

### ***Student Responsibilities***

A. Student responsibilities include regular school attendance, conscientious effort in classroom work and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

B. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.

C. Students should express their ideas and opinions in a respectful manner.

D. It is the responsibility of the students to conform to the following:

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 Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.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

### ***Student Attendance***

Pennsylvania law requires that all parents annually receive District regulations regarding student attendance. You should refer to the handbooks issued at each school building for further details. The basic regulations are as follows:

- A. In addition to those regulations established by the Board of Education and the School Code, students have the responsibility to comply with the attendance procedures of the school they are attending.
- B. Parents are required to submit a written explanation for the legal absence of their child within three school days from the date of the child's return to school. Email format will not be accepted as a written explanation. Failure on the parent's part to provide said explanation does not in itself qualify the absence as excused. The absence must be for a legal reason according to the law.
- C. Legal absences include, but are not limited to, illness of student, quarantine, physical or mental incapacity, death in the immediate family, court summons, violent weather, approved educational trips, observances of a religious holiday by bona fide religious groups, religious instruction or a State emergency.
- D. The responsibility for making up work missed during legal absences rests with the student.
- E. Absenteeism beyond twenty school days requires a doctor's excuse. After 20 school days of absence, a parental conference may be held. After any 30 school days of absence, the parents of the absent student may be scheduled to meet with the Superintendent or designee, and the student may forfeit all credit for courses taken that year, depending upon the number of days absent and the course grade.
- F. Illegal absences for students under 17 are those due to truancy, parental negligence and unlawful employment. By Pennsylvania Law, the parents of a student who has

- accumulated three illegal absences and within the compulsory age limits are to be served a first offense legal notice. Any subsequent illegal absence then makes the parents liable for a fine.
- G. Chronic truancy will be referred to the proper agency for further legal action or, after all reasonable avenues have been explored, expulsion may be initiated.
  - H. Upon written parental request, a student may be excused during school hours to obtain professional health care or therapy by a licensed practitioner if the service cannot be received outside of school hours.
  - I. In extenuating circumstances, homebound instruction may be provided. Refer to District guidelines.
  - J. Students may be excused to participate in a non-school sponsored educational tour or trip if their parents submit a written request on the district request form prior to the trip. Forms must be submitted at least 5 days prior to the trip. No more than 10 school days per student will be approved for educational trips or tours during one school year.

### ***Safe Schools Mission Statement***

We are committed to providing a safe learning and working environment for our students and staff through the development of intervention and prevention programs.

We want to demonstrate our intolerance for any offense that endangers the safety of students or staff. Every reasonable effort will be made within the district's capabilities to provide a safe and secure environment for its students, staff and public.

### ***Student Photo Policy***

From time to time a school would like to display pictures of students involved in curricular and extra-curricular activities on that building's web pages. These web pages highlight various aspects of the school and the students' participation in learning. In order to include your child's picture, we must have your written permission on file. Please be sure to sign and return the permission letter you receive from the building principal.

### ***Character Counts: Civic Responsibility Initiative***

The Character Counts initiative is a program designed to encourage civic responsibility for all our students in grades K-12. It contains nine "pillars" of themes which are:

- Citizenship** – being a member of society with protected rights, privileges, and duties of a citizen
- Honesty** – truthfulness, sincerity, freedom from deceit or fraud, morality
- Responsibility** – reliability, dependability, accountability
- Caring** – compassion/empathy/gratitude, concerned, thoughtful
- Respect** – courtesy, tolerance, civility – admiration, appreciation, value, honor
- Cooperation** – fairness, work together, supporting one another, helping, uniting
- Self-discipline** – knowing and following rules
- Perseverance** – initiative, persistence in spite of difficulty or obstacles
- Generosity** – altruism/selflessness, usefulness, kindness

Four statements have been developed for each pillar. These statements are to be read as part of the opening exercises – one day each week for four weeks. Each "statement" will be accompanied by a corresponding discussion question to be employed as part of classroom follow-up to these statements. These discussion statements are designed to be used at the elementary level but can be adjusted for use in the secondary schools as well.

### ***Immunizations***

The Superintendent shall annually review the State standard for immunization of pupils and direct the responsible district personnel accordingly; inform parents and guardians of children prior to their entry to school for the first time of the requirements of immunization, the requisite proof of immunization, the exemption available for religious or medical reasons and the means by which such exemptions may be claimed; and investigate and recommend to the Board such district-

sponsored programs of immunization as may from time to time be warranted by circumstances and the health of the school community. Any such program is subject to Board approval and should be conducted in cooperation with local health agencies.

A child may not be admitted to or permitted to attend a public, private, nonpublic, special education or vocational school in a district unless the immunization, exemption or provisional admission requirements of the Department of Health, at 28 Pa. Code Chapter 23, Subchapter C (relating to immunization), have been met or the child has received from the chief school administrator of the public, private, nonpublic, special education or vocational school a medical or religious exemption from immunization under 28 Pa. Code § 23.84 (relating to exemption from immunization). Students who have not been immunized due to medical or religious exemption may be excluded from school during a disease outbreak.

**COMMUNITY RESOURCE EMERGENCY NUMBERS**

CRIME VICTIM'S COUNCIL (main office): 610-437-6610

CRIME VICTIM'S COUNCIL HOTLINE: 610-437-6611

*(Date Rape and Family Violence)*

MENTAL HEALTH EMERGENCY: 610-782-3127

PROJECT CHILD (main office): 610-954-9561 x40

PROJECT CHILD PARENT HOTLINE: 610-691-1200

*(Child Abuse Prevention)*

VALLEY WIDE HELP: 610-435-7111

*Spanish 610-866-1089*

TURNING POINT: 610-437-3369

*(Domestic Violence)*

VALLEY YOUTH HOUSE: 610-691-1200

*(Emergency Shelter)*

POISON CONTROL: 1-800-222-1222

POLICE: 911

***Procedures Regarding Dispensing of Medication K-12***

The following procedures for use of medication in school have been established with your child's safety and welfare in mind.

Medication, both prescribed and over-the-counter, **may not** be brought to school unless absolutely necessary. If it is crucial for your child to take medication during the school day, please use these guidelines:

- 1. Students are not permitted to possess prescription medication or over-the-counter medication at any time during the school day or at school activities/functions.**
2. Students are permitted to carry asthma inhalers or Epi-Pens with written authorization from the authorized prescriber, the parent/guardian and the school nurse.
- 3. An adult must deliver and pick up the medication.**
4. Medications may only be dispensed by a school nurse or licensed health room aide.
- 5. All medication must come to school in the original container.**

6. Medication **prescribed** by an authorized health care provider must be accompanied by an "Authorization for Medication " or equivalent form signed by the parent and the prescriber.
7. **A prescriber's authorization is not required for administration of commonly used over the counter medications approved by the school physician** (examples: Tylenol, Ibuprofen, Benadryl). Contact the school nurse if you are unsure if your child's over the counter medication is on the approved list.
8. Medication will not be given to a student having a recent traumatic injury unless previously assessed by a health care provider and written permission from an authorized prescriber and a parent/guardian is submitted.

**ANY MEDICATION THAT IS NOT BROUGHT TO SCHOOL BY A PARENT / ADULT, IS NOT IN THE ORIGINAL CONTAINER, AND DOES NOT HAVE REQUIRED AUTHORIZATION WILL NOT BE ADMINISTERED.**

#### **SCHOOL SPONSORED FIELD TRIPS**

**For any student requiring medication on a school-sponsored field trip, it is the parent/guardian's responsibility to contact the teacher and/or the school nurse to plan for proper administration of medication on the trip. Medication will not automatically be sent on field trips.**

#### ***Communicable Diseases***

For any illness, a student should have a temperature below 100° for 24 hours without use of fever reducing medicine before returning to school.

Influenza-like Illness: Any student exhibiting signs and symptoms of influenza will be sent home from school. This includes T>100°F, cough, sore throat, body aches, headache, chills, fatigue.

The following regulations on exclusion from school will be strictly enforced.

