

ERIE HIGH SCHOOL

• 3325 CHERRY STREET • ERIE, PENNSYLVANIA • 16508 •

• *PHONE* (814) 874-6200 • *FAX* (814) 874-6207 •

• WWW.ERIESD.ORG •



2020-2021 Handbook

Principal's Message

Guidelines for Success

Welcome to Erie High!

The information in this guide has been prepared to help parents, students and faculty make this a successful school year.

Our **Mission** – Educate all students in a nurturing and orderly environment while recognizing the unique needs of the High-School Student.

Our **Vision** – Committed to academic excellence and integrity, Erie High School combines positive student, peer, family, and community relations with rigorous teaching and learning with every student enrolled in one of five career pathways.

Our **Values** –

1. Academics, Athletics and the Arts (The Triple A's)
2. Change is inevitable, improvement is imperative and success is the goal.
3. Diversity is recognized and valued.
4. Learning is a partnership among schools, family and community.
5. All students will learn and be successful.
6. Open, honest and authentic communication is a necessity.
7. Learning is a life-long process.
8. Responsibilities and contributions of each individual will be acknowledged.

Thanks goes out to everyone involved in making this happen – especially the parents.

Resource Persons in the Building

Administration

Orlando, Donald.....	Principal
Brzezinski, Jeff.....	Assistant Principal
Laver, Courtney	Assistant Principal
Mifsud, Jeremy	Assistant Principal
Parker, Matt.....	Assistant Principal
Shaut, Stephen	Assistant Principal
Troop, Maurice	Assistant Principal
Magorien, Gary	Assistant Principal

Career & Technical Administration

Mackowski, Pamela.....	Director
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Important Telephone Numbers

Main Office	874-6200
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Guidance Counselors

The counselors will help parents and students with educational planning, interpretation of test scores, career information and any concerns they wish to discuss.

Talley, Josh – College/Career Ready....	Guidance Counselor
Shields, Leila – College/Career Ready...	Guidance Counselor
Kitchen, Rob - Athletics.....	Guidance Counselor
O’Connor, Carla – A-G.....	Guidance Counselor
Covel, Lorraine – H-O.....	Guidance Counselor
Piganelli, Krista – P – Z.....	Guidance Counselor
Shaut, Amy – Curriculum and Testing...	Guidance Counselor
Weber, Rich – Attendance.....	Guidance Counselor
Redenz, Jackie – Attendance.....	Guidance Counselor

Class work

Homework

Teachers will assign homework consistent with the grade, the difficulty and the demands of the subject. Students are responsible for all homework assigned. If students are absent from class for any legitimate reason, they are expected to ask their teachers for the assignments to make up. Homework is part of the grade for the class.

Textbooks

Students must return the textbooks assigned to them in good condition. If a textbook is stolen, the student is responsible for the book and must report it to the teacher. If a student fails to return his/her book(s), **he/she will have to pay for the missing book(s).**

Grades

Report cards are issued four times a year. Teachers will evaluate students on the basis of the work prepared for each class.

GRADES 9 – 12 (Percent Grading System)

Regular	Honors	Advanced Placement
95 – 100 A 4.0	97 – 100 A 4.5	97 – 100 A 5.5
90 – 94 A- 3.75	93 – 96 A- 4.0	93 – 96 A- 5.0
85 – 89 B 3.5	89 – 92 B 3.5	89 – 92 B 4.5
80 – 84 B- 3.0	85 – 88 B- 3.0	85 – 88 B- 4.0
75 – 79 C 2.5	76 – 84 C 2.5	76 – 84 C 3.5
70 – 74 C- 2.0	70 – 75 C- 2.0	70 – 75 C- 3.0
65 – 69 D 1.0		
51 – 64 F 0	51 – 69 F 0	51 – 69 F 0

Graduation Requirements

Erie High School (EHS) Requirements

Beginning with the class of 2019, 26 credits will be required for graduation.

