

Emmaus High School

Student Handbook

2019-2020

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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 students will grow into confident, adaptable, compassionate individual who will become lifelong learners and contributors to a global society.

MISSION

Emmaus High School will provide a learning environment in which students become effective 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.

Portrait Of An East Penn Graduate: What Should They Be Able To Do? Every Graduate Of Emmaus High School Will Demonstrate The Following Skills And Competencies:

Effective Communicators	Innovative Creators	Collaborators
Problem Solvers	Critical Thinkers	Self-Directed Learners
Flexible & Creative Thinkers	Engaged Citizens	Conscientious Researchers
Calculated Risk Takers	#EastPennProud	

Portrait Of An East Penn Graduate: What They Should Be?

Caring & Compassionate	Globally Aware	Physically & Mentally Healthy
Self-Aware Confident	Persistent	Curious Adaptable
Have Introspective	Inclusive	Reflective Resilient

Focus Areas Include:

District Culture- Cultivate and sustain a positive school and district climate that promotes a culture of learning.

Instructional Practice- Administrators, faculty and students will engage in challenging, relevant and meaningful learning opportunities based on clearly-defined, authentic, learning targets and meaningful feedback.

Social and Emotional Learning- To increase the sense of social and emotional security through a continuum of support services for all East Penn students Civic Learning Students will graduate from Emmaus High School as educated and active citizens and voters. –

COUNSELING SERVICES

Counseling services are intended to help students as they navigate high school and prepare to transition to their postsecondary plans. Students are encouraged to consult with a counselor to discuss concerns about academic coursework, career planning, or social/emotional issues that may arise.

More specifically, the role of the school counselor is to:

- Guide students in finding solutions to individual problems
- Help students transition and adjust to surroundings
- Aid students in identifying building and community supports
- Provide resources for exploring post-high school plans and career options
- Raise awareness of career and technical opportunities
- Assist with academic course planning to meet graduation requirements
- Support students through the admissions process for colleges, nursing schools, junior colleges, technical schools, and military enlistment

Through a comprehensive school counseling program, counselors support student success by aiming to help them achieve optimal personal growth, acquire positive social skills, set informed career goals, and realize their full academic potential so that they may become productive, contributing members of the global community.

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:

Subject Area	Number of Credits
English	4
Social Studies	4
Science	3 (Three full years)
Mathematics	3
Arts/Humanities	2
Health	.50
Driver Education	.25
Family and Consumer Science	.50
Computer Applications	.50
Wellness/Fitness	1 *
Electives	2.25

GRADUATION REQUIREMENTS – Con't

*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	Social Studies
Music	Technology Education
English	World Language
Family and Consumer Science	

All students are required to complete four credits of Social Studies. One of the courses also fulfills one of the two required credits in Arts/Humanities. As students select courses to fulfill the four credit requirement, they must complete all of the following: American Studies (American Studies 1 and 2 OR U.S History, Advanced Placement), World Studies (World Studies; European History, Advanced Placement; or

World History, Advanced Placement). Beginning with the Class of 2022, Government (Government/Economics, GP; Government, CP; U.S. Government, Advanced Placement; U.S. History, Advanced Placement; or Humanities).

Students must take three full years of science, at least one of which must be Biology.

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 may request 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 2022. Detailed information about the Keystone Exams can be found at:

<https://www.education.pa.gov/K-12/Assessment%20and%20Accountability/Pages/Keystone-Exams.aspx>

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 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).
- P Pass (used when a student is in a course identified as a pass/fail course).
- F Fail (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, pass (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, fail (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 5.25 credits per year. 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 request 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

Students with an interest in a class transfer and/or withdrawal from a course must follow the process for requesting a course change. Once the first six days of the semester have passed, transfers and/or withdrawals from scheduled classes will be considered only in special circumstances. 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. The process for requesting a change is as follows:

1. Parent and/or student contacts counselor to request a change
2. Counselor provides Special Circumstance form to complete, if the presented reason qualifies as a special circumstance
3. The committee comprised of counselors and administrator(s) reviews the request. The outcome is determined by the committee after analyzing the student's record and consulting with the teacher, parents and the student involved.
4. A withdrawal that does not result in a transfer to another course in the same academic content area will receive a W as the final grade on a student's transcript after a marking period grade has been issued.

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, and are available to view online in Home Access Center. 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:

Grade	AP	Honors	CP/GP
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 school year 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.

COLLEGE COURSES, OUTSIDE COURSES, GRADE POINT AND AVERAGE (GPA)

A number of local colleges and universities 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.

