



## **2022-2023 Student – Parent Handbook**



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## **Letter from the CEO**

Dear Students, Parents, and Families:

I wanted to take a moment and thank you for choosing Easton Arts Academy Elementary Charter School as your school of choice and welcome each of you to the new 2022-2023 school year.

This school year promises to be another school year like no other, but in many ways, it will be the same. Many of the same wonderful students and families who we are honored to serve. Many of the same dedicated and caring teachers who deliver high quality and caring instruction every school day and many of the same professional staff who work tirelessly behind the scenes.

There are also new faces that joined Easton Arts Academy, including many new students and families. I want to welcome you and look forward to meeting each of you. School is going to be amazing. Additionally, we have a dedicated Board of Trustees, who are focused on serving our families and providing the best educational experience for all students. As the Chief Executive Officer, I am honored to be part of the Easton Arts Academy and work with so many outstanding educators and families.

Despite the uncertainty we may face collectively as a society in these trying times, please take comfort that we are working to provide certainty in the exceptional quality of education your family receives at Easton Arts Academy.

Easton Arts Academy is a community school, committed to transparency, collaboration, and the joy of education. I look forward to partnering with each of you for this upcoming school year and building upon our foundation of educational excellence.

It is going to be a great and wonderful year. Take Care.

Sincerely,

Dr. Chadwick Antonio  
Chief Executive Officer

## **Letter from Principal**

Dear EAA Families,

On behalf of the entire staff, I would like to extend the warmest welcome to The Easton Arts Academy. EAA sets high standards for academic, social, and emotional growth through honoring the arts, promoting healthy lifestyle choices, development of student leaders, and encouraging selflessness through a culture of caring and a spirit of giving. We are committed to continual improvement through collaboration and innovation as we motivate our students to achieve at their highest level.

The EAA family consists of parents, staff, and community members who are committed to the success of all our students. The purpose of the EAA staff is to collaboratively inspire and empower all academically, socially, and emotionally. We believe in setting high expectations for all students and staff. We will continue to set high expectations, emphasizing learning and growing, actively and continually improving, and utilizing best practices. Additionally, we use a Positive Behavior Support system that teaches our students life-long skills including empathy, problem-solving strategies, skills for learning, and more which creates a culture of caring, respect, and collaboration in which all students thrive.

I look forward to working with each of you to provide the best possible education for our students. As partners in education, together, we will make a better tomorrow for our students.

Sincerely,

Teresa Casimire

Principal

## **General Information/mission**

The Mission of Easton Arts Academy Elementary Charter School is to provide a rich and comprehensive educational program for students in Grades K-5. We do this by employing an intensive artistic immersion program. The rigorous and traditional academic program will be enhanced with rich, varied, weekly experiences in dance, instrumental music, visual art, vocal music, theatre, and gymnastics. Each student will be provided with a broad introduction to the arts, in order to enhance their future academic success.

## **EAAECS Parent/Legal guardian pledge**

I understand that my children's education today is essential for their success in life. This experience will support them to become successful and productive individuals. It will also prepare them for college and a vocation. Because of this, I am committed to the following:

- Ensuring my children attend school every day and on time unless they are ill.
- Ensuring my children have all the resources and materials necessary to be successful.
- Communicating with my children's teachers on a regular basis.
- Encouraging my children in all their academic interests and ventures both in and outside of school.
- Taking five minutes each day to talk to my children about their academic goals.
- Setting academic and parenting/guardian goals for myself to help my children achieve their own goals.
- Abiding by the parent/legal guardian Codes of Conduct
- Communicating the Student Codes of Conduct to my children.

## **Communications Guidelines**

EAAECS works to maintain open lines of communication with families. Due to our intense focus on instruction our instructional staff members are not always able to answer phone calls and emails during the school day. Teachers and staff will make every effort to respond to your communications as quickly as possible. We will respond to your communications by the end of the next full school day.



## Formal versus informal communications

Informal Communication	Formal Communication
For informal communication it is appropriate to send an email, write a note, leave a phone message at the front desk. Email communication is preferred and should only be through the staff member's school issued email account. When you need to communicate everyday concerns such as:	For formal communication it is best to schedule a formal meeting. It is appropriate to do this by sending an email, writing a note, or calling and leaving a message at the front desk for the teacher. If a teacher does not respond, please contact the school principal. When you need to communicate a more serious ongoing concern such as:
<ul style="list-style-type: none"><li>• A field trip question</li><li>• A lost item</li><li>• A homework question</li></ul>	<ul style="list-style-type: none"><li>• Academic concern</li><li>• Attendance concern</li><li>• Behavioral concern (including bullying)</li></ul>

## Staff Directory

You will find a complete staff directory, on our school's website: [www.eaaecs.org](http://www.eaaecs.org)

## Board of Trustees

The school community is invited to attend meetings of the Board of Trustees. Each meeting will include time for comments and questions from the community. For more information on scheduled Board meetings please visit our website [www.eaaecs.org](http://www.eaaecs.org).

**EASTON ARTS ACADEMY ELEMENTARY CHARTER SCHOOL**  
**2022-2023 School Calendar**

**Teacher Day 8:15 AM – 4:00 PM**

**Student Day 8:30 AM – 3:30 PM**

AUGUST 2022						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
3/3 Student			7/7 Teacher			

SEPTEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
20/23 Student			20/27 Teacher			

OCTOBER 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
20/43 Student			20/47 Teacher			

NOVEMBER 2022						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
18/61 Student			19/66 Teacher			

DECEMBER 2022						
S	M	T	W	Th	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
14/77 Student			16/82 Teacher			

JANUARY 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
20/97 Student			20/102 Teacher			

FEBRUARY 2023						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			
18/115 Student			19/121 Teacher			

MARCH 2023						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
22/137 Student			23/144 Teacher			

APRIL 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
17/154 Student			17/161 Teacher			

MAY 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
22/176 Student			21/183 Teacher			

JUNE 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
4/180 Student			4/187 Teacher			

**2022-2023**

August 22 – 24	Screening for Kindergarten Students
August 22 - 25	All Staff Report/Teacher In-Service Day
August 29	First Day of School
September 2	<b>No School</b>
September 5	<b>LABOR DAY (NO SCHOOL)</b>
October 10	<b>COLUMBUS DAY (NO SCHOOL)</b>
November 8	<b>Staff only/Teacher in Service Day (No School for Students)</b>
November 23	<b>Half Day Students and Staff</b>
November 24 - 28	<b>THANKSGIVING BREAK (NO SCHOOL)</b>
November 29	<b>End of 1<sup>st</sup> Trimester Grades K-5</b>
December 7,8,9	Half Day Dismissal/Parent Teacher Conferences
December 23 - 30	<b>Winter Break (NO SCHOOL)</b>
January 2	<b>Winter Break (NO SCHOOL)</b>
January 16	<b>MARTIN LUTHER KING JR. (NO SCHOOL)</b>
February 17	<b>Staff only/ Teacher In-Service Day (No School for Students)</b>
February 20	<b>PRESIDENT'S DAY (NO SCHOOL)</b>
March 7	<b>End of 2<sup>nd</sup> Trimester Grades K-5</b>
March 13	<b>Staff only/Teacher in Service Day (No School for Students)</b>
April 6 - 10	<b>SPRING BREAK (NO SCHOOL)</b>
April 24 - 28	PSSA Testing (ELA) Grades 3, 4, and 5
May 1 – May 12	PSSA Testing (Math) Grades 3, 4, and 5 PSSA Testing (Science) Grade 4 Only PSSA Testing Make-Up Days
May 5	Half Day Dismissal/Teacher In-Service Day
May 29	<b>MEMORIAL DAY (NO SCHOOL)</b>
June 5 - 6	Half Day Dismissal/Teacher In-Service Day
June 6 *	Students Last Day of School (Tentative)
June 7	Last Day of School for Teachers
	Potential Make-Up Days added to the Calendar in June

**Half Day Dismissal 12:25 PM**

**TOTAL NUMBER OF STUDENT DAYS 180**  
**TOTAL NUMBER OF TEACHER DAYS 187**

Red	No School
Orange	Student Half Day Dismissal
Blue	First Day of School

## Arrival and dismissal procedure

Students should not arrive at school prior to 8:30 am. EAAECS cannot assume the responsibility for the care of your child prior to 8:30 am. The doors for drop off will be opened at 8:30 am and students will not be permitted to enter the building until 8:30 am. If arrival is after 8:45 am, please park at the rear entrance of the school and walk around to the front of the building into the main office; and sign your child(ren) in. Students arriving after 8:45 am will have their parent sign them in at the front office. For pick-up, the gates will open at 3:30 pm and close promptly at 3:45 pm. All students must be picked up by 3:45 pm.

### 8:30 am - School Day Begins

### 3:30 pm - School Day Concludes

After school, students should go directly home when they are dismissed. **If a parent/legal guardian needs to make a change in the way his/her children go home, a phone call to the main office needs to be made by the parent/legal guardian by 2:00 pm.**

Students are marked tardy after 8:45 am. Please make sure your child(ren) arrives on time. Students entering the classroom late are disruptive to the classroom routine. *Cumulative tardiness totaling 420 minutes equals one full day coded as an illegal absence.*

## Modified schedule (late start)

One Hour School Delay - 9:45 am Start Time; Students arrive between 9:30 – 9:45am

Two Hour School Delay -10:45 am Start Time; Students arrive between 10:30 – 10:45am

## Main Entrance

Our school is equipped with a security camera system. **ALL** visitors are to enter the school through the main entrance and subsequently, the main office. When arriving at the main entrance, please press the intercom button, and the building secretary will unlock the door. Please be prepared to show valid photo identification. This procedure is necessary to ensure the safety of the staff and students in the building.

Parent/Legal Guardian bringing books, lunches, etc., must drop these items off at the main office. Please make sure that all items are labelled with the student's name. Parent/Legal Guardians are not permitted to go directly to their student's classroom. Students will be called to the office for these items to not interrupt their instructional time. This safeguard is necessary for the safety of all staff and students.

### **Bus dismissal process (for student)**

All bus students will remain in their home room until they are called to go to their designated bus room on their floor and attendance will be taken. The students will then wait to be called down. Once their bus is called down, they will be escorted down the stairs and to their bus. The staff member may be responsible for relaying messages either to or from the driver if necessary. Staff will repeat the process as needed.

### **Student pick-up process**

Students will be dismissed to the Multi-Purpose Room (MPR) upon announcement. Upon announcement via PA system, students will walk themselves through the hallway and down the steps to the MPR Room and will be directed where to sit. Students will remain in the MPR until their name has been called for dismissal by a staff member in the MPR. Students will then walk themselves to the parent pick-up door where staff members will be there and in the lower parking lot to assist the students to their vehicles and monitor their safety.

### **Drop-off/pick-up procedures**

Drop off time start at 8:30 School doors do not open until 8:30 AM everyday

Pick up time start at 3:30

You will not be permitted to line up behind the building until the above times.

Under no circumstance are parents allowed to park in the staff lot at any time.

The parent pick up/drop off procedure must be followed at all times for the safety of your children. Failure to comply may lead to citations from the Easton Police department and/or barring from pick-up and drop-off process.

No child should be removed from the bus line at dismissal time as our staff is helping your children safely board the bus. We cannot provide accountability and ensure that your child is being released to the proper/authorized individual, therefore no students are permitted to be removed from an afternoon bus line.

Any change to your child's pick up for the day must be received by the main office no later than 2:00pm on the day of pick up. Failure to do so may result in the child taking their regular transportation home.

Student pick-up procedure: Parents/Guardians MUST be assigned a "number" for student pick-up that will correspond to whom is being picked up. Parent/Guardians without a "number" will need to use the main office to sign the student out in accordance with EAAECS Policy. No Exceptions.

