

Trojan Parentline

May 15, 2019

East Lansing High School

509 Burcham Drive

East Lansing, MI 48823

Phone: 517-333-7500

Fax: 517-333-7559

Attendance Line: 517-333-7567

School Hours: 7:45am - 2:35pm

Office Hours: 7:00am - 4:00pm

General Information:

Attendance: 517-333-7567

elhsattendance.elhsa@elps.us

Please leave your students name, grade and reason for absence.

EXCEL is a required academic period on Tuesday and Thursday. All students must be with a teacher, counselor or the media specialist during EXCEL.

Visitors must report to the main office and receive a visitor's pass in order to access the building during school hours.

East Lansing High School is a closed campus during lunch for freshmen and sophomore students.

[Contact information](#) for high school employees is available on our website.

Trojan T.U.R.F. - Trust, Unity, Respect and Fairness

Trojan T.U.R.F is a philosophy utilized in all areas of interaction at East Lansing High School. Research indicates that when a school environment is positive and predictable, students feel safe, have better academic performance, higher test results and make better behavior choices. Schools also show a gain in instructional time and a reduction in discipline referrals and out of school suspensions.

High School Administration

Andrew Wells - Principal

andrew.wells@elps.us

517-333-7504

Nick Hamilton - Assistant Principal

nick.hamilton@elps.us

517-333-7502

Matt Morales - Assistant Principal

matthew.morales@elps.us

517-333-7502

Nikki Norris- Athletic/ Activities Director

nicole.norris@elps.us

517-333-7572

Administrative Assistants

Nikie Tabor- Main Office

nikie.tabor@elps.us

517-333-7504

Mary Fata - Main Office

mary.fata@elps.us

517-333-7502

Sue Bledsoe - Registrar

susan.bledsoe@elps.us

517-333-7508

Bonnie McGraw - Student Services

bonnie.mcgraw@elps.us

517-333-7509

Laura Scott - Athletic/ Activities Secretary and Copy Center

laura.scott@elps.us

517-333-7574 or 517-333-7499

Principal's Letter

Greetings East Lansing Families!

With the warming temperatures and much needed sunshine, we're gearing up for the rush to the end of the year. It won't be long before we'll be wishing our seniors well and helping our incoming classes prepare for another exciting school year. I hope that everyone takes a chance to enjoy the nicer weather as we look forward to finishing the year strong. This is especially important for seniors. Now is the time to think about ending their high school career on a positive note.

Last weekend, prom and post-prom were held at the Huntington Room at the MSU stadium and ELHS. The students, of course, looked great in their formal attire and the event was amazing! Congratulations to Julie Berridge (prom coordinator), all the hard working parents and the staff chaperones who did such a wonderful job!

We are nearly done with AP testing. This year ELHS administered over 700 AP tests. Of our graduating seniors, over 180 students have taken at least one AP course in their time at ELHS. Additionally, between the PSAT and the SAT we tested nearly 800 students. Our students and staff have performed in tremendous fashion again this year.

The Ceniad 2017-18 staff were recently notified that they received a "Spartan" rating for their yearbook, which places them in the top 5% of all competing yearbooks in the state of Michigan through the Michigan Interscholastic Press Association

The 2018-19 Ceniad and Portrait staffs received over 40 individual awards from the MIPA 2019 state conference in writing, design and photography. Way to go ELHS Family!

2019-20 will see the implementation of a new "Portrait Workshop" class, where students will receive credit for creating a monthly newspaper and will interact with journalism professionals around the state.

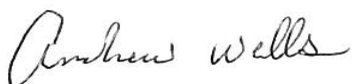
I want to update you on other important items as we move toward the end of the school year: student schedules for the 2019-2020 school year, and our upcoming Excellence Awards assembly.

