

**EAST PENN SCHOOL DISTRICT
LOWER MACUNGIE MIDDLE SCHOOL
STUDENT –PARENT HANDBOOK 2018-2019**

**LOWER MACUNGIE MIDDLE SCHOOL
6299 Lower Macungie Road
Macungie, PA 18062
Main Office: 610-395-8593
Fax: 610-398-4385
Counseling Office: 610-398-4388
LMMS website: www.eastpenn.k12.pa.us/lmms**

Suzanne Vincent,

Principal

Rodd C. Luckenbill, Assistant Principal 6th & 7th Grade

TBD, Assistant Principal 6th & 8th Grade

Michael Nytz, Counselor 6th Grade

Lisa Shirvinski, Counselor 7th Grade

Blake Boyer, Counselor 8th Grade

LMMS- Students, Parents, and Teachers Working Together

This handbook belongs to:

Name _____

Grade _____ Homeroom _____ Team _____

Address _____

City _____ Zip _____

Phone _____

Learn and demonstrate responsibility

Make good choices

Maintain respect for self, others, and property

Strive for success

Mission Statement

As a school and community, we believe that all children can learn, and we commit ourselves to a middle school program that addresses the unique needs of our middle-level learners and that fosters life-long learning to meet the challenges of a changing world.

Philosophy

We believe that all children can learn. Therefore, we believe middle level education:

- Provides an instructional program that meets the unique and varying intellectual, social, physical, and emotional needs of the middle-level learner and that recognizes their interests, learning styles, and abilities;
- Actively involves the students, staff, parents, community, and the school board in the implementation of the middle level philosophy and the development of a positive school climate to assure the success and growth of the learner;
- Provides a curriculum for life-long learning which is based on core academics as well as opportunities for discovery and exploration and which will maximize each student's learning potential;
- Provides experiences which will foster the development of student self esteem, responsibility to self and others, and a love of learning;
- Provides a basis for students to meet the challenges of a changing world;
- Provides a program of higher-order thinking skills and problem solving techniques that challenge all students;
- Provides information and opportunity for career exploration;
- Provides for the development, expansion, and improvement of study skills;
- Develops effective communication among all participants in the middle school community;
- Provides a broad spectrum of student activities and experiences that foster a nurturing environment for success and growth of the learner;
- Provides opportunities for and fosters community service experiences for students;
- Ensures opportunities for all students to feel successful.

WELCOME TO LOWER MACUNGIE MIDDLE SCHOOL

Main Office: (610) 395-8593

It is our pleasure to welcome you to Lower Macungie Middle School. We are very proud of the programs we offer our students and we encourage you to actively participate to get the most out of your middle school experience. Please use this planner as a way to manage your time through this busy year. Through hard work, responsibility, and respect for yourself and others, you will find this time to be very rewarding.

General Information

Statement of Non-Discrimination

The East Penn School District is an equal opportunity educational 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 the 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 Mrs. Noelle Keeler, Compliance Office, 800 Pine Street, Emmaus, PA (610) 966-8331.

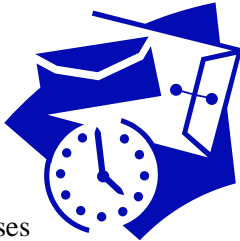
School Day

The school day begins at 7:25 a.m. when students may enter the building and go to their lockers. The 7:35 a.m. bell reminds students that they have five minutes to report to homeroom. All students are expected to be in homeroom at 7:40 and will remain there until 7:50. Students will follow the schedule for their grade listed below. At the end of the day, their teachers will dismiss all students. Students should not be in the building after 2:25 p.m. unless a teacher supervises them.

