



# **Lower Macungie Middle School**

## **STUDENT HANDBOOK**

### 2024-2025

6299 Lower Macungie Road

Macungie, PA 18062

Main Office: 610-395-8593

Fax: 610-398-4385

Counseling Office: 610-398-4388

[eastpennsd.org/lmms](http://eastpennsd.org/lmms)

# East Penn School District 2024-2025 Calendar

[Click here for full-size view of the calendar](#)

## East Penn School District Student Teacher Calendar - 2024-2025 School Year

Approved 3/12/24

Updated 7/10/24

AUGUST						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
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						1
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23	24	25	26	27	28	

MARCH						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL						
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27	28	29	30			

MAY						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY						
S	M	T	W	T	F	S

Teacher Days		Student Days	
Aug	8		4
Sept	20		20
Oct	23		22
Nov	19		19
Dec	14		14
Jan	19		19
Feb	19		18
March	21		20
April	19		19
May	21		21
June	7		7
	190		183

Aug 15-16 New Teacher Induction	April 2 End of 3rd MP EHS (46)
Aug 19-22 PD Day	April 16 Elem 12:30 PM Dismissal - Full day for Staff
Aug 26 Students' First Day	April 16 EHS & Middle 11 AM Dismissal - Full day for Staff
Aug 30 School Closed, Offices open	April 17 School Closed if not used for Make-up day
Sept 2 School Closed	April 18-21 School Closed
Sept 25 Elem 12:30 PM Dismissal - Full day for staff	April 21-25 PSSA Window ELA, Gr. 3-8
Sept 25 EHS & Middle 11 AM Dismissal - Full day for staff	April 28 - May 2 PSSA Window Math, Gr. 3-8
Oct 14 PD Day, No School Students	April 28 - May 2 PSSA Window Science, Gr. 4 & 8
Oct 23 Elem 12:30 PM Dismissal - Full day for staff	May 12-23 Keystone Exam Window
Oct 23 EHS & Middle 11 AM Dismissal - Full day for staff	May 23 EHS & Middle 11AM Dismissal - Full day for staff
Oct 31 End of 1st MP EHS (46)	May 23 Elem 12:30PM Dismissal - Full day for staff
Nov 14 End of 1st Trimester Elem & Middle (56)	May 26 School Closed
Nov 20 EHS & Middle 11AM Dismissal - Full day for staff	June 10 End of MP Elem & Secondary
Nov 20 Elem 12:30PM Dismissal - Full day for staff	June 10 Students' Last Day
Nov 27 EHS & Middle 11AM Dismissal	June 8 Tentative Graduation
Nov 27 Elem 12:30PM Dismissal	June 11-17 Snow Make-up Days
Nov 28 - Dec 2 School Closed	
Dec 4-5 Middle PT Conf 11AM Dismissal	School Closed
Dec 4-6 Elem PT Conf 12:30PM Dismissal	School Closed if not used for Make-up Day
Dec 4-18 Keystone Exam Window	Early Dismissal
Dec 20 EHS & Middle 11AM Dismissal	Possible Snow Make-up Day
Dec 20 Elem 12:30PM Dismissal	Elementary Conferences
Dec 23- Jan 3 School Closed	Middle School Conferences
Jan 6-17 Keystone Exam Window	High School Conferences
Jan 20 School Closed	Kindergarten Registration
Jan 23 End of 2nd MP EHS (46)	End of Trimester Elem & Middle
Jan 29 Elem 12:30 PM Dismissal - Full day for staff	End of Marking Period EHS
Jan 29 EHS & Middle 11AM Dismissal - Full day for staff	End of MP Elem & Secondary
Feb 14 PD Day, No School Students	Students' First Day
Feb 17 School Closed	Students' Last Day
March 1 Kindergarten Registration Opens	Tentative Graduation
March 5 End of 2nd Trimester Elem & Middle (63)	
March 11 Elem 12:30 PM Dismissal - Full day for staff	
March 11 EHS & Middle 11AM Dismissal - Full day for staff	
March 12-13 Middle PT Conf 11AM Dismissal	
March 12-14 Elem PT Conf 12:30PM Dismissal	
March 31 PD Day, No School Students	

Calendar is subject to change

### NOTES:

1. Student Days - 183 Teacher Days - 190
2. There are two inclement weather make-up days already built into the calendar. If additional inclement weather days are needed beyond the two days, the order of make-up days is:
  - a. 4/16/25 becomes a full day (if 3 closings occur on or before 4/1/25) then 4/1/25 becomes early dismissal.
  - b. 6/11/25 3. 6/12/25 4. 6/13/25 5. 6/16/25 6. 6/17/25

## **2024-2025 SCHOOL BOARD OF SCHOOL DIRECTORS**

Dr. Joshua A. Levinson, President

Adam Smith, Vice President

Alisa Bowman

Michael Felegy

Shonta Ford

Jeffrey Jankowski

Timothy Kelly

Gabrielle Klotz

Dr. William Whitney

Dr. Kristen Campbell,  
Superintendent of Schools

Laura Witman  
Assistant Superintendent

Doug Povilaitis  
Assistant Superintendent

Janine L. Allen, Board Secretary

Robert E. Saul, Treasurer

Marc S. Fisher, Esq.,  
Magee, Worth & Fisher, P.C.