No student, absent or excluded from class by reason of one of the diseases listed below, shall return to school before the specified time has expired. This regulation refers to the following:

<b>Chicken Pox/Shingles</b>	5 days from appearance of first crop of vesicles or when lesions are dry and crusted over. (Shingles - exclude only if rash is weeping and cannot be covered)
<b>Conjunctivitis (pink eye)</b>	24 hours after initiation of treatment
<b>German Measles</b>	7 days after onset of rash
<b>Measles</b>	5 days from onset of rash
<b>Mumps</b>	5 days after onset of swelling
<b>Norovirus</b>	No vomiting/diarrhea for 48 hours
<b>Scarlet Fever</b>	7 days from onset or 24 hours after initiation of appropriate antibiotics
<b>Strep Throat</b>	24 hours after initiation of appropriate antibiotics
<b>Pertussis</b>	After 5 days of appropriate antibiotic therapy

Complex situations involving a student with a potentially communicable disease will be assessed on a case-by-case basis in conjunction with the parent, student's health care provider, and the chief school physician.

A doctor's release is required before a student returns to school in cases of prolonged absence due to injury or illness.

### ***Procedures in School Health Rooms***

Nursing staff in the district practice under the guidance of Standing Orders from the Chief School Physician directing treatment of students who visit the health room. A copy of these Standing Orders is displayed in each health room and is available to parents upon request. These Standing Orders are reviewed on an annual basis.

### ***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, disability, union membership or other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title VI, Title IX, Section 504 and Americans with Disabilities Act.

For information regarding 1) civil rights, 2) grievance procedures, 3) services, activities and facilities that are accessible to and useable by disabled persons, or 4) employee or participant complaints of harassment or discrimination, contact Noelle Keeler, HR Specialist at (610) 966-8377.

The Federal Drug-Free Workplace Act requires that the workplace is totally free of the illegal use of drugs and requires that we issue the following statement to you: No one is allowed to use, make, sell, distribute or have in their possession any illegal drugs. Any violation of the Act will lead to severe disciplinary action that will normally include dismissal.

### ***Health Examinations***

Each pupil in the East Penn School District shall receive a comprehensive medical examination upon original entry into school, while in the sixth grade and in the eleventh grade. Parents are encouraged to have the medical examination done by the pupil's personal health care provider. The parent/guardian may submit a medical report of examination, at their own expense, provided that the examination is made and the report furnished no more than 1 year prior to the opening of the school term during which the regular examination is required. In lieu of the medical examination conducted by a personal physician, these medical examinations will be conducted by a school physician contracted through the District.

Each pupil shall receive a comprehensive dental examination upon original entry, while in third grade and in seventh grade. Parents are encouraged to have the dental examination done by the pupil's personal dentist. The parent/guardian may submit a dental report of examination, at their own expense, provided that the examination is made and the report furnished no more than 1 year prior to the opening of the school term during which the regular examination is required. In lieu of the dental examination conducted by a personal dentist, these dental examinations will be conducted by a school dentist contracted through the District.

Parents/guardians of children who are to be examined by the school physician or dentist shall be notified of such examinations. The notice shall include the date and location of the examination. Parents/guardians are encouraged to attend the health examination.

If parents/guardians choose to have a medical or dental examination conducted privately at their expense and the reports of that examination are not timely furnished, the following notification procedures shall occur.

The first notice to comply with the policy of medical or dental examinations will be mailed on or around October 1. The second notice to comply with the policy of medical or dental examinations will be mailed on or around December 1. If the medical or dental examination, as requested through the Department of Health and/or the East Penn School District, is not completed and proof submitted to the appropriate school nurse on or around January 23 of the school year in question, the student will be excluded from school.

Re-admission will be contingent upon presenting evidence that the required examination has been completed.

If you should have any further questions, please contact the Student Services Office at (610) 966-8314.

***Anonymous Student Tip Line***

The tip line is a resource for parents and students to anonymously call to report any harmful or damaging behaviors that could or have the potential to endanger another person or him/herself. Leave a message on the voice mail at (610) 966-8400.

***Corporal Punishment***

The Board forbids the use of corporal punishment as a means of disciplining students. No disciplinary action should exceed in degree the seriousness of the offense and under no circumstances shall a student be punished in such a manner as to cause bodily injury. However, reasonable force may be used to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, or for the protection of persons or property. Each school may develop and implement appropriate discipline procedures and guidelines that are consistent with Chapter 12 – Students and Student Services. The complete policy on corporal punishment is available in the administration offices.

***Student Services***

The Student Services Department involves several programs in the East Penn School District. These include the following:

***Special Education Programs***

The district operates programs in all of its schools for students who have learning disabilities or other mild impairments. There are also district-operated programs for students with autism and emotional disturbance. The district provides Speech/Language Services through nine clinicians. Special education programs include classes at the following locations:

***Emmaus High School***

- 16 Learning Support Classes
- 2 Emotional Support Classes
- 2 Autistic Support Classes

***Lower Macungie Middle School***

- 9 Learning Support Classes

***Eyer Middle School***

- 6 Learning Support Classes
- 1 Autistic Support Class
- 1 Emotional Support Classes

***Alburtis Elementary School***

- 1 Learning Support Class

***Jefferson Elementary School***

- 1 Learning Support Class

***Macungie Elementary School***

- 3 Learning Support Classes

***Shoemaker Elementary School***

- 2 Learning Support Classes
- 2 Emotional Support Classes

***Wescosville Elementary School***

- 3 Learning Support Classes
- 4 Autistic Support Classes

***Willow Lane Elementary School***

- 4 Learning Support Classes

***Lincoln Elementary School***

- 3 Learning Support Classes

The Carbon-Lehigh Intermediate Unit #21 educates more moderately and severely disabled students in several public schools within the two counties. Four Life Skills classes that are operated by the Intermediate Unit are located in the East Penn School District. IU#21 staff provides services for students with visual or hearing difficulties, usually in students' home

schools. The Intermediate Unit provides occupational therapy, physical therapy and orientation-mobility training as related services; usually as part of disabled students' IEP's.

### ***Early Intervention***

The Carbon-Lehigh Intermediate Unit #21 provides early intervention services for children ages 3 to school age if identified as developmentally delayed and/or in need of special education services. These services are available to any East Penn resident. For screening and identification procedures, parents should contact the Carbon-Lehigh Intermediate Unit #21 at (610) 769-4111.

### ***Gifted Education***

Students eligible for services as gifted learners are identified through a comprehensive screening/evaluation process available in grades kindergarten through twelve. Learning experiences are extended and/or accelerated on the basis of demonstrated need by three teachers at the elementary level and two teachers at the middle school level working in collaboration with the general education teachers. At the high school level, two full-time gifted case managers and the guidance counseling staff provide support services for identified students who may take honors courses, advanced placement courses or specially designed courses taught by the teacher of the gifted.

### ***Evaluation of Student with Disabilities***

If a parent believes that their child may have a disability, they should write to the principal of their child's school. There are procedures in the district by which teams of teachers and parents can meet to discuss any concerns and proceed to evaluation steps if necessary. Any formal evaluations proposed by the district require parental consent. If a child is found to be disabled and in need of special education services, an Individualized Education Program (IEP) will be developed with parental participation. In compliance with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Pennsylvania State Special Education Regulations, parents are ensured of confidentiality of all appropriate student and family information.

Students who have a disability and do not qualify for special education services under the Individuals with Disabilities Education Act (IDEA) may need accommodations under the ADA Amendment Act of 2008 (ADAAA). These students will be evaluated to determine what accommodations may be needed to allow them access to any school-related activity. Interested parent should write a letter to the principal of their child's school.

For more information on services for students with disabilities, please review the Student Services section on the district website: <http://www.eastpennsd.org>

### ***Counseling Services***

The district employs twenty-one school counselors. Nine are assigned at the Emmaus High School, three at the Lower Macungie Middle School and three at the Eyer Middle School. The district has six counselors employed at the elementary level.

### ***Health Services***

Eight certified school nurses are employed throughout the district. Thirteen licensed health room assistants assist them.

### ***Psychological Services***

The district employs six school psychologists who provide a variety of services to students. The psychologists are responsible for evaluations to determine students' disabilities and need for special education services. Psychologists also consult with general and special education teachers for academic and behavioral interventions, ADHD evaluations and 504 service agreements. In addition, the psychologists maintain the EPSD Tip Line (610 966-8400), consult with counselors and intervene with students in crisis.