Daily Time Schedule

Grade 6

7:25-7:40 Enter building,
7:40-7:50 Homeroom
7:50-10:46 Core Academics
10:46-11:30 Lunch
11:30-12:14 Core Academics
12:14-1:42 Exploratory Courses
1:42-2:25 Activity/Team Time



Grade 7

7:25-7:40 Enter building
7:40-7:50 Homeroom
7:50-10:02 Core Academics
10:02-11:30 Exploratory Courses
11:30-12:14 Core Academics
12:14-12:58 Lunch
12:58-1:42 Core Academics
1:42-2:25 Activity/Team Time

Grade 8

7:25-7:40 Enter building
7:40-7:50 Homeroom
7:50-9:18 Exploratory Courses
9:18-11:30 Core Academics
11:30-12:14 Lunch
12:14-1:42 Core Academics
1:42-2:25 Activity/Team Time

Two-Hour Delay

Homeroom 9:40-9:50
Period 1 9:50-10:15
Period 2 10:15-10:40
Period 3 10:40-11:05
Period 4 11:05-11:45
Period 5 11:45-12:15
Period 6 12:15-12:55
Period 7 12:55 – 1:25
Period 8 1:25 – 1:55
Period 9 1:55 – 2:25

Social-Emotional Learning/ Bullying

As part of LMMS's on-going anti-bullying initiative and commitment to strengthening the social-emotional skills of our students; LMMS students will continue to meet on Wednesdays with advisors in groups to discuss the effects of behaviors on themselves, others and our school. Research-based curriculum will be used to guide and facilitate discussions/activities

| | | |
|---------------|-------------|-----------------------|
| Homeroom | 7:40-7:50 | *LUNCH PERIODS |
| Class Meeting | 7:53-8:25 | *Period 5 11:08-11:45 |
| Period 1 | 8:28-9:05 | *Period 6 11:48-12:25 |
| Period 2 | 9:05-9:45 | *Period 7 12:28-1:05 |
| Period 3 | 9:48-10:25 | Period 8 1:08- 1:45 |
| Period 4 | 10:28-11:05 | Period 9 1:48-2:25 |

Emergency Closing of Schools

Should it be necessary to close or dismiss school because of weather conditions or any other unforeseen circumstances, an announcement will be made using the Edulink phone service, on Allentown radio stations and on the television, WFMZ TV. **Please Do not call the radio stations or the school.** Announcements will also be posted to the East Penn School District Website WWW.EastPennSD.Org.

Please be sure to have all contact phone numbers updated in Eschool/Home Access Center so that you can be notified of closings in a timely manner.

Absence-Lateness-Early Dismissal

Regular student attendance is necessary to assure academic progress. Parents are required to submit a written excuse within **three** days of the absence. Failure to submit an excuse within the required time will result in the absence being classified as **unexcused**. Excuses are submitted to the attendance table in front of the library or main office by 7:50 a.m. Parents of students who are **entered as absent or late** will receive a phone call notification.

STUDENT ATHLETE /EXTRA-CURRICULAR ABSENTEEISM ON EVENT DAYS

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

NEW Attendance Procedures

1. **All attendance** notes will be required within **three (3)** days of return from absence and, when possible, on district approved excuse blanks.
2. **All absences** will initially be coded as unexcused no penalty UXP.
 - Any excuse blank turned in during the 3 day window from the day of the absence and that states a lawful reason will be modified to EX (excused).
 - Any absence where an excuse blank is not turned in within 3 days will be modified to UX (Unexcused)
3. Any UXP that is modified to UX may be subject to new truancy procedures.
4. Excuses may be submitted after the 3-day window. In such cases, the reason must be lawful and will serve to convert the unlawful absence (UX) to unexcused (UXP) thus terminating the truancy process for said absence.
5. **If no excuse** blank is received for an absence, the absence is coded as UX and may be subject to new truancy procedures.

UX(Unexcused) Absences.

- 1 UX - Absence reflected in Student Management System (SMS)
- 2 UX - Absence reflected in SMS
- 3 UX - Warning Letter Sent
- 4 UX - Warning Letter sent with scheduled Student Attendance Improvement Conference (SAIC) meeting date.
- 5 UX - Citation Letter and Citation sent
- 6 UX- Habitually Truant procedures enacted

Habitually Truant Procedures

● **Under fifteen (15) years of age.** The school must refer the child to either: (1) a school-based or community-based attendance improvement program or (2) the county children and youth agency (CYS) for services or possible disposition as a dependent child under the Juvenile Act. Additionally, the school may file a citation against the parent of a habitually truant child under fifteen (15) in a magisterial district court.

● **Fifteen (15) years of age and older.** The school must either: (1) refer the child to a school-based or community-based attendance improvement program or (2) file a citation against the student or parent in a magisterial district court. If the child incurs additional absences after a school refers that child to an attendance improvement program or refuses to participate in an attendance improvement program, the school may refer the child to the local CYS agency for possible disposition as a dependent child.