As per the Easton Police Department: At no time should a parent utilize the bus lanes on N. 4th Street or block the travel lanes on N. 4th Street. The front of the school on 4th Street is for buses only.

Directions for the approved drop-off and pick-up procedures are as follows:

- Parents or Guardian(s) will come Spring Garden towards the back of the building.
- Turn Left onto N West St and proceed to the back of the school building.
- Parents are not allowed to park or processed in the parking lot
- When directed to by a staff member, proceed down close to the parking lot. Be sure to stop at the stop sign on Church St.
- A staff member will be waiting there to direct you to drop your student off.
- After you have dropped off your child(ren), cautiously proceed onto Church St.
- You will then turn right and drive west on Church St.
- Proceed to the stop sign (stop) and turn left onto 5th Street.

At no time should Church Street be blocked by any vehicles that are part of the pick-up or drop-off procedures.

Please follow these procedures, as they have been approved by the Easton Police Traffic Authority to keep your student safe. Failure to do so may cause safety hazards which could warrant reasons to prohibit parent(s) or guardian(s) from participating in utilizing a vehicle on property for the pick-up and drop-off process. Vehicles not entering property from the gate off of Church St. will not have their student's name called. No exceptions.

## **Student Pick Up Procedure**

Parent/Legal Guardian will be assigned a "Student Pick-Up Card" and have that card with them when picking up any students at the rear of the building during dismissal. Displaying this card will be required to participate in our student dismissal process to help ensure each student has a safe and authorized guardian to pick them up with minimal delay. This card will be like our numbered cards that we had utilized in the past.

## **Transportation**

Riding the school bus is a privilege. Safety is our shared goal. Conduct on the part of any student which distracts the driver and reduces the safety level will be dealt with appropriately. The driver is in complete charge of the bus and students and has the authority to discipline students for

less-than-serious infractions. The bus driver can assign seats if necessary. For serious infractions, the driver will immediately report the incident to the appropriate school personnel who will determine the consequences for the infraction. The principal in coordination with the transportation coordinator may suspend a student from the bus for disciplinary reasons, and the parent/legal guardian shall be responsible for the student's transportation.

### **The following rules MUST be followed by all students riding on a school bus:**

1. No eating or drinking is permitted on the bus.
2. No horseplay, excessive noise, or inappropriate language is permitted.
3. Students must be seated with seat belts fastened (if applicable) and always face the front until the destination is reached and the bus has come to a complete stop.
4. Paper and other materials are to be kept off the floor.
5. Students cannot block the aisle or emergency door with anything.
6. Students cannot extend their arms or heads out of the bus windows, nor throw any objects inside or out of the bus.
7. Students cannot move windows up or down unless they are given permission by the driver.
8. Students who damaged the bus will have to pay the cost of the repairs.
9. Students should be at the bus stop 5-10 minutes early and are to behave properly while waiting.
10. When approaching a railroad crossing, students must be quiet.

The bus driver may also decide that other policies need to be in place for circumstances that might arise.

### **Unauthorized school bus entry/bus accident procedure**

A person who enters a school bus without prior authorization of the driver or school official with intent to commit a crime, to disrupt or interfere with the driver, or who refuses to disembark after being ordered to do so by the driver, commits a misdemeanor of the third degree.

The following procedure applies to bus accidents involving Eastern Arts Academy Elementary Charter School (EAAECS) students while riding the EAAECS Bus for field trips or other activities:

1. Notification of the police department and the school.
2. School will continually be updated on circumstances of the accident so that accurate information can be shared with parent/legal guardian.
3. Students will be kept on the bus until police or other authorities arrive unless there is a fire or other danger to students. Students are not to be left unattended at any time.

When the police arrive at the scene they will:

- Determine injuries and the necessity for an ambulance and other rescue vehicles.
- Summons needed services such as ambulances if this has not already been done.
- Route traffic around the site.
- Give an accurate report of the accident to the contractor, driver and/or school district representative including cause, injuries and the reaction of police, students, driver, and pedestrians.
- Upon receiving notification of the accident, the contractor will dispatch needed vehicles to site.

Depending upon nature, seriousness, and location of the accident, the following alternatives may apply to the students on the bus:

- transported directly to a hospital
- transported to school
- transported home

Depending upon the nature, seriousness, and location of the accident, the Chief Executive Officer will decide how parent/legal guardian will be informed of the accident. This may be done by phone call, relaying information through the school office and/or by letter.

**Please Note:** Parent/Legal Guardian are not to interfere at the scene. Students will not be released to parent/legal guardian at the scene until school has gathered current and accurate information.

## **Bus discipline policy**

### **TIER I Incidents and consequences**

<b>Behavior</b>	<b>Consequences</b>

<p>Moving from seat to seat, standing, or sitting in an unsafe manner while the bus is in motion.</p> <p>Eating food and/or littering on the bus.</p> <p>Distracting the driver by making unnecessary noise or by acting in an unruly manner.</p> <p>Not sitting in your assigned seat.</p> <p>Failure to comply with a reasonable request from the bus driver.</p> <p>Misconduct at the bus stop.</p> <p>Tossing an item to another student or flicking an item off a seat.</p> <p>Changing bus stops by students without authorization.</p> <p>Riding unassigned busses without prior permission of an administrator.</p>	<p>First offense: the bus driver will notify the student of the inappropriate behavior and explain the expectations while riding on the bus.</p> <p>Second offense: the driver will submit a Bus Incident Report Form to the school which will be reviewed by a member of administration. If warranted, a school administrator will investigate the stated incident to determine the specifics of what went on before taking any potential action. Warning letter to parent/legal guardian and possible telephone call.</p> <p>Third offense: disciplinary action will be taken at the school level, or a bus suspension could be assigned.</p> <p>Fourth offense: viewed as unmodified misconduct and bus riding privileges may be suspended or more stern school-based disciplinary action might be warranted. If a suspension is warranted, a bus reinstatement meeting could be requested at the discretion of a building level administrator between the parents/legal guardian, bus company representative, bus driver, and school administrator(s).</p> <p>Subsequent offenses could result in bus riding privileges being taken away for the remainder of the school year</p>
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## TIER II Incidents and consequences

Behavior	Consequences
<ul style="list-style-type: none"> <li>● Vandalism, which would require restitution, along with the enforcement of the bus discipline code.</li> <li>● Entering and leaving the bus in an unsafe manner.</li> <li>● Insubordination, which would be a blatant/overt act of disrespect to the driver and/or continued non-compliance with driver requests.</li> <li>● Fighting.</li> <li>● Possession or use of any tobacco (smoke and smokeless). In addition, charges will be filed with the magistrate for violation of Act 145.</li> <li>● Interfering with the bus or tampering with the bus equipment.</li> <li>● Using abusive language, profanity, or</li> </ul>	<ul style="list-style-type: none"> <li>● First offense: the driver will notify the student of the inappropriate behavior and will explain the expectations while riding on the bus along with submitting a Bus Incident Report Form which could result in a suspension from riding the bus or a form of school-based discipline. A school building administrator will investigate the stated incident to determine the specifics of what went on before taking any potential action. If a suspension is warranted, a bus reinstatement meeting could be requested at the discretion of a building level administrator between the parent/legal guardian, bus company representative, bus driver, and school administrator(s).</li> <li>● Second offense: will result in a suspension from riding the bus and could also require a bus reinstatement meeting to be held.</li> <li>● Subsequent offenses may result in an indefinite suspension from the bus for the remainder of the school year.</li> </ul>

### TIER III Incidents and consequences

Behavior	Consequences
<ul style="list-style-type: none"> <li>• Possession, consumption, sale, distribution, transfer, or being under the influence of drugs and/or alcohol.</li> <li>• Physical attack on the bus driver.</li> <li>• Hitting the driver with a thrown object.</li> <li>• Tampering with or operating the emergency exit while the bus is in motion.</li> <li>• Tampering with the bus controls.</li> <li>• Endangerment to the health, safety, and welfare of the students and/or the bus driver.</li> <li>• Tampering with the emergency exit or exiting the bus via that door.</li> </ul>	<ul style="list-style-type: none"> <li>• First offense: Level III offenses will be a 20-day to one-year suspension from school district transportation, plus possible suspension, or expulsion from bus proceedings.</li> <li>• Should an offense be considered a Level III offense, it will immediately be referred to the CEO of EAAECS.</li> <li>• If a determination is made that the Level III offense did in fact take place, the parent/legal guardian will be notified and entitled to a hearing to discuss the matter.</li> <li>• At any level, law enforcement officials could be contacted if the administration feels the need to do so.</li> </ul>

## **Inclement weather, emergency closing, early dismissal, delayed opening**

EAAECS will be closed when schools of the Easton Area School District are closed. If the school is closed because of hazardous weather conditions or for any other emergency, announcements will be made on 69 news or WFMZ.com.

### **School Closing Number is:484-546-4230**

During inclement weather, it may become necessary to close school earlier than the usual dismissal time. Although this early closing is announced on the radio, many parents may be unaware of the closing and there may be no one home for your child(ren). We are concerned with the health and safety of each student, particularly in the event of an early dismissal. Keep our emergency closing number at work, home, and with any other emergency contacts. Work out an emergency plan with your child(ren). Any early dismissals will be announced on the radio. We will not be able to contact every family, so on inclement weather days, please listen to the radio. If EAAECS must close separate from the school district, our number (**see above**) will be announced on WFMZ.com

We will also update our school website as soon as a decision has been made to close school or to dismiss early.

### **Early Dismissal**

During the year we have early dismissal times for conferences and for staff professional development. Dismissal is at 12:25 pm. Please check the school calendar for the early dismissal dates pertaining to this school year.

### **Early dismissal/delayed opening procedure to the event of an emergency/bad weather**

- The Chief Executive Officer will notify on-site administration, and all faculty and staff, that school is to be dismissed early and of the time the dismissal should take place.
- The Chief Executive Officer/Designee will notify WFMZ (Channel 69) and WFMZ.com of the early dismissal/delayed opening.
- The Chief Executive Officer/Designee will notify all school districts about the early dismissal/delayed opening to facilitate busing.
- Parent/Legal Guardian will be notified by One Call Now of the early dismissal/delayed opening.
- A 100% accounting of students/staff will be completed by teachers and verified immediately preceding the dismissal.

- A message regarding the early dismissal/delayed opening will be posted on the school's website and face book page.

## **Cancellation of school**

- The Chief Executive Officer/Designee decides on cancellation or delay of opening.
- The Chief Executive Officer/Designee will contact WFMZ (Channel 69) and WFMZ.com.
- Parent/Legal Guardian will be notified via phone/text/email with weather related cancellations.
- All students, parent/legal guardian, faculty, and staff should monitor WFMZ (Channel 69) and WFMZ.com announcements.
- School cancellations and school delays will be posted on the school's website and Facebook page.

## **Emergency**

### **Emergency drills and evacuation site**

Students will participate in fire/emergency drills throughout the school year. These drills prepare students and staff for any emergencies that may arise and require the building to be evacuated. Students are expected to remain quiet and attentive during drills as important information may be disseminated which will assist the school to ensure the safety of all students, staff, and visitors in case of emergency. In case of a school evacuation, students will be evacuated to the rear three parking lots.

### **Emergency information**

In case of emergency each student is required to have on file at the school office the following information by filling out the emergency forms, which are sent home the first day of school:

- Parent/Legal Guardian name(s).
- Complete and up-to-date address including email address.
- Home phone and parent/legal guardian work phone.
- Emergency phone number of friend or relative.
- Physician's name and phone number.
- Medical alert information.

In addition, parent/legal guardian are asked to fill out an emergency sheet giving specific information. This is in the event of a school emergency when students may be evacuated. Please make regular changes to the emergency sheet as family procedures change.

