Dear Parents:

Welcome to the Easton Area School District! We are proud of our school system and look forward to serving you and the educational needs of your child.

The handbook has been developed and designed over the years by the administration and teachers as a means of communication between the school and home. The handbook will answer many of the questions you may have about the procedures, policies, regulations and rules of our elementary schools.

Close cooperation between the school and home is essential to promote the education of your child. Mutual benefits accrue when there is a meaningful exchange of information between the school and home. **It is recommended that contacts concerning the student, teacher, or administration be referred to the person immediately in charge of the area in which the problem arises.** The first line of responsibility is vital to open communication on important issues. Hopefully, these guidelines for elementary parents/guardians and students will promote better understanding and communication.

We hope this handbook will be helpful to you throughout the year. We will do all that we can to help your child achieve the best possible education. Your cooperation, as well as suggestions for improvement, will be welcomed and appreciated.

If there is something that is not clear, or more information is desired, please contact the principal of your child’s elementary school.

Sincerely,

ELEMENTARY PRINCIPALS
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>August 21-23</td>
<td>Teacher In-Service Days (staff only)</td>
</tr>
<tr>
<td>August 27</td>
<td>First Day of School for Students - Gr. K-12</td>
</tr>
<tr>
<td>August 31-Sept. 3</td>
<td>School Closed – Labor Day Holiday</td>
</tr>
<tr>
<td>October 8</td>
<td>School Closed – Columbus Day</td>
</tr>
<tr>
<td>November 9</td>
<td>School Closed – Teacher In-Service Day</td>
</tr>
<tr>
<td>November 21</td>
<td>Early Dismissal – Grades K-12</td>
</tr>
<tr>
<td>November 22-26</td>
<td>School Closed – Thanksgiving Holiday</td>
</tr>
<tr>
<td>November 27</td>
<td>End of 1st Trimester – Grade K-5</td>
</tr>
<tr>
<td>December 17-20</td>
<td>Parent Teacher Conferences – early dismissal for students K-5</td>
</tr>
<tr>
<td>December 21</td>
<td>Early Dismissal – Grades K-12</td>
</tr>
<tr>
<td>December 24-Jan. 1</td>
<td>School Closed – Winter Break</td>
</tr>
<tr>
<td>January 21</td>
<td>School Closed – Martin Luther King Day</td>
</tr>
<tr>
<td>February 15</td>
<td>School Closed – Teacher In-Service Day*</td>
</tr>
<tr>
<td>February 18</td>
<td>School Closed – Presidents’ Day</td>
</tr>
<tr>
<td>March 5</td>
<td>End of 2nd Trimester – Grade K-5</td>
</tr>
<tr>
<td>April 18-22</td>
<td>School Closed – Spring Break</td>
</tr>
<tr>
<td>May 27</td>
<td>School Closed – Memorial Day</td>
</tr>
<tr>
<td>June 3</td>
<td>Last Student Day – without snow days</td>
</tr>
<tr>
<td>June 4</td>
<td>Last Teacher Day – without snow days</td>
</tr>
</tbody>
</table>

*Teacher In-Service day 2/15/19 may be utilized as a make-up day due to inclement weather.*

Snow days will be added to the calendar at the end of the year in June. The last four (4) student days will be Early Dismissal Days for students.

Total Number of School Days for Students – 180
Total Number of School Days for Teachers – 186
**ELEMENTARY SCHOOLS**

**Cheston:** 723 Coal St, Easton, PA 18042  
610-250-2542 Fax: 610-923-6046  
Principal: Kyle Yander  
Secretaries: Kelly Corpora  
Britney Rush  
Guidance: Ext. 20005  
Medical: Ext. 20007  

**Forks:** 1709 Richmond Rd. Easton, PA 18040  
610-250-2536 Fax: 610-923-8933  
Principal: Thomas Warren  
Secretaries: Maryann Wismer  
Kim Ransom  
Guidance: Ext. 21010  
Medical: Ext. 21012  

**March:** 429 Reeder St., Easton, PA 18042  
610-250-2531 Fax: 610-250-2458  
Principal: Daniel Gonzalez  
Secretaries: Laurinda Thomas  
Jessica Barrios  
Guidance: Ext. 22317  
Medical: Ext. 22213  

**Palmer:** 3050 Green Pond Rd., Easton, PA 18042  
610-250-2521 Fax: 610-923-6955  
Principal: Meredith Nauman  
Secretaries: Sharon Unger  
Josephine Marino  
Guidance: Ext. 23010  
Medical: Ext. 23013  

**Paxinosa:** 1221 Northampton St., Easton, PA 18042  
610-250-2551 Fax: 610-923-8934  
Principal: Elise Jones  
Asst. Principal: Garrett Oswald  
Secretaries: Ann Nuttal  
Ruby Sabri  
Rose Alayon  
Guidance: Ext. 24004  
Medical: Ext. 24003  

**Shawnee:** 1315 Echo Trail, Easton, PA 18040  
610-829-5712 Fax: 610-250-2615  
Principal: Josephine Galloway  
Secretaries: Jeanette Chuisano  
Marian Pugliese  
Guidance: Ext. 27110  
Medical: Ext. 27102  

**Tracy:** 1243 Tatamy Rd., Easton, PA 18045  
610-250-2556 Fax: 610-250-2602  
Principal: Hector Bonilla  
Secretaries: Paula Werkheiser  
Barbara Soloe  
Guidance: Ext. 25010  
Medical: Ext. 25011  

*NOTE: Forks Elementary will be relocating to 990 Echo Trail from June-Mid-December 2018 at which point they will return to 1709 Richmond Road.  
Palmer Elementary will be relocating to 990 Echo Trail from December 2018 until the completion of the new building construction in 2020/2021.  

Director of Teaching Learning K-5 – Tracy Piazza – EASD Education Center  
1801 Bushkill Drive, Easton, PA 18040 – 610-250-2400 Fax: 610-250-9730  
Administrative Professional of Teaching & Learning – Virginia Falcone – Ext. 35036
ENROLLING IN SCHOOL

Registration for Kindergarten is announced in the winter of the year before entry into school. Children will be admitted to Kindergarten if they will be five (5) years old on or before September 1st of the school year for which admission is being sought.

TIME SCHEDULE

<table>
<thead>
<tr>
<th></th>
<th>Regular Time</th>
<th>Early Dismissal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student enter the school</td>
<td>8:45 a.m.</td>
<td>8:45 a.m.</td>
</tr>
<tr>
<td>Start of school day</td>
<td>8:50 a.m.</td>
<td>8:50 a.m.</td>
</tr>
<tr>
<td>Opening exercises; routine</td>
<td>8:55 – 9:00 a.m.</td>
<td>8:55 – 9:00 a.m.</td>
</tr>
<tr>
<td>matters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student dismissal</td>
<td>3:25 p.m.</td>
<td>12:25 p.m.</td>
</tr>
<tr>
<td>Bus departure</td>
<td>3:35 p.m.</td>
<td>12:35 p.m.</td>
</tr>
</tbody>
</table>

Whenever your child is to be absent for ANY reason, **PLEASE CALL THE SCHOOL AS SOON AS POSSIBLE.** This would notify the school of the child’s whereabouts and would eliminate a return call to your home. Office hours are 8:00 a.m. to 4:00 p.m. Please call and leave a message for the school secretary.
INCLEMENT WEATHER

During times of inclement weather, parents are requested to tune to one of the local radio stations for information on closing school, early dismissal, etc. District closings are announced on WAEB-790 AM and 99.9 FM. WFMZ 69 television station also carries school closings. Announcements will be made as “EASTON AREA SCHOOL DISTRICT” – NOT BY INDIVIDUAL SCHOOLS.

Visit us on the web at:
www.eastonsd.org
for school closings, early dismissals and announcements

We also recommend registering to receive text alerts for school closings with WFMZ.