SAIC (Student Attendance Improvement Conference)

- Date/time will be determined by administration and detailed in 4 UX letter
- Goal is to collaborate with parent/guardian & student(s) on the topic of lawful student attendance
- If, at the time of the SAIC, a parent/guardian provides documentation with lawful reasons, all UX absences may be changed to UXP and all truancy procedures may be reset.
- Administrators will utilize a common SAIC template to document the SAIC meeting. Such documentation will be used for truancy proceedings as necessary.

Total Absences

- Parents will receive a warning letter when student has accumulated **10 total absences**.
- Medical notes are required for students who have accumulated **more than 20 total absences in any combination of absence codes**

Excused Absence: Excused absences include, but are not limited to, illness of student, quarantine, physical or mental incapacity, death in the immediate family, court summons, violent weather, school-related work, observances of a religious holiday by bona fide religious groups, religious instruction or State emergency.

Unexcused Absence: Absences not meeting the legal/excused absence criteria.

Absence and Student Activities: Students absent or suspended from school **are not permitted to attend or to participate** in after school extra-curricular activities or events, nor are they permitted to attend dances or participate in other school-sponsored social activities.

Medical Excuses: Students who are absent as a result of medical appointments should request a note from the doctor. The note should indicate the date of the appointment and a recommendation from the doctor as to when the student may return to school.

Extended Absence: Students who will be absent from school for more than **three school days** should have their parents contact the guidance office administrative assistant who will arrange for assignments and books to be sent home. Such a request for assignments and books should be made by 10 a.m.

Make Up Work

Students who are absent from school for **3 consecutive school days** should have their parents contact the guidance office administrative assistant at (610) 398-4388. Arrangements can be made for **assignments/books** to be picked up by a parent. Such a request should be made by 9:00 am. Students who are absent from class for any reason must complete all assignments and take tests if any were given during their absence. **It is the student's responsibility to confer with the subject teacher(s) within 2 days after returning to class to learn what is to be made up and to determine a schedule for the necessary make up work.**



Lateness to School

Students who are late to school must submit from the parent a note explaining the reason for lateness. All late students need to report to the office to sign in and to receive a late pass.

Excused Lateness: Lateness due to illness, family emergency, medical tests and/or treatment, court summons, and/or police/legal business. Lateness due to medical appointments should be verified by a note from the doctor's office. The note must state the date and time of the appointment.

Unexcused Lateness: Lateness not meeting above criteria. Accumulation of more than four unexcused latenesses may result in disciplinary consequences.

Permission to Leave School Early

In no case is a student to leave school during the day without permission from the office. If such permission is necessary, the student must bring to the office before 8 a.m. a written request from home stating the exact time at which he/she is to be dismissed and explaining the reason for the early dismissal. The student must report to the main office with the pass and sign out before departure. If he/she returns during the same day, he/she must sign in upon returning and receive a pass to return to class.

Passes

Students finding it necessary to leave any class for any reason are required to have a properly completed pass, which has been signed by the teacher in charge.

Illness/First-Aid

A student who becomes ill during the day shall obtain a pass from his/her teacher and report to the nurse. Reporting to the health room between classes without a pass is prohibited except in the case of an emergency. If a student is injured or becomes ill while at school, the school nurse will contact the parent. **The student cannot make the decision to go home sick, nor should he/she make the decision to contact his/her parents.** After the nurse contacts the parent, it will become the parent's responsibility to come to the school, pick up the student, and arrange for further care. Students who fail to follow this procedure will be subject to disciplinary action. Students who need medication dispensed during the day must have their parents fill out and Authorization for Medication Form available in the main office. This form plus the medication MUST be delivered to the nurse by the PARENT as soon as the student enters the building. Medication must come in the originally prescribed container along with the doctor's instructions for administration and side effects. Students who need to take over-the-counter medication need to have a Standing Order Medication Form filled out in a similar manner and must provide a supply of the medication.

Lockers

All student lockers (both hall and locker rooms) 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 an 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. Students are **not** to share lockers with other students or change their locker assignment without permission from their homeroom teacher.