Our scheduling committee and counselors worked hard to complete students' schedules. All current high school students have met with their counselors and have selected their courses for the 2019-2020 school year. The counselors are now working on the incoming 9th grade schedules. Next year's schedules will be released to PowerSchool for all ELHS students in mid-July (this will include incoming 9th graders). Counselors will hold a drop/adds session in mid-August for students. The date and times will be on the high school website. Drop/adds are only for students with an incomplete schedule, who need a course for graduation that is not on their schedule, or those with a course on their schedule for which they have already received credit. Please note: Students with special scheduling such as online, part-time, dual enrollment, etc. do not need to come for add/drops. Once paperwork is approved by administration, their schedules will be adjusted accordingly.

Students with unassigned hours will be required to have it either 1st hour or 6th hour. This means that students will either start their day during 2nd hour or end their day after 5th hour. This allows us to monitor the security of the building, limit the traffic flow of students coming and going, and ultimately ensure student safety. The exception to this new policy will be limited to those students that may need the unassigned hour at a different time because of a dual enrollment class.

The East Lansing High School Excellence Awards assembly for students currently in grades 9-11 will take place on Wednesday, May 29 at 1:00 pm. Only students receiving awards are required to attend, and they will receive their awards in alphabetical order by student last name. The program is available for viewing in the main office, and students are invited to see if their names are included and verify that spelling, etc. is correct.

Finally, I want to let you know what a pleasure it has been serving as Principal at East Lansing High School again this year. As I reflect on this school year I think about our great students, outstanding staff, and supportive families that comprise this distinguished high school. We look forward to continuing our partnership as we pursue our mission to Nurture Each Child, Educate All Students, and Build World Citizens. The overarching goal is to pursue excellence. Thanks for all that you do to make ELHS a community treasure.



Student Services

Seniors Needing a Final Transcript

All electronic copies of final transcripts must be requested through Parchment.... this includes schools whose applications are serviced through common app. Be sure to log on to Parchment.com, request each school individually, and MAKE SURE YOU SELECT "HOLD FOR GRADES". If you are requesting a hard copy you must attach \$3 and provide a stamped, addressed envelope.

Students enrolled in dual enrolled courses

All students who are dual enrolled through either LCC or MSU need to submit their grades to student services by Friday, May 24th. Students that do not turn in their grades for their dual enrolled classes risk having an E on their transcript.

Counselors last work day

ELHS School Counselors last work day for the 2018-2019 school year will be on Wednesday, June 12th. They will not be available again until mid-August. If you have any end of school year business that you need to take care of with them, it should be taken care of before the 12th.

Summer Opportunities

In this issue of Trojan Parentline, you will find applications for Summer E2020 Credit Recovery and Testing Out. Students taking summer E2020 and Testing Out may turn in their applications to the Student Services Office.

August 1 completion deadline for seniors short of credits

Seniors who walk at graduation but needed to complete missing credits have until August 1 to submit the results of all course work and be counted as a 2019 Graduate of ELHS. You must bring in proof of course completion to the Student Services Office to have the grade added to your transcript. Diplomas will be available for pick up once this information has been received and processed.

Summer Work for Juniors Getting Ready for College Applications in the Fall

1. Visit campuses virtually and on site. Start with a search engine, such as mcan.org, collegeboard.com, or careercruising.com (ID eastlansing and PW trojans). Generally it is helpful to narrow your choices to 3 to 5 schools.
2. Develop your resume to give to people who you ask to write your recommendation letters (often two core teachers who know you well and your school counselor).
3. Practice applications and essays. Ask an English teacher to proofread your essay so it is perfect. Answer the questions asked. Illustrate your wonderful character traits with an anecdotal story that will stick with the admissions representatives.
4. Round out your experiences. Pursue your passions. Look into enrichment summer camps or volunteer opportunities, mentoring, coaching, leading.
5. Practice the SAT format and register for a re-test in September or October (act.org). SAT and SAT II Subject Area Test information is available at collegeboard.com.
6. Find a job, save money, register for a PIN at fafsa.gov (apply Jan. 1 - Feb. 15). Consider registering for scholar-ship search at fastweb.com.
7. Finish strong senior year with curriculum rigor and a good GPA.

Information Changes Over the Summer

If you have any changes to your information over the summer months including telephone, email and residency please send notification to Sue Bledsoe at susan.bledsoe@elhs.us.

It is important that we have current contact information so we are able to communicate with our ELHS families and send out pertinent information over the summer months.