## **Attendance and lateness policy**

### **Absentee Policy**

Easton Arts Academy Elementary Charter School follows the Pennsylvania Public School Code of 1949 and all applicable state regulations. The Charter School is required by Pennsylvania law to track student attendance, monitor truancy, implement interventions, and drop students from enrollment under certain circumstances. Parents should familiarize themselves with this policy and contact the attendance office with any questions. Failure to review this policy will not be considered as an excuse for noncompliance.

### **Excused or legal absence**

The following are the only conditions that EAAECS recognizes as reasonable cause for absence from school:

- ILLNESS - Upon written parent/legal guardian request, a student may be excused during school hours for the purpose of obtaining professional health care or therapy service if rendered by a licensed practitioner of the healing arts. To the maximum extent possible, however, the school encourages that any such appointments be made outside of school hours to minimize interference with the student's regular program of study.
- Illness in which a student is dismissed by designated school staff during school
- Pre-approved family vacations (maximum limit of ten days permitted)
- Health care visit accompanied by physician's note
- Quarantine
- recovery from an accident
- Death of a family member - If a student experiences a death in the family, the student's parent/legal guardian should be asked to contact the school to verify the reason for the student's absence. School Administration will work with the family to ensure a reasonable return to school and assist the family, if necessary, in finding support for the student in dealing with the death.
- Court appearance
- Observance of board of trustees
- Approved religious holidays and activities

- Upon written request by parent/legal guardian, students may be excused from school for religious holidays observed by bona fide religious groups and to attend classes for religious instruction pursuant to Section 1546 of the Public-School Code of 1949 (24 P. S.

§ 15-1546). Excusal for religious instruction shall be limited to a total of not more than 36 hours per school year.

**OUT-OF-SCHOOL SUSPENSIONS** - Any student who is suspended is absent, but it is counted as an excused absence for reporting purposes.

All other absences are classified as unexcused. Long-term absences for legitimate reasons will be handled on a case-by-case basis. The School Administration reserves the right to determine the validity of all excuse notes.

In each circumstance, a parent should follow the procedures outlined below for reporting absences in advance and turn in a written excuse note within three days of the absence. If a note is not provided to the Attendance Office within three days of the absence, the absence will be converted to unexcused.

Any absences which are not pre-approved or substantiated by a written note provided to the Attendance Office within three days of the absence will be marked as unexcused even if a note is later provided. An absence will be considered unexcused if it does not satisfy any of the excused reasons listed above. Please note that once a student has missed ten days excused by a parent's note(s), any further absences will require a physician's note or will be marked unexcused. Any vacation days not approved by the school will be marked unexcused.

When a student is absent from school:

- If a student will be absent, his/her parent/legal guardian must call the school before 8:45 a.m. The parent/legal guardian must give the student's name, grade and reason for absence, and this message may be left on the answering machine.
- However, oral notification of an absence is not a substitute for submitting a note signed by the parent/legal guardian, who must accompany the student upon return to school, though in no event later than three (3) days after returning to school.
- Acceptable excuse notes must include the student's name, grade, dates of absence, reason for absence, and the signature of the student's parent/legal guardian. Failure to submit an excuse note will result in the absence being an illegal one and will be marked as "unexcused."
- If a student is absent for more than three (3) days, he/she must return to school with a note from a doctor, as well as a note from his/her parent/legal guardian.

- The student's parent/legal guardian will discuss any work missed during the absence with the teacher. The student will be expected to make up this work according to the teacher's make-up work policy.

### **Family vacation request**

Parents should make every effort to schedule family vacations around the school's instructional calendar. If a family vacation that will interfere with a student's attendance cannot be avoided, the parent shall submit a letter to the Attendance Office providing a description of the trip at least three weeks prior to the absence for consideration as an excused absence. Each request will be evaluated individually.

The decision will be based on the student's attendance, academic status, behavioral infractions, the length of the trip, the number of absences and late arrivals accumulated prior to the scheduled trip, and the EAA standardized test schedule. The school will inform the parent/legal guardian of its decision regarding the approval of the request within three school days of receipt of the request. If a student misses school for an unapproved family vacation, each day absent will be considered unexcused.

**We are respectfully notifying you that there be no trip absences approved during the first two weeks of school, nor shall planned absences be used to shorten the school year by coinciding with either the beginning or end of the school year. It is the responsibility of the parent/legal guardian of the student to contact his or her child's teacher(s) a minimum of one week in advance of travel to request assignments that will be missed. All missed work must be completed and submitted to the teacher(s) upon the student's return to school.**

### **Lateness**

Parent/Legal Guardian are asked to make punctuality a priority. Punctuality is directly linked to a child's success in school. Please remember that Pennsylvania Law states that it is the parent/legal guardian's responsibility to ensure their children arrive at school on time.

Lateness will be defined as arriving at school after 8:45 am. Please take this into consideration when bringing your child to school. If your child arrives after the start of the school day, he/she will be marked tardy and the time of arrival will be indicated in power school, but they will be admitted to their class. However, if a student arrives at 12:15 pm or later this will be considered an absence.

Parent/Legal Guardian must write a note and/or sign their child(ren) in at the office. Please note that this written explanation does not automatically cause lateness to be recorded as "excused". Students who arrive at school on time, but are late to class, may be given disciplinary consequences.

Attendance records can easily become subject to discrepancies and errors when a student's lateness must be re-entered or corrected. Please help us ensure every child maintains an excellent attendance record by making every effort to have your student arrive on time each day.

*\*Please see the following page for a complete list of lateness consequences.*

### **Lateness guidelines**

<b>Student is late three (3) times</b>	The parent/legal guardian will receive a phone call from the school representative.
<b>Student is late five (5) times</b>	<p>The parent/legal guardian will receive a phone call from the school representative.</p> <p>Administration will send a letter to the parent/legal guardian.</p> <p>The parent/legal guardian will be given the opportunity to request a meeting to discuss concerns and possible interventions that may be necessary to ensure the student's punctual arrival.</p>
<b>Student is late ten (10) times</b>	<p>The parent/legal guardian will receive a phone call from the school representative.</p> <p>The parent/legal guardian will be asked to participate in meeting with the school administration. During this meeting, a plan will be created to support the student in getting to school on time.</p> <p>After this meeting, the student may:</p> <p>Have weekly check-ins with the Counselor or Social Worker regarding lateness and attendance.</p> <p>Receive disciplinary consequences for lateness, if the student is the cause of the late arrival to school.</p>



*\*\*Before these actions are taken, procedural steps similar to those for a referral to an agency or court for truancy arising from unexcused absences will be observed.*

Attendance is essential to achievement. Student attendance at school is also mandated by law. Compulsory student attendance for all students until age 17 is required by the Pennsylvania School Code. As defined by the Pennsylvania Department of Education, "truancy" by a student at compulsory school age is "any unexcused absence from school."

Tardiness counts as truancy. Section 1332 of the Pennsylvania Public School states that the name of any student who has been absent without a lawful excuse for three (3) days "or their equivalent," will be reported as absent without excuse

### **Unexcused or illegal absence**

The following conditions will be considered by EAAECS to be illegal, in which case the absence will be permanently recorded as unexcused:

- No note from a parent/legal guardian is received by EAAECS explaining the absence within three (3) days of returning to school.
- Absence due to loss of bus privileges.
- Lack of proper immunizations or waiver after the first day of school.
- Other reasons not listed as "Excused."

### **When a student is absent without excuse and/or truant 3+ unexcused absences)**

- Every unexcused absence will result in a documented telephone call or other contact with the student's parent/legal guardian.
- EAAECS will report unexcused absences directly to the Pennsylvania Department of Education through the Pennsylvania Information Management System (PIMS) system.
- At the **3rd unexcused absence**, EAAECS will send the parent/legal guardian an official notice of the student's truancy, containing a description of the potential consequences that may ensue if the student becomes habitually truant (i.e., fines ranging from \$300 for the first offense up to \$750 for a third offense, community service, attendance at a course or program designed to improve school attendance, referral to county children and youth services, up to 3 days in jail for contempt of court, etc.).
- When the official truancy notice is transmitted to a person in parent/legal guardian relation to a truant student, who is not the biological or adoptive parent/legal guardian, the notice also will be provided to the student's biological or adoptive parent/legal guardian if the parent's/legal guardian's mailing address is on file with EAAECS and the parent/legal guardian is not precluded from receiving the information by court order.

- From the **4th unexcused absence**, EAAECS will offer, in advance and in writing, a School Attendance Improvement Conference to the parent/legal guardian of a truant student in grades K-5. At the School Attendance Improvement Conference, the student's absences and reasons for absences will be examined. For students in all grade levels, an individualized School Attendance Improvement Plan will be developed using the same, or substantially similar, form prescribed by PDE, for the purpose of documenting the outcome of the conference.
- From the **6th unexcused absence of a student with an IEP**, EAAECS will convene, in addition to the School Attendance Improvement Conference, an IEP meeting for revisiting the student's IEP so that goals for attendance may be established.

If the parent/legal guardian of a truant student decides not to participate or fails to attend the School Attendance Improvement Conference then, after attempts to contact the parent or guardian in writing and by telephone, EAAECS must still hold such conference and develop a written School Attendance Improvement Plan.

#### **When a student is habitually truant (6+ unexcused absences)**

For a **habitually truant student under age 15, who has accumulated 6 or more unexcused absences**, EAAECS either will refer the student to a school-based or community-based attendance program **or, upon accumulation of 10 unexcused absences for excessive truancy**, will refer the student to the county children and youth agency (DHS) for services or for possible disposition as a dependent child. EAAECS will verify that official truancy notice was sent and that a School Attendance Improvement Conference was held.

#### **When a student is excessively truant (10+ unexcused absences)**

- **After accumulation of 10 days of absence per school year by parent notes**, a physician's excuse will be required for any additional absences. Absences not covered by the appropriate documentation will be considered illegal.
- For an **excessively truant student under age 15, who has accumulated 10 or more unexcused absences**, EAAECS will refer the student to the county children and youth agency (DHS) for services or for possible disposition as a dependent child. EAAECS will verify that official truancy notice was sent and that a School Attendance Improvement Conference was held. In addition, EAAECS may bring to court the parent/legal guardian of an **excessively truant student under age 15 who has accumulated 10 unexcused absences**, by filing a

citation in Truancy Court. EAAECS will verify that that official truancy notice was sent, and a School Attendance Improvement Conference was held.

**While EAAECS will not expel, suspend, reassign, or transfer a student for truancy, excessive infractions of the policy requiring the attendance of enrolled students may constitute misconduct and disobedience to warrant the student's referral to the Disciplinary Committee of the Board of Trustees of Easton Arts Academy Elementary Charter School. This may include any or all the following:**

- Directing that the student report for detention(s).
- Placing the student on probation.
- Suspending the student from non-curricular school activities or extracurricular activities.
- Mandating attendance at an inter-session, Saturday school, or other additional session(s).
- Retaining the student if excessive truancy results in consequent failure to achieve academic standards for promotion to the next grade; or
- Any other interventions and/or consequences as may be appropriate to deter additional unexcused absence (but which do not result in any more missed classroom instruction).

**Ten consecutive unexcused absences (removal from active role) Any student who is illegally absent from school for 10 consecutive school days is subject to**

**removal from the active role of Easton Arts Academy Elementary Charter School, resulting in return of the student to his or her home school district, unless either of the following applies:**

the charter school has been provided with evidence that the absence may be legally excused, or compulsory attendance prosecution has been or is being pursued. 22 Pa. Code § 11.24.

## **Code of Conduct**

### **School Disciplinary Approach**

We believe that all students can achieve high levels of success. A student is most successful when cooperative strategies are implemented between school and home. Parent/Legal Guardian and families are an integral part of the learning process and a student's success.