“PLEASE DO NOT CALL THE SCHOOLS OR STATIONS DURING INCLEMENT WEATHER”

*   *   *   *   *   *   *   *   *   *   *

IN THE EVENT THERE IS AN “EMERGENCY”, PARENTS WILL BE NOTIFIED OF ALTERNATE BUS STOPS VIA THE EASD WEBSITE: www.eastonsd.org or via a phone call from our School Messenger system.
SCHOOL MESSENGER SYSTEM

School Messenger is an automated phone calling program designed to provide information to parents. Principals and other district administrators will personally manage the message system to make sure you receive only very important and timely calls. The main purpose of the system is to provide notification during emergency situations at school. The School Messenger System also allows for community outreach calls concerning upcoming special events such as state testing, end-of-the year activities, or other important information parents need. Some EASD schools will be using the system for attendance calls as well. If you have further questions about how your child’s school will use School Messenger, please contact the building principal.

SCHOOL VISITORS

All visitors/parents/guardians are to report to the school office immediately upon entering the school building in order to pick up a “Visitor’s Badge”. YOU WILL BE ASKED TO SHOW PHOTO ID (DRIVER’S LICENSE).

![Visitor Badge]

It is necessary for visitors/parents/guardians to wear these badges in the school for the safety of the children.

Teachers are instructed to inquire as to the nature of a person’s visit and whether or not the person has reported to the office. The exception to this policy is during American Education Week. Other than during American Education Week, a parent/guardian who wishes to visit a classroom for the purpose of observation is asked to make arrangements through the principal’s office at least a day before the requested classroom visit.
The Easton Area School District wants to thank you for considering volunteer service in our District. The District greatly appreciates your willingness to assist us in the implementation of our many programs, which benefit our students!

Due to the recent passing of Act 153, a school volunteer, who is responsible for the welfare of children, has direct contact with children because he/she provides care, supervision, guidance or control of children or has routine interaction with children, is required to submit an EASD Volunteer Application to the school principal with the following information prior to beginning service as a volunteer in the District:

- Pennsylvania State Police Report of Criminal History
- Pennsylvania Department of Human Services Child Abuse Clearances
- Federal Bureau of Investigation (FBI) Criminal History Record (if you are a PA resident for 10 or more years, finger printing is not required)
- Tuberculin Testing Results – Due to Pennsylvania School Code Section 23.44
Volunteering in the EASD
Understanding volunteer clearances and how to obtain them

Who needs clearances?
Due to the passing of Act 153 and through recent amendments to the law, a school volunteer who is responsible for the welfare of children OR has direct volunteer contact with children because he/she provides care, supervision, guidance or control of children AND has routine interaction with children is required to provide the school principal valid and up to date clearances.

What do I need to provide to my school?
Everybody needs to provide the following:

☐ EASD Volunteer Application
☐ Pennsylvania State Police Report of Criminal History
☐ Pennsylvania Department of Human Services Child Abuse Clearance
☐ Tuberculin (TB) Testing Results or a note from your doctor stating that you are at low risk.

If you have NOT lived in Pennsylvania for the last 10 consecutive years, you also need to provide the following:
☐ Federal Bureau of Investigation (FBI) Criminal History Record & Fingerprinting

Links to all of the above applications are available on the EASD website — eastonsd.org

How do I obtain my clearances?
Go to eastonsd.org and click on Parents & Community
Select Act 153-School Volunteer.
Follow the links provided for each clearance.

**If you do not have internet access, contact your school secretary for paper copies that you can complete and mail in to the state.

How much do clearances cost?
There is no charge for volunteers to obtain the PA Criminal History or the Child Abuse Clearance. However, there is a charge for the FBI Background check ($27). The TB test cost depends on whatever your doctor or clinic charges.

How long are my clearances valid?
Clearances must be dated within 1 year at the time of application. Thereafter, they are valid for 5 years from the date they were issued. After 5 years, they will need to be renewed.

What events require clearances?
Each school hosts different events throughout the year, so it is best to check with your school first. Every school requires clearances for chaperoning field trips. Due to the continuing changes in the law, we highly recommend that every parent get their clearances and submit them to the school office for approval.

Once I have obtained all of the necessary clearances, what do I do?
Take the information to your child’s school and give it to the secretary. The information will be submitted to the EASD Human Resources Department for approval. You will receive an e-mail from the EASD once you have been approved. Your school will also be notified of your approval.
Obtaining Volunteer Clearances in the EASD
A Step by Step Guide

1. Gather Information
Use this checklist to assist you in gathering the information you will be asked for when completing the applications. In addition to name, address, date of birth & e-mail you will need to provide the following:

☐ Social Security Number
☐ Malden name and/or any previous names you have been known by
☐ Addresses where you have previously lived since 1975; partial address accepted
☐ Names of all individuals with whom you have lived to include parents, guardians, siblings, spouses, etc since 1975, their current age (you may approximate) and gender

2. Access Applications Online
You can access the applications online by using links located on the EASD website. Simply go to eastonsd.org to get started.

Click on PARENTS & COMMUNITY and then select ACT 153—SCHOOL VOLUNTEER. About half way down the page you will find the links listed in red. Use the links to complete your applications online.

3. Tuberculin (TB) Test
Contact your doctor or local medical provider and schedule an appointment for a TB test. If you will be in the school for less than 10 hours a week, you may submit a letter from your doctor stating that you are at low risk for TB in place of the test.

4. FBI Criminal History Record & Fingerprinting
This clearance is only required if you have NOT lived in Pennsylvania for the past 10 consecutive years. (There is a charge of $27 for this check) You must first register online at pa.cogentid.com. Click on the box for the PA Department of Education and follow the instructions to complete the registration. Print your receipt and take it with you to a local fingerprinting site.

Local fingerprinting sites include the following locations:

- The UPS Store
  1866 Leithsville Rd., Hellertown, PA 18055
  610-838-8323
  8am-6:30pm — No appointment necessary

- Colonial Intermediate Unit #20
  6 Danforth Dr., Easton, PA 18045
  Go to ciu20.org/cp to schedule your appointment
  or call 610-252-5550

5. Submit Your Clearances
Once you have completed all of the necessary steps, please take all of your information to the secretary at your child's school. Approval of clearances takes approximately 5 business days. You will be notified by e-mail once you have been approved.

If you have any questions or need any help, please contact your school's main office.
The Easton Area School District (District) is an Equal Opportunity Employer and does not discriminate in its educational activities, programs or employment practices on the basis of gender, age, religion, race, color, sexual orientation, national origin, ancestry or handicap/disability of any individual as required by Title VI, Title IX and Section 504.

For information regarding civil rights or grievance procedures, contact Mr. David Hightower, Title VI, Title IX and Section 504 Coordinator, by mail at Easton Area School District 1801 Bushkill Drive Easton, PA 18040, by phone at 610-250-2400 extension 35014 or 35083 or by email at hightowerd@eastonsd.org

For information regarding services, activities and facilities that are accessible to and usable by handicapped persons, contact Mr. David Hightower.

It is the mission of the District to adhere to the provisions of Easton Area School Board (Board) policies #103 Nondiscrimination in School and Classroom Practices and #104 Nondiscrimination in Employment and Contract Practices. To this end, the Board declares it to be the policy of the District to provide all person’s equal access to all categories of employment in the District regardless of gender, age, religion, race, color, sexual orientation, national origin, ancestry or handicap/disability.

Additionally, the Board declares it to be the policy of the District to provide an equal opportunity for all students to achieve their maximum potential through the educational activities and programs offered in the schools regardless of gender, age, religion, race, color, sexual orientation, national origin, ancestry or handicap/disability.

Additional District Title IX and Title VI information listed below can be accessed from the website at www.eastonsd.org:

- Policy #103 Nondiscrimination in School and Classroom Practices
- Policy #104 Nondiscrimination in Employment and Contract Practices
- Yearly Interscholastic Athletic Opportunities Disclosure Form
OPEN DOOR POLICY

We encourage parent/guardian involvement at all times. Please provide a 24-hour advanced notice of your visit. We urge parents/guardians to take an active and actual interest in their child’s education, not only academics, but his/her social and emotional development. At a MINIMUM, you are strongly advised to meet your child’s homeroom and special class teachers, keep your scheduled parent-teacher conference, attend any and all of the programs and activities that involve your child, and become active in the PTA.

