qualities of scholarship, service, character and leadership. Students are accepted after a faculty committee reviews the credentials. The selection and appeal processes will be included with each application. According to the National Honor Society Constitution, only pupils who have attended Emmaus High School for at least one semester are eligible for consideration for membership. Additional information will be made available by the NHS advisor.

### **SOCIAL FUNCTIONS**

There shall be at least four chaperones at all class and club activities, one of which must be the sponsoring teacher. The social functions are not open to the public, with the exception of guests. No guest may be over the age of 20 or be a current middle school student. No one is permitted to return after leaving the activity.

The class, club or organization adviser shall file an Activity/Social Function Application and Fund Raising Report at least *five days* before the scheduled event. The approval of the Activities Director and the Principal must be obtained for each sponsored event.

The Senior Class is allowed four social functions, the Junior Class three social functions, and the Sophomore and Freshman Classes two social functions.

### ***DECORATIONS, POSTERS AND SIGNS***

Only posters and signs related directly to Emmaus High School clubs and organizations and their activities may be displayed in the school. **The Principal may grant exceptions when outside clubs and organizations benefit our students.** The placing of poster signs on painted walls, glass and metal surfaces, and doors is prohibited.

In order to avoid a proliferation of posters and signs, they must be hung on hallway bulletin boards only. Not more than one identical sign/poster for any one event may be placed in any one area. **All signs must receive the stamp of approval from the Activities Office.**

### ***INTRAMURAL SPORTS***

Intramural sports are available to high school students. Offerings may include basketball, tennis, volleyball, and swimming. Schedule and location will be announced when each of them is offered.

### ***ACTIVITY BUS***

Transportation will be provided on **Tuesdays and Thursdays at 3:10 p. m.** for students, who are normally transported by bus, and who wish to attend a school activity. Students must register in the Main Office before 10:30 a. m. on the day transportation is desired.

### ***ATHLETIC PROGRAM***

Emmaus High School, a member of the Eastern Pennsylvania Conference and the Pennsylvania Interscholastic Athletic Association, offers a comprehensive athletic program. It is important that all students who anticipate participation in any interscholastic sport become acquainted with the rules and regulations, which are rigidly enforced.

Some of the important rules are stated briefly as follows:

- A student must be an amateur in order to participate.
- A student who attains the age of nineteen years before July 1 may not participate in any contest.
- Special rules apply to students who transfer from one school to another.
- A student shall be eligible for practice or participation in each sport only when there is a certificate of consent on file with the Principal, which is signed by the student's parent or guardian.
- A student is not eligible to represent the high school in any interscholastic athletic contest unless a licensed physician of medicine or osteopathy has examined the student prior to the official starting date of each intended sport season. A student who has been absent from school during a semester for a total of 20 or more school days shall not be eligible to participate in any athletic contest until the student has been in attendance for a total of 60 school days following his 20th day of absence. Where there is a consecutive absence of five or more school days, due to confining illness, injury, or quarantine, such absence may be waived from the application of this rule by the district committee, if a thorough and complete investigation warrants such waiver. Attendance at summer schools does not count toward the 60 days required.

- A student shall not represent the school if the student has attended more than eight semesters beyond eighth grade.

### **STUDENT ATHLETE ABSENTEEISM ON GAME DAYS**

If athletes are absent from school on the day of a scheduled athletic contest for medical reasons and expect to compete that afternoon or evening, they must check in the attendance office at or before **10:00 a.m.** They will then be given credit for afternoon attendance and will be eligible for competition. If athletes are absent the full day for medical reasons or unexcused reasons, they may not compete that entire day.

### **ATHLETIC AWARDS**

Athletic awards are given in recognition of outstanding athletic achievement and service to the school, not as compensation for services rendered. Students will receive, at the coaches' recommendation, an athletic letter at the completion of his/her varsity year in a particular sport. Gold pins will be given to deserving athletes each year including the awarding of the first letter. All seniors who successfully complete an interscholastic sport will be awarded a "Varsity E" letter regardless of the level at which they competed (JV or Varsity). A varsity letter may be awarded to an athlete who does not meet the criteria in his/her sport at the discretion of the head coach.