**Student Assistance Program (SAP)**

The Student Assistance Program (SAP) is a state mandated program available in all secondary schools in Pennsylvania. Trained teachers, counselors, nurses and administrators work together to help students whose behaviors seem to present a barrier to successful learning. Referrals to help students can be made by parents, teachers, students or any member of the school community. Self-referrals are also accepted. Those barriers to learning and school success might include drug and/or alcohol abuse and behavioral concerns as well as other related factors. SAP is not a disciplinary program and it is not a treatment program. It is an early intervention program. SAP members attempt to identify barriers and provide avenues for students and parents to receive help.

**Elementary Attendance Guidelines**

**Arrival** - If a student arrives between 8:55AM and 10:30AM, the student is marked tardy. If a student arrives after 10:30AM, the student is marked 1/2 day absent.

**Dismissal** - If a student leaves school for medical reasons after 1:30PM, he/she is not marked absent. If a student leaves school for medical reasons after 11:30AM of an early dismissal day, he/she is not marked absent.

**Elementary School Hours**

Opening and Closing School Hours (Grades 1-5) . . . . . 8:55 a.m. – 3:30 p.m.

Kindergarten Sessions . . . . . 8:55 a.m. – 11:35 a.m., 12:25 p.m. – 3:30 p.m.

Wednesday Dismissal All Schools . . . . . 1:30 p.m.

Children not assigned to bus transportation should not arrive at school more than ten minutes before the session begins. Children should go directly home after school is dismissed. When other arrangements are made by the parents, a note of explanation is to be sent to the child’s teacher.

East Penn is committed to providing for individual differences in learners and is using team approaches to meet this goal. The early dismissal on Wednesday has been scheduled to give teachers time to cooperate in preparing effective programs for children.

**Secondary School Hours**

Middle Schools 7:50 a.m. – 2:35 pm  
High School 7:23 a.m. – 2:25 p.m.

**Kindergarten Schedules**

**Condensed:** The condensed schedule is used **during the weeks of parent teacher conferences. AM students** follow normal bus pickup times and starting time – 8:55AM. Dismissal will be at 10:35AM. **PM students** will ride the regular bus with pickup moved up one hour and report to school at 11:25AM – one hour earlier than usual. Dismissal will be at 1:30PM with the other students.

**Modified:** The modified schedule will be in effect for **delayed starts.**  
**One hour delay:** The morning session begins one hour later. **AM students** report to bus stops or the school building one hour later. The **PM session** will follow the regular schedule.  
**Two hour delay: AM students** ride the regular bus with pickup delayed two hours and report to school for a 10:55AM start. Dismissal will be at 12:35PM – one hour later than usual. **PM students** will ride the regular bus with pickup delayed one hour and report to school at 1:25PM – one hour later than usual. Dismissal will remain at the regular time – 3:30PM.

### ***Weather Emergency Make Up Days***

The order of weather emergency make up days is as follows (all additional days will be added to the end of school): **June 13, 14, January 16, February 17, April 5, 2012. There are two snow days in the calendar.**

### ***School Lunch Program***

#### ***A. Free and Reduced Lunch Program***

The East Penn School District serves nutritious meals every school day. Prices for the 2011-12 term will be announced and posted to the website prior to the opening of school.

Children from families whose income falls within the level shown on the approved scale are eligible for either free meals or reduced price meals at 40 cents for lunch.

Applications for free or reduced price meals are given to each child in September or may be obtained from the school office at any time during the year. Please complete and sign the form by October 3, 2011 and return it to your child's school office.

PLEASE ANSWER ALL QUESTIONS ON THE FORM. AN APPLICATION WHICH DOES NOT CONTAIN THE FOLLOWING INFORMATION CANNOT BE PROCESSED BY THE SCHOOL:

1. The total household income listed by the amount received by each household member receiving income and the type of income it is (wages, child support, etc.) OR your food stamp case number.
2. NAMES OF ALL HOUSEHOLD MEMBERS.
3. Social security number of adult household member who signs application or the word "NONE" for household member who does not have a social security number, and
4. The signature of an adult household member.

**VERIFICATION:** The information on the application may be checked by school or other officials at any time during the school year.

**REPORTING CHANGES:** If your child is approved for meal benefits, you must tell the school when your household income increases by more than \$50 per month (\$600 per year) or when your household size decreases.

**FOSTER CHILDREN:** If you have foster children living with you, they may be eligible for these benefits. If you wish to apply for these benefits for them, please contact the Food Service Office at (610) 965-1680 and they will help you complete the application.

**NON-DISCRIMINATION:** Children who receive free or reduced price meal benefits are treated the same as children who pay for meals. In the operation of child feeding programs, no child will be discriminated against because of age, sex, color, national origin, or handicap. If you believe you have been discriminated against, immediately write to the Secretary of Agriculture, Washington, DC 20250.

**FAIR HEARING:** If you do not agree with the school's decision on your application or the result of verification, you may wish to discuss it with the school. You also have the right to a fair hearing which can be done by writing the following official: Lynn Glancy, Administrative Offices, 800 Pine Street, Emmaus, PA 18049.

**CONFIDENTIALITY:** The information you provide will be treated confidentially and will be used only for eligibility determinations and verification of data.

**HELP WITH APPLICATION:** If you have any questions or need help in filling out the application form, please contact your child's principal or the Food Service Office at (610) 965-1680. You will be notified when the application is approved or denied.

### ***B. Cafeteria Computerized Accounting System***

Each student is issued an ID card that includes the student's number (PIN) and photo. Students must present their photo ID cards to the cashier when purchasing a school lunch or ala carte item (milk, snacks, etc.) All students must use their card when making a "cash only" purchase or when using money from their account.

**Elementary school** students will receive their photo ID cards each morning in their class room before lunch and present them to the cafeteria cashier when making a school lunch or ala carte purchase. The cards will be sent back to the student's homerooms for the next day's lunch. Students must have an ID card whether or not they put money into their account. \*First grade students will receive their photo ID cards in October. Until then, they will be issued temporary cards.

**Middle school** and **high school** students will keep their photo ID cards in their possession. To use their account, students must present their ID card to the cafeteria cashier when purchasing a school lunch or ala carte item. To protect their account, any student who does not have their ID card will not be allowed to use the account.

A deposit into a student's account can be made either by cash or check made payable to East Penn School District Cafeteria Fund. Checks are recommended, and when a cash deposit is made, the student will receive a receipt. Also deposits can be made online at [www.mylunchmoney.com](http://www.mylunchmoney.com) for a small fee.

**Elementary students:** Cash or check should be given to the homeroom teacher at the beginning of the day and will be sent to the school office for deposit into the student's cafeteria account.

**Secondary students:** Cash or check can be deposited into the student's account at the cashier station during the lunch period. Deposits can also be made during morning breakfast.

**REMINDERS:** Make sure to sign check.

Make check payable to East Penn School District Cafeteria Fund.

Enter student's name and ID number on the check.

If the check covers more than one student per family, please put each student's name on the check and how much is to be deposited into each account.

If the last name of the printed name on a check is different than the student's last name, please include the entire name of the student on the check.

If depositing by cash (**elementary only**) place money in a sealed envelope with student name and ID number printed on the envelope.

### ***How the Debit System Operates***

This is a **DEBIT** system, *not* a charge account system. Students **may not charge** lunch or ala carte items (including milk) with this computerized system.

Students who deposit money into their account will be able to purchase a lunch or ala carte items without the need to carry money. This makes the lunch lines go faster as students do not need to look for money in their pockets or back packs. It also frees the parent from having to remember to give their child lunch money every day.

1. Each time the student purchases a school lunch or ala carte item using money that has been deposited into their account, their account will decrease.

<b>All levels Breakfast</b>	<b>\$1.10/ Reduced \$ .30</b>
<b>Elementary school lunch</b>	<b>\$1.90/ Reduced \$ .40</b>
<b>Secondary school lunch</b>	<b>\$2.00/ Reduced \$ .40</b>
<b>Domino's pizza day school lunch</b>	<b>\$2.25/ Reduced \$ .40</b>
<b>Extra slice</b>	<b>\$1.75</b>
<b>Ala carte items</b>	<b>Vary by school – see web page for prices</b>

2. Students who receive a **free** or **reduced** lunch will follow the same procedures as explained above. Their automatic debits will be made at the free or reduced meal rate.