ABSENCES AND ATTENDANCE

School attendance is important and is vital to student achievement. It is expected that every student will strive to be present each day. The responsibility for regular attendance rests with the student; however, the school and home share the responsibility to encourage students to attend school. The Commonwealth of PA (Ref: Pennsylvania School Code, Article XII, Section 1326) requires students to attend school regularly until they are seventeen. For those who are seventeen or older, regular attendance is also necessary to complete EASD requirements for graduation.

The Board requires that school-aged students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. Notice shall be provided to those parents/guardians who fail to comply with the
statutory requirements of compulsory attendance that such infractions will be prosecuted according to law.

The Department of Education shares that the following are the only legal excuses for absences and tardies:

1. Personal illness or illness in the immediate family
2. Death in the immediate family
3. Quarantine in the home
4. Impassable roads (determined by school)
5. Especially urgent reasons; “urgent” to be strictly constructed and interpreted by the school
6. Family/voluntary trips, in accordance with Board policy.

**ATTENDANCE**

The school must receive a written notice regarding the reason for the absence signed by a parent/guardian no later than 72 hours following the student’s return to school, or it will be recorded as an illegal absence. The grade level secretary reserves the right to confirm any appointments and excuses. All absences will be validated through an automated phone call generated by the school the day of the absence. This is a routine procedure to insure maximum attendance. In the event of an absence of more than three (3) consecutive days, a doctor's note is required upon returning to school. Failure to comply with this procedure will result in the student receiving an illegal absence.

The Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearance, and family emergency. Furthermore, in some cases scheduled, extraordinary opportunities that the school cannot duplicate may provide students with valuable exposure and experiences. In all such cases, written request shall be made by the parent/guardian no less than 24 hours in advance. Requests must include the length and dates of the absence and will be reviewed for approval by building administration. An Attendance Request for Absence From can be
completed and submitted, no less than 24 hours in advance for such request. During such an excused absence, the student is required to complete coursework for credit or grade.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification may be permitted during a school year. Absences beyond ten (10) cumulative days will require an excuse from a physician. All doctors’ excuses are subject to review and verification by the grade level principal. When an absence is legal, the frequency of absences is still a concern. Therefore, when a student accumulates excessive absences, additional administrative contact may be made with the parent/guardian and/or medical/professional verification may be required.

**CLASS ATTENDANCE**

All students are expected to be in their assigned areas on time. Anyone in the hallways after the bell for the start of class must have a proper pass and be wearing their ID. Illegal absence from school or class may result in the student not being able to make up missed work. Continued absences from class and/or school could impact student achievement and overall connectedness to school. The school must make meaningful attempts to engage the parent/guardian and student in a Student Attendance Improvement Plan to address individual student needs and partner with the family for student success. It should be understood that students who have an illegal absence may receive a no credit for that day’s work, which includes a test missed.

**FAMILY TRIPS**

A student may miss no more than five (5) total “trip days” other than those in which the student is representing the high school in a competition. A request for a “family trip” approval must be given to the grade level principal five school days in advance of the trip. If prior approval is not granted for a trip, all days missed will be marked absent. No work will be permitted to be made up.
The following criteria will be considered when approving a family trip:

1. Recognized at the discretion of the grade level principal.
2. Student must be in good standing, regarding attendance, discipline and academics (must have at least a 60% in each course).
3. Student must consult with teachers before leaving regarding assignments.
4. Any make-up work requiring teacher assistance must be arranged by the student with the individual teacher(s) upon return from the trip.
5. No trips will be authorized during exams.

No family trips will be approved during scheduled state testing.

REQUEST FOR EXCUSAL

If a parents or guardian wishes to request excusal for their children for reasons not provided for in the school code (special emergencies, etc.) a written request should be addressed to the main office or grade level principal prior to the child leaving school. A decision will be made based on the student's academic and behavioral records before approval is granted.

APPOINTMENT PROCEDURE

The administration realizes that there are occasions when parents will find it necessary to request permission for their child to leave the building to keep an urgent medical appointment during the school day. Most medical appointments can and should be made for after school hours. However, if it is not possible to schedule an appointment for after school hours, then the following procedure should be adhered to:

- If permission is granted to leave the building, a pass will be given to the student. This pass will state the reason for leaving and the departure time. At the stated time, the student should show the pass to the classroom teacher and report to the main office. When the parent/guardian arrives to pick up the student, the
parent/guardian will sign the child out of the building in the main office.
• Upon the student’s return to school, a note from the physician’s office verifying the appointment must be submitted to the grade level office.
• If returning to school the same day after keeping an appointment, the student must first report to the office where he/she will receive a pass for admission to class.

**ILLNESSES (elementary)**
Based on the Commonwealth of Pennsylvania, Department of Health, Regulations of Communicable Diseases, Chapter 3, Article 35 (amended February 28, 1969), the periods of exclusion from school for any person who has or has had one of the diseases specified shall be as indicated:

• Measles (Rubella)- 4 days from onset of rash
• Whooping Cough (Pertussis)- 4 weeks from onset or 7 days from institution of appropriate antimicrobial therapy.
• Respiratory Streptococcal Infections, including Scarlet Fever- if no physician is in attendance of the patient, not less than 7 days from onset; if physician is attending the patient, at least 24 hours after adequate and effective therapy has maintained.
• Chicken Pox- 6 six days from the last crop of vesicles.
• Infectious Hepatitis, Mumps, German Measles- no specific period of exclusion is provided. This will depend on the illness of the child, and his/her return will be at the discretion of the physician. In the case of Infectious Hepatitis, a child may return to school after treatments with Gamma Globulin.
• Ringworm- as soon as treatment by a physician has been started.
• Acute Contagious Conjunctivitis (Pink Eye)- 24 hours from institution of appropriate therapy and/or until all inflammation and discharge have disappeared.

If a child should become ill during the school day, the school nurse or staff will contact you. Such instances requiring you to pick-up your child may include, but are not limited to:
• Fever
• Vomiting/Diarrhea
• Lice
• Pink Eye
• Injury

If your child is sent home for one of the above reasons, re-admittance to school requires that the child is symptom free; experiencing no vomiting, diarrhea or fever (without the aid of medication) for a period of 24 hours from the time you were contacted by the school.

Doctor’s excuses are needed for strep throat, conjunctivitis, polio, diphtheria, impetigo, and scarlet fever.
The Board requires that school-aged students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. The Board shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions will be prosecuted according to law.

School Building: ____________________________ Grade: _____________

Date(s) of proposed absence: *must be requested no less than 24 hours in advance for approval

As the parent or guardian of ____________________________, I state that the absence from student name school for the dates of ______________________________ is an educational Date(s) opportunity that of comparable value to my child’s regular attendance in school.

Reason for Student Absence:
Must include experience, which will be educational in nature and with provide the student with valuable experience outside of the classroom.

_________________________________________ ___________________________
Signature of Parent or Guardian DATE

Approval _________ Denied _________

_________________________________________ ___________________________
Signature of Administration DATE

*During the absence, the student is responsible for all missed school work
Policy 204/Revision February 2018/KAT
TARDINESS – LATE FOR SCHOOL

In order for teachers to begin the day promptly, students need to be in class on time. All repetitive tardy minutes may accumulate to an illegal absence. Children are expected to arrive to school no earlier than 8:45 a.m.

For “walkers” who come in late, parents are required to come to the office along with the child.

Students arriving at school after 8:55 a.m. will be considered late for school. Please note any child arriving to school late will be marked tardy unless the parent has documentation that they were at an appointment. It is important that each minute late is recorded. When a half-day of tardiness is accrued, an illegal absence is applied to the child’s records.
NOTES FROM PARENTS

Students will need to present to their HOMEROOM TEACHER a note signed by their parent or guardian for the following.

- **WALKERS ONLY:** both students will need signed notes from their parents/guardians for one student to go to the other student’s home after school.

- Absence(s): within three (3) school days of return (See Attendance and Excuses)

- Leaving school **before** or **at** dismissal time (note must state **time**, **date**, **reason**, and **who** will pick up the student)

- Not to participate in recess or gym class (note must state **dates** to be excused and **reason**)

- Tardiness or late arrival at school (note must state **date** and **reason**)

- All notes should include date, teacher’s name and signed with parent/guardian’s full name.