We believe that a safe and nurturing environment is essential to student learning. All members of the school community deserve to be treated with dignity and respect. We support all students regardless of race, ethnicity, gender, class, sexual orientation, or religious beliefs. We believe that all students have unique qualities that contribute to a positive learning environment.

#### **WE PLEDGE TO**

Support students by giving them proper tools to ensure academic, social, and emotional development.

Prepare students for high school, college, and career readiness.

Work cooperatively with students and families to ensure an optimal learning environment for all students.

Build relationships through a variety of activities that encourage trust and a focus on community.

Uphold the school wide norms that support academic achievement and positive social conduct.

### **Positive Behavior Support Statement**

It is the goal of Easton Arts Academy Elementary Charter School to provide a positive educational setting for every student. This requires an understanding of and adherence to acceptable standards of respectful behavior which will allow learning to take place in classroom settings. The policies of the Family Guidebook must be implemented with attention to creating an environment where expected behaviors are taught and positively reinforced and where student interventions match the need.

It is therefore the school's responsibility to ensure that the standards of behavior are taught and positively reinforced in each classroom daily, using a school-wide process of positive behavior support. This includes careful monitoring of each student's academic progress with appropriate interventions, to avoid behavioral disruptions often caused by academic failure, as well as attention to classroom and school environment. It is the school's belief that with an organized

process of providing positive supports, the school can reduce disruptions and disciplinary referrals. Interventions work best when they are proactive, not reactive. The utilization of an efficient and well-understood system of reinforcing expected behaviors and monitoring student progress using all the available data is essential to student success.

## **Disciplinary Consequences**

While Easton Arts Academy Elementary Charter School implements a progressive discipline, EAAECS considers the facts of each incident in determining whether suspension or expulsion may be an option. Therefore, while EAAECS is committed to progressive discipline, the severity of a given action by a student may warrant direct consideration of suspension and/or expulsion. Students will be asked to make a written statement about incidents at the time of investigation. For a complete review of the disciplinary consequences, and processes and procedures, please review EAAECS's Student Code of Conduct on the school website or see EAAECS Policy 3.40.

(Please see pages 83 – 90) Appendix 1

## **Dress Code**

EAAECS does not require students to wear uniforms; however, students are expected to abide by the following guidelines:

- Please have your child dress comfortably so they can move in their physical education, dance, theatre, and music classes without restriction.
- It is not acceptable to wear any unduly revealing attire (i.e.: halter tops, spaghetti strap blouses, spandex shorts, short skirts, or shorts above the mid-thigh, etc. Tank tops with a strap of 2 or more inches will be allowed).
- It is not acceptable to wear clothing that does not fit properly or that is ripped and considered play or work clothing.
- Headwear is not permitted in the buildings (i.e., hats, bandanas, hoods, unless the head covering is required for religious or medical reasons).
- It is not acceptable to wear clothing, bracelets and necklaces with objectionable wording and symbols on front or back. i.e.: advertising alcohol beverages, sexualized nature, obscene gestures, symbols of death or destruction.

- It is not acceptable to wear chain-like belts, jewelry or garments that could cause injury to self or others. This includes long chains and studded apparel.
- No jewelry is permitted to be worn.
- Undergarments must be covered and not exposed.
- Flip-flops, slides, and loose-fitting sandals create safety issues; therefore, they are not permitted to be worn during school. Shoes should cover the toes and should have backs/straps at the heels.
- Attire that the administration considers to be offensive, a distraction to others' learning or a potential hazard to the safety and well-being to others will not be permitted
- Please wear sweatpants, leggings, t-shirts, sweatshirts, and socks. Do not wear any buttons, snaps, zippers, jewelry, etc. that could cause damage to property or students.

**Students who dress inappropriately will be sent to administration where parent/legal guardian will be contacted and asked to bring appropriate clothing for them to change into.**

## **Education for children and youth experiencing homelessness-(ECYEH)**

The Board of Trustees of Easton Arts Academy Elementary Charter School is committed to ensuring that all students experiencing homelessness can succeed in school consistent with the Education for Children and Youth Experiencing Homelessness (ECYEH) program, which is an initiative of the Pennsylvania Department of Education. For more information, see EAAECS Policy 3.30.30.

## **Every Student Succeeds Act (ESSA)**

Easton Arts Academy Elementary Charter School is committed to ensuring that all students, including those in foster care, can succeed in school in accordance with Every Student Succeeds Act (ESSA).

As the "school of origin" for a scholar in foster care, EAAECS will:

1. Designate a Foster Care Liaison to serve as the primary link to, and to work collaboratively with, Northampton County Department of Human Services ("DHS") including Child Welfare Operations staff and Education Support Center, to ensure that a scholar in foster care remains in his or her school of origin in order to ensure educational stability and provision of necessary and related support and services including transportation, even while any disputes are being resolved, unless it is determined not to be in the scholar's best interest to remain in the school of origin;

2. Make every effort to encourage a scholar in foster care to succeed in school, and reasonable efforts to eliminate existing barriers to attendance and education, in compliance with federal and state law.
3. Ensure that scholars in foster care have equal educational opportunities with provision of services comparable to those offered to other scholars attending EAAECS including, but not limited to, transportation services, school nutrition programs, programs for scholars with limited English proficiency, and educational services for scholars who meet eligibility criteria such as scholars with disabilities, programs for disadvantaged scholars, and gifted and talented scholars; and
4. Maintain scholar confidentiality, except to the extent necessary to collaborate with DHS and other agencies for support and services including transportation, and/or to facilitate enrollment/records transfers to DHS and/or any new school, so that educational stability can be maintained, and scholar success can be achieved.

## **Special Education and Related Services**

EAAECS provides a full continuum of services to students with disabilities who qualify for Special Education or related services. These services include but are not limited to counseling, occupational therapy, physical therapy, speech therapy, learning support, emotional support, and autistic support.

It is the philosophy of EAAECS that every student can be successful in school. If needed, there is an array of services available to students to assist them in reaching this goal. It is intended for services to be as least restrictive as possible and to allow students to develop their skills in the regular education program.

Student progress is monitored throughout the school year on a regular basis. In addition, vision screenings are conducted annually by the school nurses for every child. Hearing screenings are conducted annually in grades K-5. Teachers monitor speech and language development in the classroom on an ongoing basis. Concerns are communicated with the school counselor and/or RTII Coordinator.

The range of services for students includes:

- Short Term Counseling Services through Certified School Counselors
- English as a Second Language Education (ESL)
- Health Services
- Response to Instruction & Intervention (RTII)
- Multidisciplinary Evaluation

- School Psychology Services
- Special Education Services
- Title I Services
- Character Development

The RTII process is a comprehensive, multi-tier intervention strategy designed to identify students who are academically and behaviorally at risk. The intent is to provide students with academic and/or behavioral support to attain success. Parent/Legal Guardian may request screening and/or multidisciplinary evaluations at any time by contacting the building school principal or designee. Multidisciplinary evaluations are conducted for any student for whom it is thought that special education programs and services may be appropriate. Services are available to students through outside certified contractors. Services may include speech, vision, and occupational therapy.

If you are concerned about your student's academic, social, or behavioral performance or their progress in school, please speak to your student's teacher about your concerns. As a school, we monitor our student's academic, social, and behavioral progress closely. When you are working on your student's academics at home it is important to note that there may be a problem if your student's reading level is more than one year below grade level, if your student has memory retention issues, or an inability to remain on task and complete assignments.

If you believe that your student may have special needs, please contact the Special Education Coordinator to discuss the options that the school can offer. At any time that you feel that your student may qualify for special education, you may initiate testing procedures by forwarding a written statement to the school principal and Special Education Coordinator stating your concerns about your student and that you wish your student to be tested.

Special Education law states that the school has 60 days to complete the testing process. Your student will remain in his/her present educational placement until testing is completed. No change in educational placement will be made unless both you and the school agree to the change in placement. If any disagreement arises regarding the recommendations following testing, the student will remain in his/her current educational placement while the disagreement is resolved following established special education procedures.

After the testing is completed and a report prepared, there will be a meeting to discuss the results.

You have the right to attend this meeting and offer input into the goals and supports that will be put in place for your student. When this discussion results in differences that cannot be resolved you have the right to request a pre-hearing conference, mediation, or an impartial due-process hearing. You may also request a combination of these alternatives.



For further information on the evaluation procedures and provision of services to protected handicapped students or students with disabilities, contact the Special Education Coordinator.

### **Annual Public Notice of Special Education Services and Programs and Child Find Notice**

Each charter school and school district, along with other public education agencies in the Commonwealth, must establish and implement procedures to identify, locate and evaluate all students who need and may need special education and related services or other accommodations because of a student's disability.

This notice is to help find these students, and assistance for our parent/legal guardian, and to describe their rights concerning confidentiality of information, which is maintained not only during the identification process, but also throughout students' enrollment at EAAECS. EAAECS performs identification activities to locate not only these exceptional students, but also protected handicapped students and mentally gifted ones, so that all students enrolled at EAAECS are provided with suitable programs and services.

If a parent/legal guardian wishes to learn more, including a review of the special education services and identification activities and procedures, or believes that his or her student may need to be identified, the parent/legal guardian is encouraged to review EAAECS Policy 3.45 or contact:

**CEO:** Dr. Chadwick Antonio

Email Address: [cantanio@eaaecs.org](mailto:cantanio@eaaecs.org)

**Principal:** Ms. Teresa Casimire

Email Address: [tcasimire@eaaecs.org](mailto:tcasimire@eaaecs.org)

## **Confidentiality of Student Records**

Easton Arts Academy Elementary Charter School maintains education records for every student containing confidential, personally identifiable information ("PII") such as the student's name, name of parent/legal guardian and other family members, the address of the student or student's family, and personal information or personal characteristics which would make the student's identity easily traceable. All academic records are located under lock, in the main office. Student medical files are securely stored and maintained by the school nurse. All special education records are located under lock, in the Special Education Department.

EAAECS must obtain parental/legal guardian consent before disclosing PII to anyone not entitled to see it under law. "Consent" means: the parent/legal guardian have been fully informed regarding the activity requiring consent in their native language or other mode of communication; they understand and agree in writing to the activity; and they understand that consent is voluntary and may be revoked at any time.

Student educational records may be forwarded without parental/legal guardians' consent to a school in which the student intends to enroll or has applied for admission.

It is the annual obligation of EAAECS to inform students and parent/legal guardian of their rights concerning confidentiality of student records below.

## **Annual Notification of Rights Under FERPA**

Students and their parent/legal guardian have an expectation that their personal information is safe, properly collected and maintained, and that it is used only for appropriate purposes and not improperly disclosed.

The Family Educational Rights and Privacy Act ("FERPA") affords parent/legal guardian and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

The right to inspect and review the student's education records within forty-five (45) days after the day that EAAECS receives a request for access. A parent/legal guardian or eligible student should submit to the CEO a written request that identifies the records that he or she wishes to inspect. The CEO will make arrangements for access and will notify the parent/legal guardian or eligible student of the time and place where the records may be inspected.

The right to request amendment of the student's education records that the parent/legal guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A parent/legal guardian or eligible student who wishes to ask EAAECS to amend a record should write to the CEO and clearly identify the part of the record sought to be changed and specify why it should be changed. If EAAECS decides not to amend the record as request regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent/legal guardian or eligible student when notified of the right to a hearing.

The right to provide written consent before disclosure of PII from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Pursuant

to Sec. 99.31 of FERPA, EAAECS may disclose PII from the education record of a student without consent, if the disclosure meets one or more of the following conditions:

The disclosure is made to school officials who have specific, legitimate educational interests including professional staff of EAAECS such as, but not limited to, teachers, administrative personnel, counselor, psychologist, support staff members, school nurse or person serving as a member of the school's Board of Trustees. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent/legal guardian or other volunteer serving on an official committee such as a disciplinary or grievance committee; or a parent/legal guardian or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

Law enforcement and judicial authorities may receive from the school a report of a crime committed by a student. EAAECS is not prohibited from reporting a crime committed by a student with a disability to appropriate authorities or to prevent law enforcement or judicial authorities from exercising their responsibilities with regard to the application of federal and state law.