These credits shall include:

SUBJECT/CREDITS NEEDED

English4

Mathematics4

Science..... 4

Social Studies..... 4

Wellness/Fitness.....1.5

Electives..... 8.5

Required for Graduation..... 26 Credits

Infinite Campus

The Parent Portal is up and running for Erie High on Infinite Campus. We no longer send out Progress Reports. All grades and assignments can be viewed on Infinite Campus. Families were previously sent their Activation Codes from the District. If you have any questions, you can email parentportal@eriesd.org with your full name and telephone number.

ATTENDANCE

Consistent attendance is the key to getting good grades. Students cannot be taught if they are not present in the classroom.

Absenteeism

There are times when an absence is necessary. In such situations, parents are asked to report the absence to the school before 9 a.m. at 874-6200.

When a student returns to school, he/she **MUST** drop of a written excuse signed by the parent or guardian to the attendance office. The excuse must contain the **date written, the dates of absence, and the reason for the absence.** Excuses can also be emailed to ehsattendance@eriesd.org. Failure to present an excuse within three days of the absence violates the State Attendance Laws and CAN RESULT IN LEGAL ACTION AGAINST THE PARENT/GUARDIAN.

Family vacations forms are available in the main office. You return the forms to the main office or email them to ehsattendance@eriesd.org at least two weeks prior to leaving. All vacations must be approved through by the Superintendent to be excused.

Tardiness to School and to Class

First period begins at 8:30 am. If a student comes into school after 8:30, they must check in at the attendance kiosk to get a pass.

Excusal from School

Occasionally, a student will have to be excused from school for a situation that cannot be handled after school hours. The student will sign out at the attendance office and bring an excuse in the following day. It must include the date and time of the excusal, the reason for the excusal, the parent or guardian's signature and the telephone number at which he/she can be reached. All excuses will be verified by the attendance office. There will be no excusals per lack of verification. If the student is going to a medical appointment, an excuse must be returned to the office from the medical office visited.

Excusal from Class

Students will not be excused from class during the first ten minutes or the last ten minutes of the period. Only one student will be excused from a class at a time. The student **MUST CARRY** a hall pass/clip board signed by the teacher indicating the time he left the class and the destination. Failure to have the hall pass can result in a consequence from the office.

Truancy

Success in school and regular attendance go hand in hand. Therefore, truancy from school or class will not be tolerated. Truancy from school can lead to the prosecution of parents/guardians/students and possible fines for them. Students who are illegally absent and those who skip class will have consequences. Prior to filing a truancy charge, parents will be asked to come in for a Student Attendance Improvement Conference (SAIC) for the purpose of creating a Student Attendance Improvement Plan (SAIP).

Scholarship

Erie High School utilizes the Scholarship system to check in students at the beginning of school. All students will receive an ID badge that is to be worn on the provided lanyard at all times. Students will scan in at the beginning of the day. It is important that parent/guardian contact information is up-to-date as Scholarship will send a text alert notifying you that your child has arrived. ID cards will include an "E" icon for bus riders as they also act as a bus pass. Cards can be replaced at the cost of five dollars.

Suspension

The student has the responsibility to make arrangements with his teachers to make up the work he missed while on suspension. Suspension will be assigned at the discretion of the administration. Students may not be on **any** school property while on suspension. Students may face trespassing charges if in violation of this policy.

Conduct

The most important lesson a person learns in school is self-discipline. It is the basis for all relationships with others. It is the responsibility of all faculty members and all students to maintain the kind of atmosphere where learning can take place. A student will obey the directions of all staff members.

It's Your Choice

Teacher Detention – up to 30 Minutes

Lunch Detention – Lunch Period

Office Detention – 40 Minutes

OSS – up to 10 Days

Alternative Education

Expulsion

Best Bet. . .

The student should serve Teacher and Lunch Detentions

Classroom

Without discipline in the classroom, lessons cannot be taught. With discipline reinforced by both the teacher and the student, learning can be a productive and pleasurable process. Teachers have the responsibilities to set up rules for their classrooms to facilitate the subject matter they teach. Teachers can require a student to stay for detention if he/she refuses to obey classroom rules. Parents and students will receive 24 hours notice via a detention form.