ARRIVAL TO SCHOOL

Schools will be in session from 8:50 a.m. to 3:25 p.m. Buses will arrive at school by 8:45 a.m. Any students who are driven to school by their parents/guardians, or students who walk to school, should **not arrive earlier than 8:45 a.m.**, but must be in school **no later than 8:50 a.m.**, which is the **actual start of the school day**.
ACT 29 OF 1995: PENALTIES FOR TRUANCY

The law raises the fine placed on parents/guardians for truancy to $300 and requires parents/guardians to pay court costs and/or be sentenced to complete a parenting education program. Under the act, both the truant child and the parents/guardians would have to appear at a hearing by the district justice. If the parents/guardians show they took reasonable steps to ensure the attendance of the child, they will not be convicted of a summary offense. If the parents/guardians are not convicted and the child continues to be truant, the child will be fined up to $300 or be assigned to an adjudication alternative program.

Other provisions allow a district justice to suspend a sentence given to the parent/guardian or child if the child is no longer habitually truant. However, a district justice may order the parents/guardians to perform community service for up to six months. The new law also grants to state, municipal, port authority, transit authority, housing authority, or school police officers the same arrest powers as attendance officers and home and school visitors.

In addition, Act 29 removes from truant juveniles their vehicle operating privileges for 90 days for first offense and six months for a second, while juveniles who are unlicensed are prohibited from applying for a learner’s permit for 90 days (first offense) and six months (second offense), commencing upon their 16th birthday. Finally, students and parents/guardians involved with home education programs are exempt from the provisions of the act.

STUDENTS WHO WALK TO SCHOOL

We request that parent/guardians not allow their child(ren) to leave for school before 8:30 a.m. This time allows students to arrive and enter the building before the entrance bell (at 8:45 a.m.) or participate in the school breakfast program.
We request parents/guardians instruct their child(ren) to:

- Obey and respect the adult crossing guards that are on duty
- Respect the student safety patrols that are stationed around the school to help control the crossing areas
- Please review the road safety rules taught by the school, such as
  - Walk on the sidewalk
  - Cross at intersections
  - Look both ways before crossing
- Walk **directly** home from school
- Do not accept rides from strangers
- Do not accept candy or toys from anyone
- Do not follow anyone not designated by the parent/guardians

**GUIDELINES FOR STUDENT BEHAVIOR:**

For the few students whose behaviors can cause serious injury to others or whose actions/words can provoke a misbehavior, the following procedure is established:

A misbehavior outside of the building (and at times, in the building) can be reported by a parent/guardian, teacher or adult/student crossing guard. The principal will investigate the incident, record findings on the **Student Conduct Report**, and send the parent(s)/guardian(s) a copy of this report.

1. The first **Conduct Report** will involve a warning to the student, unless it is a serious misbehavior*.
2. A serious misbehavior* or second Conduct Report will result in the parent/guardian providing supervision for his/her child for a specific number of days/weeks. It will be the parent’s/guardian’s responsibility to ensure that an adult accompanies the student to the office in the morning and an adult picks up the student at the office at dismissal time. Regular school times must be followed. (An alternative consequence to the above can be arranged by contacting the principal.)

3. Repeated/recurring serious misbehaviors* or the third or more Conduct Report will involve the parent(s)/guardian(s) and principal in a conference. (A progressive disciplinary program will be implemented.)

*Serious misbehavior may consist of:
- Physical assault (fighting)
- Defiant disregard for safety
- Disrespect of any kind towards school personnel or any other adult

**PUPIL TRANSPORTATION**

Being transported on an Easton Area School District vehicle is a privilege – not a right. The District must assure that proper conduct is maintained on all vehicles for the health, safety, and welfare of the students. The responsibility for proper conduct on the bus rests with the parents/guardians and students. Responsibility for the administration of the procedures listed below rests with the building principal to which the students are assigned. The driver is in complete charge of the bus. Students who risk the safety of others by their misbehavior may lose the privilege of riding the bus.

Students being transported are expected to adhere to the following:
STUDENTS WILL:

- Arrive at the assigned bus stop approximately five (5) minutes prior to pick up.
- Wait to board until the bus has come to a complete stop.
- Board and depart the bus in an orderly and safe manner in single file.
- Ride only on the bus assigned, boarding and departing at the designated stop.
- Maintain safe conditions within the bus at all times.
- Not extend hands, arms, etc., or objects out of windows or doors or throw objects from the bus.
- Not use obscene language.
- Not use radios and other audio-visual equipment.
- Not bring musical instruments unless carried in a case secure in a safe place.
- Not eat or drink on the bus.
- Obey the school bus driver at all times. In case of emergency, remain on the bus unless directed to do otherwise by the driver or individual in authority.
- Be required to pay for any damages to seats or other parts of the bus.
- Remain in their seats upon entering the bus until they are designated to depart the bus by the driver.

The District reserves the right to establish any other rules and regulations that protect the health, safety, and welfare of the students.

If a student violates any of the above rules/regulations and loses the bus privilege, the student or his/her parent/guardians will be responsible for transportation to and from school. Even though bus privileges are lost, the law still requires attendance at school, per student attendance policy.
Unusual and extreme misbehavior may result in formal charges being brought against the student(s) relating to harassment, disorderly conduct, criminal mischief, and/or criminal trespass.

**NOTICE OF VIDEO/AUDIO SURVEILLANCE ON SCHOOL BUSES**

The use of a video and/or audio recording is intended to assist the administration, contractors, and/or drivers in observing behavior, preventing violation of bus rules, school rules, regulations, district policies, and Pennsylvania or federal laws, and utilizing and/or dispensing such surveillance when required for disciplinary, civil, and/or criminal matters.

As provided for in District Policy No. 816, video and/or audio recorders may be placed on any and all buses operated by or on behalf of the District. All students may be subject to being videotaped and/or audiotaped on the school bus at any time, including, but not limited to when buses are used for transport to and from school, for school fieldtrips, or any school related activities such as athletic events and extra-curricular activity trips.

The video/audio media are intended for use with respect to issues relating to safety and behavior on the bus and at school. Video/audio media are not intended for general viewing by a student, employee, parent/guardian, or public and shall not be made available for general viewing purposes, unless required by law or court order.

**SCHOOL BUS MISCONDUCT PROCEDURES**

1. Driver submits misconduct report to the building principal. Building principal gives **verbal warning** to the student.
2. Second offense is a **letter of warning** sent to parent(s)/guardian(s) that a bus suspension will occur on the next offense and that the bus suspension will be one (1) to three (3) days as determined by the building principal.
3. Third offense is a **bus suspension** of one (1) to three (3) days.
4. Fourth offense is a **bus suspension** of five (5) days.

5. Fifth offense is **suspension from the bus** until a meeting is arranged involving building principal, parent/guardian, counselor, and the Assistant to the Superintendent.
   a. At the meeting, conditions will be established as to changing the behavior of the student while being transported.
   b. At the meeting, conditions will be established as to what will occur if another offense develops.

6. Sixth offense could result in **permanent expulsion** from being transported on a district vehicle. As per district procedure, students will not be allowed to ride the bus to any school sponsored activity.

   **The administration would reserve the right, depending on the seriousness of the offense, to move to any step in the above process (1-6).**

   **WHY DISCIPLINE?**

   The heart of reasonable thought on discipline involves the development of attitudes, ideals, and understanding by the student that will eventually result in self-discipline as an adult. Discipline is also character education in that it develops worthy standards and habits of conduct. It is not something added to the educational work of the school, but it is the most important characteristic of the school's program. The student grows in character as he/she comes to understand more fully the consequences of his/her decisions and acts in accordance with that understanding.

   If students are expected to function in a competitive society, they must be given an opportunity to make decisions. Within any decision-making process, mistakes will be made. We expect students to make mistakes; we also expect them to learn from these mistakes. Any action taken to correct behavior is then intended to improve attitude and subsequent behavior, not to be vindictive. Maximum education takes place when there is a proper balance between control and freedom. By control, we
do not mean rules arbitrarily conceived and summarily administered, but rather a well-reasoned approach built on the experience of a professionally trained staff, capable of utilizing responsible student participation.