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. Students who complete an AP course are encouraged to take the AP examination.

PRINCIPAL'S HONOR LIST AND HONOR ROLL

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

The Honor Roll contains the names of students having a 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 midway date in the first grading period of the course.

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, principal, and assistant superintendent in writing on the designated form and the agreement must be completed prior to the midway date in the first grading period of the course. Please reference school board policy 116.1 and 118 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 the Principal or his/her designee by the determined deadline. Exempting exams will be offered during midterm exams, final exams and during summer school session. Please reference Board Policy 116.1 and 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 Principal or his/her designee by the determined deadline. Please reference school board policy 116.1. 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 (LCTI) is an extension of the home school. The various programs offered are an integral part of the curriculum of the home high school. Students enrolled in the LCTI half-day program take their required courses at the home school during one-half of the school day and attend LCTI 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. An application is required for this program. Ask your school counselor for more information. Diplomas awarded at graduation are given only by the home high school and not LCTI. The Lehigh Career and Technical Institute does, however, present a certificate to each graduating student who has successfully met LCTI 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 counselor 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. 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. Courses approved by the NCAA are identified with the NCAA icon in the Program of Studies..

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.

2019-2020 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 – Wed. October 16, 2019

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 for dates and to register.

Keystone assessments tentative dates -

Winter 2019 - Algebra 1, Biology, Literature

December 2-13, 2019 and January 6-17, 2020

Spring 2019 – Algebra 1, Biology, Literature

May 11-22, 2020

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

ATTENDANCE REQUIREMENTS

1. Each student will receive EHS Excuse Blanks on the first day of school. The **EHS Excuse Blank** is also posted on the Emmaus High School website at www.eastpennsd.org/ehs, click "About Us", click "Attendance", then scroll to bottom of page. **EHS Excuse Blanks must be used for ALL absences, lates to school, and/or early dismissals. 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. You may also scan or take a photo with a smartphone of the EHS Excuse Blank and email it to EHSAttendance@eastpennsd.org or fax a completed **EHS Excuse Blank** to the Main Office 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 either labeled white attendance box located outside of the Main Office and in the Main Office foyer.
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 student's own faith
 - o Educational activities pre-approved by the district and/or building administration (to be completed on a College Visit/Trip Request Form.
 - 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 by certified mail after the 20th occurrence.**
5. A student who is ill for an extended period may wish to have homework during recuperation. If the absence is OVER 5 consecutive days, a physician's note will be required to excuse those absences. 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.

6. 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.
7. 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

Students who will be absent due to a family vacation or trip must obtain a form which must be completed and returned three (3) 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 during Keystone exam windows if your child is scheduled to take them.**

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 be provided a pass to their 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 upon arrival following the same protocol for absences.
Failure to return an excuse will be handled per the student discipline code regarding unexcused/illegal absences.
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. A student will be considered tardy if reporting to school anytime after 7:23 a.m. Refer to the East Penn School District Policy on Student Conduct and Emmaus High School Discipline Code for more information on penalties for lateness.

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 first period. In the case of scheduled Late Arrival students the request must be brought to the Main Office immediately after signing in to school. The Excuse Blank must state the specific reason, date and time for dismissal and must be signed by a parent/guardian. Telephone requests for a student's dismissal are not accepted.
- 2.

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:

<https://www.eastpennsd.org/ehs/article/updated-discipline-code/>

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 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 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 Referral

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 2018-2019 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."¹ 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 Mondays and Fridays from 7:00 a.m. to 3:00 p.m. and on Tuesday, Wednesdays, and Thursdays from 7:00 a.m. to 5:30. 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.

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

Please see the *Emmaus High School Discipline Code* for acceptable cell phone usage. <https://www.eastpennsd.org/ehs/article/updated-discipline-code/>

Technology Including Chromebooks and EPSD Connects

As technology continues to change, the latest updates to these documents can be found by accessing the link: <https://www.eastpennsd.org/epsdconnects/>

EPSD Secondary Student Handbook Addendum

1:1 Devices - EPSD Connects provides each student with an individually assigned Chromebook.

1. Although Chromebooks are personally assigned to students, they remain the property of East Penn School District, similar to a textbook.
2. Students are expected to come to school with a fully charged device every day.
3. Students should use reasonable care not to cause intentional damage or deface the Chromebook or its accessories.
4. No decals are to be applied.
5. The websites accessed through the Chromebook are filtered both on and off the school network.
6. All district policies are in effect for the student device, at all times.