3. Any Elementary student that incurs a **negative balance** in their cafeteria account will receive a negative balance letter. Payment is required within one week from receiving the letter. For any balance owed greater than \$5.00, the student will be provided a substitute lunch consisting of a cheese sandwich, fruit, vegetable and milk until the debt is paid down. All negative balances must be paid by school year end. Any money in the account at the end of the year will carry over to the next year.

4. Parents/guardians of students withdrawing from the East Penn School District will be issued a check for their child's account balance within one month upon receiving a copy of the withdrawal form.

**Questions or comments** can be sent to: East Penn School District  
Food Service Office  
800 Pine Street  
Emmaus, PA 18049  
(610) 965-1680

Check out the East Penn School District **website** at [www.eastpennsd.org](http://www.eastpennsd.org) and click on each school's website for the monthly menu and other food service information.

***INTEGRATED PEST MANAGEMENT***

In accordance with the Integrated Pest Management (IPM) Act #35 & #36, the East Penn School District is proactive in the control of pests in our buildings and grounds. Chemicals are used as a last resort. This past year there were no chemicals used inside our school buildings in the course of our IPM program. The exterior grounds are treated with low levels of herbicides to control weeds. A 72-hour notice is posted when lawn or field areas will be treated. No chemicals are used during school hours while students are present. We request that anyone who wants to register for notification of pesticide applications send a written request with your address, telephone number, your child's name, and which school they attend to the East Penn School District Maintenance Department, at 800 Pine Street, Emmaus, PA 18049. For further details on the IPM Act #35 & #36 please consult the maintenance department's link at: [www.eastpennsd.org](http://www.eastpennsd.org). Should you have any questions regarding IPM, call the District Supervisor of Maintenance at (610) 966-8329.

***Weapons Policy***

The Board recognizes that all students have the right to be educated in a safe environment; all employees have a right to work in a safe environment; and the community has the right to expect a safe school environment. This policy applies to students only. Furthermore, the Board recognizes that the possession of weapons, facsimiles or look-alikes on school premises threatens the safety of the entire school community.

For the purpose of this policy, the definition of a weapon shall include but not be limited to any knife, cutting instrument, cutting tool, num-chuck stick, gun, firearm, shotgun, rifle, explosive device, or any other tool, instrument or implement capable of inflicting serious bodily injury, and

any and all facsimiles or look-alikes of same. Notwithstanding this definition, the administration shall retain the right to determine whether an object is a weapon.

It is the Board's policy to prevent and prohibit the possession, transmission, handling or use of any weapon, facsimile or look alike on school property, at school sponsored events, and in school vehicles or private vehicles on school grounds by any student, employee or other person whatever. Weapons, facsimiles or look-alikes may be carried into schools for demonstration, education or other lawful purposes, after students, faculty or staff have obtained the necessary permits from the building principal.

Upon discovery by any person or employee of the district of any weapon on school grounds, at school sponsored events, or in school vehicles or private vehicles on school grounds, the person or persons responsible for the weapons, facsimiles and look-alikes shall immediately be referred to the police authorities with the appropriate jurisdiction; the central office administration and the parents/legal guardians shall be notified.

Any and all violations of this policy involving possession, transfer, handling and/or use of gun, firearm, shotgun, rifle, whether working or not, loaded or unloaded, including all facsimiles or look-alikes, will result in immediate full suspension of the violator. The violator will be referred to the Board for further disciplinary action, up to and including expulsion, in accordance with the procedures delineated by The Student Rights and Responsibilities and the East Penn School District Code of Conduct.

Any and all violations of this policy involving possession, transfer, handling and/or use of any other weapon, facsimile or look alike, will result in immediate suspension of the violator, unless otherwise determined by the administration. The violator may be referred to the Board for further disciplinary action, up to and including expulsion, in accordance with the procedures delineated by The Student Rights and Responsibilities and the East Penn School District Code of Conduct.

***Tax Collectors***

ALBURTIS  
Mr. Eric Hansen  
94 Windsor Road  
Alburtis, PA 18011  
(610) 966-0728

LOWER MACUNGIE  
Mr. Darryl Yothers  
Lower Macungie Twsp. Bldg.  
3410 Brookside Road  
Macungie, PA 18062  
(610) 965-9271

UPPER MILFORD  
Mrs. Gail Lichtenwalner  
POB 265  
Old Zionsville, PA  
18068  
(610) 928-1030

EMMAUS  
Mr. Dennis Gouldy  
28 S. 4<sup>th</sup> Street  
2<sup>nd</sup> Floor  
Emmaus, PA 18049  
(610) 967-4598

MACUNGIE  
Ms. Laurie Oswald  
970 E. Main Street  
Macungie, PA 18062  
(610) 966-4631

***2011-2012 School District Budget***

The East Penn School District Board of Education adopted the 2011-2012 general fund operating budget on June 27, 2011. The \$120,319,470 annual operating plan decreased 0.4% from the previous year's budget.

Local revenues of \$87,538,173, state revenues of \$23,103,450, and federal revenues of \$863,675 subsidize the budget. The real estate tax rate was increased .83 mills, to 46.15 mills.

SOURCES

LOCAL SOURCES:

APPROPRIATIONS

INSTRUCTION:

Real Estate Tax	\$ 75,049,254
Interim Real Estate Tax	\$ 950,000
Earned Income Tax	\$ 6,919,285
Real Estate Transfer Tax	\$ 975,000
Delinquent Taxes	\$ 1,725,000
Investment Earnings	\$ 225,100
Other Local Income	\$ 1,694,534
<b>TOTAL LOCAL INCOME</b>	<b>\$87,538,173</b>
STATE INCOME	\$ 23,103,450
FEDERAL INCOME	\$ 863,675
OTHER FINANCING	\$ 1,100
FUND BALANCE	\$ 8,841,207
<b>TOTAL SOURCES</b>	<b>\$120,347,605</b>

Employee Costs	\$ 51,084,316
Other Instruction Cost	\$ 12,928,246
<b>TOTAL INSTRUCTION</b>	<b>\$ 64,012,562</b>
SUPPORT SERVICES	\$ 33,217,874
NON-INSTRUCTION (now includes athletic) FACILITIES	\$ 1,643,029
	\$ -0-
OTHER USES:	
Budgetary Reserve	\$ 5,729,499
Debt Service/Refund of Rec,	\$ 15,716,506
<b>TOTAL APPROPRIATIONS</b>	<b>\$120,319,470</b>
ENDING FUND BALANCE	\$ 28,135

***Building Personnel***

**ALBURTIS SCHOOL (K-5)**  
**222 W. Third Street (610) 965-1633**  
**Alburtis, PA 18011-0903**  
Principal Dr. Ronald Renaldi  
Admin. Asst. Mrs. Bonnie Reinert

**JEFFERSON SCHOOL (K-5)**  
**520 Elm Street (610) 965-1645**  
**Emmaus, PA 18049**  
Principal Mrs. Cheryl Scalzo  
Admin. Asst. Mrs. Ann Miller

**LINCOLN SCHOOL (K-5)**  
**233 Seem Street (610) 965-1636**  
**Emmaus, PA 18049-2662**  
Principal Dr. Jacqueline Attinello  
Admin. Asst. Mrs. Lisa Lechmanik

**MACUNGIE SCHOOL (K-5)**  
**4062 Brookside Road (610) 965-1617**  
**Macungie, PA 18062-1737**  
Principal Mr. James Best  
Admin. Asst. Mrs. Wendy Crossley  
Mrs. Rebecca Martrich

**LOWER MACUNGIE MIDDLE SCHOOL (6-8)**  
**6299 Lower Macungie Road**  
**Macungie, PA 18062 (610) 395-8593**  
Principal Mrs. Suzanne Vincent  
Asst. Principals Mr. Rodd Luckenbill  
Mr. Gregory Annoni  
Admin. Assts. Mrs. Karen Shade  
Mrs. Julia Schiermeyer  
Guidance Counselors Mrs. Ann Sloane  
Mr. Michael Nytz  
TBD  
Guidance Admin. Asst. Mrs. Donna Smith  
Library Admin. Asst. Mrs. Janine Miller

**EYER MIDDLE SCHOOL (6-8)**  
**5616 Buckeye Road (610) 965-1600**  
**Macungie, PA 18062-1798**  
Principal Mr. David Silfies  
Asst. Principal Mr. Michael Kelly  
Admin Asst. Mrs. Sandy Drexinger  
Mrs. Lynn Snyder