### **MISSION STATEMENT**

As a school and community, we believe that all children can learn, and we commit ourselves to a middle school 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 lifelong 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 academic 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.

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

For information regarding: 1) civil rights, 2) grievance procedures, 3) services, activities and facilities that are accessible to and usable by handicapped persons, or 4) employee or participant complaints of harassment or discrimination, contact our Human Resources office, which is located at 800 Pine Street, Emmaus, PA 18049. The Federal Drug-Free Workplace Act requires that your workplace be 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, which will normally include dismissal.

**800 Pine Street, Emmaus PA 18049  
(610) 966-8300 [www.eastpennsd.org](http://www.eastpennsd.org)**

## What is School-Wide PBIS?

School-wide positive behavior intervention (SWPBIS) is a system of support that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school environment. SWPBIS is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and bathrooms). This behaviorally-based framework is used to enhance school behavior by improving the link between research based practices and the environments in which teaching and learning occurs (adapted from <https://www.pbis.org/school>).

There are **four** main elements in SWPBIS:

- **Outcomes:** academic and behavior targets that are endorsed and emphasized by students, families, and educators. (What is important to each particular learning community?)
- **Practices:** interventions and strategies that are evidence based. (How will you reach the goals?)
- **Data:** information that is used to identify status, need for change, and effects of interventions. (What data will you use to support your success or barriers?)
- **Systems:** supports that are needed to enable the accurate and durable implementation of the practices of PBIS. (What durable systems can be implemented that will sustain this over the long haul?) (adapted from <http://www.pbis.org/school/default.aspx>)

When each member of our team embodies these traits, we are able to work hard and have a lot of fun!

Good luck and best wishes for a successful year!

Mrs. Sallie Yenko, Principal

Dr. Heather Slatoff, Assistant Principal

Ms. Tabitha Rodriguez, Assistant Principal

Main Office.....610-395-8593

## BE A S.H.A.R.P. STUDENT

- Successful
- Helpful
- Aware
- Respectful
- Proud



[Click here for the LMMS SWPBIS Parent Site](#)

## **LMMS DAILY SCHEDULE: 2024-2025**

Homeroom Begins	7:30
Homeroom	7:30-7:40
Period 1	7:40-8:25
Period 2	8:25-9:10
Period 3	9:10-9:55
Period 4	9:55-10:40
Period 5	10:40-11:25
Period 6	11:25-12:10
Period 7	12:10-12:55
Period 8	12:55-1:40
Period 9	1:40-2:25
End of Day	2:25

# GENERAL SCHOOL INFORMATION

## **1:1 DEVICES - CHROMEBOOKS**

### **Student Responsibilities**

Ownership of the district-issued devices (Chromebooks, iPads, or laptops) rests with the East Penn School District and is only to be used by the student the device has been issued to; students will not share it with others, including family members. Students will follow the guidelines set forth in EPSD Policy 815, the Acceptable Use of Technology Resources, Electronic Communication and Information Systems.

Students are to return district-owned devices and accessories upon withdrawal from the district or upon graduation. Third party accessories will not be accepted; replacement chargers can be purchased at the student's school.

It is the responsibility of the student to keep the assigned device and accessories secure and protected at all times. Methods to protect the device include:

- keeping drinks, food, and other harmful materials away from the device.
- keeping the device out of extreme temperatures.
- never leaving the device unattended and susceptible to theft.

### **TECHNOLOGY REPAIRS**

1. Disputing intentional v. accidental damage
  - a. Suspected intentional damage is evaluated by a team of technicians, including the Director of Technology
    - i. Financial restitution may be sought for negligent or intentional damage.
    - ii. **Negligent damage** may include loss or misuse of accessories (charger), spilling a drink on the device causing it to malfunction, or exposing it to extreme temperatures.
    - iii. Instances of **intentional damage** include: vandalism, tampering with the device to cause malfunction, attempts to repair the device that may cause malfunction, or any other intentional damage, which may correspond with an office referral
  - b. One (1) **accidental damage** repair will be covered per lease (iPad) or life (Chromebook) cycle of the device
    - i. A Help Desk ticket must be entered to track damage.
    - ii. Students who return damaged devices will be invoiced for the depreciated cost and/or lost/missing items if there is no record of a ticket; this includes students who leave the district due to graduation or relocation
    - iii. **Depreciation costs** will be billed to students if the device is considered to be a "total loss" and is damaged beyond repair.
    - iv. **Depreciation value** will be determined by consulting with vendors who purchase used equipment and will be published on an annual basis.
  - c. If a device is reported lost, stolen or missing, the following actions will be taken to recover the device:
    - i. The student should report the device missing to a staff member (assistant principal or principal) at their assigned school who will then notify the Technology Department.