This, however, does not mean that there are no absolutes. We insist upon courtesy, honesty, and a respect for the rights and feelings of others -- not only with students, but the professional staff as well. If these absolutes are violated or other rules and procedures are willfully disregarded, it becomes necessary to correct such action or behavior.

The school's corrective or disciplinary alternatives are limited not only by law, but more importantly, by the degree of communication and cooperation between the home and the school. We will try, in every instance, to seek the most appropriate action, hopefully with the advice and consent of parents. This obviously is not always possible. The school will always act in the best interests of the student.

There are times and situations, of course, that suspension is the only alternative left to the school, and also the most effective tool to use in correcting unacceptable behavior. In our country, a public education is each child's birthright, but more pertinently, it must and should be considered a privilege. That privilege may be denied if the child interferes with the rights of his fellow students through disruptive or dangerous behavior.

Our ultimate aim is to preserve that which we all cherish -- freedom. To conceive of freedom as the mere removal of external restraint is to misinterpret seriously its meaning. Only those who control themselves through intelligent, considered action are free. One grows in freedom only as he/she becomes able to replace external control with intelligent self-control. We strive to develop control from within the pupil so that he/she will be willing to accept the responsibilities and the consequences of his/her decisions. This is the true meaning of discipline and the only foundation of freedom.
DISCIPLINE

The school provides each student with opportunities to acquire an education. No student has the right to interfere, by his/her misconduct, poor manners, or lack of consideration of the rights of others.

The best form of discipline is self-discipline, that which comes from within each student. Good discipline is thought of as being positive, not negative. It is turning unacceptable conduct into acceptable conduct.

Most students know what good conduct is and how to attain it. In the simplest of terms, good discipline may be described as a friendly but businesslike rapport in which students and school personnel work cooperatively toward mutually recognized and accepted goals. It is behaving as a young lady or gentleman at all times. Those students who are able to keep the established rules of the classrooms, cafeteria, halls, school grounds, and school buses will be the ones who will enjoy school and reap the benefits of it.

TYPES OF BEHAVIOR INFRACTIONS

Student discipline generally falls into one of the following two (2) categories: MINOR INFRACTIONS and MAJOR INFRACTIONS. Level of severity may cause a minor infraction to be considered a major infraction.

Some examples of MINOR INFRACTIONS are:

1. Running in the hall
2. Leaving the classroom without permission
3. Interrupting class and/or teacher
4. Coming late to school – tardiness
5. Not completing work
6. Improper classroom attire
Some examples of **MAJOR INFRACTIONS** are:

1. Fighting – The Easton Area School District functions under the guideline that students will seek alternate ways to solve confrontations. It is expected that students will make an active attempt to avoid fighting. If provoked, a student should avoid the situation by walking away, calling for help from a teacher, reporting the potential incident/problem to an adult, etc.
2. Physical or verbal abuse of any student, teacher, staff member or adult figure.
3. Theft
4. Vandalism or abuse of school property
5. Use or possession of drugs, alcohol or tobacco
6. Extreme classroom disruption
7. Using foul language and/or gestures
8. Chronic tardiness
9. Defiant, disrespectful and/or dishonest behavior towards teachers or others
10. Extortion
11. Intimidation

**HANDLING OF INFRACTIONS**

Students are under the supervision of many teachers during the school day. Each teacher will have his/her own classroom rules and regulations, and student should learn those and abide by them. Teachers are expected to handle infractions in the following ways:

**MINOR INFRACTIONS** are generally handled by the teacher or adult supervision who observed the infraction. If the infraction is continued and/or a pattern of misbehavior is established, then such infraction will be reported to the building principal or his/her designee.
**MAJOR INFRACTIONS** are initially handled by the teacher or adult supervisor present. A referral form that details the incident is then completed. The referral form is sent to the principal’s office. The student will be called to appear before the principal or his/her designee for a review of the infraction(s) which serves as a first step in due process.

There may be a need throughout the school year for a child to discuss a school matter with the principal. Parents are not always notified of these visits/discussions. However, if the need arises, or the event is serious enough to warrant a call, parents will be notified by the principal.

The teacher has the authority and responsibility to maintain discipline in the classroom that is consistent with school district policy. Fair policies and procedures will be established, announced, and consistently enforced. When a minor or major infraction occurs, teachers may refer to a listing of appropriate responses.

**PUPIL SUSPENSION**

Parents should be aware that whenever, in the judgment of the principal, a student's continued attendance would be detrimental to the safety or welfare of other students or of other persons employed in the school or would interfere with or disrupt the orderly processes of education, the principal may suspend said student for a period of time. Suspension procedures will follow Easton Area School District Board Policy.

There are two types of suspension: **in-school** and **out-of-school**. The student's infraction will determine the type of action to be taken.

**EXCLUSIONS FROM SCHOOL (SUSPENSIONS AND EXCLUSIONS):**

When any of the following actions of a student are brought to the attention of the building principal, he/she shall have the power, and it shall be his/her duty to initiate action, that **may** lead to suspension and possible expulsion of the student. These prohibited acts apply equally to sponsored school activities both off and on school property.
1. Bringing or having dangerous or illegal weapons on school property (see “Weapons” section)
2. Selling, using, or aiding in the procurement of alcoholic beverages, narcotics, or restricted drugs, including marijuana or any material purported to be such
3. Engaging in violent actions threatening the safety of pupils and school personnel (this includes loud statements or harassment, which may possibly lead to disruption of the school)
4. Smoking in school buildings or on school property
5. Acts of vandalism related to school buildings, grounds, or equipment
6. Fighting in school or on school property
7. Theft of school property or of personal property of individuals in the school
8. Overt insubordination to the clear directions of a school district employee
9. Committing immoral acts or gestures
10. Making salacious statements either verbally or in writing
Details of the following Policies can be found on the EASD website:

Policy 130 - Homework

Policy 211 - Student Accident Insurance

Policy 218 - Student Discipline

Policy 218.1 - Weapons

Policy 221 - Dress & Grooming

Policy 226 - Searches

Policy 233 - Suspension & Expulsion

Policy 235 - Student Rights/Surveys

Policy 237 - Electronic Communication Devices

Policy 246 - Student Wellness

Policy 248 - Unlawful Harassment/Sexual Harassment

Policy 252 - Anti-Bullying
The purpose of education exists at two levels. The more basic of the two consists of imparting practical skills that will assist the individual in supporting the material aspects of his/her life.

On the higher plane, the purpose of education is to transmit the values of civilization from generation to generation. These values are both academic and social. They consist of habits, attitudes, and ethical perspectives, as well as the general cultural heritage.

The school, in general, is a place of serious endeavor, and the classroom, in particular, should reflect an appropriate business-like atmosphere.

The dress, speech, and work habits of the students should, in every way possible, support the seriousness of the educational enterprise. For more information refer to Policy #221

The principal has the right to enforce all of the above restrictions.

Parents should understand that they may be asked to bring a change of clothing to school for students who are in violation of this school policy.

School officials may impose limitations on student participation in the regular instructional program where there is evidence that inappropriate dress causes disruption in the classroom, and the lack of cleanliness constitutes a health hazard or disruption of the education program.

Students have the responsibility to dress appropriately and to keep themselves, their clothes, and their hair clean.

Students should at all times conduct themselves in a manner appropriate to these serious purposes. Most importantly, they should, at all times, be obedient, cooperative, respectful, and responsive to the teacher who is the supervisor of their educational program.

Students who are disrespectful or defiant disrupt their own education and that of others and will be held accountable for such actions.
MEDICAL AND DENTAL APPOINTMENTS

Parents are urged to make all medical and dental appointments after school hours (3:30 p.m.). If it is not possible to schedule these appointments later, or there is a need to request your child leave before the regular dismissal time, please send a note to the homeroom teacher that day, stating the time and reason.

All early dismissals to parents/guardians are made from the school office, NOT from the classroom. A child will be released early only to the parent/guardian or a properly authorized and identified adult.