Further guidance and answers to frequently asked questions are available on the EPSD Connects website: eastpennsd.org/EPSDconnects

Vandalism of Chromebooks: Students should contact a teacher or building administrator to report the issue. If appropriate, local law enforcement will be contacted. As with all acts of vandalism, incidents regarding the deliberate destruction of a school-issued device will be addressed through our building discipline code. Based on law enforcement/administrative investigation, parents may be charged for the cost of repair or replacement of the device not to exceed \$150 (student may receive an older model).

Loss/Theft Protocol for Chromebooks: Students should contact a teacher or building administrator to report the issue. If appropriate, local law enforcement will be contacted. Parents will be billed for a replacement Chromebook (older model) at a cost of \$150; students will be provided a loaner until the cost is paid but *may* not be able to take the device home.

Students should always follow the direction of their teacher with respect to appropriate use of the device. Teachers strive to maintain balance in the use of technology to enrich instruction. When students are asked to put devices away, they are expected to comply with that directive. Students who are off task and may be using their Chromebook for something other than what the teacher deems appropriate may be subject to disciplinary action based on the expectations outlined in the student handbook. Infractions regarding insubordination, computer misconduct, or inappropriate technology use will be addressed through the building discipline code.

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 8th, 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 fundraising 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:

ACTIVITY	POINTS
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 7th 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. Updated Schedules, departure times, game statistics and directions are also available on 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. Gregory R. Annoni	Assistant Principal
Mr. Jordan Fortier	Assistant Principal
Mrs. Lorie Gamble	Assistant Principal
Mr. Joshua Miller	Assistant Principal
Ms. Tabitha Rodriguez.	Assistant Principal
Ms. Rebecca George	Athletic/Activities Director
Mr. Matthew Spengler	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 lobst.	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
Mr. Michael McInerney
Mr. Paul Wood
Ms. Emily Bonney
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
Baxter, Rachel	Science
Beaucamp, Pam	Nurse
Bednar, Eric	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
Brashear, Cynthia	Math
Brown, David	Social Studies
Budinas, Erin	Special Education
Bunn, Barbara	Special Education
Burkhardt, Todd	Mathematics
Carolla, Mike.	Social Studies
Caruso, Lisa	Department Chair, 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
Deillo, Michelle...	English
DiDona, Diane.	Department Chair, English
Dietrick, John.	Business/Information Systems
Doklan, Bridget	English
Donnelly, Kathryn	Science
Duarte, Michael	Mathematics
Duffy, Kelly	Business/Information Systems
Escudero, Laura	AutisticSupport
Espenshade, Jayne	Business/Information Systems
Fenstermacher, Nicole	Speech
Figueroa, Isidro	Spanish
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
Griffith, Mollee	Special Education
Hanzlik, Sally	Social Studies
Harkness, Brian.	Science
Harrington, Ryan	Music
Hertzog, Donna	Science
Hess, Janelle	World Language
Hildebrand, Jacob	Mathematics
Hoderewski, AraEnglish
Hoffert, Margaret	Mathematics
Horner, Alison.	Special Education
Hunter, Pam	Social Studies
Iobst, David	Learning Support
Kalb, Deborah	Department Chair, World Language
Kaunitz, Amy	Social Studies
Kingsbury, Colleen.	Family & Consumer Science
Kinzel, Sarah	Mathematics
Kita, Tammy	ESL
Knecht, Stacy.	Learning Support
Kneller, Kim.	Science
Knight, Jennifer	.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
Layton, Jennier	Special Education
Leiby, Laura.	Mathematics/Science
Lesko, Kelly.	Mathematics
Lower, Brad	Learning Support
Luancing, Briana	Science
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
Miller, Lori.	Department Chair, Wellness/Fitness
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
Nolan, Tyler	Social Studies
O'Connor, Tim	English
O'Hara, Ann.	Mathematics
Ohl, Brent	Department Chair, Science

Palazzo, Regan	Learning Support
Parish, Brian	Social Studies
Petrunak, Shannon	English
Pirro, Joseph	English
Pum, Brian	Social Studies
Ramson, Scott	Technology Education
Reaman, Denise.	English
Remaly, Kevin	Special Education
Richards, Matthew	Science
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
Speicher, Stuart	English
Spengler, Mark	Special Education
Spotts, Heather	English
Stoudt, Beth	Mathematics
Stuchko, Chris	Special Education
Susens, Kristin	Science/PLTW
Svencer, Kristina.	Science
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
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 DELAY²

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 – 11TH 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 – 9th, 10th, 12th 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 SCHEDULE³

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_____

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

² 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.

³ 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.