When reporting a crime committed by a child with a disability, the school shall ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to which it reports the crime.

When reporting a crime under this section, the school may transmit copies of the child's special education and disciplinary records only to the extent that the transmission is permitted by FERPA.

The officials of another school or school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

Federal and state officials for the purpose of an audit and evaluation of federally supported education programs or for enforcing or complying with federally legal requirements, which relate to these programs. The information provided shall contain the minimum necessary information that is personally identifiable, and such information shall be destroyed upon completion of such audit, evaluation, enforcement, or compliance.

Persons or agencies in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other people.

Persons or agencies in compliance with a judicial order or any lawfully issued subpoena. EAAECS will provide written notice to the parent/legal guardian or eligible student of the order or subpoena and, if possible, in advance of the disclosure of educational records or PII. The parent/legal guardian or eligible student may receive a copy of the information released, if desired. Copies will be provided at the actual cost of reproduction.

The disclosure is to authorized representatives of the U. S. Comptroller General, the

U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities.

The school may provide anonymous directory information from its records, including the official student record, for research purposes without consent under conditions where there is no likelihood of identifying any individual.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Easton Arts Academy Elementary Charter School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue

Washington, D.C. 20202-4605

FERPA permits EAAECS to disclose appropriately designated “directory information” without prior parental/legal guardian consent unless the school is advised to the contrary in accordance with its procedures. Directory information means the information contained in the educational record of a student which is generally not considered harmful or an invasion of privacy if disclosed. The primary purpose of directory information is to allow EAAECS to include this type of information from a student’s education records in certain school publications. Examples of directory information include, but are not limited to:

- Student name
- Address
- Telephone number
- Photograph
- Participation in officially recognized activities, clubs, and sports
- Honors and awards received
- Grade level
- Dates of attendance
- Date and place of birth
- Weight and height of athletic teams
- Graduation date

Examples of how EAAECS may reveal directory information include disclosing the directory information in the following, by way of example:

- Annual yearbook
- Newsletters, newspapers, or other news sources
- Class lists
- Activities or sports sheets
- Honors or other recognition lists
- Staff and/or Student Directories and/or listings
- A playbill showing student’s role in a drama production
- School Website
- School Bulletin Board

These examples are for illustration only, and do not constitute an exclusive list of the way directory information may be disclosed. This notice provides a parent/legal guardian or eligible student with an opportunity to object in writing to any or all types of information that EAAECS has designated as directory information. Any refusal with the types of information subject to disclosure as directory information must be submitted in writing to the school principal.

## **Officials Responsible for Ensuring Confidentiality**

**CEO:** Dr. Chadwick Antonio

Email Address: [cantonio@eaaecs.org](mailto:cantonio@eaaecs.org)

**Principal:** Ms. Teresa Casimire

Email Address: [tcasimire@eaaecs.org](mailto:tcasimire@eaaecs.org)

## **Parent/Legal Guardian Requests for Educational Records and Transcripts**

To receive a student's educational records or transcripts, parent/legal guardian must submit a written request to the school registrar. Although EAAECS has up to 45 days to respond to a request to access records, the school will make every effort to respond sooner, and requests a minimum of

72 hours from receipt of a parent/legal guardian's request for records or transcripts to be available for pick-up or mail delivery. The student must return all equipment and property belonging to the school and/or pay any outstanding fees before records can be released. To the extent that this policy conflicts with federal, state, or local law, such law shall supersede this policy.

## **Title IX Grievance Policy and Procedures**

EAAECS is committed to providing a learning, living, and working environment that is free from sexual harassment, sexual assault, and sexual discrimination. We are dedicated to ensuring a safe school climate for all our students and the entire community. Through a comprehensive compliance, investigative, and adjudication program, we promote fundamental rights, individual and institutional integrity and uphold the aims of Title IX legislation.

This outlines EAAECS's commitment and efforts to comply with Title IX regulatory requirements by leveraging a myriad of resources dedicated to educational excellence. Current information is available through our website which serves as a focal point for students, faculty, and staff who may need Title IX assistance.

## **Purpose and Scope**

It is the policy of EAAECS not to discriminate based on sex in its educational programs and activities as required by Title IX of the Education Amendments of 1972. Title IX provides that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Gender discrimination includes sexual harassment and sexual assault. The purpose of this policy is to provide students, employees, and parent/legal guardian a procedure by which they can seek a remedy for alleged violations related to discrimination based on affectional or sexual orientation, or sex. This policy shall apply to all students, staff, faculty, contractors, vendors, and/or visitors to EAAECS.

As a student of EAAECS you are protected from sex discrimination including, but not limited to:

- Admission to schools/colleges
- Access to enrollment in courses
- Access to and use of school facilities
- Counseling and guidance materials, tests, and practices
- Physical education
- Competitive athletics
- Graduation requirements
- Student rules, regulations, and benefits
- Financial assistance
- Health services
- School-sponsored extracurricular activities

## **Notice of Title IX Coordinator**

All questions regarding Title IX and its implementation may be referred to the EAAECS Title IX Coordinator. Contact information for the EAAECS Title IX Coordinator can be found on the EAAECS website. In addition, EAAECS retains identified staff members, trained in Title IX regulatory guidance, to assist the Title IX coordination team in responding to and administering Title IX complaint.

The Title IX Coordinator’s core responsibilities include coordinating the institution’s compliance with Title IX, to include oversight of Title IX reports and complaints, and identifying and addressing any patterns or systemic problems revealed by such reports and complaints. This includes, but is not limited to, the coordination of training, education, communications, and administration of grievance procedures for faculty, staff, students, and other members of the campus community.

The Title IX Coordinator is responsible for Title IX compliance for matters involving students, including training, education, communication, and administration of the grievance procedure for all complaints filed against EAAECS students. If a Title IX complaint is initiated against an

EAAECS employee, visitor, or contractor, the Title IX Coordinator will generally be the individual who will respond to and administer the complaint.

## **Reporting A Title IX Complaint**

EAAECS encourages any student, employee or visitor who believes that they have been subjected to sex discrimination, sexual harassment, or sexual violence by another student, member of the faculty or staff, campus visitor or contractor to report that action as a complaint to EAAECS's Title IX Coordinator.

Individuals who are survivors of sexual violence are strongly encouraged to report the incident to local law enforcement. Reporting an incident of sexual violence to law enforcement provides the opportunity for collection of evidence helpful in the Title IX investigation, in addition to facilitating a myriad of off-campus support services available to the survivor.

If a student or parent/legal guardian reports an act of sexual violence or harassment to an employee who is not the Title IX Coordinator, that employee will inform the Title IX Coordinator of the alleged act of sexual violence or sexual harassment.

Title IX incidents shall be reported in writing to the Title IX Coordinator.

If a parent/legal guardian wishes to learn more about Title IX or how to file a complaint, the parent/legal guardian is encouraged to review EAAECS Policy 3.30.45 or contact:

Mr. Mohamed Hagag

Email: [mhagag@eaaecs.org](mailto:mhagag@eaaecs.org)

Phone: 484-546-4230 extension: 007



## **Non-Discrimination Of Transgender and Gender Non-Conforming Students**

EAAECS desires to ensure the safety, equity, and justice for all students regardless of gender identity or gender expression so that they can reach their fullest human and intellectual potential. For more information, see EAAECS Policy 3.30.55.

## **TITLE I Announcement**

### **What is Title I?**

Title I is a federally funded program intended to improve students' academic achievements by expanding learning opportunities and supplementing basic skills instruction in reading and math for students who have need for improving such skills. Title 1 is a program through which school districts may receive federal funding to provide supplemental instruction for students who are in academic need. The funds for each school district are based on a state formula that is calculated by the number of students from families who are experiencing hardship. However, Title 1 services provided with federal funds are based on the academic needs of students.

### **Progress Monitoring**

Students who receive Title I supplemental support may be served by General Education or Instructional Support Teachers who are Highly Qualified in Mathematics or English Language Arts. Parent/Legal Guardian are encouraged to contact the support teacher to discuss their student's progress in this program **Right-to-Know**

In accordance with recent federal legislation, the No Child Left Behind Act (NCLB), school districts that receive Title I federal funds are required to notify parent/legal guardian of their right

to request information regarding the professional qualifications for their student's teacher including degrees and certifications held and whether the teacher is certified in the area teaching. If you wish for more information regarding your student's educators, please contact the EAAECS CEO.

### **Program Design**

Our Title I Program is designed to help students improve their achievement in reading and math by providing tiered instruction and intervention resources that are tied to raising the students' achievement.

## **Parent/Legal Guardian Notification**

Parent/Legal Guardian of eligible students will be notified about the program details in early fall or throughout the school year. Additionally, parent/legal guardian will receive notices and information through the school year to keep you informed about the progress of your student.

## **EAAECS Involvement Policy**

Easton Arts Academy is committed to the goal of providing quality education to every child. Strong partnerships with family and community members are essential for achieving this goal. Everyone gains if the school and the community work together to support student achievements for all children. parent/legal guardian involvement is critical to student success and student achievement. Parent/Legal Guardian can positively impact their student's school success by being positively involved in their student's school experience.

If a parent/legal guardian wishes to learn more about Title I, the parent/legal guardian compact, or parent involvement opportunities, they are encouraged to review EAAECS Policy 6.40 or contact:

Mr. Mohamed Hagag

Title I Coordinator

Email Address: [mhagag@eaaecs.org](mailto:mhagag@eaaecs.org)

Telephone: 484-546-4230

## **Building and School Procedures and Practices**

### **Child Abuse Reporting Policy**

EAAECS employees are mandated by the Commonwealth of Pennsylvania to report suspected child abuse. They are required to make a report when they have reason to suspect that a student is being physically abused, emotionally abused, neglected, or sexually abused. When staff members suspect child abuse, they are required to notify the Commonwealth's child abuse hotline, either via telephone or online. Following the report, staff members are required to notify the administration. After a call to ChildLine is made, the school may choose to alert the parent/legal guardian that a report was made, depending on the circumstances. There is no law requiring parental/legal guardian notification of reports of suspected child abuse. All staff members are mandated to keep confidential any discussion regarding suspected child abuse. The school administration may choose to share certain information with staff members on a need-to-know basis, only if this information will benefit the student. EAAECS employees are trained in accordance with the requirements of ACT 126 (24 P.S. 12 §1205.6). Please see EAAECS Policy 5.65 for more information.

### **Closed Campus**

EAAECS operates on a "closed campus" plan. The school officials have supervisory responsibility for all students while they are on school property during school time. Because of this responsibility, whether the student has walked, been delivered by personally owned vehicle, or ridden a school bus, he/she is not permitted to leave the premises until the end of the regular school day or after being signed out by a parent/legal guardian/designee at the office. Any student who violates this policy shall be subject to disciplinary action.

### **Confidentiality**

EAAECS maintains education records for every student. These records may contain confidential and/or personal information that includes, but is not limited to student's name, name of parent/legal guardian and other family members, the address of the student or student's family, and personal information or personal characteristics which would make the student's identity easily traceable.

EAAECS must obtain parent/legal guardian consent before disclosing personally identifiable information to anyone not entitled to see it under law. "Consent" means that parent/legal guardians have been fully informed regarding the activity requiring consent in their native language or other mode of communication, they understand and agree in writing to the activity, and they understand that consent is voluntary and may be revoked at any time.