Summer office hours for the Student Services Office will be Monday-Friday 8-11:30am and 12:30-3pm.

Testing Out Procedure

East Lansing High School 2019-20 Testing Out Information and Application Form Test Dates: Tuesday, August 6 & 13, 2019

Students who demonstrate a competency level equivalent to or exceeding the standard of the required courses for graduation may request a test to proceed to the next course.

Testing Out Procedure:

Students who demonstrate competency level equivalent to or exceeding the standard of the required courses for graduation may request to proceed to the next course:

The student and/or student's parent/guardian must submit the request form to test out, available online under the Student Services web page. Return the form to the Student Services Office by the due date of the current school year for all subjects.

1. Student materials will be checked out to all students. A deposit check must be rendered at the time of check out.
2. A student must earn a 78% or above to pass a test out exam. A "pass" will be recorded on the transcript with no impact on the student's grade point average. A test out credit can be used to fulfill a requirement within a subject area or to advance into the next course in a sequence. A test out credit cannot be used to fulfill one of the twenty-two credits required to graduate from East Lansing High School. Example: A student who successfully tests out of English I satisfies one year of required English and can move into English II, but this English I credit cannot be counted toward the twenty-two credits required for graduation from ELHS.
3. To maintain the security of these tests, the curricular chair will review the test results with the student if requested, but the test will not be returned to the student.
4. A test out may only be attempted once per class.
5. A test out exam must be taken during the published test out dates.

Applications are on-line and are due May 24, 2019 in the ELHS Student Services Office. Materials will be distributed the week after school is out for a \$70 per course deposit to be returned on the test date in August with returned materials.

Course Material Loan:

1. Study materials will be checked out to all students Monday – Wednesday, June 10-12, 2019, in the Student Services office. Check out times are 8-11 am and 1-3 pm.
2. A \$70 deposit check must be rendered at the time of materials check out for each textbook checked out. Checks will be returned when books are returned on the testing date. Payment must be submitted in the form of a check. Cash and credit cards are not accepted.

Testing Out Application

Application for Testing Out – East Lansing High School
Return form to ELHS Student Services Office by May 24, 2019

Student Name _____
(please print) Last First

Grade 2019-20 school year _____

Testing out dates are listed below. **Please plan accordingly as tests will only be administered on these dates.** Students may take up to two tests per date. Please check the date you will like to take the test and *indicate which course you are attempting to test out of in the space provided.*

_____ Tuesday, August 6, 2019

8:30 a.m. _____ Pre-AP placement- yes ☐ no ☐
Subject

12:30 p.m. _____ Pre-AP placement- yes ☐ no ☐
Subject

Notes:
The PE test-out requires two sessions.

For courses which offer a Pre-AP option, please indicate if you wish to be placed in the regular or Pre-AP course.

_____ Tuesday, August 13, 2019

8:30 a.m. _____ Pre-AP placement- yes ☐ no ☐
Subject

12:30 p.m. _____ Pre-AP placement- yes ☐ no ☐
Subject

I have read the Testing Out Procedure and have not taken the testing out exam or the class for the above subject(s).

Student Signature

Student has an IEP ☐ or 504 plan ☐

Textbook Loan Agreement

1. Study materials will be checked out to all students June 10–12, 2019 from 8:00 a.m. -11:00 a.m. or 1:00 – 3:00 p.m. in the Student Services office.
2. A \$70 deposit check is required for **each** textbook checked out.
3. Please make checks payable to East Lansing Public Schools. Payment must be submitted in the form of a check. Cash and credit cards are not accepted.
4. All textbooks must be returned in the same condition as when borrowed.
5. If textbooks are not returned on the testing date, the check will be cashed.

I have read the Testing Out procedure and approve of my son/daughter taking the above test(s). In addition, I have read the Textbook Loan Agreement and accept the terms of this agreement.