Cafeteria

Students have 30 minutes for lunch. In the cafeteria, students are expected to act courteously with each other and with the cafeteria staff. Students are also responsible for cleaning off tables where they eat and placing any garbage in the trash cans. Students are to remain seated until given permission to leave by lunch room supervisors. At no time are students allowed to take food from the cafeteria or to have food in any other part of the school. If a student misbehaves in the cafeteria, they will receive a consequence.

Library

Library regulations are made by the library aide for the benefit of teachers and students who use the facility. Library privileges may be rescinded if library regulations are not followed.

Substitutes

Occasionally, a teacher may be absent from school. Students are expected to work with and obey the substitute teacher with the same courtesy and respect they give their teacher.

Dress for School

1. General rules regarding student dress. The following regulations regarding student dress generally apply to all District schools:

Though an individual's dress and adornment/appearance is a matter of personal preference and choice, certain styles of dress/appearance are not appropriate in school for the health, safety, welfare of students and staff. Students will be required to change inappropriate clothing or appearance or be sent home to do so and return. For this reason, the following guidelines are established:

- a) Wear clothes that are not revealing or suggestive, such as see-through blouses, halter tops, tank tops, bare midriffs, cutoffs.
- b) Wear clothing, jewelry, and other accessories which do not promote, encourage, or depict any form of drugs (including alcohol), obscene, lewd or vulgar language or action, or promote any illegal activity.
- c) Wear pants which are secure around the waist.
- d) Wear clothing which cannot potentially cause harm to another person, damage to property, or create an unsafe environment.
- f) Students must wear shoes or footwear appropriate for the school setting. Hard soled shoes, including sneakers, are appropriate. Students may not wear open-toed shoes, slippers, highheels, sandals or flip-flops to school.
- g) Outerwear: Outerwear must be placed in lockers from "bell to bell" and is not permitted to be worn during the school day. Outerwear includes but is not limited to coats/jackets, windbreakers, wind pants, gloves, hats, bandanas and scarves.
- h) Hoodies: Students may wear hoodies during the school day but only if the hood remains down.

If a student pulls the hood up during the school day, it will be considered "insubordination" as defined in the Student Code of Conduct.

- i) Specific dress requirements may be assigned to students participating in technical labs or other classes or activities that necessitate the wearing of specific clothing in order to maintain the health and safety of that student and others. These class or activity-specific rules will be established by the Building

Administrator or classroom teacher and will be delineated in the class, lab or activity syllabus. Failure of a student to abide by these health and safety dress requirements may result in the student's removal from that class, lab or activity. The administration may impose additional limitations on dress and/or appearance if the attire or appearance causes a disruption of the educational process or constitutes a health or safety hazard.

H. Masks/Face Coverings.

In an effort to slow the spread of COVID-19 and to promote the health and safety of individuals, the District's "Health and Safety Plan" incorporates current Orders issued by the Pennsylvania Department of Health regarding the wearing of masks, or "face coverings." Per the District's Health and Safety Plan and the most recent Department of Health Orders, students are required to wear masks while at school, school-sponsored events and on District-provided transportation during the COVID-19 pandemic.

1. The term "mask," or "face covering," is defined as follows: A covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face. A mask can be made of a variety of natural or synthetic fabrics, including cotton, silk or linen. For purposes of this policy, a mask can include a face shield that covers the nose and mouth. A mask may be factory - made, sewn by hand, or improvised from household items, including but not limited to scarves, bandanas, t- shirts, sweatshirts or towels.

2. Students are required to wear masks per the District's Health and Safety Plan, as may be amended from time to time. Every student will be given a school issued mask if they do not have a mask. Students are permitted to bring their own mask from home.