#### **Varsity Letter Award Progression**

One eight-inch chenille green and gold letter will be given to a participant who meets the requirements in a particular sport. A metal emblem symbolic of the sport will also be presented to be pinned on the letter. Only one letter will be given during the high school career of a participant, however, a metal emblem will be presented each time the requirements of a varsity sport are fulfilled.

- |                            |   |
|----------------------------|---|
| 1. First Varsity Letter    | a. Chenille Varsity "E" (1 per athlete) |
|                            | b. Gold Sport Pin                       |
| 2. Second (and succeeding) | a. Gold Sport Pin                       |
| 3. Senior Letter Winners   | a. Gold Sport Pin                       |

#### **Varsity Lettermen's Jacket**

All varsity letters will be distributed at the awards assembly after the completion of each season. Only varsity lettermen are permitted to wear a "Varsity Jacket." Permission for its purchase must be obtained from the Athletic Office at the conclusion of a season.

#### **Tri-Lettermen's Award**

##### **Criteria**

The award is presented to any Emmaus High School Athlete who, during the course of his/her interscholastic career, earns three (3) varsity letters in one (1) school year. The award can only be won once (any year qualifies), and the athlete will be honored at the Spring Sports Awards Assembly of his/her senior year.

##### **General Criteria**

1. The student must meet all academic eligibility and good citizenship criteria as contained in all school regulations.
2. The student must complete the entire season.

3. The student must attend all practices unless excused by the coach for illness or an emergency beyond his/her control.
4. All equipment must be returned.

#### **Specific Sports Criteria**

##### ***Baseball***

The student must participate in at least **50% of the total varsity innings**. The coach determines requirements for pitchers.

##### ***Basketball (Boys' and Girls')***

The student must play in at least **50% of the total varsity quarters**.

##### ***Cheerleading***

The student must cheer in at least **75% of the scheduled contests**.

##### ***Cross Country (Boys and Girls)***

The student must earn at least **50% of the total varsity points in competition**.

Letter points are earned as follows:

1. One point for being in the top five (5) Emmaus finishers (scoring team points).
2. One point for beating the opposing team's 7<sup>th</sup> runner.
3. One point for running a personal best time in a meet.

##### ***Field Hockey***

The student must participate in at least **50% of all varsity quarters**.

##### ***Football***

The student must participate in at least **50% of possible varsity quarters**.

##### ***Golf***

The student must compete in at least **50% of scheduled matches**, or count in at least **25% of team scores**.

##### ***Lacrosse (Boys' and Girls')***

The student must play in at least **50% of the total varsity quarters**.

##### ***Rifle***

The student must participate in at least **75% of scheduled matches**, or count in at least **50% of team scores**.

##### ***Soccer (Boys' and Girls')***

The student must play at least **50% of all varsity halves**.

##### ***Softball***

The student must participate in at least **50% of the total varsity innings**. The coach determines requirements for pitchers.

##### ***Swimming and/or Diving (Boys' and Girls')***

The student must earn at least **one (1) varsity point per meet** or participate in at least **80% of the scheduled meets**.

##### ***Tennis (Boys' and Girls')***

The student must play in at least **50% of the varsity matches**.

### ***Track and Field (Boys' and Girls')***

The student must earn at least **two (2) varsity points per meet** and/or participate in at least **two-thirds of the scheduled competition**.

### ***Volleyball (Boys' and Girls')***

The student must play in at least **50% of the games** (not matches).

### ***Wrestling***

1. The student must score at least **one (1) team point per scheduled contest** based on the following scale, and/or participate in at least **50% of the scheduled matches**:

6 – Pin, Forfeit, Default

5 – Superior Decision

4 – Major Decision

3 – Decision

2 – Draw

1 – Loss by Decision

0 – Loss by Pin

2. The student must place in the top four of a varsity tournament.

### ***STUDENT MANAGER/STUDENT TRAINER***

The student must serve as a manager and/or trainer for a varsity team for **two (2) seasons**. A varsity letter will be awarded after the successful completion of the second varsity season.

### ***ATHLETIC INSURANCE***

The school has purchased a sports excess policy that covers interscholastic sports, band and cheerleaders. This coverage only pertains to participants injured while practicing, participating, or traveling under these programs. Intramural sports **are not** covered under this sports policy. Therefore, students enrolled in the above should have either school time or full time accident insurance, as provided in this policy, to protect them outside of their sports participation or when involved with intramurals.