- ii. Geo-location services on the device may be activated, and the device may be placed in lost mode or disabled to prevent others from using the device.
  - iii. A police report for theft will nullify the cost of replacement for the school and/or student.
- 2. Communication to families regarding these changes will be published on the district website and Family Tech Resources page
  - a. Schools must share this information in their return to school packets and/or handbooks (print or online).
- 3. To verify what each child has received at the start of the year, an asset and peripheral inventory will be taken and maintained at each school.
  - a. iPad, cover, charger, cable / Chromebook, HP charger
    - i. Any notes regarding damage or missing items should be noted.
  - b. This form should reside at the school with the building teacher or in the main/grade level office and can be used as a comparative point of reference upon the completion of materials at the end of the school year.
  - c. If a student receives a non-functioning component, it should be reported immediately as a Help Desk ticket so that it can be replaced.**
- 4. The district does not offer optional insurance as iPads and Chromebooks are a means of delivering instruction to students.
  - Secondary students who are attending EPSD will receive one of the following: HP Flip X360 Chromebook G3 J (11" screen) or HP Flip X360 Chromebook G3 (11" screen) and a charger.
  - Generation 3 Chromebooks have a replacement cost of \$180.
  - Generation 3 J Chromebooks have a replacement cost of \$280.
  - Replacement chargers are available at a cost of \$40.
  - VesPA students at both the elementary and secondary levels will receive a Chromebook, which allows all of the educational software to run properly.
  - Generation 3 Chromebooks have a replacement cost of \$180.
  - Generation 3 J Chromebooks have a replacement cost of \$280.
    - Replacement chargers are available at a cost of \$40.

**Policy 815 (Acceptable Use of Technology Resources, Electronic Communication and Information Systems)**

[Please click this link to view Policy 815](#)

## ACTIVITIES

Intramural and after-school activities will take place from 2:25 PM to 3:55 PM. A list of these activities will be posted around the school. Students are encouraged to become involved in these activities as much as possible. ***Students must be present in school for at least half a day (arriving by at least 10:00 AM) to participate in after school activities.*** Any exceptions require advance written permission from administration.

## ARRIVAL/DISMISSAL

Doors to LMMS will not open prior to 7:15 AM. Upon arrival, teachers & staff members in the building will encourage students to grab breakfast if needed, go to their lockers, and report directly to their homerooms. Upon dismissal at 2:25 PM, students should go directly to their bus or pick-up area. Walkers and bike riders are to leave the school property carefully, being sure not to interfere with the bus/car traffic. Any student who is going to be a walker or bike rider should bring a note into the main office so that the LMMS staff is aware of their schedule.

## CELL PHONE POLICY

Cell phones must be turned off and be placed in backpacks or lockers at all times. If you need to make a call home during the day, please stop by the office and ask to use a phone. If you have your cell phone out at any time during the day, we follow the guidelines listed below:

1st offense- warning

2nd offense- phone will be confiscated by an adult and the student can pick it up at the end of the day from the office - Student calls home to inform parents/guardians

3rd offense- phone will be confiscated by an adult and a parent/guardian must pick it up from the office - Student calls home to inform parents/guardians

4th offense- ADMIN LEVEL - phone will be confiscated by an adult and a parent/guardian must pick it up from the office - Student calls home to inform parents/guardians - Phone must now stay at home or be turned in to the office on a daily basis

Enforcing this cell phone policy at LMMS is important for several reasons:

1. **Minimizing Distractions:** Cell phones can be a major distraction, diverting students' attention away from learning. This can lead to lower academic performance and disrupt the classroom environment.
2. **Preventing Social/Emotional/Behavioral Challenges:** Cell phones can be used for cyberbullying, which can harm students' mental and emotional well-being. Limiting their use in school can reduce these incidents, as well as prohibit actions that can sometimes escalate into more serious behavioral incidents.
3. **Encouraging Social Interaction:** Without cell phones, students are more likely to engage with their peers/teachers and develop essential social skills, which are crucial for their overall development.
4. **Maintaining Academic Integrity:** By not allowing cell phones, schools can create an environment focused on education, reducing opportunities for distractions or misuse of technology.

## DROP-OFF/PICK-UP

Student drop-off before school hours is in the front of the building. Students should not get out of their vehicles before 7:15 AM. Student pick-up after school is also located in the front of the



building. Students are dismissed from school at 2:25 PM. Students are expected to wait for their parents/guardians on the sidewalk closest to the school and should not be walking through parking lots or along the roadway. At dismissal time only- we make two car lines out front of the main office so that our traffic does not back up onto Lower Macungie Road which would interfere with our buses entering our lot in a timely manner to transport our students home.