Guidance Counselors Mrs. Genise Bishop  
Mrs. Nancy Hassler  
Mr. Anthony Semler  
Guidance Admin. Asst. Mrs. Cathy Jones  
Library Admin. Asst. TBD

**EMMAUS HIGH SCHOOL (9-12)**  
**500 Macungie Avenue (610) 965-1650**

**SHOEMAKER SCHOOL (K-5)**  
**4068 North Fairview Street (610) 965-1626**  
**Macungie, PA 18062-1709**

Principal Mrs. Lynn Brinckman  
Admin. Assts. Mrs. Marianne Fegely  
Mrs. Nancy Gledhill

**WESCOSVILLE SCHOOL (K-5)**  
**1064 Liberty Lane (610) 395-5851**  
**Wescosville, PA 18062**

Principal Mrs. Tara Desiderio  
Admin. Asst. Mrs. Alison Moyer  
Mrs. Betty Schraden

**WILLOW LANE SCHOOL (K-5)**  
**6135 Sauerkraut Lane**  
**Macungie, PA 18062**

Principal Mr. Anthony Moyer  
Admin. Assts. Mrs. Sandra Frederick  
Mrs. Donna Chobot

**Positions as of June 2, 2010,**  
**subject to Superintendent's revision--**

**Emmaus, PA 18049-2296**

Principal Mr. David Piperato  
Asst. Principals Mr. Mark Caccavo  
Mrs. Sally Hanzlik  
Mrs. Andrea Edmonds  
Mrs. Janine Mathesz  
Mr. Zachary Fuller  
Mrs. Denise Dugan  
Mrs. Julie Frazier  
Mrs. Donna Knerr  
Mrs. Robin Molnar  
Mrs. Ann DeSandis

Admin. Assts.

Guidance Counselors Dr. Diane Flisser  
Mr. Michael McInerney  
Mr. Joseph Henrich  
Ms. Ellen Malone  
Mrs. Colleen Demchak  
Mr. Paul Wood  
Mrs. Heather Greene  
Mrs. Jennifer Carolla  
TBD

Guidance Admin. Assts. Mrs. Barbara Philips  
Mrs. Cynthia Tunitis  
Mrs. Ann Tisi  
Library Admin Asst. Mrs. Annette Hoppes  
Athletic Director Mr. Dennis Ramella  
Asst. Activities Director Mr. Shaun Murray  
Admin. Assts. Mrs. Debra Muthard  
Mrs. Beth lobst

**Central Office Personnel – 800 Pine Street, Emmaus, PA 18049, (610) 966- 8300**

Dr. Thomas Seidenberger	Superintendent of Schools
Miss Cecilia Birdsell	Executive Asst. to the Superintendent/Board Secretary
Dr. Denise Torma	Assistant Superintendent
Mrs. Kristen Campbell	Assistant to the Superintendent
Dr. Thomas Mirabella	Director of Student Services
Mr. Lynn Glancy	Director of Operations
Mrs. Linda Pekarik	Director of Special Education
Mrs. Jennifer Curtis	Supervisor of Special Education (Elementary)
Mrs. Karen Fairclough	Supervisor of Special Education (Middle Schools)
Mrs. Meredith Frantz	Supervisor of Special Education (High School)
Mrs. Debra Surdoval	Business Manager
Mr. James Frank	Assistant Business Manager
Dr. Linda Delvernois	Supervisor of Secondary Education
Mrs. Susan Noack	Coordinator of Elementary Curriculum
Mrs. Noelle Keeler	Human Resources Specialist
Mr. Robert Ritter	Facilities Manager
Mr. Mark Warden	Assistant Supervisor of Maintenance
Mrs. Nicole Bloise	Community Liaison
Mr. Michael Mohn	Director of Technology
Ms. Valerie Witkowski	Support Services Manager

***When You Have A Question . . .***

Different people are responsible for operations within the school district. If you have a question or problem, it can be best answered or solved by speaking to the person or persons responsible for that area.

**Classroom Situations** – The best person to talk to about your child's academic progress, classroom behavior or daily concerns is the teacher who works with him or her on a regular basis. You can contact the teacher easily by sending a note or calling the building administrative assistant to schedule a telephone or personal conference.

It is better to follow this procedure than to just "drop in" for several reasons. You will want the teacher's full attention, which is not possible if he or she is teaching or supervising students. Conferences should also be private which can be arranged with prior notice.

Although most situations can be dealt with effectively by the parent, teacher and child, sometimes other people need to be notified to join a conference. Examples are the guidance counselor, school principal, school psychologist, nurse or others. On the elementary level, these expanded conferences should be set up through the principal's office. In secondary buildings, the arrangements can be made through your child's assigned guidance counselor.

### ***Busing***

The East Penn School District provides transportation to and from school for kindergarten and elementary students residing one and one-half miles or more and secondary students residing two miles or more by the nearest public highway from the school in which the students are lawfully enrolled and to which transportation is authorized or required. Exceptions to the distance limitations are made only for those students residing in areas where road or traffic conditions constitute a hazard to the safety of the child when so certified by the Department of Transportation.

### **Bus Safety**

It is the responsibility of all bus drivers to obey all traffic laws and regulations. Of particular concern is ensuring that all school buses, loaded or unloaded, stop at all railroad crossings designated by appropriate signs, signals, or markers. The East Penn School District requests that any violations of traffic laws and regulations by a bus driver be reported to the Director of Operations.

### **Administrative Guidelines for School Bus Discipline**

Riding the school bus is a privilege. More than 8000 students are transported daily by the district. Safety is a shared goal of the school district and our transporter. In order to achieve our goal of having all students be transported safely to and from school in a timely manner, it is necessary for all students to adhere to the rules listed below.

Each student will:

- Stay in his/her seat, facing front while the bus is in motion, unless otherwise directed by the driver;
- Keep head, hands, and feet inside the bus and to themselves;
- Refrain from eating, drinking, smoking, littering or using any type of illegal substance on the bus;
- Refrain from any horseplay, excessive noise or vulgar language;
- Follow all directions given by the driver;
- Only transport items such as backpacks, projects, instruments, sports bags that can be held on their lap during the bus ride.

The school bus driver is in complete charge of the bus and students, and the driver has the authority to discipline students for minor infractions of the rules.

The bus driver may:

- Load the school bus from back to front for management purposes, if necessary;
- Give a verbal reprimand;
- Change or assign the seat arrangement of students;
- Pull the bus to the side of the road or return a bus to the school, if necessary, in order to achieve appropriate student behavior;
- Request school administrators' assistance, when necessary;
- Complete a written bus misconduct report to be submitted to the building administration in cases of repeated offenses or major infractions of the bus rules.

Upon receiving a written bus misconduct report, the school administrator(s) may:

- Have the ability to assign seats to students for disciplinary reasons;
- Determine the punishment/consequences;
- Notify the parent/guardian of bus incident, either by telephone and/or in writing with any assigned consequences;
- Deny bus riding privileges for up to 5 school days for serious and/or repeat offenses;
- Suspend a student's bus riding privilege for the remainder of the school year whenever warranted by extreme inappropriate behavior or numerous repeat offenses on the part of the student. (This may occur on a first offense.)

The school administration works cooperatively with bus drivers and our transporter to assure safe school transportation for all students. With the assistance and cooperation of our students, parents, school bus drivers and administrators, we look forward to a successful, uneventful school year related to school transportation.

SPECIAL NOTE: The district requires, in advance, a signed note from a parent or guardian to the principal if a request is made for a student to use a bus route or a bus stop other than the one assigned. This request must then be agreed to by the principal and transporter. Consideration for approval will be given in emergency situations only.

Any comments or requests concerning transportation should be addressed to Lynn Glancy, Director of Operations at the East Penn Administrative Offices, 800 Pine Street, Emmaus, PA 18049. Telephone: (610) 966-8308.

### ***Kindergarten Bus Procedures***

In the event that an adult is not at a bus stop to meet a kindergarten student when returning home from school, students **will be** dropped off at the assigned stop unless there have been specific arrangements made with the building principal for alternatives.

Any parent or guardian who does not want their child dropped off without an adult present must submit a request **in writing** giving the alternative plan to the building principal. This information will then be shared with the bus driver.