Parents who have their own insurance policy must remember that if their comparable policy is HOSPITALIZATION type coverage rather than ACCIDENT coverage, it may not cover all expenses for accidents except possibly surgery and X-ray bills.

The East Penn School Board each year makes available to students a *Student Accident Policy*. This student accident policy is an excess policy, which provides for payment of the first \$100.00 of the covered expenses without regard to other insurance. Thereafter any balances and all other bills must be submitted to your other carrier (such as Blue Cross and Blue Shield). If denied by your other carrier, evidence of denial for each unpaid bill is required by the student accident carrier in order for the excess policy to cover remaining charges up to the policy limits.

If the student has no other coverage, the excess provision shall not apply and once non-coverage is confirmed benefits will be payable to the limits described in the policy.

### ***ATHLETIC WEBSITE***

The Athletic Department's official website is [www.eastpennsd.org/athletics](http://www.eastpennsd.org/athletics). Updated Schedules, departure times, game statistics and directions are also available on [www.schedulestar.com](http://www.schedulestar.com).

## **INTEGRATED PEST MANAGEMENT**

The district's Integrated Pest Management (IPM) plan incorporates a licensed applicator applying pesticides and herbicides to our fields. We strive to complete these applications on the weekends while students are not on district property.

Parents/Guardians, on behalf of the students enrolled in the district, may register for prior notification of applications of specific pesticides. To receive notification, you must do the following:

- Register through the Pennsylvania Department of Agriculture by completing the Registry of Pesticide Hypersensitivity Individuals Application.
- Contact the East Penn School District Facilities Department, 800 Pine Street, Emmaus, PA 18049 via a signed letter indicating your child's name, address, phone number, and the school your child attends. Please include your email address if you would like to be notified electronically.

The Pennsylvania Department of Agriculture's registry is published twice a year with the application available online at:

<http://www.agriculture.pa.gov/Protect/PlantIndustry/PesticideCART/Documents/Pesticide%20Hypersensitivity%20Application%20Form.pdf>

## **EMMAUS HIGH SCHOOL FACULTY AND STAFF**

### **ADMINISTRATORS**

Dr. Kate Kieres ..... Principal  
Mr. Todd Breiner ..... Assistant Principal  
Dr. Mark Covelle..... Assistant Principal  
Mrs. Lorie Gamble ..... Assistant Principal  
Mr. Joshua Miller ..... Assistant Principal  
Ms. Tabitha Rodriguez ..... Assistant Principal  
Mr. Dennis Ramella..... Athletic/Activities Director  
Mr. Marc Zimmerman ..... Assistant Activities Director

### **ADMINISTRATIVE ASSISTANT STAFF**

Mrs. Deb Muthard. .... Principal's Office  
Mrs. Georgette Blyler ..... Counseling Office  
Mrs. Corin Dries ..... Main Office  
Mrs. Annette Hoppes ..... Library  
Mrs. Beth Iobst ..... Athletics/Activities Office  
Mrs. Lisa Lucchesi-Wood ..... Assistant Principal Office  
Mrs. Donna Knerr ..... Assistant Principal Office  
Mrs. Maria Molchan ..... Assistant Principal Office  
Mrs. Robin Molnar ..... Learning Lab  
Miss Carrie Perone ..... Assistant Principal Office  
Mrs. Ann Tisi ..... Counseling Office  
Mrs. Cyndi Tunitis..... Counseling Office

### **COUNSELORS**

Ms. Sara Burk  
Mrs. Jennifer Carolla, Department Chair  
Mrs. Colleen Demchak  
Mrs. Heather Greene  
Mrs. Kristen Grim  
Ms. Jessica LaBar  
Miss Ellen Malone  
Mr. Michael McInerney  
Mr. Paul Wood  
Mrs. Stephanie Cignarella, School Psychologist