### **ATTENDANCE**

Legal absences include, but are not limited to, illness of the student, quarantine, physical or mental incapacity, death in the immediate family, court summons, violent weather, school-related work, observance of a religious holiday by bona fide religious groups, religious instruction, or state emergency. Requests for excused absences for students taking trips or vacations with their family can be obtained in the Main Office (or online) and **MUST BE** submitted three school days before the anticipated trip. A non-excused absence for a student under 17 years of age is considered unlawful for attendance purposes.

**Attendance for Trip Requests during PSSA/Keystone Testing:** All trip and non-emergency appointment requests will be marked as **unexcused** during the weeks of PSSA/Keystone Test administration.

#### **Assessments 24-25 School Year:**

- ELA (All 6th-8th Graders): April 21-25
- Math (All 6th-8th Graders) & Science (8th Grade Students Only): April 28-May 2
- keystones (7th/8th Grade Algebra 1 Students Only): May 20-21

### **Attendance Procedures**

1. All attendance notes or [Safe Arrival Submissions](#) 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.
  - a. 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).
  - b. 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 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
- 5 UX - Warning Letter Sent and Student Advisor will make contact with the student and family
- 10 UX - Warning Letter #2 Sent - Student Advisor will again make contact with the student and family and set up Check In-Check Out (CICO) procedures
- 14 UX - Warning Letter #3 + SAIC meeting held (see below)
- 15 UX - Citation sent/Habitually Truant procedures enacted

### **Student Attendance Improvement Conference (SAIC):**

- Date and time of SAIC will be determined by LMMS administration/grade-level counselors and detailed in the 14 UX letter
- Goal is to collaborate with parent/guardian & student on the topic of lawful student

- attendance and support the student in transitioning to regularly attending school
- Administrator/School Counselor will utilize a common SAIC/SAIP template to document the meeting. Such documentation will be used for truancy proceedings as necessary.

**Student Athlete & Extra-Curricular Absenteeism on Event Days:** If students are absent/late from school on the day of a scheduled event, and expected to compete or participate that afternoon or evening, they **must check in at the main office before 10:00 AM**. They will then be given credit for afternoon attendance and will be eligible for competition/participation. **If students are absent the full day for excused/unexcused reasons, they may not compete in athletics that entire day or participate in any extra-curricular or after-school events.**

**Early Dismissal:** No student is permitted to leave school during the day without permission. A note from a parent stating the reason for early dismissal and the time the student expects to leave should be given to the Main Office before homeroom. The name of the student and time of dismissal is recorded on the daily absentee list. Parents must come to the main office doors to request their child before the student is allowed to leave the building. If students return the same day, students must sign back in upon their return. Please note that the time you indicate for the early dismissal is the time that the student is dismissed from class.

**Lateness/Tardiness:** *Students are expected to be in their homeroom by 7:30.* Students reporting to school after 7:30 AM are tardy and are expected to report directly to the Main Office. The only acceptable excuses are those written and signed by a parent/guardian for reasons such as illness or a doctor/dentist appointment. The Principal or Assistant Principal will decide how to process any questionable excuses. Late arriving students will check in the main office and receive a pass, which must be shown to their first classroom teacher.

- Students arriving late (unlawful) for the fifth time will be assigned an after school detention for that late arrival and the parent/guardian is notified by office staff or LMMS core team member.
- Every five additional unexcused lateness will result in another after school detention and the parent/guardian will be notified by office staff or LMMS core team member.
- At 15 unexcused lates to school, a doctor's note can be requested by the school. The student will continue to receive an after school detention and the parent/guardians will be notified by office staff or LMMS core team member.
  - At 15 unexcused lates, the school counselor and student advisor will set up a Student Attendance Improvement Conference (SAIC) with the student and parent/guardian.
- Students are expected to move from one class to the next in 3 minutes. A bell sounds when class ends and 3 minutes later, a late bell sounds. If a student is late to the same class 3 times, they will be assigned an after school detention.

**Make-Up Work:** In the event of illness, **you may call the Counseling Office at (610) 398-4388 to request missed homework assignments.** Parents/guardians are responsible for picking up the assignments in the Main Office. (For absences of one day, please check your teacher websites and Schoology pages for homework instructions). It is important for the student to confer with the subject teachers within two (2) days after returning to school in order to discuss the work/schedule for making up missed work/assessments.

### **BOOKS & BACKPACKS**

Should school property be damaged or lost, the student or his/her parents/guardians are liable for payment. To avoid any losses, students are not permitted to leave their books unattended. Any books that are left unattended will be sent to "Lost and Found". Students are also asked to put their name in the appropriate space provided on the inside of the book cover. All books should be covered to protect the hard cover. Lockers will be utilized; however, they might not be utilized as much, as students will be encouraged to bring a backpack to carry their materials and to protect their Chromebook. Backpacks should be large enough to carry all notebooks, Chromebook/charger, a few textbooks, water, and any writing supplies. Backpacks are not permitted in the cafeteria at any time with the exception of breakfast since students are arriving directly off the bus or from parent drop-off.