## **Custody and Parent/Legal Guardian Contract**

Please make certain that you have completed an emergency contact form at the beginning of the school year so that we can communicate in a timely manner. If at any time during the school year your address changes, please update your emergency contact form and provide us with two forms of “proof of residency.”

EAAECS requires the submission of a copy of any Court Order or agreement affecting the custodial rights of a parent/legal guardian. It is important that the school understand custodial arrangements to determine who is eligible to pick your child up from school and communicate with school staff.

## **Emergency Drills**

Students will participate in emergency drills throughout the school year. These drills prepare students and staff for any emergencies that may arise. These may include, but are not limited to fire, lockdown, shelter-in-place, and evacuation drills. Students are expected to remain quiet and attentive during drills as important information may be disseminated that will assist staff members to ensure the safety of all students, staff, and visitors.

Various drills will be held approximately once a month throughout the school year. These drills are mandated by state law and are important to the safety and welfare of all people in the building.

## **Emergency Behavioral Procedures**

EAAECS relies on the use of positive methods for teaching students’ appropriate behaviors. However, designated employees receive annual training according to the principles of Handle with Care and may use physical interventions to control acute or episodic aggressive or self- injurious behavior whenever a student is acting in a manner as to present a clear and present danger to him or herself and/or others, and whenever less restrictive measures and techniques have been attempted and proven to be ineffective.

In the event, that physical intervention becomes necessary for a student with a disability, the student's parent/legal guardian will be contacted by phone and invited to attend an IEP meeting to review the existing plan and its effectiveness for eliminating the need for physical restraint in the future.

## **Enrollment**

Students will be admitted without regard for sex, race, ethnicity, religion, income, or disability.

Any student meeting the admission criteria as listed below will be considered without prejudice. Preference will be given to incoming siblings of currently enrolled students. Enrollment for students residing in the Commonwealth is handled according to a wait list system.

The following criteria must be met for Student admission:

- The family must provide proof of birth, immunizations, and proof of residency.
- Additional paperwork that will be helpful to determine programming for your child may be requested, and other paperwork deemed necessary may be asked for at the time of admission.
- See EAAECS Policy 3.30.70 for more information.

## **Entitlement To a Free and Public Education**

(a) All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.

(b) Parent/Legal Guardian of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age -- *if they are fulfilling their responsibilities as Students.*

## **Equal Opportunity and Non-Discrimination**

The Board of Trustees requires equal educational opportunity for all Students enrolled in the educational programs and activities of the school including, but not limited to, course offerings, athletic programs, guidance and counseling, and tests and procedures regardless of gender, sexual orientation, race, color, creed, religion, national origin, social or economic status, parenthood, guardianship marital status, or disability.

## **Expectations For Parent/Legal Guardian as A Partner in Responsibility**

Parent/Legal Guardian are expected to act appropriately on the school premises at all times. Please remember that:

- Smoking is not permitted on the campus.
- Traffic and parking regulations of the City of Easton must be followed. Police may give tickets for illegal parking and blocking traffic.
- Parent/Legal guardian bringing students to school or picking them up are required to follow the driving pattern indicated by school staff.
- We recognize that there are times when parent/legal guardian may be frustrated or angry about a situation at the school. The best way to resolve conflicts is calmly. All staff members are expected to always act professionally. We ask that parent/legal guardian, also, remain that way. Raised voices and/or threats may lead to defensive behavior and then nothing is accomplished. Disruptive adults may be escorted from the building. The police may be called, and the adult may be banned from the school premises.
- Verbal harassment such as cursing, derogatory comments, jokes, slurs, or threats is prohibited and a cause for parent/legal guardian to be barred from campus.
- Physical harassment such as unnecessary or offensive touching, impeding, or blocking movement, or touching a staff member or Student in anger is prohibited and a cause for a parent/legal guardian to be barred from campus. Police will be notified.
- Visual harassment such as derogatory gestures or symbols is prohibited and a cause for parent/legal guardian to be barred from campus.
- Teachers are not able to stop teaching to take phone calls or meet with you. Please follow the procedure laid out in Communication Guidelines to set up a meeting with a teacher.

*Please remember that school is a professional workplace for our staff and an academic workplace for our students. Please treat this environment as you would any other professional workplace.*

## **Field Trips**

All classes will participate in field trips throughout the school year. Field trips provide valuable and worthwhile learning experiences for students and are related to the curriculum. Parental/Legal Guardian permission slips are required for each student participating in these activities. A field trip is an extension of the regular school day. While most field trip locations are open to the public and parent/legal guardian who are not serving as chaperones are free to attend a public place, parents will not be permitted to join their student's group. Students are required to return to the school via EAAECS provided transportation and follow regular dismissal procedures. School Administration will determine the dress code for all trips.

If a family is unable to afford a trip, please contact the student's teacher for payment arrangements. In some cases, a student whose parent/legal guardian is unable to pay may request financial support. Any adult who chaperones a field trip is required to have the appropriate criminal background and child abuse clearances on file at the school.

## **Flag Salute and The Pledge of Allegiance**

Each day, EAAECS begins with a recital of the Pledge of Allegiance and a flag salute.

- Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag based on personal belief or religious convictions.
- Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

## Food Service

EAAECS have been approved by the Pennsylvania Department of Education as Community Eligibility Provision (CEP) sites. This means that all students are entitled to a free breakfast and lunch without the requirement of completing lunch applications. Students do not need to bring food to school unless there is medical need.

If a student wishes to pack a lunch, healthy packed lunches are permitted in the school building. These lunches should qualify as nutritious according to the Pennsylvania Department of Education's Division of Food and Nutrition Program.

Students who bring lunches that do not follow these healthy guidelines, will be given the opportunity to eat the school lunch. School staff will contact the parent/legal guardian to discuss the concerns.

***Please do not include the following food:***

- Candy/Gum
- Glass Bottle or containers
- Peanut Products
- Containers that are difficult for your child(ren) to open
- Fast Food
- Containers that easily leak or spill
- Soda
- Food that must be heated or refrigerated



## Grievance

Parent/Legal Guardian have the right to file a grievance for any actions/decisions made by the Board of Trustees that impact their student or family. The following steps must be done to file a grievance:

- Write a letter to the Board President outlining or detailing your concerns.
- In that letter, you may request a date for a hearing. The Board of Trustees will respond to the request within 30 days of receipt of this letter.
- A sub-committee/mediator will be assigned to hear the grievance.
- A decision completed in writing will follow within seven (7) days.

In the case that the school is unable to provide satisfactory resolution to a grievance or concern families may submit their complaints in writing to the Pennsylvania Department of Education at the following address:

Pennsylvania Department of Education

Division of Federal Programs

333 Market Street, 7th Floor

Harrisburg, PA 17126

In the case that the Pennsylvania Department of Education is unable to provide a satisfactory resolution to a grievance or concern families may submit their complaints in writing to the United States Department of Education.

## **Lost and Found**

All lost articles, including textbooks, are placed in the lost and found. A student who finds an article can come to the front office to return it. A student who loses an article should go to the office for assistance.

If books, or school equipment are lost or destroyed, payment from the student's parent/legal guardian will be required. Please refer to the Code of Conduct regarding restitution for damages.

## **Parent/Legal Guardian Involvement**

EAAECS community consists of teachers, non-teaching staff, administrators, students, and parent/legal guardian. Parent/Legal Guardian and families are an integral part of a student's education. We welcome your participation in the school community. Students take pride in a school when they see parents and/or guardians and teachers working side by side to create an optimal learning environment. We look forward to working with you!!

*For a full parent/legal guardian involvement policy, please reference the Title I section of this handbook.*

## **Parent/Legal Guardian Volunteering**

On Wednesday, June 10, 2015, Governor Wolf announced the State will waive fees for the Pennsylvania criminal record check and child abuse clearance for volunteers working with children. The fee waiver of \$10 per clearance has been in effect as of July 25, 2015. The child

protection law requires volunteers who have not been a continuous resident of Pennsylvania for the last ten years to obtain an FBI criminal history check, which is not administered by the State government. Volunteers who need the FBI criminal history check will still be responsible for the

\$27 fee. Volunteers who have lived in Pennsylvania for a full ten-years may provide a signed and witnessed waiver in lieu of the FBI criminal history check. We love working with you!

Volunteers are an important part of our school program. EAAECS requires all occasional volunteers, regular volunteers, supervised special events volunteers and unsupervised special events volunteers to have a Criminal History Check (Act 34), Child Abuse Clearance (Act 151), Arrest/Conviction Report (Act 24) and FBI-Fingerprint Clearance prior to volunteering in the school. There are no exceptions that will be made to these requirements. The links for these clearances can be found on the CPTO Facebook page, the school website or in the main office. All clearances must be submitted to the main office.

#### Additional Procedures:

Children not enrolled in the elementary building will not be allowed to accompany volunteers in the classroom or during any school activity for which the parent/legal guardian is volunteering to work with students.

Parent/Legal Guardian and community volunteers must report directly to the office to sign-in and receive a visitor/volunteer badge and then report directly to the classroom/area for which they received permission to volunteer. You may not freely wander the school building unsupervised.

Parent/Legal Guardian and community volunteers that remain in the building until the end of the school day must wait to depart the building when “pick up students” are being dismissed. This is to ensure the safety and well-being of all volunteers and students.

When volunteering in the building please silence your cellular phone.

## Parties And Celebrations

We recognize that birthdays and other events are a very special time, especially for your student.

Parent/Legal Guardian are not required to send in anything with their student. However, if parent/legal guardian would like to send in an item to share with the student’s class, please **DO NOT** send in food items such as cupcakes, candy, or drinks. Only non-food items such as pencils, note pads, erasers, etc. will be permitted.

Parent/Legal Guardian can also choose to donate books or other classroom materials to the class in recognition of the student’s special day. All types of food items will be turned away.

Thank you for understanding. We will also announce your child’s birthday during morning announcements with your signed consent.

## Personal Property

Please clearly mark your student's name on all personal and school related items such as lunchboxes, book bags, coats, sweaters, blazers, etc. For student safety, his or her name should be marked on the inside of all personal and school-related items. EAAECS does not assume responsibility for any personal items that were brought to school by students.

## Items Not Permitted in School

Outside electronic/video games, make up, radios, personal laptops, iPads, skateboards, bicycles, headphones, earbuds, money (unless needed for a trip or school related project which should be placed in an envelope). Cell phones must be turned off before entering the building and they may not be used under any circumstances in the school building or on school property as a camera or a calculator. iPods or MP3 Players, toys, trading cards, pets, or any other item that School Administration deems as a disruption to the learning environment.

***Possession of any of these items during school may subject the student to disciplinary action, as well as confiscation of the items.***

## Report Card and Assessment Descriptions

Assessment 40%

Quizzes 20%

Projects 30%

Student Engagement 10%

Student report cards are sent home at the end of each trimester.

**A** = 90 – 100 **B** = 80 – 89 **C** = 70 – 79 **D** = 60 – 69 **F** = 59 and below

Additional conferences can be scheduled throughout the school year at either the parent/legal guardian or teacher's request. Please feel free to contact the school if you have any questions about your student's academic or artistic progress.

## **Promotion Policy**

Each student who successfully completes the academic work as defined by the Pennsylvania Department of Education and the EAAECS School Board shall be promoted to the next succeeding grade or class. If a student does not achieve the academic standards as prescribed and is not recommended by the teacher and/or the building school principal for promotion, such student may be retained in a class or grade level. Before any pupil can be considered for retention, the student must have gone through the RTII process. Parental/Legal Guardian involvement and input are considered in the determination of pupil retention; however, the ultimate decision shall be determined by the school principal with input from the professional staff.

## **Record Of Access**

The school is required to keep a record of parties obtaining access to education records collected, maintained, or used under this part (except access by parent/legal guardian and authorized employees of the participating agency), including the name of the party, the date access was given, and the purpose for which the party was authorized to use the records.