## **FACULTY**

Adams, Kimberly ..... Department Chair, Mathematics  
Anthony, Edward..... Science  
Ardito, Stephanie..... World Language  
Arnold, Connie. .... Orchestra  
Arnold, Susan..... English  
Assise, Eleni..... Wellness/Fitness  
Augustin, Rebecca ..... Science  
Babbitt, Jessica ..... World Language  
Babel, Lori ..... Mathematics  
Barthold, Debra ..... Science  
Bednar, Eric ..... Department Chair, Wellness/Fitness  
Beitler, Jacob. .... Wellness/Fitness  
Birns, Patrick..... Wellness/Fitness  
Bisignani, Kevin..... World Language/Science  
Bower, Kelly ..... Librarian  
Bradley, John ..... Science  
Braglio, Steve ..... Technology Education  
Brown, David ..... Social Studies  
Budinas, Erin ..... Special Education  
Bunn, Barbara ..... Special Education  
Burkhardt, Todd ..... Mathematics  
Carolla, Mike. .... Social Studies  
Caruso, Lisa ..... Art  
Carville, Susan. .... English  
Cortez, Rita. .... Department Chair, Music  
D'Agostino, Vincent..... Wellness/Fitness  
Day, Heather. .... Department Chair, Family Consumer Science  
Deacon, Natalie..... Wellness/Fitness  
DiDona, Diane. .... Department Chair, English  
Dietrick, John. .... Business/Information Systems  
Doklan, Bridget..... English  
Donnelly, Kathryn..... Science  
Duarte, Michael ..... Mathematics  
Duffy, Kelly ..... Business/Information Systems  
Espenshade, Jayne..... Business/Information Systems  
Flynn, Michael ..... Social Studies  
Ford, Tracy ..... Science  
Frantzen, Justine..... English  
Fraser, Shannon ..... World Language  
Furry, Laurie ..... Social Studies  
Gallagher, John ..... Social Studies  
Gavin, Aaron ..... English  
Geist, Jason ..... Mathematics/PLTW  
Gitski, Linda ..... Learning Support  
Grabfelder, Derek..... English

Graf, Danielle ..... Special Education  
 Harkness, Brian..... Science  
 Harrington, Ryan ..... Music  
 Hertzog, Donna ..... Science  
 Hess, Janelle..... World Language  
 Hildebrand, Jacob..... Mathematics  
 Hoderewski, Ara ..... English  
 Hoffert, Margaret ..... Mathematics  
 Horner, Alison. .... Special Education  
 Hunter, Pam ..... Social Studies  
 Iobst, David ..... Learning Support  
 Jenkins, Peter..... Special Education  
 Kalb, Deborah ..... Department Chair, World Language  
 Kale, Darlene ..... Special Education  
 Kingsbury, Colleen. .... Family & Consumer Science  
 Kinzel, Sarah..... Mathematics  
 Kita, Tammy..... ESL  
 Knecht, Stacy..... Learning Support  
 Kneller, Kim..... Science  
 Kramer, Rachel. .... Science  
 Kramer-Hinks, Corinna..... Science  
 Kuebler, Jill..... English  
 Kushma, Nikol. .... Learning Support  
 LaBar, Zachary..... Science  
 Landrum, Brent ..... Science  
 Larkin, Stephanie ..... English  
 Laubner, Dawn..... Social Studies  
 Leiby, Laura. .... Mathematics/Science  
 Lesko, Kelly..... Mathematics  
 Lower, Brad..... Learning Support  
 Luckenbill, Eric ..... Social Studies  
 Maley, Tracy..... Art  
 Marsteller, Heather..... Social Studies  
 Martini, Jeannine ..... Wellness/Fitness  
 McConlogue, Amy ..... Special Education  
 McConville, Andrew ..... Science  
 McFarland, Samantha..... English  
 McNicholas, Justin. .... Science  
 Mihalik, Michael..... Science  
 Miller, Lori..... Wellness/Fitness  
 Miller, Pam. .... Nurse  
 Montepeque, William..... World Language  
 Montero, Melissa ..... Social Studies  
 Moxey, Andrew ..... Technology Education  
 Moxley, Melissa..... Department Chair, Social Studies  
 Musselman, Kelly ..... Science  
 Nassry, Tammy. .... Special Education