### **BICYCLES**

Students may ride bicycles to school. All bicycles are to be locked and parked on the pavement located directly in front of the main entrance. Any student found parking their bicycle elsewhere may have their bicycle riding privileges suspended for a period of time. Parents are expected to send in a note that their child has the privilege of riding a bike to school. This is just for security and verification purposes.

### **BUSING**

The responsibility for the well-being of students is jointly shared by the parent/guardian, the district, and the student. It is the parent(s)/guardian(s) responsibility to ensure:

1. Safe passage and proper conduct by the student to and from the home and the assigned bus stop.
2. Arrival at the bus stop in a timely fashion.
3. Proper conduct while waiting at the bus stop.
4. The assumption of transportation to and from school in the event that the service provided does not meet the needs of the parent/guardian or student or in the event that student discipline results in denial of riding privileges.

It is the student's responsibility to obey all bus stop and bus conduct rules. The time spent on the bus is an extension of the classroom and students are required to conduct themselves in a manner consistent with established standards for classroom behavior.

Bus misconduct is classified as a Level II infraction, or above, in the discipline code based on endangerment of others and distraction of the driver. Possible infractions at a Level II include, but are not limited to:

- Profanity
- Climbing over seats
- Spitting
- Tussling
- Failure to comply with reasonable requests of driver
- Putting head or another body part outside of the bus
- Abusive language towards other students or driver
- Use of water pistols or other water propellants

- Being on the wrong bus or getting on/off at the wrong stop without proper authorization

***Building administrators may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation.***

The school bus driver shall be responsible for the conduct of students while they are being transported. Drivers will report conduct problems to the building administration using a form to be supplied by the district.

#### **LATE BUS**

The District provides a student activity bus on Tuesday and Thursday afternoons. Students who remain after school for detention, extra academic help, or various school-wide/after-school activities may use the late bus. *It is the student's responsibility* to sign up for the late bus on Tuesday and/or Thursday morning. Students must sign-up for the late bus on their Chromebooks (District-Issued Device) by 9:00 AM. If students do not sign up for the late bus by 9:00 AM, administration can deny the use of the activity bus on that day which would result in parents/guardians transporting their student home after their clubs and activities end. Please understand that in order to ensure students get home on the 3 late busses provided, STA employees, along with LMMS staff, need to individually hand-schedule each student so that the bus drivers can map out their routes to ensure students from all over the LMMS sending area are transported in an efficient and safe manner on these 3 busses.

#### **BUS PASSES**

Any student who wishes to accompany another student on a bus other than their scheduled bus, must obtain written permission from his/her parent or guardian. The "host" student must also obtain written permission from his/her parent or guardian. Both written permission notes must be presented to the Main Office to obtain a bus pass. We cannot accept parent/guardian verbal telephone permissions for bus passes. We require this process so that all concerned parents/guardians are aware of their child's plans. Any student being found to forge parent bus notes will be denied the bus pass privilege and may be subjected to consequences based on our district discipline code.

#### **CONTACTING STUDENTS DURING THE SCHOOL DAY**

In case of emergencies, parents may contact their child by calling the Main Office and a message will be relayed to the student between class changes. Please avoid calling for general messages. **Students may not use their personal devices to communicate during the school day (this includes text messaging).** If necessary, the office phone is available for student use throughout the day.

#### **CONTACTING TEACHERS**

Parents are encouraged to call or email the school when they have questions or concerns. Please understand your child's teacher is instructing students most periods throughout the day, and may not have time to immediately respond to a phone call or email. If you have an urgent message, please allow the administrative assistants to deliver the message. **The school number is (610) 395-8593.**

#### **DEVICES**

Phones and personal electronic devices are to be **off and in a locker or backpack** unless a teacher has given explicit permission to use a personal device. Students **may not** use their device to contact parents during the school day without permission. If a student is ill, we ask that they visit our nursing staff. Students are also not permitted to wear headphones or earbuds in the cafeteria or hallways as this presents a safety concern. Cell phones and other

electronic devices including but not limited to portable speakers, gaming systems, and iPads, are strictly prohibited with the exception of medical devices or with a written 504/IEP. Students who choose to bring a personal device to school carry them at their own risk and the school is not responsible for lost, stolen or damaged devices.

The following procedures will be followed if a student does not adhere to the rules related to personal devices:

- **First Offense** - Warning
- **Second Offense** - Device taken by a staff member and picked up by the student at the end of the day in the main office.
- **Third Offense** - Device taken by a staff member and picked up in the main office by a parent/guardian at the end of the day.
- **Fourth Offense** - Device taken by a staff member and picked up in the office by a parent/guardian at the end of the day. **An immediate after-school detention will be assigned.** Additional incidents will be considered insubordination as per school code of conduct.