### ***School Buses Stopping Law***

Effective February 18, 1999, the School Bus Stopping Law was amended to include the following: traffic must stop when a school bus is stopped with red signal lights flashing on a highway or *traffic way*. The addition of the word *traffic way* effects privately maintained roads. An example may be roadways in an apartment complex.

Additionally, language was added to affect a school bus stopped at an intersection. Traffic must stop in all directions at an intersection if a school bus is stopped with its red signal lights flashing.

Police and area school officials will be working together to target school bus routes which have a high incidence of illegal passing while buses are loading and unloading students.

Motorists are urged to heed signs warning of a school bus stop ahead. The school bus stopping law carries a severe penalty for violators - \$100 fine (plus court costs), five points added to a driver's record and an automatic suspension of the driver's license for 60 days.

The only exception to the school bus stopping requirement is when a motorist, as an oncoming vehicle, travels on a divided, clearly separated highway with separate roadways that are clearly divided by guide rails, concrete dividers, non-mountable curb or some other dividers such as trees.

### ***Weather Emergency Bus Stops***

In order to have the district schools open as many days as possible, there have been alternate weather emergency stops established for the developments within the East Penn School District. The decision to close school due to the weather is based on the ability of our buses to transport students safely to school and home again at the end of the day. In some instances, the major arteries may be open and allow for safe passage, but the developments located within the school district may not have the necessary clearance for buses to traverse the roads safely.

Please check the listing below and note the Weather Emergency stop for your particular development and current bus stop. If your current stop is not listed below, there is no alternative stop and students will be picked up at their regular locations. These stops will only be used in severe weather conditions. An announcement will be made via local stations that **Weather Emergency stops will be in effect.**

### ***ANCIENT OAK***

*Weather Emergency Stops:*

- **Spring Creek and Catalpa Dr.** for Woodbine Rd. and Catalpa Dr.
- **Spring Creek and Leons Rd.** for Woodbine Rd. and Leons Rd.
- **Spring Creek and Oak Dr.** for Oak Dr. and Hickory Rd., Oak Dr. and Butternut Ln.
- **Church Ln. and Oak Dr.** for Oak Dr. and Walnut Ln.
- **Spring Creek and Laurel Ln.** for Hillcrest Dr. and Laurel Ln., Laurel Ln. and Beech Ln.
- **Spring Creek and Walnut Ln.** for Linden Rd. and Walnut Ln.

### ***ANCIENT OAK SOUTH***

*Weather Emergency Stops:*

- **Willow and Maple Ln.** for Maple Ln. and Sequoia Dr.
- **Willow and Mulberry Ln.** for Mulberry Ln. and Sequoia Dr.
- **Willow and Sequoia Dr.** for Sequoia Dr. and Larch Ln.

### ***ANCIENT OAK WEST/FARMINGTON HILLS***

*Weather Emergency Stops:*

- **Route 100 and Foxglove** for Wisteria and Columbine, Aster and Foxglove, Goldenrod and Myrtle, Goldenrod and Poppy, Periwinkle and Myrtle, Periwinkle and Poppy
- **Route 100 and Aster** for Aster and Buttercup East and West, Columbia and Aster, Aster and Iris

### ***BRANDYWINE***

*Weather Emergency Stop:*

- **Sauerkraut Lane and Millcreek Road** for Sauerkraut and Sauterne, Dubonnet and Sauterne, Dubonnet and Niagra

### ***BRANDYWINE 2***

*Weather Emergency Stop:*

- **Bordeaux Drive and Millcreek Road** for Burgundy and Bordeaux and Burgundy and Carmel Drive

### ***BROOKHAVEN***

*Weather Emergency Stop:*

- **2321 Riverbend Rd. (Brookhaven Entrance)** for Briarcliff Ter. and Maulfair Dr., Brookhaven Dr. and Maulfair Dr., Brookhaven Dr. E. and Brookhaven Dr. N., Ravenwood and Briarcliff Terrace

### **BROOKSIDE FARMS**

*Weather Emergency Stops:*

- **Willow Lane and Wheatland Drive**
- **Sauerkraut Land and Thistle Road**

### **BROOKSIDE VILLA**

*Weather Emergency Stops:*

- **Brookside Rd. and Celia Dr.** for Andrea Dr. and Celia Dr.
- **Brookside Rd. and Hanover Dr.** for Andrea Dr. and Hanover Dr.

### **CLEARVIEW MANOR/MAPLE HILLS**

*Weather Emergency Stops:*

- **Kressler Rd. and Hillview Rd.** for Clearview Circle and Valley View Dr., Clearview Circle and Hillview, Clearview Circle and Treeline Dr.
- **Kressler Rd. and Clearway** for Clearway Rd. and Treeline Dr.
- **Kressler Rd. and Hill Dr.** for Hill Dr. and Manor Dr., Clearway and Hill Drive

### **COUNTRY DOWNS**

*Weather Emergency Stops:*

- **Riverbend Rd. and Elbow Ln.** for Elbow Ln. and Redwood Ln., Elbow and Rosewood Ln.
- **East Texas Rd. and Elbow Ln.** for Maplewood and Beechwood Ln.
- **Riverbend Rd. and Rosewood Ln.** for Maplewood and Rosewood Ln., Rosewood and Poplar

### **COUNTRY HOME ACRES**

*Weather Emergency Stop:*

- **Fish Hatchery Road and Caroline Drive** for Dorney and Sunrise

### **CROSS TIMBERS**

*Weather Emergency Stops:*

- **Brookside Rd. and Celia Dr.** for Dayspring Dr. and Celia Dr.
- **Brookside Rd. and Cornerstone Rd.** for Dayspring Dr. and Cornerstone Rd.

### **EXECUTIVE ESTATES**

*Weather Emergency Stops:*

- **Minesite Rd. and Crocus Ln.** for Lilac Rd. and Crocus Ln.
- **Fish Hatchery Rd. Larkspur Dr.** for Lilac Rd. and Larkspur Dr.

### **HIDDEN VALLEY/Summerfield Estates**

*Weather Emergency Stops:*

- **Hidden Valley Rd. and Meadowview Dr.** for Meadowview Dr. and Bridlepath East, Hidden Valley Rd. and Dougherty Circle, Somerset and Waterford, Waterford and Emerald Isle
- **Lower Macungie Rd. and Meadowview Dr.** for Meadowview Dr. and Bridlepath West
- **Lower Macungie Rd. and Wild Cherry Rd.** for Southampton and Waterford, Southampton and Berwyn, Strathmore and Yorkshire, Strathmore and Somerset

### **LAMPLIGHTER VILLAGE**

*Weather Emergency Stops:*

- **Brookside Rd. and Hamlet Dr.** for Hamlet Dr. and Townsquare Dr.

### **PENN'S MEADOW**

*Weather Emergency Stops:*

- **Willow and John Fries Dr.** for John Fries and Light Horse Harry Rd, Loyola and Tova Circle

### **PINE GROVE**

*Weather Emergency Stops:*

- **Brookside Rd. and Liberty Ln.** for Spruce St. and Liberty Ln.
- **Brookside Rd. and Pine Grove Circle** for Spruce St. and Pine Grove Circle

## **SHEPHERD HILLS**

### *Weather Emergency Stops:*

- **Krocks Rd. and Shepherd Hills Ave.** for Clubhouse Ln. and Divot Dr. North and South, Clubhouse Ln. and Shepherd Hills Ave.
- **Krocks Rd. and Brassie St.** for Country Club Rd. and Brassie St.
- **Krocks Rd. and Fairway Ln.** for Greens Dr. and Driver Pl., Greens Dr. and Eagle St., Wedge Ln. and Driver Pl., Wedge Ln. and Eagle St.
- **Krocks Rd. and Birdie St.** for Birdie and Par Causeway

## **SPRING CREEK ESTATES**

### *Weather Emergency Stop:*

- **Lower Macungie Road and Millcreek Road** for Hauser and Kensington, Cambridge and Hickory
- **Lower Macungie Road and Steinway** for Danner and Mink, Danner and Riegals, Danner and Goor, Fritch and Hickory, Fritch and Steinway

## **STRYER**

### *Weather Emergency Stops:*

- **Evergreen St. and Dalton St.** for Evergreen St. and Alpine St.
- **Camp St. and Dalton St.** for Evergreen St. and Camp St.
- **Dalton St. and Mountain Blvd.** for Evergreen St. and Mountain Blvd.
- **Fox St. and Dalton St.** for Fox St. and Buttonwood St., Fox St. and Glenwood St.