## **Amendment Of Records at Parent/Legal Guardian's Request**

If you believe that information in the education records collected, maintained, or used under this part is inaccurate or misleading or violates the privacy or other rights of your student, you may request, in writing, that the school amend the information.

The school is required to decide whether to amend the information in accordance with your request within a reasonable period of time of receipt of the request. If the school decides to refuse to amend the information in accordance with the request, it must inform you of its refusal and of your right to a hearing as set forth below.

The school shall, upon request, provide an opportunity for a hearing to challenge information in education records to ensure that such results are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student.

If, as a result of a hearing, the school determines that any information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it must amend such information accordingly and so inform the parent/legal guardian in writing. If, as a result of a hearing, the school determines that the information in question is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it is required to inform you of your right to place in your student's records a statement commenting on the information or setting forth any reasons for disagreement with the school's decision. Any explanation placed in your student's records under this section must be maintained by the agency as part of the records of the student for as long as the record or contested portion is maintained by the agency; if the records of the student or the contested portion is disclosed by the agency to any party, the explanation must also be disclosed to the party.

### **Fees For Searching, Retrieving, And Copying Records**

The school will not charge a fee to search for or to retrieve information under this part but may charge a fee for copies of records which are made for the parent/legal guardian under this part if such fee does not effectively prevent the parent/legal guardian from exercising their right to inspect and review those records. The fee copies are \$.10 per page.

## **Student Health Services Policies and Procedures**

The 2022-2023 Student-Parent/Legal Guardian Handbook sets forth the student health policies and procedures as follows.

### **School Nurse**

Easton Arts Academy Elementary Charter School has a registered professional nurse who is responsible for handling a variety of student health concerns, promoting student health, and for maintaining all medical records on each student. The nurse coordinates and conducts all mandated screenings and health programs and works directly with students to provide care and to give guidance and educational support to students in health-related matters. Parent/Legal Guardian and students are asked to contact the school nurse regarding any special health problems.

If a student becomes ill during the school day, he or she should ask the teacher for a pass to go to the nurse's office. The nurse will determine what care procedure will be followed.

The school nurse will:

- Provide first aid in emergencies. The nurse will notify parent/legal guardian when a student has been hurt or suddenly becomes seriously ill and needs immediate care from a doctor and/or hospital.
- Notify parent/legal guardian when a student can no longer remain in class and needs to be taken home because of injury, illness, or a communicable condition, such as the following: fever of 100.4 or more, suspected contagious disease, vomiting, diarrhea, head lice, cannot remain comfortably in class, and have an undetermined rash.

### **Immunizations**

The Pennsylvania Public School Code now requires all public schools, including charter schools, to determine that a student has been immunized in accordance with state law prior to admission to school. The school nurse is responsible to review each student's immunization records to ensure that he or she meets state requirements.

A student whose parent/legal guardian fails to provide complete and accurate immunization records to the school nurse risks exclusion from school until state immunization requirements are met.

## **Students In All Grades (K-5) Need the Following Vaccines**

4 doses of tetanus, diphtheria, and acellular pertussis (usually given as DTP or DTaP or DT or Td) (1 dose on or after the 4th birthday)

4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given, but a 4th dose is unnecessary if the 3rd dose was administered at age 4 years or older and at least 6 months after the previous dose)

2 doses of measles (usually given as MMR)

2 doses of mumps (usually given as MMR)

2 doses of rubella (German Measles) (usually given as MMR)

3 doses of hepatitis B

2 doses of varicella (Chickenpox) or evidence of immunity

On the FIRST DAY OF SCHOOL, unless a student has a medical or religious/philosophical exemption, a student must have had at least one dose of the above vaccinations or risk exclusion. If a student does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the student must receive that dose within the first five (5) days of school or risk exclusion. If the next dose is not the final dose of the series, the student must also provide a medical plan within the first five days of school for obtaining the required immunizations or risk exclusion. The medical plan must be followed, or the student may face exclusion from school.

The school nurse will review the student's immunizations to verify the student meets the standards set by the Pennsylvania Department of Health. If a student's immunization records do not meet state requirements, the student will not be permitted to attend school.

If immunization is against a student's religious beliefs, or a parent/legal guardian has a strong moral or ethical conviction against immunization, the parent/legal guardian must provide the school nurse with a written statement stating the reason for the objection. If immunization is not medically advisable at a particular time, a physician must sign the

**"Statement of Exemption to Immunization Law" form. If a student is exempt from immunization, he or she may be excluded from school during an outbreak of a vaccine-preventable disease.**

It is the school nurse's responsibility to ensure that all students have been properly immunized in accordance with the Pennsylvania Department of Health regulations. If a student is missing the appropriate records or does not have up-to-date immunizations, the school nurse will send a letter home to notify the parent/legal guardian. If the up-to-date immunization records are not brought to the



school within the first 5 days of school and/or there is no documentation to support that a student received the out-of-date immunizations, the student may be excluded from school.

### **schedule of required dental and physical examinations and requirements for physician's authorization and other forms**

State law requires charter schools to provide the following health services for students who attend or who should attend an elementary school.

#### **Mandated School Health Services**

SERVICE	K	1	2	3	4	5	Notes
School Nurse							
Services	x	x	x	x	x	x	
Maintenance of							
Health Record	x	x	x	x	x	x	
Immunization							
Assessment	x	x	x	x	x	x	
Medical							*Required on original entry- K or
SERVICE	K	1	2	3	4	5	Notes
							*Required on original entry- K or
Growth Screen	X	X	X	X	X	X	
Hearing Screen	X	X	X	X			
Scoliosis Screen							

Tuberculin Test	*	*					*Required on original entry- K or 1st grade. Unless approved to
Vision Screen-Far							
<del>Visual Acuity Test</del>	<del>x</del>	<del>x</del>	<del>x</del>	<del>x</del>	<del>x</del>	<del>x</del>	
Vision Screen-Near							
Vision Screen-Convex Lens Test (Plus Lens)		X					1st grade students meeting criteria & new students (any grade) not previously screened
Vision Screen-Color Vision Test		*	*				*1st or 2nd grade & new students (any grade) not previously screened
Vision Screen-Stereo/Depth Perception Test		*	*				*1st or 2nd grade & new students (any grade) not previously screened

State law requires students to have updated health and dental examinations upon entering a school for the first time and at the following intervals:

- Updated dental assessments when starting 3rd Grade

Required medical and dental examinations and immunizations are oftentimes performed by the student's primary care provider. If so, the provider may use the school-provided evaluation forms,

which are PA Department of Health (DOH) approved. EAAECS will accept the provider's own form, as long as it is comparable to the DOH-approved form.

If assistance is needed to fulfill medical requirements for enrollment and continued attendance, then it is the responsibility of the student's parent/legal guardian to notify the school principal of such need. Otherwise, it is the responsibility of parent/legal guardian to make sure that their students have fulfilled the necessary requirements for enrollment and continued attendance.

A doctor's authorization is also required for any of the following:

- Any medication given.
- Any controlled drug.
- Emergency medication kept on hand, i.e., inhalers, EpiPen's (physician instructions required)
- Annual update of doctor's authorization for long-term care.

Upon return to school after major surgery or hospitalization, a physician's release must be presented to the school nurse, specifying any necessary restrictions or concerns.

When a student is excused from participation in physical education for medical reasons, he/she must provide the school nurse with a written excuse from a doctor or his or her parent/legal guardian.

Students participating in school-sponsored athletic programs must complete a physical examination every year of participation.

**We recommend that you submit a copy of updated health and dental assessments every year after your student sees his or her physician and/or dentist, so that the school nurse will have current information.**

Please contact the school office to obtain the necessary health forms. Your student's health provider must complete the forms, which may be returned to the school nurse in person or by mail or fax.

## **Medication**

Students are not allowed to bring any kind of prescription or over-the-counter medication to school, except for the management of Asthma, Diabetes, or severe allergic reactions (see below for additional information about these exceptions). All medications should, if possible, be given by the parent/legal guardian at home.

If medication must be administered at school, a physician must have prescribed the medication, and arrangements must be made through the school nurse's office for the school nurse to administer the medication. The medication must be furnished by the parent/legal guardian, in the original container and be properly labeled, at a meeting with the school nurse. The parent/legal guardian and the nurse will verify the medication and the written order. The medication will be counted and documented. The parent/legal guardian must have the form for medication administration completed by the student's healthcare provider.

## **Asthma Inhaler**

Students with asthma should bring an inhaler prescribed by their doctor to school each day in accordance with Act 187. This law permits students who, with a physician's diagnosis of asthma, medication orders, parental/legal guardian permission, and demonstrable responsible behavior, to carry and self-administer their own medication via an asthma inhaler. In this situation, the school nurse will communicate the exception in writing to the appropriate staff members, so they are aware that a particular student is permitted to carry his/her inhaler. As supported above, exceptions must be approved by the CEO, though the school nurse may make an exception on a temporary basis when unusual circumstances exist.

EAAECS is relieved of any responsibility for the benefits or consequences of the prescribed medication and bears no responsibility for ensuring that the medication is taken.

As part of responsible behavior, the student must notify a staff member as soon as breathing becomes difficult, and following each use of the inhaler, the student must notify the school nurse.

The student is prohibited from making medication or any medical equipment available to other students. Any student who does so will be in violation of, and therefore subject to discipline under, the Student Code of Conduct. Violation of school policy and procedures also may result in restriction of the student's privilege to self-administer medication or equipment.

## **Self-Monitoring And/or Management of Diabetes**

EAAECS recognizes that several students may have medically certified diabetes requiring medication, equipment, or machinery to be administered during school hours to maintain health and to function in the school setting.

Diabetic students may possess on their persons, including bookbags and handbags, all necessary supplies, equipment, and prescribed medication to perform self-monitoring and treatment.

Upon written consent of a student's parent/legal guardian, the student with diabetes will be permitted to perform blood glucose checks, treat hypoglycemia and hyperglycemia, and otherwise attend to the care and management of his or her diabetes in the classroom, in any area of the school or school grounds, and at any school-related activity. The consent form must include a statement from the treating physician, certified registered nurse practitioner or physician assistant indicating that the student has successfully demonstrated capability of independent monitoring and responsible behavior in self-administering treatment or prescribed medication.

EAAECS is relieved of any responsibility for the benefits or consequences of the prescribed medication and bears no responsibility for ensuring that the medication is taken.

As part of responsible behavior, the student must notify the school nurse following each use of medication or equipment for the student's diabetes-related condition.

The student is prohibited from making medication or any medical equipment available to other students. Any student who does so will be in violation of, and therefore subject to discipline under, the Student Code of Conduct. Violation of school policy and procedures also may result in restriction of the student's privilege to self-administer medication or equipment.

### **Severe Allergic Reactions**

Upon written consent of a student's parent/legal guardian, a student at risk for severe and life-threatening allergic reaction will be permitted to carry and self-administer EpiPen or other epinephrine auto injector. The consent form must include a statement from the treating physician, certified registered nurse practitioner or physician assistant indicating that the student has successfully demonstrated capability of independent monitoring and responsible behavior in self-administering treatment or prescribed medication.

Parent/Legal Guardian of students with severe allergies are requested to provide the school nurse with an extra EpiPen or other epinephrine auto injector in case of an emergency. The school is under no obligation to maintain a supply of EpiPen or other epinephrine auto injectors and is relieved of any responsibility if a student's parent/legal guardian has not provided the school nurse with an extra EpiPen or other epinephrine auto injector for his or her student, or for the benefits or consequences of self-administration thereof and bears no responsibility. As part of responsible behavior, the student must notify the school nurse following each use of an EpiPen or other epinephrine auto injector.