### DISTRICT CODE OF CONDUCT

The purpose of the Code of Conduct is to provide guidance and information to our school community and outline clear expectations for students, parents/guardians, staff, and administration.

We believe that the goals of such a code must:

- teach responsible behavior;
- promote self-efficacy and foster self-discipline;
- help the student recognize the impact of their choices on others;
- ensure the rights and personal dignity of others;
- generate a close working relationship with the home, the school, and the community;
- provide disciplinary options and interventions that are appropriate to the level of misconduct;
- differentiate between minor and serious offenses;
- protect and maintain public and private property;
- provide alternatives to exclusionary discipline;
- and comply with federal, state, and local laws.

The East Penn School District Student Code of Conduct has been developed in accordance with Board of Directors' Policy #218 and #233 and other related Board Policies as well as the Pennsylvania School Code Sections 511, 1317, 1317.1, and 1318.

### **DRESS AND GROOMING GUIDELINES**

Students are encouraged to use good judgment in matters of dress and grooming. We expect students to maintain high personal standards of appearance for reasons of health, safety, and cleanliness. If a student is found in violation of the dress code guidelines, they will be given the option to change, or contact their parents to bring in appropriate clothing.

1. A shirt and bottom (ex: pants, shorts, skirts, dresses, etc..) must be worn at all times. **Undergarments must not be visible - including sheer shirts. Private areas must be covered at all times - including midriff areas.**
2. Catsuits, full leotards, or any similar form-fitting, body-hugging garments are prohibited.
3. Footwear must be worn at all times (specific footwear may be required for certain activities and/or safety reasons; For example: sneakers in PE; covered

- shoes in tech ed or science lab).
4. Student dress (as well as masks if students choose to wear them) must remain free of symbolism related to death, sex, violence, drugs, cigarettes, and alcohol.
  5. Clothing or masks that promote discrimination or hate, based on race, ethnicity, color, religion, creed, national origin, gender, sexual orientation, age, disability, or citizenship, **is not permitted.**
  6. Students must not wear clothing or accessories that could be considered dangerous or used as a weapon (ex: spikes, chains, sharp objects, etc..).
  7. Hats, bandanas, sunglasses, scarves, gloves, coats, and other outerwear must **not** be worn during the school day. The exception is religious attire or clothing related to a medical condition.
  8. Hooded shirts are permitted, but **the hood must be down.**
  9. Laboratory and shop settings may impose additional guidelines for purposes of safety (e.g. prohibiting loose fitting garments, coats, and sandals.)

### **DOCTOR AND DENTAL APPOINTMENTS**

If possible, medical appointments should be made after-school. If it is necessary to make an appointment during school hours, a student should go through the early dismissal procedure – please make sure you send in a note to the main office with the reason and time that you will be picking up your child if it occurs during the school day. A pass will then be issued to the student to leave class in a timely manner to get to the main office for pick-up.

### **EVACUATION PROCEDURES**

In the event of an all-school evacuation, due to any type of emergency that will not allow us to take the children back into the building, your child will be evacuated to Faith Church located at 6528 Hamilton Blvd, Allentown, PA 18106. You will be notified with specific details through our district communication systems regarding pick-up and reunification procedures if we were to be evacuated from our building.

### **FACE COVERINGS**

Face coverings are now optional for students and teachers based on our current EPSD Health and Safety Plan.

### **FITNESS CLASS PROCEDURES**

Students may not wear ANY jewelry other than post earrings (this includes nose piercings) and fitness trackers APPROVED by the fitness teacher. Accommodations will be made for medical and/or religious reasons. This comes with the understanding that any lost or stolen jewelry or injury to personal self or other participants during Wellness/Fitness due to their jewelry is the responsibility of the student and not East Penn School District. The Wellness/Fitness Department **recommends** students remove **ALL** jewelry while participating in class.

A student can be excused from Fitness Class in the following ways:

1. **Parent Note:** Due to illness or injury for a single excused day.
2. **Doctor's Note:** Due to illness or injury for excuses that exceed than one day. Please note that a student will also need documentation to be released in order to resume participation.
3. **School Nurse:** The school nurse may excuse a student if he/she has been in the nurse's office and is not feeling well.

### **FITNESS CLASS ATTIRE AND LOCKERS**

Proper physical education attire consists of a crew neck t-shirt, gym shorts, socks, and properly secured sneakers with laces/velcro. A sweatshirt and sweatpants may be worn

during cooler weather. Long hair should be pulled back with a headband or a ponytail holder. Students must be conscientious about keeping their equipment locked securely in their locker & **supply their own gym lock for the trimester course**. In the event the lock is unable to be opened (forgotten combination, lost key, etc.) it will be cut off the locker at the end of the day. Locker Rooms will be utilized for students to change into their gym attire, and gender-neutral bathrooms are also available if needed.