Care of Valuables

Students are encouraged to bring to school only those items necessary to function during the school day. **The school cannot be responsible for money or valuables lost in the building.** We discourage students from bringing large sums of money, electronic devices, smartphones, cameras, or other expensive items to school. Money for fund raising projects should be given to the faculty sponsor immediately upon entering school in the morning. Electronic devices, cellphones, musical devices, and cameras are not permitted for personal use during the school day(exception see B.Y.O.D below). Cell phones are to remain off and out of sight from 7:35AM to 2:25 PM. Cell phones and other electronic devices used during the day will be confiscated and available for pick up from the Main Office. Parents will be required to pick up confiscated items if the student repeats the offense.

Bring Your Own Device (B.Y.O.D)

LMMS students will have the opportunity to use personal electronic devices for Independent Reading throughout the school. Individual teams will meet to review the process and expectations for participation. After the meeting students can print out the necessary documents, share with parents/guardians and submit signed consent form. Students will then be able to access the BYOD network while at school. Student use is limited to independent reading in classrooms or library, classwork during period 9 in the library or classwork with direct permission of the classroom teacher. Students are not permitted to access their cellular network while in school. Student access will be revoked if students use the device for purposes other than independent reading, in a place other than classroom or library, access non class related websites, access cellular networks or use the camera/video functions. Students are fully responsible for the safety and care of their devices. Please contact building administration with questions or concerns.

Cafeteria

All students eat lunch in the school cafeteria. Students may bring a packed lunch from home or they may purchase the school prepared lunch. Procedures for using the School Café' system to purchase lunch will be explained in the principal's letter sent during August. Food and beverages may not be taken out of the cafeteria. Students are not permitted to bring any beverage in a glass container. Students are not permitted to bring caffeinated beverages to school, i.e.: coffee, sodas and energy drinks. Eating lunch in the cafeteria is a privilege. Students whose cafeteria behavior is inappropriate will be assigned to eat lunch in another area of the building. Only Staff Assistants and administration can assign or reserve seating in the cafeteria. All unassigned seating is open to all students on a first come first served basis.

Free or Reduced Lunch

Free/ Reduced Meal applications can be completed online at www.paschoolmeals.com for the fastest processing. Paper applications can be obtained by calling the Food Service Office at (610)966-8309.

School Cafe'

East Penn School District is proud to offer SchoolCafe', (formerly Parentonline) as a safe and secure way for parents to make online payments to their children's cafeteria accounts.

Physical Education

Students who are well enough to attend school are expected to dress for and participate in physical education class UNLESS they present a written note from a physician who explains why the student cannot participate in gym and the length that restriction will last. **NO JEWELRY OF ANY KIND MAY BE WORN DURING CLASS PARTICIPATION.**

Student Assistance Program

All secondary schools in the East Penn School District offer the Student Assistance Program (SAP) which has been mandated by action of the state legislature. The Program is run through a specially trained building team which includes administrators, guidance counselors, and teachers.

The building team's primary goal is to identify students that are experiencing obstacles and challenges that interfere with their learning. Confidential referrals to the Student Assistance Program can be made by teachers, parents, and students. Throughout the year, peer support groups may also be offered by the Student Assistance Program.

Student Behavior/Conduct General Statement

In order for the school to achieve its goals, all students are expected to behave in accordance with guidelines set forth in the school discipline policy and in the state approved Guidelines on Student Rights and Responsibilities. Students whose behavior is not appropriate will be assigned detention. Serious infractions may result in in-school or out-of-school suspension and/or expulsion.

Parents will be contacted by phone and/or by mail when student disciplinary problems cannot be quickly resolved by the student, teacher, and administration. Parent conferences will also be scheduled in cases of severe or chronic problems.

Any parent who wishes to meet with school personnel MUST call the school to schedule an appointment. This procedure will help to ensure that personnel are available and that adequate time can be given to address concerns.