3. The Pennsylvania Secretary of Health allows individuals to request an exemption from the maskwearing rule for the following reasons:

- a. Students who cannot wear a mask due to a medical condition, including those with respiratory issues that impede breathing, mental health condition or disability;
- b. Students who would be unable to remove a mask without assistance;
- c. Students who are communicating or seeking to communicate with someone who is hearing-impaired or has another disability, where the ability to see the mouth is essential for communication.

If a student wishes to request an exemption to the mask-wearing rule, the student and his/her parent must submit a "Mask/Face Covering Exemption Request" form to the Building Administrator.

4. Masking will be enforced by the building level administrators. When a violation of this policy is identified, the student will be warned and a mask will be provided. Subsequent refusals will result in the student being educated through the one of the District's remote learning pathways, either 100% virtual/online synchronous instruction with District teachers or the District's K-12 Cyber Choice Academy for online asynchronous instruction.

5. This Mask Policy may be amended or revised by the Superintendent during the school year to ensure consistency with updates to the District's Health and Safety Plan and/or new Orders issued by the Pennsylvania Department of Health or other governmental entities.

Lighters, Electronic Devices, Trading Cards, Dice, Etc.

Cell Phones, iPods, MP3 players, cameras and other electronics are NOT permitted in class. If a student brings one to school, it must be kept in their locker until the end of the school day. Lighters are also prohibited. Trading cards (baseball, football, etc.) dice and playing cards are not permitted. If any of the above items are confiscated, they will be returned by the office only to the parent or guardian of the student involved. Consequences will be given.

Alcohol, Drugs, Tobacco

The use of any alcoholic beverages, drugs or tobacco is strictly prohibited. Any possession, use, distribution or sale of these on the school grounds or at school functions is prohibited at all times. Any student in violation of these rules will be dealt with according to the District's Drug and Alcohol Policy.

Assaults

Assaults on any staff member or students will not be tolerated. Violators will face criminal prosecution, disorderly conduct charges and suspension and/or expulsion.

Fighting

Fighting on or around school property, as well as, to and from school will not be tolerated. Violators will face criminal prosecution, disorderly conduct charges and suspension and/or expulsion.

Weapons

Possession of any weapon on school grounds, as well as to and from school, is forbidden. Students will be subjected to periodic searches throughout the school year. Any violation will result in criminal prosecution, an immediate suspension and the student will face expulsion.

Book bags/Handbags/Purses

Book bags and back packs are not permitted to be carried in the building during school.

Birthdays, Valentine's Day, Halloween

Birthdays are not permitted to be brought in to school due to health and safety codes. Please do not send Valentine's Day treats, balloons or flowers to school. Because students change rooms for each class, there is not enough space

in classrooms to keep these gifts. Students are not permitted to dress up for Halloween or to bring in treats.

School Regulations

Student Entry to the Building Beginning of the Day

The students are assigned a designated area outside in the morning where they are to wait until school begins. **Supervision of students will not begin until 8:00 AM. The main entrance on Cherry Street and the Attendance Doors will open for students to enter the building at 8:30AM. Students will NOT be permitted in the building prior to 8:30AM.**

Breakfast

Erie High participates in the **Breakfast in the Classroom** program. All students have the opportunity to eat breakfast during homeroom. Homeroom is from 8:30am until 8:40am daily

Lockers and Locks

Building Administration will assign students lockers near their homeroom and also give each student a school-supplied combination lock. If a student loses a lock, there is an \$10 replacement fee. **STUDENTS ARE NOT ALLOWED TO SHARE LOCKERS.** An office referral, for all parties involved, will be written if found sharing a locker.

Most locker thefts are the result of carelessness on the student's part. Students must remember to lock their lockers. They should not give their combinations to other students. **The school is not responsible for items that are lost or stolen.** Any locker theft should be reported to the homeroom teacher immediately.

Lost and Found

Articles found anywhere in or around the building should be taken to lost and found located in front part of the library. Owners can claim their property by identifying it.