### **GUIDANCE/COUNSELING SERVICES**

Students who wish to consult with a counselor may go to the Counseling Office. Parents/guardians who wish to consult with a counselor about their child's school issues may call the Counseling Office at (610) 398-4388 to make an appointment.

- |                      |                   |
|----------------------|-------------------|
| • Mr. Mike Nytz      | Grade 6 Counselor |
| • Ms. Hebat El-Turky | Grade 7 Counselor |
| • Mr. Blake Boyer    | Grade 8 Counselor |

### **HEALTH ROOM**

Students who become ill during the school day shall obtain a pass from their classroom teacher and report to the Health Suite for aid from the school nurse. **Students going home must be dismissed from the Health Room**. If it becomes necessary to send a student home because of illness, it will be the parent's/guardian's responsibility to pick up their child at school. Parents who pick up their child based on private text messages/phone calls not approved by a staff member will be marked unexcused.

### **HOMEROOM**

Homeroom begins promptly at 7:30 AM. Students not in attendance in their homeroom by 7:30 will be marked tardy or absent. Students are expected to be quiet and attentive during the homeroom. This time includes:

1. Attendance
2. The Pledge of Allegiance
3. Buzz TV Announcements

### **HOMEWORK**

Teachers will be posting assignments on Schoology, our EPSD Learning Management System. Please check these digital spaces for updates.

### **INTERSCHOLASTIC ATHLETICS**

#### **Sports for Boys**

There is a seventh and eighth grade combined district team selected for interscholastic competition in the following sports: Football, Wrestling, Basketball, Cross-Country, Track and Field, and Volleyball

#### **Sports for Girls**

There is a seventh and eighth grade team selected for interscholastic competition in the following sports: Field Hockey, Basketball, Volleyball, Cheerleading, Softball, Cross-Country, Wrestling, and Track and Field.

### **LIBRARY MEDIA CENTER (LMC)**

The LMC strives to be a place where all students, faculty, and members of the school community feel welcome and aims to help foster a love of reading, learning, and discovery. Please visit the LMC prior to homeroom or 9th period free time. You may also ask a teacher for a signed pass to visit the LMC throughout the school day. There are many exciting events for students in the Library during the school year, including makerspace activities, author visits, and more! We always have new books to share in your favorite genres (including comics &

graphic novels), as well as a makerspace, including a LEGO wall. If you have book recommendations or ideas for library activities, please let Mrs. Boulrice know. All due dates are stamped in the back of the book. Fines may be assessed if books are damaged beyond repair or lost. There are many opportunities for students to be active contributors to the library program. Be sure to visit often!

### **LOCKERS**

Each student will be assigned a hall locker with a combination. For security reasons, **students are not permitted to share lockers or give their locker combination to others, and lockers should be locked at ALL TIMES.** Students will be asked to carry all materials in their book bags in order to cut-down on crowding in the hallways and reduce the amount of contact with student lockers. When reasonable suspicion exists that a student's locker contains contraband or any items in violation of school policy, the administration reserves the right to inspect the contents of the locker.

### **LOST AND FOUND**

All lost and found items will be returned to the Main Office. Students should avoid bringing large amounts of money or items of value to school. Never leave anything of value unattended, including cell phones.

### **PASSES**

Students must have a signed pass or utilize the SmartPass System when reporting to the Health Room, Counseling Office, or Main Office. Passes may be secured in the morning, before or during homeroom, or at lunchtime. Students are discouraged from stopping into these areas between classes because they may be late for class and/or the adult may not be available to meet them at that time. In the case of an emergency, the above procedures can be waived. Students who wish to use the lavatory during class time must secure permission from their teacher and "sign-out" using grade level procedures.

### **POWERSCHOOL**

PowerSchool is a district-wide program which allows students and families access to school information such as teacher grade books, report cards and attendance. **Students** will use their district issued username and password. For families, the Counseling Office or Main Office would be happy to help supply your username and passwords to gain access to your student's PowerSchool information.

### **STUDENT VISITATION**

The school does not ordinarily issue visitor passes for students not currently attending LMMS. Any requests or special arrangements for visits must be made with the building principal well in advance of the anticipated visit.

### **UNSETTLED ACCOUNTS**

All students are expected to settle their accounts for lost books, lunch money, library fines, lost or damaged technology, or any other damaged property. Any requests for records at other schools/districts will not be granted if your student withdraws until all EPSD materials have been properly returned and accounted for.