Supporting Positive Behavior

We believe that positive behavior starts in the home and is reinforced in school. Accordingly, it is important that **parents:** (1) recognize that the school, in accordance with state law, takes the place of the parent while the student is in school, including the time going to and from school; (2) teach the student respect for authority, law, and the rights of others, and respect for public and private property; (3) insure regular and prompt school attendance, as well as comply with state attendance laws and procedures; (4) cooperate with the school to guarantee academic and behavioral success in the best interest of the student. Likewise, it is important for the **school** to: (1) foster a sense of respect in the community; (2) promote the concept of teamwork in the classroom; (3) celebrate student success and positive behavior; (4) involve students in meaningful activities and focus on standards that promote academic achievement. Finally, it is important that **students:** (1) practice respect by using language and actions that show concern for the rights of others and their property; (2) demonstrate accountability for their actions, language, commitments, requirements, and responsibilities; (3) obey all directives, rules, and procedures; (4) control their bodies and emotions so they respect the personal space of all others.

Students of the Month

Each month faculty, guidance counselors, and administrators select students as Students of the Month. This honor is the result of careful examination of several factors, including scholastic record, citizenship record, involvement in school and/or community activities, and the ability to serve as role models for other students in Lower Macungie Middle School. These students are invited to a breakfast with their parents, where all recipients are recognized for their positive contributions to school and the community.

We are very proud of our students, and we firmly believe that students, parents, teachers, and administrators must work together to achieve one goal: insuring academic and personal success for all students.

Detention

Students may be assigned to detention for infractions related to the school discipline policy. Lunch detention is held during a student's designated lunch time. After school detention is held from 2:25 to 4 p.m. on Tuesdays and Thursdays. During the detention period, students are expected to work on homework or other school related assignments. Students who fail to report to assigned detention or whose behavior during detention is disruptive will be subject to further disciplinary action.

Students assigned to after school detention are given at least a 24-hour notice of the day the detention is to be served. Other than on days when a late bus is available, it is the parents' responsibility to provide transportation home.

Suspension

Suspension can be in or out of school and results from a serious breach of misconduct. In-school suspension requires a student to stay in one room for the entire day while he/she completes work sent by his/her teachers. Out-of-school suspension requires the student to stay off East Penn School District property for the duration of the suspension. Students are responsible for missed work and assignments. Parents may request work from teachers and may make arrangements to pick up this work through the guidance office. Students may not participate in school or district sponsored extra-curricular activities during the duration of a suspension.

Student Dress

Students are expected to dress in a manner that is appropriate for a school setting. Clothing is expected to be clean and in good repair. The dress guidelines for LMMS are as follows:

- All students must wear shirts or tops that extend to and cover the midsection of the body. Shoulders are to be covered and arm openings must not reveal undergarments. No tube tops, halter tops, tank tops, etc. are permitted. No mesh fabrics or see through fabrics are permitted.
- Pajama pants are not permitted to be worn in school.
- Shorts, dresses, skirts, and sweater tops accompanied **with or without** leggings or tights, must be modest in nature and long enough so that the hem is at least finger-tip length when the arms are fully extended at the side.
- Leggings, yoga pants, tights must be accompanied with tops that are modest in nature and long enough to extend to finger-tip length when the arms are fully extended at the side.
- Basketball jerseys and similar sleeveless shirts must be worn over another shirt with sleeves.
- All undergarments must be covered and not exposed, with the exception of t-shirts exposed at neck areas. Tops which are inappropriately low cut are not acceptable. Form fitting skirts, dresses, leggings, yoga pants, tights, or (form fitting) shorts worn alone as outer garments are not acceptable.
- Clothing that contains cuts, tears, shredding, slashing, or fraying will be left to the discretion of LMMS faculty and administration. Clothing that contains cuts, tears, shredding, and slashing located above the knees must be accompanied with leggings, tights, or other appropriate undergarments to conceal bare skin.
- No clothing item can contain a logo or wording that relates to drug or alcohol use, weapons, vulgar or offensive language or acts, cigarettes, cigars, or other smoking or smokeless tobacco products.
- Footwear must be worn at all times and be secured to the foot. No backless shoes, shower shoes, soft soled backless shoes, flip-flops, slides, slippers, or open toed footwear will be permitted.
- No hats, head scarves, bandanas worn on any part of the body, etc. are permitted.
- Students may not wear coats or jackets during the school day. They may keep a sweater or sweatshirt in their locker for use on cooler days.
- Jewelry items, belts and other accessories must not contain sharp projections, metal studs, or be designed in such a way that injury may result from contact with that jewelry.
- Students may not wear chains suspended from their belts or pants. These chains are covered under the State of PA weapons law.
- Students may not tie shirts, jackets, etc. around their waist, shoulders, or other body areas.
- Body and face paint (including stickers, stamps, etc.) are not appropriate except on designated School Spirit Days.
- Shorts or pants with words or printed messages on the buttocks are not permitted.