## **THE RIDINGS AT BROOKFIELD**

### *Weather Emergency Stop:*

- **Route 100 and West End Trail** for Brookfield and Village Walk Drive, Village Walk Drive and West End Trail

## **WATERMILL**

### *Weather Emergency Stop:*

- **Watermill Drive and Sauerkraut Lane** for Watermill Drive and Jarrett Farm Road N. and S.

## **WINDING BROOK/DANFIELD RUN/BROOKFIELD**

### *Weather Emergency Stops:*

- **Brookside Rd. and Princeton Rd.** for Freshmeadow Dr. and Boulder Circle, Princeton Rd. and Pewter Dr., Princeton Rd. and Dartmouth, 5397 Princeton Rd.
- **Brookside Rd. and Freshmeadow Dr.** for Freshmeadow Dr. and Lantern Ln., Freshmeadow Dr. and River Rock Dr., Princeton Rd. and Freshmeadow Dr.
- **Saddlebrook Rd. and Sauerkraut Ln.** for Stonewall Dr. and Loyola St., Cross Creek and Loyola, Cross Creek and Princeton, Cross Creek and Saddlebrook

## **OTHER**

### *Weather Emergency Stops:*

- **Churchview Rd. and Faith Rd.** for Hope Dr. and Faith Rd.

### ***District Testing Program***

Each year the East Penn School District screens, examines and administers tests to groups of students. The Board of Directors must grant representational consent annually, publish the purpose and character of the data collection, and afford parents the opportunity to contest the necessity and desirability of the collection process or proposed use of the data.

The East Penn School District Board of Directors granted representational consent for the following data collection for the 2010-11 school year.

### ***Tests***

Pennsylvania System of School Assessment (PSSA)

Mathematics and Reading

Grades 3, 4, 5, 6, 7, 8 and 11

Science	Grades 4, 8, and 11
Writing	Grades 5, 8 and 11
District Final Examinations	Grades 9 -12 Algebra I students
Career Cruising Interest Inventory	Grade 11

In addition, teachers administer informal academic assessments and achievement tests as required by the curriculum in grades K-12.

***Health Screenings and Examinations***

Vision Screening (school nurse)	Grades K -12
Hearing Screening (school nurse)	Grades K-3, 7 and 11, all special education students
Scoliosis Screening (school nurse, health/wellness/fitness teacher)	Grades 6 and 7
Height and weight (school nurse, (health/wellness/fitness teacher)	Grades K-12
Physical Examination by private or school physician	First-time entry, grades 6 and 11
Dental Exam by private or school dentist	First time entry, grades 3 and 7

The district uses specialists from the Carbon-Lehigh Intermediate Unit to assess and provide services for any students who may have Hearing or Visual impairments. School nurses can request these services, with parental consent.

***No Child Left Behind Act of 2001***

Federal legislation entitled the “No Child Left Behind Act of 2001” mandates the following notification:

All parents may request and obtain information from the district about the qualifications of staff instructing their children. Requests should be made, in writing, to Dr. Thomas Seidenberger, Superintendent of Schools, 800 Pine Street, Emmaus, PA 18049.

***Community Education***

Twice a year a wide variety of classes are scheduled in the Community Education Program for a reasonable charge. Course offerings and fees are publicized on the district website at the beginning of the fall and spring semesters. Questions on community education should be directed to Nicole Bloise at (610) 966-8335.

***Golden Age Cards (Available to Senior Citizens)***

Residents of the East Penn School District who are age 65 or over are invited to apply for a Golden Age Card. This complimentary pass, **good for life**, entitles holders to free admission to all home sports events, concerts, plays, track usage, and other special events sponsored by the school district. Golden Age cardholders are also invited to the annual Thanksgiving dinner and may attend one Community Education class each semester, free of charge (up to a value of \$40). Senior citizens wishing to receive a card may call the school district at (610) 966-8301 or visit the Administrative Offices at 800 Pine Street, Emmaus.

### **Summer Maintenance**

The East Penn School District Maintenance Department offers employment to students enrolled in a school of higher learning and those students enrolled in Emmaus High School to do summer maintenance work such as cleaning, grass cutting, painting, etc. Applications are available at the Emmaus High School Main Office and the Guidance Office, located at 500 Macungie Avenue, or at the Administrative Offices located at 800 Pine Street in Emmaus. Applications will be accepted beginning in December.

### **District Smoking Policy**

According to PA Act 168 of 1988, tobacco use by students, employees and visitors is prohibited in school buildings, school buses and on school property owned by, or under the control of a school. Tobacco possession by students is also prohibited.

### **Volunteer Program**

Many community residents are presently volunteering their services in the district. Some volunteers work with students on a one-to-one basis where extra help is needed. Others volunteer to assist teachers in the classroom or work in a library or office. Men and women, parents, “non-parents”, grandparents, students, senior citizens – everyone can be helpful. If you are interested in joining our volunteer program, call Nicole Bloise at (610) 966-8335.

### **Volunteer Information Sheet**

The East Penn School District is pleased you are considering volunteering your time to assist the staff and students of the district. As per School Board policy 916 on Volunteers, there are 3 categories of volunteers.

**1. Occasional Volunteer** - *an individual who works directly under the supervision and direction of a teacher or administrator employed by the district and does not provide direct services to students or have unsupervised contact with students. Examples include individuals who help manage, officiate or perform functions ancillary to an athletic event or extracurricular activity, such as general PTO functions, book fairs, concert/performance ushers, etc.*

**2. Program Volunteer** - *an individual who works under the general direction and supervision of a teacher or administrator employed by the district and provides direct services to students and who may, from time to time, have or may reasonably be expected to have unsupervised contact with students. Examples include: tutors; field trip chaperones; counselors or providers of health-related services to students; etc.*

**3. Volunteer Coach/Sponsor** - *an individual who works under the general direction and supervision of a coach or student activity sponsor employed by the district and directly supervises or instructs students engaged in the activity and who may, from time to time, have or may reasonably be expected to have unsupervised contact with students. Examples include: volunteer coaches of an athletic team; volunteer athletic trainers or equipment managers; choreographers; musicians and others who provide instruction to students in the marching band or school-related performances; etc.*

For those individuals who are interested in being an **Occasional Volunteer**, you are required to have a notarized Volunteer Affidavit on file with building(s) in which you will be volunteering. For those that wish to be a **Program Volunteer** or **Volunteer Coach / Sponsor**, you are required to submit a Pennsylvania Criminal History Record (Act 34) and a Child Abuse History Clearance (Act 151) in addition to the notarized Volunteer Affidavit to the Personnel Office located at 800 Pine Street in Emmaus.

It is the individual's responsibility to pay for the required clearances. If you obtain the 2 clearances and continue to volunteer year after year in our schools, you will not be required to renew the clearances annually. Clearances must be less than one year old at the time of submission. **Original forms must be brought to the District Personnel Office, located at 800 Pine Street in Emmaus, on either Tuesdays or Thursdays from 8AM – 4PM or by appointment.** The district has notary services free of charge. Please call 610-966-8331 to make appointments for volunteer services other than on a Tuesday/Thursday. The applications for the Child Abuse History Clearance and the Pennsylvania Criminal Record Check can be obtained from the Personnel page by visiting our website at [www.eastpennsd.org](http://www.eastpennsd.org). Forms may also be obtained in person from the Personnel Office.

The Pennsylvania Criminal Record Check can be done either online or by mail. The online results are available almost immediately. If you choose to mail the form, it could take up to 8 weeks for the results to be returned to you. To complete the process online, go to <https://epatch.state.pa.us> and click on "Submit a New Record Check" and follow the instructions. A credit card is required for the processing fee of \$10.00. At the end of the process, you will need to print the certification form and bring it to the Personnel Office so a copy can be made for our records. If you choose the mail-in process, you must submit the completed form with a money order for \$10.00 payable to the Commonwealth of Pennsylvania and the results will be mailed to your home. You are responsible for bringing the clearance to the Personnel office so that a copy can be made for our records.