MOVING – LEAVING SCHOOL

A family moving to the attendance area of another school within the Easton Area School District must notify the school office, who will then notify the new school office. Proof of new address must be provided, lease or mortgage, and 2 other documents with the new address.

A family moving out of the EASD attendance area must notify the school office and request a Transfer Card. This is needed to register at the new school district. The school office will contact the teacher(s) to ensure that all personal and school materials are returned.
FIELD TRIPS

There are many valuable resources outside the classroom that are available throughout the Lehigh Valley. The specific field trip planned by the teacher is the result of the need for on-the-scene experience to extend the teaching and learning scope. A field trip, well planned, is an extension of the school’s educational program.

Parents/guardians are requested to sign a permission form allowing children to take the school-sponsored trip. If the child does not return a signed form allowing him/her to go on the trip, he/she will not be allowed to accompany the class on the trip.

Many parents/guardians have requested to be chaperones on school field trips. This cooperative spirit is indeed commendable. However, Pennsylvania law regulated by the PA Department of Transportation mandates that only five (5) adult chaperones (this includes the teacher) are allowed on one school bus. Because of this regulation, a teacher can select only four other adults for a field trip. However, parents/guardians who are interested in being chaperones and who are selected by the teacher may use private transportation to and from the area and act as a chaperone at the site.

Any student permanently expelled from the school bus cannot attend field trips unless parent provides transportation.
INSURANCE

Parents/guardians may purchase accident insurance through the school district. This insurance covers medical expenses for most accidents. If you wish insurance for your child, please complete the application you will receive near the beginning of the school term and send the premium directly to the company as soon as possible. The district does not provide insurance, but rather it provides a service for parents/guardians to obtain insurance. Children are covered by the insurance from the day the premium is paid until the end of the present school term. This will include coverage for children participating in Little League activities after school hours. Accident report forms are to be secured through the school nurse or office and are to be completed by the parent/guardian and the doctor before being sent by the parent directly to the company.

INJURIES

Whenever a child is injured at school, he/she will receive first aid treatment by the school nurse or other personnel. If the case warrants, the parent/guardian will be contacted.

Parents/guardians will be requested to provide the school with information on where to contact the parent/guardian of each child in case of an emergency. Please fill out the emergency card that will be sent home in September and return it as soon as possible.
Please call the school during the year if changes occur in your phone number, work place, etc.

AUTHORIZATION FOR MEDICATION DURING SCHOOL HOURS

Continued concern for the health and safety of your child in the Easton Area School District has prompted a change in the medication distribution procedure. **If your child needs to take medicine in school, prescription or *over-the-counter, the procedure is as follows:**

1. Administration of medication to students shall be done only in circumstances when the child’s health may be jeopardized without it.

2. Physician/Psychiatrist/Dentist and Parent/Legal Guardian must complete and sign the **“AUTHORIZATION FOR MEDICATION DURING SCHOOL HOURS”** form, which can be obtained from your child’s school nurse. An authorization form needs to be on file for each separate prescription/medication being distributed. The authorization is in effect for the term of the prescription, not to exceed one (1) school year. Long-term authorizations need to be renewed annually. Short-term authorizations expire with the termination of the prescription.

3. Students are not to have medication in their possession at any time per the school drug policy (except doctor authorized self-administered inhalant drugs and Epi-Pens). **The medication must be delivered to the school nurse by the parent/legal guardian or adult designee (with authorization) in the original medication container and in an amount not to exceed a 20-school day supply.**
The parent or legal guardian must be aware of the amount of medication in school and deliver a new supply as needed. If the dosage is changed at any time new forms must be completed by the physician/psychiatrist/dentist and parent/legal guardian. In the event that a medication is discontinued, the parent/legal guardian needs to notify the school nurse in writing.

It will be the responsibility of the parent/legal guardian to make alternate arrangements for administration of medication during activities away from the school.

If this procedure is not followed, the medication that is sent to school WILL NOT BE GIVEN. If you have any questions, please contact your school nurse.

*Over-the-counter: Does not apply to cough drops, but does include aspirin, Tylenol, ibuprofen, and antacids, etc., in which case a one school year standing order from the child’s personal physician will be accepted.

**IMMUNIZATIONS**

Pennsylvania State Law requires that ALL children have the basic immunizations in order to be allowed to enter school:

- 4 doses of **Tetanus** and **Diphtheria** (1 dose on or after 4\(^{th}\) birthday)
- 4 doses of **Polio** (4\(^{th}\) dose on or after 4\(^{th}\) birthday and at least 6 months after previous dose given)
- 2 doses of **Measles, Mumps and Rubella**
- 3 doses of **Hepatitis B**
- 2 doses of **Varicella**

The law does make exceptions for those who cannot be immunized for medical reasons or on religious grounds.

**HEAD LICE (PEDICULOSIS CAPITIS)**
**POLICY:** The student must be “lice free” and “nit free” to attend school.

When a possible case of head lice (live or nits) has been reported the following procedures will be followed:

1. The student(s) will be sent to the school nurse and assessed immediately. If live lice or nits are found, siblings in the school/district will be examined.
2. The school nurse will call the parents/guardians of the infested child and explain exclusion of the child from school and treatment.
3. The nurse will review the following information with the parents/guardians:
   - Assist parent/guardian to recognize lice/nits
   - Give **written information** of how to care for child/children and environment, including “no nits” policy, parent/adult guardian must bring student(s) to school upon return, etc.
   - Give letter from principal regarding “two-day excused absence”
   - Optional: give shampoo and review instructions
4. **Upon return of the child/children to school, they will be brought by parent/adult guardian to the nurse to be examined.** If the child/children is/are free of live lice and nits, they will be re-admitted to school. If the child/children has/have live lice or nits, they will be excluded with the parent/guardian and instructions will be reviewed.
5. The child/children may be periodically checked in school over the next several months for re-infestation. Parents/guardians should be rechecking child/children also.
6. If live lice or nits are found, the child’s/children’s class/contacts will be screened, as necessary, as soon as possible.
7. If the number of head lice cases reach 20% of an individual classroom or school, the school nurse will notify the principal. The principal will notify the parents/guardians of the outbreak with
an information letter and corrective actions. This procedure may be modified at the intermediate and secondary levels at the discretion of the school nurse and principal.

**MEDICAL EXAMINATIONS**

The School Code of the Commonwealth of Pennsylvania requires that all children in grades K, 6, and 11 be given a physical examination. All new entrants to the district must also provide a copy of current physical examination report. This is an important examination, the results of which are kept as a part of the school health record for each pupil.

Parents/guardians are urged to have this examination done by the family physician because he/she has a better knowledge of the past history of the child and is in the best position to recommend immediate steps for any remedial care that may be necessary.

However, if you do not have a family physician, your child will be scheduled for an examination with our school physician. Parental/guardian signature will be required for this examination. You are also encouraged to be present during the examination.

**DENTAL EXAMINATIONS**

Notices will be sent home to pupils in grades 1, 3 and 7 for dental examinations. Parents/guardians are also expected to be present for the dental examination. If parents do not wish to have their children examined by the school dentist, special notices will be sent home to have the family dentist check the teeth. These forms must be returned to the school nurse.

**COUNSELING AND GUIDANCE SERVICES**

Any questions, concerns, requests, etc. that involve your child's academic, social, or emotional development and progress can be directed to the Guidance Office. Arrangements for a conference can be made by calling the school office.
SPECIAL EDUCATION IDENTIFICATION ACTIVITIES

Teachers or parents/guardians who feel a child is exceptional and in need of a special program can request an evaluation. A parent/guardian request form is available through the guidance office in each school. Evaluations are completed throughout the year in every school in the district.

SERVICES AND PROGRAMS AVAILABLE:

Easton Area School District provides programs for Gifted Support through a variety of services and opportunities. Programming may include pullout classes for identified gifted students, co-teaching, building-wide enrichment, and other special options. Specially designed instruction for identified gifted students includes cluster grouping in the regular classroom with differentiated instruction, subject extensions, subject and/or grade acceleration, curriculum compacting, telescoping, tiered assignments, learning contracts, independent projects, and more. Students are encouraged to participate in school and community activities to become well-rounded citizens.