Nero, Anne ..... Business/Info Systems  
 O'Hara, Ann ..... Mathematics  
 Ohl, Brent ..... Department Chair, Science  
 Palazzo, Regan ..... Learning Support  
 Parish, Brian ..... Social Studies  
 Pirro, Joseph ..... English  
 Pribicko, Meghan ..... World Language  
 Pum, Brian ..... Social Studies  
 Ramson, Scott ..... Technology Education  
 Reaman, Denise ..... English  
 Remaly, Kevin ..... Special Education  
 Ritter, Christopher ..... Mathematics  
 Robilotto, Susan ..... English  
 Russo, Maria ..... Mathematics  
 Saliby, Jessica ..... Special Education  
 Schael, Lisa ..... Science  
 Shimmel, Tiffany ..... World Language  
 Simpkins, Christina ..... English  
 Smith, Anne ..... Family Consumer Science  
 Smith, Carly ..... Mathematics  
 Smith, Eric ..... Technology Education  
 Snellman, Brett ..... Special Education  
 Snellman, Jamie ..... Special Education  
 Sonon, Charles ..... Mathematics  
 Speicher, Stuart ..... English  
 Spengler, Mark ..... Special Education  
 Spotts, Heather ..... English  
 Stoudt, Beth ..... Mathematics  
 Stuchko, Chris ..... Special Education  
 Susens, Kristin ..... Science/PLTW  
 Svencer, Kristina ..... Science  
 Teles-Carl, Denise ..... Mathematics  
 Urbassik, June ..... Business/Information Systems  
 Wack, Nicole ..... Science  
 Walsh, Danielle ..... Social Studies  
 Wells, Lisa ..... Wellness/Fitness  
 Wenner, Jonathan ..... Social Studies  
 Williams, Julie ..... English  
 Wilson, Carole ..... Science  
 Yapsuga, Stacey ..... English  
 Yoder, Steven ..... Social Studies  
 Zarnas, Jillian ..... English  
 Zolomij, Jonathan ..... Social Studies

**BELL SCHEDULE**

Warning Bell	7:22
Period 1	7:23–8:06
Period 2	8:11-9:03
Period 3	9:08-9:49
Period 4	9:54-10:35
Period 5	10:40-11:21
Period 6	11:26-12:07
Period 7	12:12-12:53
Period 8	12:58-1:39
Period 9	1:44-2:25

**TWO HOUR DELAY<sup>2</sup>**

Warning Bell	9:22
Period 1	9:23 – 9:51
Period 2	9:56 – 10:29
Period 3	10:34 – 11:01
Period 4	11:06 – 11:36
Period 5	11:41 – 12:11
Period 6	12:16 – 12:46
Period 7	12:51 – 1:21
Period 8	1:26 – 1:53
Period 9	1:58 – 2:25

**All Day LCTI and CAP students depart to LCTI at 9:25  
a.m. on a  
2 HR Delay schedule**

AM LCTI – 11<sup>TH</sup> grade

Buses depart EHS at 9:25a.m.

Buses depart LCTI at normal time  
(approx. 11am)

Students arrive at EHS at 11:30 and  
report to the auditorium until the end of  
Period 5 and eat Period 6.

Students will eat period 6 lunch.

PM LCTI – 9<sup>th</sup>, 10<sup>th</sup>, 12<sup>th</sup> grade

Buses depart EHS at 11:45

All PM LCTI students will report to the  
buses at 11:45 and will eat lunch upon  
arrival to LCTI

Students depart LCTI as normally  
scheduled

## **FLEX BLOCK WEDNESDAY SCHEDULE<sup>3</sup>**

Period 1:	7:23 – 8:00
Period 2:	8:05 – 8:49
Period 3:	8:54 – 9:31
Flex Block:	9:36 – 10:13
Period 4:	10:18 – 10:55
Period 5:	11:00 – 11:37
Period 6:	11:42 – 12:19
Period 7:	12:24 – 1:01
Period 8:	1:06 – 1:43
Period 9:	1:48 – 2:25

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<sup>1</sup> This policy/procedure is currently under review. Please check the High School Website for the most up-to-date information/student handbook.

<sup>2</sup> Students with late arrival privilege will need to report no later than 9:55 a.m. Students with early dismissal privilege will be excused following Period 8.

<sup>3</sup> If a 2 HR Delay occurs on the same day as a Flex Block Wednesday, the 2HR Delay Schedule takes precedence over the Flex Block Wednesday Schedule.