Parent/guardian Signature

Date

Parent/guardian Phone Number

Parent/guardian E-mail address

For office use only:

Check Number

Date Returned

Check Returned To

Summer Credit Recovery

EAST LANSING HIGH SCHOOL APPLICATION - 2019 SUMMER CREDIT RECOVERY

East Lansing High School will be offering credit recovery **June 10 – June 28**. This session will be supervised by a certified ELHS teacher. The curriculum is Edgenuity, an on-line credit recovery system. Only courses **failed** may be recovered.

- The cost is \$150 per student for any number of classes. (Check payable to ELHS). **Upon successful course completion by the end of the session you may request a \$50 refund per student. Coursework completed after the session will not count toward the refund.**
- **Students must attend class the first day and for final exams.**
- **Class time is 10 am – 12 noon Monday – Friday.**
- Classes must be completed (final taken) by the end of the session.
- Completed applications and payment must be turned in to the Student Services Office on or before **Friday, June 7**. Acceptance will be based on student assessment and space availability.
- Successfully completed courses will appear on your transcript with a passing grade ('S') and the failing grade ('E') will be removed from your GPA calculation, but will remain on your transcript.
- Do not take courses that were passed but credit is on hold for attendance. If in doubt of passing a course, please contact your teacher.
- Student Athletes: E2020 courses are not accepted by the NCAA Eligibility Center.

SECTION ONE – TO BE COMPLETED BY THE STUDENT AND PARENT/GUARDIAN

Student Name _____ Parent/Legal Guardian _____

Student E-Mail _____ Parent/Guardian E-Mail _____

Parent/Guardian Phone: _____ (cell) _____ (home)

Students Signature _____ Parent Signature _____ Date _____

SECTION TWO – TO BE COMPLETED BY COUNSELOR AND/OR SCHOOL OFFICIAL

Student Name: _____ Grade (18-19 School Year) _____

Counselor (circle one): Barrons Bedolla Coss

Current number of credits: _____ Current cumulative GPA: _____

Course:	S1: <input type="checkbox"/> S2: <input type="checkbox"/> Both: <input type="checkbox"/>
Course:	S1: <input type="checkbox"/> S2: <input type="checkbox"/> Both: <input type="checkbox"/>
Course:	S1: <input type="checkbox"/> S2: <input type="checkbox"/> Both: <input type="checkbox"/>
Course:	S1: <input type="checkbox"/> S2: <input type="checkbox"/> Both: <input type="checkbox"/>

Counselor Signature

Date

Important Senior Information

- May 19 – Top Scholar 1:00 P.M. Student Union
- May 20 – [Mandatory Graduation Excel](#) in the ELHS Auditorium
- May 21 – Graduation Performance Auditions in room 115 right after school
- May 22 – Diploma Cards due to Ms. Kowalski and only Ms. Kowalski by 3:00 in the library
- May 24 – Seniors Last School Day
- May 24 – Senior Art Show 9:00 A.M. – 9:45 and will reopen after convocation -12:00 P.M. Hub
- May 24 – Convocation Center for Performing Arts 10:00 Students will be released from class at 9:30 A.M. to dress in their caps and gowns. Students line up in the student union.
- May 24 – Senior Cook out lunch 12:30 – 2:00 on the football field (in case of inclement weather the cookout will be in the aux gym). Seniors are expected to be respectful of the classes still in session. Any misbehavior may result in seniors not participating in graduation on Friday May 31.
- May 27 – Memorial Day [No School](#)
- May 29 – [Mandatory Graduation Rehearsal](#) at MSU Auditorium – seniors meet buses at 8:45 a.m. in ELHS bus loop
- May 29 – Baccalaureate 6:30 P.M. People's Church Attire: Cap & Gown
- May 31 – Graduation 7:00 p.m. at MSU Auditorium; Graduates arrive at 6:00 and line up in Fairchild Auditorium
- June 3-June 7 - Return graduation gown & pick up diploma. ** All fines must be paid prior to diploma release

A graduation gown ordered through Herff Jones **must** be worn at graduation. Any student having not yet ordered a gown should contact Herff Jones by calling 989-773-1337 or www.highschool.herffjones.com. Any student not having a pre-ordered gown will not be able to walk in the graduation ceremony on Friday May 31.