CONFIDENTIALITY:

Confidentiality is maintained on all personally identifiable information regarding students. Parents or guardians have the right to see and obtain a copy of their child's records.

INSTRUCTIONAL SUPPORT:

The IST (Instructional Support Team) program addresses the challenge of helping students who are having trouble in school through a positive, success-oriented approach that uses specific assessment and intervention tactics to help remove educational and behavioral stumbling blocks for elementary children in the regular classroom. It is a team approach designed to assist students to function successfully in the elementary school environment.
The instructional support process is based on the concept that teachers may need assistance in meeting the increasingly complex academic, behavioral, social, and emotional needs of their students. The IST is a working group of teachers and other school professionals that helps teachers find solutions to their instructional challenges through precise classroom-based assessment and collaborative problem solving. For each student identified as needing instructional support, a team member, usually the support teacher, works in the classroom in support of the regular classroom teacher by assessing the student and testing possible strategies for student success. The team then meets to use this information in developing an intervention plan for the child.

**ADDITIONAL INFORMATION:**
Information can be obtained from the guidance counselor in the student's school, or the Special Education Office, Easton Area School District, Education Center, 1801 Bushkill Drive, Easton, PA 18040.

It is the intent of the district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 or Chapter 14 are identified, evaluated, and provided with appropriate educational services.

It is the policy of the Board of Education to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap.

**BREAKFAST PROGRAM**
Breakfast will be offered in all schools. All students are eligible to participate. It will follow the Free and Reduced Lunch Program. Namely, students on the Free Lunch Program will receive breakfast and lunch at a free or reduced rate.

**LUNCH PROGRAM**
The Easton Area School District offers the following methods for meal payments:

- Cash or check daily
- Cash or check prepayment deposited on account
- Electronic payment via parent online.net

It is the parent’s/guardian’s responsibility to see to it that those children who wish to eat a lunch are provided the necessary funds.

One of the outcomes of this method of operation, hopefully, is that children will increase their sense of awareness in the handling of money, even though beforehand one could predict that at some time or another, some children and/or parents/guardians will forget this responsibility. This is a part of the learning process.

The cafeteria will operate on a closed lunch basis, which is to say that all children shall eat either a bagged lunch brought from home or a lunch bought in the cafeteria.

Please instruct your child on the importance of table manners and behavior during the lunch hour. Notices may be sent home to those parents/guardians whose children misbehave during lunchtime.

CAFETERIA RULES AND REGULATIONS
1. The lunchroom aide is assigned to all lunch settings. Students are to cooperate with him/her and obey his/her requests.

2. There is to be no loud talking, shouting, screaming, or any other attempt of loud noise making, pushing, fighting, or throwing of food.

3. Students are to talk in moderation to persons sitting near or adjacent (neighbors) but not to persons at another table.

4. Students are to walk at all times. They are to enter and exit the cafeteria in an orderly manner. Students are to raise hands for any request.

5. All students are to be courteous to other students and to all staff personnel at all times.

6. Students are expected to follow school rules for the disposal of trash.

7. Lunch boxes must be labeled with child’s first and last name.

Students breaching the rules or exhibiting any other behavior that is considered unacceptable conduct, and is documented in writing, may result in the following:

- Be moved to other areas of the lunchroom
- Lose school privileges
- Be removed from the lunchroom
- Parents notified by telephone and/or in writing
- In-school or out-of-school suspension
- Loss of recess time

If unacceptable conduct still continues, other measures will be taken accordingly.

TITLE I OVERVIEW
Title I is a federal program that provides funds to school districts and schools with children who are disadvantaged to support a variety of services. Its overall purpose is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and assessments. Funding contains provisions for ensuring that children who are disadvantaged enrolled in private schools also benefit from the academic enrichment services funded with Title I.

High-poverty schools (those with 40 percent or more students from low-income families) are eligible to adopt school-wide programs to raise the achievement of low-achieving students by improving instruction throughout the entire school, thus using Title I funds to serve all children. Cheston, March, Palmer and Paxinosa Elementary Schools are designated as Title I Schools with school-wide programs within the Easton Area School District.

These schools provide additional math and reading support to students in order to improve student achievement on state standard assessments. These schools also provide opportunities for increased parent involvement, after school math and reading assistance, and summer learning opportunities for incoming kindergarten students.

Please visit our district website for more information on Title I programs within the Easton Area School District.

http://www.eastonsd.org/About EASD/Departments/Teaching & Learning/Title I

**PHYSICAL EDUCATION CLASSES**
Physical Education at the elementary level emphasizes the development of basic movement skills, ball skills, coordination, balance, fitness, cooperation, sportsmanship, concepts and strategies of game play, and healthful living.

The students in grades K-5 meet twice per week for 40 minutes.

For the safety of the children during participation in Physical Education Class:
- Sneakers must be worn
- Comfortable clothing that allows freedom of movement should be worn. (Nothing with zippers, buckles, pants too long or too loose)
- No jewelry should be worn

A doctor’s excuse should be provided if a student is to miss Physical Education Class for more than a week.

ADAPTED PHYSICAL EDUCATION

The Adapted Physical Education Program in the Easton Area Schools began in 1969 and will continue to function as a means to helping improve children's skills in many areas of coordination and body movement. The program is beneficial to those students who are experiencing difficulty in the development of their growth and fine motor skills, and to those who are having difficulty in coordinating body movements that are necessary to perform everyday tasks. The program provides a variety of exercises and skills that encourage individual instruction and performance. Students are grouped according to age and difficulty, and class size ranges from four to ten students at one time. The Adapted Physical Education program is not intended to replace the existing physical education program, but rather to complement it. The regular physical education teachers will be in charge of this program.

As in other curricula areas, the age and abilities of the students in the program will determine the scope and objectives of the program.
Children usually build up their motor skills systematically, progressing from simple movements to complex action. Individual attention is given to each child, and the child progresses at his/her own rate. The teacher diagnoses the child's weakness and prescribes a program to help strengthen that motor deficiency. The teacher develops a program of activities that help the child develop coordination, muscle strength, agility, stamina, balance, and functional motor skills.

POLICY FOR ACCEPTABLE USE OF THE INTERNET & EASD COMPUTER NETWORK

PURPOSE:
In accordance with district policy, the Easton Area School Board (EASD) supports the use of the Internet and other computer networks in the district's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research, and collaboration. The use of the network facilities shall be consistent with and enhance the curriculum adopted by the school district, as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

AUTHORITY:
The EASD establishes that use of the Internet is a privilege, not a right; inappropriate, unauthorized, and illegal use may result in cancellation of those privileges and appropriate disciplinary action. The district reserves the right to view and monitor all applications provided through the network, including e-mail, to log Internet use by students and staff, and to monitor fileserver space utilization by district and outside users. The electronic information available to students and staff does not imply endorsement of the content by the school district, nor does the district guarantee the accuracy of information received.
on the Internet. The district shall not be responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved via the Internet. The school district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. Access for EASD staff will include Internet access, e-mail, newsgroups, and FTP upon request. The EASD Technology Department will assist EASD staff with FTP. Access for students will include Internet access with a district ID and password after the student has submitted a permission form signed by his/her parent or guardian.

**RESPONSIBILITY:**
The EASD district shall make every effort to ensure that students and staff use this educational resource responsibly. Administrators, teachers, and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals. As required by the *Children’s Internet Protection Act (CIPA)* and the *Neighborhood Protection Act*, the EASD will install filtering software to restrict and monitor the use of the Internet, e-mail, newsgroups, FTP, and chat. EASD students must be directly supervised in the use of the Internet and e-mail by EASD staff. Students and staff have the responsibility to respect and protect the rights of every user in the district and on the Internet. All EASD staff and students are responsible for reading and following this policy. Using the guidelines outlined in the next section, the building administration, working in conjunction with the Supervisor of Instructional Technology, shall have the authority to determine what inappropriate use is, as well as the consequences for that inappropriate use.

**GUIDELINES:**
Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Only the authorized user of the account will use the Internet account for its authorized purpose. For more information, please see Policy 815 on the district web page.