*Any attire, which the administration considers to be an impediment to the quality of instruction or the welfare of the student or school building, will not be permitted.

Students in violation of the LMMS dress guidelines will be asked to change into more appropriate school attire. Clean clothing that meets the LMMS dress guidelines is available in the school nurse's office. If necessary, parents or guardians may be asked to provide a change of clothing.

Conduct on Buses

Students who ride on buses to and from school are expected to conduct themselves appropriately. *All general school rules and behavior guidelines, including the school district policies on bullying and harassment, are in effect on the buses.* In addition, specific bus conduct guidelines are outlined below. All students need to understand that the bus driver is to be treated with courtesy and respect. The bus driver is the person who is in charge of the bus and enforcing the rules on the bus. Bus drivers may assign students to specific seats and bus drivers may establish the pattern for loading and unloading the bus. The bus company has requested that all students ride their own bus. Bus passes will not be issued for students to ride another bus, except in emergency situations. A note from a parent **must** accompany any emergency situation requests and presented to the main office prior to 12:00 noon so that drivers can be informed of the change in a timely manner.

General Bus Conduct Guidelines:

- Students should not eat food or candy or drink any beverages on the bus.
- Horseplay, yelling, screaming, and shouting are not permitted.
- The use of vulgar language and gestures, racially insensitive comments or gestures, comments, discussions, or gestures of a sexual nature are highly inappropriate and will not be tolerated.
- Students must be seated and facing the front of the bus at all times when the bus is moving.
- Students may not extend their hands, arms, legs, or heads outside the bus windows at any time.
- Students will not throw litter or any other items on the bus or out of a bus window.
- Only the driver or administration can reserve or assign student seats. Non-assigned seats are open to all students on a first come first serve basis.
- The use of any camera or recording device to photograph, video or audio record individuals is strictly prohibited. Furthermore, any postings of recordings to social media may result in disciplinary consequences.

Students must remember that riding a bus to school is a **privilege** and not a right. Students who conduct themselves in an inappropriate manner or students whose conduct threatens the health, safety, or welfare of other students on the bus will be referred to the assistant principals for disciplinary action. This may include, but is not limited to, suspending the student from the bus for a specific period of time. If students are removed from the bus, it is the responsibility of the parent to provide transportation both to and from school.

Students or parents with any concerns about bus conduct are requested to report these concerns to the bus driver, to the LMMS school principals, or to **STA**, the bus transporter (610)421-6039 promptly. Students should also report any concerns about bus conduct directly to their parents or guardians.

Walking/Biking To/From School

Students are **not** permitted to walk or ride their bikes to school unless a hand-written parent request is submitted to building administration along with a contact telephone number. Administration will contact the parents and upon administrative approval, students will be permitted to walk, or ride their bikes.

Denial of Student Participation

Students may be denied permission to attend and/or participate in athletics, school-related or social events (dances, assembly programs, class trips, field trips) if their behavior becomes chronically inappropriate. Denial of these privileges may be for one event or a longer period of time, depending on the student's disciplinary record.

Access to Student Records

Parents of students have the right to inspect, review, copy, and request correction of their child's school records. This right is extended to both natural parents unless there is a court order, state statute, or legally binding document specifically prohibiting access. A copy of any such order/document must be on file with the principal. Any questions regarding access to student records should be directed to the principal.

Guidance Services

Three guidance counselors are on duty in the guidance office. These counselors are available to discuss personal, academic, or vocational concerns. Students who wish to meet with a counselor should schedule an appointment through the guidance administrative assistant. Parents who wish to consult with a counselor about their child's personal or school problems may call the school and make an appointment with one of the counselors.

Counselors are:

| | |
|-----------------------------|---------|
| Mr. Michael Nytz | Grade 6 |
| Mrs. Lisa Shirvinski | Grade 7 |
| Mr. Blake Boyer | Grade 8 |

Instructional Support

LMMS has a full time Instructional Support Teacher on staff. They will be working with the principals, counselors, teachers, parents, and students to provide a support program for non-special education students who are experiencing academic difficulty. For further information about services that are a part of the Instructional Support program, please call 610-398-4389.