Visitors

Due to Covid-19 we are taking the necessary precautions for the 20-21 school year to ensure that our Erie High Community is a safe and healthy environment for all of our stakeholders. One of the necessary precautions that we must take is our building visitor policy. Below are the steps that must be taken for this school year. We appreciate everyone's flexibility and understanding.

- Please contact and speak with a North Office Secretary and let them know that you would like to come to the building. Phone number 874-6200.
- The secretary will ask your reason for visiting.
- The information will be given to the principal.
- The principal will determine if an in-person visit is necessary.
- If an in-person visit is not necessary, an alternative communication method will be considered.
- If an in-person meeting is necessary, a meeting will be scheduled 48 hours from the day of this decision.
 - o All stakeholders will be notified.
 - o An appropriate room for the size of the meeting will be properly sanitized and used.
- If the visitor misses the meeting, then this process will start over.

Student Health Services

The school nurse is available for any student who feels ill or is injured during the school day. A student should report to his/her classroom and then be dismissed to the Nurse’s Office with a hall pass. Neither the nurse nor any staff member can dispense any medication unless it is prescribed by the student’s doctor (including aspirin, etc.)

Drug and Alcohol Problems

A student with questions or problems concerning drug and alcohol abuse may obtain information from the school nurse or any member of the Erie High S.A.P. (Student Assistance Program) Team.

ERIE HIGH BUS TRANSPORTATION

Transportation (via EMTA) will be provided to Erie High/Career & Tech students that reside in the City of Erie and live 2.0 miles (Parent Responsibility Zone) or more from Erie High. Busing and routes may be different for the 2020/2021 school year than in previous years.

Due to COVID-19 concerns and transportation guidelines there are several adjustments to transportation.

- All students must wear a mask on the bus. Students must be seated in a seat, standing will not be permitted on the bus.
- In the event a bus is filled, the EMTA driver will contact their dispatch center to release an additional bus along the route.
- Students and their families should consult the EMTA website at www.ride-the-e.com or contact an EMTA customer service representative 814-452-3515 Monday-Friday 8:00 am. – 4:30 p.m. to determine which “Fixed” route(s) meet your needs.
- In previous years there were “Tripper” school routes that were assigned to certain sections of the city and went directly to Erie High. Due to a number of factors, those are no longer available. This now aligns Erie
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- High transportation with the other Erie area high school transportation plans.

Any immediate questions can be directed toward the office of Non-Instructional Support Services (814) 874-6000.

For your convenience, below are some frequently asked questions (FAQs) about student transportation:

What is the district's current transportation radius?

The district will provide bus passes for use to and from school for high school students who reside in the City of Erie and live two (2) miles or more from the school.

Why does the district contract with EMTA for transportation instead of providing yellow bus service for students?

Erie's Public Schools has been contracting with EMTA for many years to provide bus service to students because the district receives a higher rate of reimbursement from the Commonwealth of PA for this type of contracted service. Each year, EMTA works with the district to develop routes that meet student transportation needs to and from school.

How do I get a bus pass if my child is eligible?

Parents must complete a bus pass application through their school office/school secretary. Please note that all students must apply to receive a bus pass in 2020-21, even if they were approved last year. EMTA will not allow students to ride the bus without an official bus pass after September 18, 2020. Passes will be added to each student's scholarship ID card.

May the school district suspend busing services for a child?

Yes. Transportation is a privilege, not a right.

Are school districts required to transport students?

No. Pennsylvania law does not require a school district to provide transportation for its students. As a convenience to district families, the Erie School District chooses to provide transportation for students that live outside of a school's immediate area.

How can I reach the transportation department?

You may reach the EPS Transportation Department at 814-874-6900. You can also call EMTA regarding routes at 814-452-3515 Monday-Friday 8:00 a.m. – 4:30 p.m

Regular Bell Schedule

8:30-10:10 – Block 1

10:10-11:40 – Block 2

11:40-12:10 Lunch

12:10-1:40 – Block 3

1:40-3:10 – Block 4

3:10-3:40 – Office Hours