All seniors are encouraged to review their credits/courses and graduation requirements in order to ensure that they can participate in graduation and receive their diploma. Seniors who have not earned the necessary credits to graduate may have their names removed from the graduation program and will not be allowed to participate in the graduation practice or graduation ceremony.

Mandatory Graduation Practice Details

Date: Wednesday May 29

Time: 8:30 A.M.

Students are expected to ride school buses to graduation practice. Please arrive at the high school at 8:30. School buses will leave the high school at 8:45. After graduation practice the school buses will return students to East Lansing High School. Graduation practice is approximately 2 hours long.

Location: MSU Auditorium, Michigan State University Campus. Sit in the center section directly in front of the stage.

Attire: Dress in school appropriate attire. You do NOT need to bring your cap / gown for graduation practice.

Graduation Day Details

Date: Friday May 31

Graduate Arrival Time: 6:00 P.M.

Graduation begins at 7:00 P.M. Sharp!

Graduation lasts approximately 90 minutes.

Location: Auditorium, Michigan State University Campus. Line up according to your row.

Driving Directions and Parking Information: Enter campus from Collingwood Road. Drive straight on Collingwood. Collingwood becomes Farm Lane Road. The auditorium is on the southeast corner of Farm Lane and Auditorium Roads.

Information about parking on campus can be found here: <http://police.msu.edu/parking-services/visitor-parking/> Parking lot 9 is directly north of the Auditorium. Parking lots 10, 12, and Ramp 2 are located on Auditorium Road west of Farm Lane. Comply with all posted signs and/or meters.

Attire: Wear your cap / gown. Set your cap and gown out a few days ahead of time to remove the wrinkles. Men wear slacks, collared shirt, and shoes/socks. Do NOT wear tennis shoes/sneakers/shorts/sandals. Women wear dresses or pants. Do NOT wear tennis shoes/sneakers/flip-flops. Be cautious regarding heels, as there are steep slopes and stairs. You will be sent home if not dressed appropriately.

Valuables: There is no place to store phones or other valuables.

Tickets: Tickets are not required for graduation.

Contact Information for Questions:

Kathy Kowalski

333.7327

Kathryn.kowalski@elps.us

Heather Mueller

333.7554

heather.mueller@elps.us

Nikie Tabor

333.7504

Nikie.Tabor@elps.us

Baccalaureate



**Class of
2019**



BACCALAUREATE

**WEAR YOUR
CAP & GOWN
!**

WEDS. MAY 29

6:30 PM

**at PEOPLE'S
CHURCH**

Attendance Appeals - Seniors

Attendance Appeal Form 2018-2019 Second Semester-**Seniors Only**

Name (Print): _____ Date: _____ Grade: _____

Attendance appeals are for students with **10 OR MORE ABSENCES**, (excused and/or unexcused), including tardies (three tardies equals 1 absence) per semester/per class.

Forms must be signed by both parent/guardian and student and be returned to the main office by the end of the day on Wednesday, May 22, 2019.

If you don't hear from the office, then you can assume it is approved. If further information is needed you will be notified.

Explain rationale for appeal as it directly relates to the attendance policy in the Student Handbook and printed on the back of this page and why the loss of credit should be waived:

Parent/Guardian Signature

Student Signature

Office Use Only

Approved ☐ Denied ☐

Explanation: _____

Signature

Date

Attendance Appeals - Underclass

Attendance Appeal Form 2018-2019 Second Semester-**Underclassmen**

Name (Print): _____ Date: _____ Grade: _____

Attendance appeals are for students with **10 OR MORE ABSENCES**, (excused and/or unexcused), including tardies (three tardies equals 1 absence) per semester/per class.

Forms must be signed by both parent/guardian and student and be returned to the main office by the end of the day on Tuesday, June 4, 2019.

If you don't hear from the office, then you can assume it is approved. If further information is needed you will be notified.

Explain rationale for appeal as it directly relates to the attendance policy in the Student Handbook and printed on the back of this page and why the loss of credit should be waived:

Parent/Guardian Signature

Student Signature

.....
Office Use Only

Approved ☐

Denied ☐

Explanation: _____

Signature

Date