Home Access Center

Home Access Center provides parents and students with online Demographic, Medical, Transportation, Emergency Contacts, Schedule, Attendance, Discipline, Interim Progress Reports, Report Cards and Current Grade book information. Parents must be able to gain access to the internet and complete a Home Access Center Request Form to receive a login and password. Parents are encouraged to check Home Access Center on a weekly basis to monitor the progress of their child(ren).

Grading System

The following letter system is used to indicate academic progress:

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

| | |
|-----------|--|
| S | Satisfactory progress |
| U | Unsatisfactory progress |
| N | Needs improvement |
| M | Medical (Assigned to students who cannot participate in physical education because of medical condition documented in writing by attending physician). |
| I | Incomplete (See Make-up Work) |
| WP | Withdraw Passing |
| WF | Withdraw failing. Filed as course failure; no credit given; may affect promotion. |

Report Cards

Report cards are posted online in **Home Access Center** four times during the school year. Parents that do not have internet access should complete and return the request for hard copy report cards that is available in the main office and guidance office.

Honor Rolls

The honor rolls are posted following the close of each marking period:

High Honors: Honors excellent student achievement. Students must earn an 'A' in all core academic subjects and a 'B' in all exploratory subjects.

Honor Roll: Honors above average student achievement. Students must earn a grade of "B" or better in all subjects.

National Junior Honor Society

National Junior Honor Society (NJHS) is a selective service organization for 8th grade students. Invitations are sent out after the second marking period. In order to become a member of NJHS, the student must meet the following minimum requirements:

1. 3.6 or higher cumulative grade point average (GPA).
2. Participation in school activities throughout the entire school year. (example: one activity that is yearlong or several activities that equal a yearlong commitment.)
3. Participation in community activities throughout the entire school year. (example: one activity that is yearlong or several activities that equal a yearlong commitment.)

Students who are issued an invitation to join must complete an application that is evaluated by a faculty committee. The Society creates an enthusiasm for scholarship, promotes leadership and good citizenship, and stimulates a desire to serve. Members provide services to the school during the year.

Grade Retention/Summer School

1. The parents of all students who are in danger of failing a subject for the year will be mailed a report of that possibility at the end of the second and third marking period.
2. School administrators will meet at the end of the fourth quarter to review students' academic records. Any decisions to retain will be made by the building principal. Some students may not be retained but will be referred to summer school for remediation of specific subjects.
3. Summer School: Some students will need to attend summer school in order to make up failed courses. A passing grade in summer school is determined by averaging the two best marking period grades of the subject failed during the regular school year with the summer school grade. Students who receive a passing grade in summer school for a particular course may be promoted provided that they have met all other promotion requirements.
4. In all cases of grade retention at the middle school level, the student's age, maturity level, and academic functioning ability will be taken into consideration before a final decision is made. The final decision to retain a student will be that of the building principal after consultation with teachers, counselors, parents, and student.

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 weekends while students are not on district property.

Parents/guardians, on behalf of 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, home 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 per a year with the application available online at:

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

EPSD Secondary Student Handbook Addendum

1:1 Devices - EPSD Connects

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 will 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.

Lower Macungie / Eyer Middle Schools Discipline Code

Middle School Discipline Code Belief Statement

We believe that all students, parents, teachers, and staff shall create and maintain a safe environment of respect and responsibility for themselves, one another, their school, and the East Penn community. This environment, free of distractions and disruptions, shall foster opportunities for students to learn and teachers to teach.

In applying discipline guidelines, **administrators reserve the right to use their discretion in reviewing individually a student's disciplinary infraction and dealing with that infraction on an individual basis, apart from the discipline responses listed herein.** The administration will use a wide variety of interventions to insure the safety, health, security, and well being of all the students at LMMS.

Statement of Agreement

1. We agree to respect ourselves and others.
2. We agree not to devalue or discount ourselves and others.
3. We agree to respect the property of ourselves and others.
4. We agree to follow rules in specific areas.
5. We agree to work together courteously and cooperatively.

The Lower Macungie Middle School Discipline Code was included with all parent information items sent home on the first day of school. Additional copies can also be obtained in the main office.