The Child Abuse History Clearance form must be completed and mailed with a money order for \$10.00 made payable to the Department of Public Welfare. The form can be obtained at [http://www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s\\_001762.pdf](http://www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s_001762.pdf). Check the box marked "School" as the reason for the request. Do not send cash or a personal check. This clearance takes approximately 2 -3 weeks and the results are mailed to your home. You are responsible for bringing the clearance to the Personnel office so that a copy can be made for our records.

If you have any questions related to the clearances or the requirements of the district for volunteers, please visit the district website at [www.eastpennsd.org](http://www.eastpennsd.org) or contact Amanda Lawler in the Personnel Office at 610-966-8331.

#### ***District and School Academic Achievement Reports***

The District and School Academic Achievement Reports are part of the Pennsylvania System of School Assessment (PSSA). The information contained in the reports is meant to assist public school personnel and all citizens in evaluating a public school district's qualities and can be accessed at the Pennsylvania Department of Education website: <http://paayp.emetric.net>

#### ***Notification of "AHERA" Compliance***

The purpose of this notification is to inform interested parties such as teachers, school personnel and their representatives, as well as parents, about the Asbestos Hazard Emergency Response Act (AHERA) requirements and the actions that the East Penn School District has taken to comply with the AHERA regulations. The regulations were published in the October 30, 1987 Federal Register, pp. 41826 to 41898 under the title "Asbestos Containing Materials in Schools" and call for an inspection of the schools to find asbestos containing material (ACM) by EPA accredited Building Inspectors. The regulations also require that a Management Plan be written by an EPA accredited Management Planner for any ACT found and that both the Management Plan and the Inspection Report be available for public inspection. To minimize confusion and in order for the plans to be available to all who wish to see them, review of the reports shall be by appointment, and a written request for an appointment is required. The public viewing is at no cost to the individual. Copies of the various reports are available for a fee based upon the copying costs of the individual report requested.

The building inspections and rewriting of the Management Plan as accepted by the State of Pennsylvania and as required by the AHERA regulations will reoccur every 6 months/3years respectively. East Penn School District has contracted with J. Miller & Sons to meet these timetables. The complete district reports will be available for public review at the Administrative Office. The individual building report will be available for public review at each school.

### ***Board Members***

The East Penn Board of School Directors is composed of nine citizens elected to serve terms of four years each. To be eligible to be elected to the Board, one must be a United States citizen, a resident of Pennsylvania, a person of good moral character, at least 18 years of age and must have been a resident of the East Penn School District one year prior to the date of election or appointment. Members serve without compensation.

The Board elects its own president and vice president and appoints a solicitor, secretary, and treasurer and hires its own chief executive – the Superintendent.

Currently serving on the Board are Charles Ballard, President, Elaine Gannon, Vice President, Alan Earnshaw, Francess Fuller, Rebecca Heid, Michael Policano, Samuel F. Rhodes III, Terry Richwine and Julian Stolz. The Board Secretary is Cecilia Birdsell, Lynn Glancy is the Treasurer and Marc Fisher, Esq. serves as Solicitor.

### ***Board Meetings***

The School Board meets regularly on the second and fourth Monday of each month at 7:30PM in the Board Room of the Administrative Office Building located at 800 Pine Street, Emmaus. Public notice will be made in advance of any change of date or location.

### ***Information Line***

Daily announcements of events occurring in the East Penn schools are only a phone call away at (610) 966-8480. Available 24 hours a day, this service is updated each morning by 9AM.

### ***Working Papers Application Procedures***

#### **1. STEP ONE:**

In order to begin the working paper application process for the first time, a **student's parent** must come to the Emmaus High School Main Office. Parents will be asked to submit one of the following forms of his/her child's identification:

1. Child's Birth Certificate (or)
2. Child's Passport (or)
3. Child's Baptismal Certificate

Working Paper Applications will be processed during the school year Monday through Friday from 8:00 a.m. – 4:00 p.m.

Please note that Working Paper Applications will be processed during the summer Monday through Friday from 8:00 a.m. – 2:30 p.m.

**\*\*\*Important Note – Working Papers are for students under the age of 18. Students who are 18 years of age and older do not need working papers and are no longer covered under Child Labor Laws.**

#### **2. STEP TWO:**

When the student receives a white form labeled **APPLICATION FOR EMPLOYMENT CERTIFICATE OR TRANSFERABLE WORK PERMIT** from the Emmaus High School Main Office, the student must complete the back side of the application by completing the

following steps:

1. The student must have their prospective employer complete the top portion of the application requesting information pertaining to type of work, kind of industry and total work hours.
2. The student must then obtain a physical examination and have the attending physician complete the bottom portion of the application. Students who participated on a current Emmaus High School sports team may use his/her sports physical on file for this record.
3. **STEP THREE:**  
When the attending physician and the prospective employer have completed the back portion of the **APPLICATION FOR EMPLOYMENT CERTIFICATE OR TRANSFERABLE WORK PERMIT**, the student (parent not needed at this time) must personally return the application to the Emmaus High School Main Office during the hours listed above. The student will then be required to personally sign the appropriate work permit in the Emmaus High School Main Office at this time.
4. **STEP FOUR:**  
When the completed working paper application is returned to the Emmaus High School Main Office:
  - Students who are 14 and 15 years old will receive a **Vacation Employment Form** which must be returned to the employer by the student. This form must be personally signed by the student in the Emmaus High School Main Office before being submitted to his or her employer.
  - Students who are 16 and 17 years old will receive a **Transferable Work Permit** which must be personally signed by the student in the Emmaus High School Main Office. This form is then given to the student to keep on file until 18 years of age.

**THE WORKING PAPER PROCESS IS COMPLETE ONCE THE STUDENT HAS RECEIVED A VACATION EMPLOYMENT FORM OR A TRANSFERABLE WORK PERMIT.**

Please contact the Emmaus High School Main Office at 610-965-1650 if you have any questions regarding working papers.

For information regarding youth employment rules, please visit [www.youthrules.dol.gov](http://www.youthrules.dol.gov)

***Exam Schedule for Inclement Weather***

In the event of a school delay during semester exams, the following schedule will be followed:

**Two-Hour Delay**

<b>9:25 - 10:55AM</b>	<b>Exam 1</b>
<b>11:05 - 12:35PM</b>	<b>Exam 2</b>
<b>12:55 - 2:25PM</b>	<b>Exam 3</b>

If school is closed during any of the exam days, the progression of the exams remains the same: i.e. Monday's exams will be given on Tuesday; Tuesday's exams on Wednesday; Wednesday's on Thursday.

***Request for Excused Absence (For Educational Trip or Tour Not Sponsored by the School)***

Regulations of the State of Pennsylvania provide that upon written request from the parents/guardians of the pupils involved, pupils may be excused from school attendance to

participate in an educational tour or trip not sponsored by the school when the trip is evaluated by the Superintendent as educational and if the adult supervision is acceptable to both the Superintendent and the pupil's parents/guardians.

In the East Penn School District, the building principal has been designated by the Superintendent to make the initial decision, based on the information provided.

In order to clarify such absences, the following procedure for non-school educational trips/tours is established:

1. The proper form available in each building must be submitted to the principal a minimum of five (5) school days prior to the trip (except in an emergency). Parents/guardians will be notified in any case in which the request is denied.
2. Requests will be approved only if it can be determined that such trip/tour is of educational value to the student.
3. Unless there are unusual or emergency circumstances such requests will NOT be approved for the first ten (10) school days of the year, during PSSA, or during final exam periods at the secondary level.
4. If more than one child in a family will be taking the trip/tour, a separate request for each child shall be made to each child's principal.
5. No more than ten (10) school days per student will be approved for educational trip/tour requests in any school year. (Special requests with unusual circumstances or exceptional opportunities for learning should be discussed personally with the building principal well in advance of the requested dates for absence.)
6. Satisfactory academic achievement will be considered in the approval of such a request.
7. All schoolwork missed during the trip/tour must be made up at the initiation of the student immediately upon returning to school.

**Please note:** Pennsylvania developed the Pennsylvania Accountability Plan in compliance with the federal *No Child Left Behind Law*, as a way to improve schools and student achievement. Schools are evaluated on achievement and participation on state standardized tests, and on daily attendance. Thus, student attendance during the testing period is very important to us. Please note that "requests for vacations/trips" during the standardized testing period will not be approved by the school administration.