## **GRADING SYSTEM**

### **GRADE AND POINT VALUES**

The letter system of marking is used as follows:

A	90 – 100
B	80 – 89



C	70 – 79
D	60 – 69
F	0 – 59
I	Incomplete

**A student's final grade will reflect a cumulative calculation of grades earned throughout the school year.**

### **HONOR ROLL CLASSIFICATIONS**

The types of honor rolls are:

#### **High Honors**

Students must earn a grade of "A" in all subjects (90% or above)

#### **Honor Roll**

Students must earn a grade of "B" or higher in all subjects (80% or above)

### **GRADES/QUALIFICATIONS FOR SUMMER SCHOOL**

- If a student fails **one** of the following core subjects (Reading, Language Arts, Communications, Math, Social Studies, Science), he/she will proceed to the next grade.
- If a student fails **two** or more core subjects, he/she may be required to take the appropriate Summer Learning Academy courses or may be required to repeat the grade.
  - o Final decisions to promote or retain students rest with the building principal.

### **LMMS NATIONAL JUNIOR HONOR SOCIETY**

National Junior Honor Society (NJHS) is a selective service organization for 8th grade students. Membership in this organization is extended to those who qualify based upon criteria of scholarship: (GPA minimum of 3.6), leadership, character, service and citizenship. Students are recommended by teachers and screened by an Executive Committee. Questions regarding NJHS can be directed to our advisors:

Mr. Patrick Campbell: [pcampbell@eastpennsd.org](mailto:pcampbell@eastpennsd.org)

or

Miss Erin Trautmann: [etrautmann@eastpennsd.org](mailto:etrautmann@eastpennsd.org)

### **MISCELLANEOUS RULES AND REMINDERS**

- Water is the only acceptable beverage allowed during school hours brought in from the outside:
  - o Coffee, Hot Chocolate, Energy Drinks, Frozen Beverages, etc. are not permitted
  - o These drinks will be taken from students and disposed of immediately
- Airpods – Are not allowed at LMMS:
  - o If you bring headphones, they must be the larger "Beats-Style" headphones or plug-in headphones
  - o Airpods or any wireless headphones will be taken and follow the same technology violation code as phones
- Aerosol Sprays
  - o Aerosols and sprays are not permitted during school hours – Do not allow your child to come to school with any **aerosol or spray** products such as perfume, cologne, hair spray, deodorant, essential oils etc., as this can have negative health effects on people who have medical conditions such as asthma
  - o We encourage all middle school students to use deodorant and/or apply products in their homes prior to leaving for school
    - Any aerosols or sprays will be confiscated and disposed of by school administration

## **STUDENT ASSISTANCE PROGRAM**

All schools in the East Penn School District offer the Student Assistance Program, which is mandated by action of the state legislature. The Program is run through a specially trained building team, which includes administrators, counselors, and teachers. The building team's primary goal is to identify, at an early state, users/abusers of alcohol/drugs. An additional team goal is to identify students who may be at-risk for other reasons. Students involved with the program may choose to become involved with various groups which are designed to help address their specific problems.

## **GUIDE TO STUDENT BEHAVIOR**

It is our belief that students are willing to cooperate if they are made aware of what is expected of them. In order to provide a safe learning environment and maintain high standards for academic integrity, we ask students to abide by our SWPBIS BEE SHARP expectations and join us in making Lower Macungie Middle School, a school of which we can all be proud.

## **BOARD OF EDUCATION POLICIES**

Mission Statement: The East Penn School District will provide a learning environment in which students become effective problem solvers, critical thinkers, collaborators and communicators.

Vision Statement: The East Penn School District will empower students to maximize their individual potential and become lifelong learners and contributors to a global society.

The Board of Directors of the East Penn School District have enacted a set of policies to support the district's mission and vision. All of these policies can be accessed by visiting the following site: <http://www.eastpennsd.org/school-board/>

Policy 218 <i>Student Discipline</i>	Adopted June 13, 2016
Policy 218.1 <i>Weapons</i>	Adopted June 13, 2016
Policy 222 <i>Tobacco</i>	Last Revised May 13, 2019
Policy 233 <i>Suspension and Expulsion</i>	Adopted August 8, 2016
Policy 249 <i>Bullying/Cyberbullying</i>	Last Revised March 11, 2019

## **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 year with the application available online at:

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

## **STUDENTS/FAMILIES EXPERIENCING HOMELESSNESS**

Programs, supports and services are available to students/families experiencing

homelessness. Students/Families should be referred to Mr. Dan Brown, Home & School Visitor/Homeless Liaison at [dmbrown@eastpennsd.org](mailto:dmbrown@eastpennsd.org), or Dr. Thomas Mirabella, Director of Student Services at 610-966-8372.

In 1987, Congress passed the Stewart B. McKinney Homeless Assistance Act, (subsequently renamed the McKinney-Vento Homeless Assistance Act) to aid homeless persons. The Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. On December 10, 2015, the Every Student Succeeds Act (ESSA) was enacted, amending McKinney-Vento.

Information can be found in East Penn School District Board Policy #251: Homeless Students at <https://go.boarddocs.com/pa/epen/Board.nsf/Public#>