**HOMEWORK**

The **Homework Guide** for the Easton Area School District states that each school night, a student should spend ten (10) minutes times (X) his/her grade number in preparing for the next day of school or completing assignments for the next day of school. As an example, a student in second grade should spend twenty minutes - (10 x 2 = 20 minutes) - each school night. Even if your child should say he/she does not have any homework, the HOMEWORK time should still be spent in a quiet place to read or write.

**Requesting homework when your child is out ill or has an unexcused absence:**

When requesting homework, please be sure to contact your child’s school **before 11:00 a.m.**, if you desire to pick up work at the end of that school day. *Time is needed for the teacher to prepare the assignment and to check his/her mailbox for notification of such request.* Any requests received after 11:00 a.m. for homework will be accepted, but the assignment will not be sent home until the following school day.

**PARENT/TEACHER CONFERENCES**
Release time will be provided for five consecutive days in the late Fall for children in grades kindergarten to five. During those days, children will be dismissed early, and parents/guardians will be invited to visit the school for formal conferences with the teacher. Schedules will be drawn up beforehand, and a date and time for the conference will be sent home. For parents/guardians who are unable to attend conferences, report cards will be sent home on the school day after the last scheduled conference date. If an emergency learning condition arises, the parent/guardian should call the office and arrange for a conference with the teacher for immediately after school. Any other special conference requests should be made directly with the teacher.

**LOST AND FOUND**

The lost and found department is located in the Main Office. Students finding lost articles should bring them to this office. Valuables, such as rings, eyeglasses, wallets, etc., are kept separately. Items will be held only until the end of the school year.

**TEXTBOOKS AND LIBRARY BOOKS**

The Easton Area School District has textbooks, workbooks and library books that are **LENT** to students for their use under the supervision of a teacher. Care and respect for others’ property need to be exercised by your child. A book that is excessively damaged or lost will need to be compensated for by reimbursing the district for it replacement cost.

**SCHOOL PICTURES**
Easton Area School District has contracted a professional photographer to take pictures of students. An order form is sent home with each child. Parents/guardians should feel free to purchase pictures, or not, as they desire.

**SCHOOL PARTIES**

The faculty and administration feel that there is educational value in the observance of certain seasonal celebrations during the school year, and that some school time can be spent in this manner.

Parents assisting with classroom celebrations are discouraged from bringing younger siblings.

Seasonal celebrations are a **privilege**, not to be used as an excuse to avoid the process of learning. Celebrations are limited to one hour -- preferably in the afternoon before dismissal.

**WELLNESS POLICY**

Easton Area School District Policy 246 focuses on Student Wellness. This policy establishes the district’s response to mandates from the Pennsylvania Department of Education and the United States Department of Agriculture. The Easton Area School District recognizes that student wellness and proper nutrition are directly related to a student’s physical well-being, growth, development, and readiness to learn. Therefore, this policy is in place to assist your child’s ability to take full advantage of the outstanding educational opportunities offered in the Easton Area School District.

The Easton Area School District does not support high-fat, high-sugar snacks and beverages in the school menu, vending machines, or classrooms. In order to follow the federal and state mandates we are requesting your cooperation in adhering to these guidelines.

The District recognizes that the primary responsibility for teaching your children good health habits and making healthy choices lies with their parents. However, the school district is your partner in this very
important endeavor. We are aware that it is your choice to send any food you wish in your child’s lunchbox or snack bag. It is the responsibility of the district to make sure, to the best of our ability, that we assist all of our students in making healthy choices. Therefore, we ask that you follow the guidelines that are listed below.

1. **Food products are not to be sent to school for distribution for your child’s birthday.** If you wish to celebrate, we recommend visiting the Dollar Store.

2. Requirements for events during the school year:

<table>
<thead>
<tr>
<th>Event</th>
<th>Requirements</th>
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</thead>
<tbody>
<tr>
<td>Halloween</td>
<td>Snacks and drinks from list below</td>
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<tr>
<td>Thanksgiving</td>
<td>Classroom teacher must give prior approval to all plans</td>
</tr>
<tr>
<td>Winter Celebrations</td>
<td>Snacks and drinks from list below</td>
</tr>
<tr>
<td>Valentine’s Day</td>
<td>Must be limited to sharing of cards – No Food Products</td>
</tr>
<tr>
<td>Spring Celebrations</td>
<td>Classroom teacher must give prior approval to all plans</td>
</tr>
<tr>
<td>End of School Year</td>
<td>Classroom teacher must give prior approval to all plans</td>
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3. Suggestions for snacks and beverages:

<table>
<thead>
<tr>
<th>SNACKS</th>
<th>BEVERAGES</th>
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<tr>
<td>Fresh Fruit, Fruit Cup, Fruit Kabobs, Low-Fat Yogurt, Cheese</td>
<td>Water</td>
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<td>Fresh Vegetables with low-fat dressing, Salsa</td>
<td>100% fruit juice</td>
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<td>Raisins, Granola Bars, Mini-bagels, Baked Crackers</td>
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<td>Pretzels, Popcorn, Baked Tortilla Chips</td>
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<td>Fig Newtons, Animal Crackers, Goldfish</td>
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4. Please be aware that many of our students have severe allergies to nuts, nut oils, and nut products. The Easton Area School District will make every reasonable accommodation to ensure a safe environment for students with such allergies.
It is the priority of the Easton Area School District to provide a safe and wholesome environment for all students and allow them to focus on their learning.

**BIRTHDAYS AND HOLIDAY CELEBRATIONS**

As a school district, we are trying to be conscious about promoting a healthy lifestyle. In accordance to federal policy, all school districts are mandated to formulate a school health council and to develop regulation for encouraging healthy living as well as to abide to regulations and restrictions outlined in the federal guidelines.

You will receive a handout from your child’s teacher that describes the district procedures.

**BIRTHDAYS:**

The teachers will acknowledge the children on their special day. However, we do not celebrate birthdays with food items. Please do not send your child to school with an edible birthday treat as they are not permitted and will not be served.

**HOLIDAY AND SPECIAL PARTIES:**

Again, the food items will be limited. Please do not send any food items to school unless your teacher has specifically asked you to do so.

Please know there will be times that the teachers or the PTA will provide the children with a tasty treat, but in an effort to be health conscious, we are limiting the number of occasions when that occurs and the types of foods that are being served.

**Distribution of Invitations**

The distribution of invitations will be prohibited unless an invitation is being given to all girls in the class, all boys in the class, or to the entire class. Keeping with such a practice, it eliminates the
misunderstanding or hurt feelings that tend to occur when an individual or groups of individuals are excluded.

SMOKING POLICY

All buildings and facilities administered by the Easton Area School District are designated as a smoke-free environment.

No smoking* or tobacco use** will be permitted.

*Smoking means the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device.

**Tobacco use includes smoking and the use of smokeless tobacco in any form.

Violators shall be subject to civil penalties as stipulated in the State of Pennsylvania Statute.
PLEASE USE THE FOLLOWING TO CHANGE ANY INFORMATION FOR YOUR CHILD AND RETURN TO THE SCHOOL AS SOON AS POSSIBLE:
NAME OF STUDENT: ________________________________

GRADE: ________________________________

PLEASE LIST BELOW ANY CHANGES YOU WISH TO MAKE:

ADDRESS:
________________________________________________________________________
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________________________________________________________________________

HOME PHONE NUMBER: ________________________________

CELL PHONE NUMBER: ________________________________

WORK PHONE NUMBER: ________________________________

OTHER INFORMATION: ____________________________________________
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EASTON AREA SCHOOL DISTRICT
SCHOOL CALENDAR FOR
2018 - 2019

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* The last four (4) student days will be Early Dismissals for students *

*** Teacher In Service day 02/15 may be utilized as MAKE-UP DAY and if necessary, additional days will be added to the end of the calendar in June***

TOTAL NUMBER OF SCHOOL DAYS FOR STUDENTS - 180
TOTAL NUMBER OF SCHOOL DAYS FOR TEACHERS - 186

Thanksgiving break commences as of the close of school on November 21, 2018
Winter break commences as of the close of school on December 21, 2018
Spring break commences as of the close of school on April 17, 2019

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