The student is prohibited from making the EpiPen or other epinephrine auto injector available to other students. Any student who does so will be in violation of, and therefore subject to discipline under, the Student Code of Conduct. Violation of school policy and procedures also may result in restriction of the student's privilege to self-administer medication or equipment.

## **Illness Or Infectious Condition**

A student may not attend school if any of the following symptoms are present or suspected by a physician or the school nurse:

- Fever: Students should remain home or be sent home if they have a 100.4-degree temperature.
- Conjunctivitis (“pink eye”): A student may return only after discharge discontinues and 24 hours of treatment is completed.
- Rashes: Unidentified rashes must be diagnosed by a healthcare provider.
- Impetigo: Your student must be seen by a healthcare provider.
- Diarrhea: The student experiences diarrhea two days in a row or three times in one day.
- Vomiting: The student experiences repeated forceful evacuation with other symptoms or the student’s inability to eat.
- Lice (see below).
- Ringworm (see below).
- Any other contagious condition: measles, chickenpox, mumps, whooping cough, or streptococcal infections that are still contagious.

In addition, a student shall not attend school if he or she is experiencing any unusual discomfort such as an earache or other pain that causes the student to cry or to experience significant pain.

Cooperation of parent/legal guardian with this policy, as mandated by state law, will minimize the number of days that students and staff are sick, thus helping to maintain a healthy learning environment. Source: 28 Pa Code §§ 27.71 - 27.73

## **Lice And Ringworm**

Title 28, Chapter 27 of the Pennsylvania Department of Health’s Regulations of Communicable and Non- Communicable Disease, governs the exclusion from school and readmitting to school of students regarding infectious conditions such as lice and ringworm. If a student has been so diagnosed by a physician or is under such suspicion by the school nurse, the student will be excluded from school for a period of time until he or she is judged noninfectious by the school nurse or by the student's physician.

A student with lice should be treated with a lice shampoo, and the school nurse must be notified of appropriate treatment.

A student with ringworm of the body must be treated with an antifungal ointment and covered. Ringworm of the scalp requires treatment prescribed by a physician and must be covered while at school. The school nurse must be notified of appropriate treatment.

The student will be readmitted to school if the nurse is satisfied that the live infestation is noncommunicable, or when the student presents a certificate of non-infectiousness from a physician.

## **Bed Bugs**

While bed bugs are not known to transmit diseases, their occasional transport into school can cause annoyance. It is sometimes possible for a few bed bugs to be carried to school from a home by hiding in clothing or a backpack. Below are several steps you can take to help reduce the risk of bed bugs hitchhiking to school:

- Please keep all clothes, shoes, backpacks, lunch boxes, coats, homework, books, and laptops away from beds and upholstered furniture.
- Any items that are stored near beds or other furniture should be placed in a clear plastic bin or plastic bag until the student needs to take them outside the home.
- If you suspect that these items have been in contact with beds or other furniture, please place these items in a dryer on medium-high heat for at least 20 minutes. If any of these items can be laundered, washing, and drying on the hottest settings that the fabric can safely withstand (at least 113 degrees F for at least 1 hour) is recommended to kill bed bugs. The higher the temperature, the shorter the time needed to kill bed bugs at all life stages.
- Use a protective cover that encases mattresses and box springs. Check the cover regularly for holes.

EAAECS will help by discreetly conducting its own check of items that are brought to school if there is information or reasonable suspicion that bed bugs were carried into school. This check will be accomplished without interruption to your student's education.

## **Ongoing Need for Current Information**

If a student has any chronic health problems, parent/legal guardian must update his/her health status yearly. There may be instances when it would be essential for the school nurse to be able to immediately contact a student's parent/legal guardian. It is very important that the nurse has current telephone numbers in order to contact a parent/legal guardian or designated person in case of an emergency.

## **Transportation**

It is the responsibility of a student's parent/legal guardian to provide transportation home, to a doctor, or by ambulance if such a need arises. It is their responsibility to obtain medical attention unless an emergency is so serious that the student must be taken immediately from school to a doctor. In case of such an emergency, the parent/legal guardian will be notified as soon as possible, and a school employee will remain with the student until the parent/legal guardian arrives at the school or treatment site. Easton Arts Academy Elementary Charter School is not responsible for any costs of emergency care or transportation.

### **Return To School After Accident**

If a student returns to school following an accident with restrictions, a physician's note outlining the restrictions must accompany the student. The student or the student's parent/legal guardian is required to deliver the physician's note outlining the restrictions to the school nurse on the first day the student returns to school following an accident.

## **Homebound Instruction**

The purpose of homebound instruction is to provide students with some level of instructional services during a temporary period of absence so that, on return to school, they can re-engage successfully with their instructional programs.

A student may be eligible for homebound instruction if he or she is confined to home or hospital for physical disability, illness, injury, urgent reasons, or when such confinement is recommended for psychological or psychiatric reasons. The term, "urgent reasons," will be strictly construed and does not permit irregular attendance. The student's condition must be temporary in nature, and the temporary condition must be anticipated to last more than four (4) weeks. Additionally, the

student's need for homebound instruction must be formally documented by a physician or psychiatrist. Any parent/legal guardian who wishes to enroll his or her student in homebound instruction should contact the school counselor.



## **Suicide Awareness and Prevention**

The impact of students' mental health on their academic performance and the effect of mental health issues and suicide on students and the entire school community are significant. The Board of

Trustees of EAAECS is committed to maintaining a safe school environment; protecting the health, safety, and welfare of its students; promoting healthy development; and safeguarding against the threat or attempt of suicide among school-aged youth. Therefore, to ensure the safety and welfare of its students, EAAECS will take a multi-faceted approach to educate students and staff on the actions and resources necessary to prevent suicide and promote mental well-being.

## **Intervention/Prevention**

Staff, students, parent/legal guardian who suspect that a student may be contemplating suicide, or who becomes aware of any threat or witnesses any attempt towards self-harm that is written, drawn, spoken, or threatened, should immediately notify the CEO, who will ensure immediate involvement of the school's crisis response team and implementation of emergency response protocols.

If an expressed suicide thought or intention is made known to member of the school community during an internship or afterschool program and the CEO or other school administrator is not available, call for help:

610-252-9060 (Crisis Intervention Hotline in County of Northampton)

1-800-SUICIDE (1-800-784-2433) (Crisis Services of the Treatment Advocacy Center, National Hope line Network)

1-800-273-TALK (8255) (National Suicide Prevention Lifeline/suicidepreventionlifeline.org)

Thereafter, as soon as possible, inform the CEO of the incident and actions taken.

## **Textbooks And Instructional Materials**

All Students will be issued the necessary textbooks and instructional materials for the subjects they are taking. The care of these textbooks and materials is the student's responsibility and any damage to a book beyond normal wear will result in a fine.

Parent/Legal Guardian are financially responsible for damaged or lost textbooks. To decrease damage to books we strongly recommend the following precautions:

- HARDBACK textbooks are expected to be covered with commercial book covers or brown paper bag covers. PLEASE, no clear contact paper on hardcover books.
- SOFTBACK textbooks (workbooks) should be covered with clear contact.

## **Visitors**

We welcome school visitors and hope you will come see us over the course of the year. For us students' safety and for the benefit of their learning all visitors are required to first report to the main office. Visits during instructional time shall be permitted only with the CEO and/or school principal's approval and with a 24-hour notice. Such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. The Administration has the right to refuse entry or to request unauthorized persons to leave the school.

When arriving at school:

- Check-in with the school's front desk. You must show the front desk staff a state
  - ID or driver's license.
- You will receive a visitor's pass that must be worn while in the school building.
- You may be escorted to your destination by a school employee.

## **Wellness Policy**

The Board of Trustees of EAAECS, in combination with students, parent/legal guardian, administrators, faculty and staff, is committed to providing a school environment that promotes and protects children's health, well-being and ability to learn by supporting healthy eating habits and physical activity. To foster such a school environment, the Board of Trustees of Easton Arts Academy Elementary Charter School sets forth the following goals and adopts the following Wellness Policy on Physical Activity and Nutrition.

## **Withdrawals**

When withdrawing a student from school, the parent/legal guardian should notify the school registrar in advance and a disenrollment form must be signed. It is the student's responsibility to return all district property before they are officially withdrawn. Student records will be transferred to their new school upon request once a disenrollment form has been completed.

## EAAECS Academic Integrity Policy 2022-2023

**Please read this document carefully before signing.**

EAAECS is a place where learning and academic achievement are based on respect, excellence, accountability, consideration, and honesty. We hold our students to the highest standards of performance and integrity, and we expect each student and staff member to maintain those standards and strive for continuous improvement. We expect our students to take responsibility for their actions to maintain academic honesty. This will support a positive teaching and learning environment for everyone.

The following are violations of the Academic Integrity Policy:

Cheating: copying, using, or attempting to use unauthorized materials, information, or study aids in any academic exercise.

Facilitation: helping or attempting to help another student violate any provision of the Academic Integrity Policy.

Falsification: making up or forging information/data or a citation in any academic exercise.

Plagiarism: representing the words or ideas of another as one's own in any academic exercise.

These violations (as set out in the tables on the following page) fall within one of two categories: Level 1 or Level 2. The appropriate disciplinary consequence is assigned to correspond to the level of the offense, depending upon the frequency or severity of the offense.

Offenses are cumulative throughout a student's career at EAAECS Charter Prep School. A violation of the Academic Integrity Policy may impact a student's continued enrollment at Easton Arts Academy Elementary Charter School.

<b>VIOLATION</b>	<b>TYPE</b>	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> (OR SUBSEQUENT OFFENSE)</b>
Copying another student's homework, class work, or ideas without the instructor's permission <u>(cheating/plagiarism).</u>	<b>Level 1</b>	Parent/Legal guardian notified, and student fails assignment. OR Disciplinary referral to and conference with administrator	Student fails assignment AND Disciplinary referral to administrator for assignment to two-day suspension OR

Allowing another student to copy homework or classwork without the instructor's permission (facilitation).		OR Other discipline under the student code of conduct	Other discipline under the student code of conduct
Not acknowledge another writer's ideas or direct words within a given assignment. A list of resources alone is not sufficient (plagiarism).			
Copying or paraphrasing an excerpt from the Internet or any other resource without citing the source (plagiarism).			
Cheating on exams, tests, and quizzes.	<b>Level 2</b>	Student fails assignment AND Disciplinary referral to administrator for assignment to two-day suspension OR Other discipline under the student code of conduct	Student fails assignment AND Disciplinary referral to administrator for assignment to two-day suspension from school or other discipline under student code of conduct
Copying or buying an essay, lab report or project.			
Using an assignment from a student who previously took the class.			
Using a computer translator in a World Language class.			
Obtaining information about the content of an exam, test, or quiz from a student who has already taken the exam/quiz (cheating).			
Providing information about the content of an exam, test, or quiz to a student who has not taken the exam/quiz (facilitation).			

Making up a source to use as a citation in an assignment (falsification).			
Use of an electronic device to aid in violating the Academic Integrity Policy			
Any academic integrity violation not listed.			

## Internet Acceptable Use Agreement 2022-2023

Please read this document carefully. Your signature on the final page, identifying that you have read the Family Guidebook also indicates agreement with the Internet Acceptable Use Agreement.

Internet access is available to students and teachers at the school.

We are very pleased to bring this access to students and staff and believe the Internet offers vast, diverse, and unique resources to both Students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The signature(s) at the end of this book is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Technology is a valuable and real-world educational tool. The policy outlined below applies to all technology use including but not limited to Internet use. The Acceptable Use Policy for Technology applies to all students, staff, and volunteers allowed access to school technology resources.

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to inside school use and may in certain instances apply to personal use of technology outside of the school. Where personal outside use of technology threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other Students or staff to participate in school, these activities may be viewed as a violation of the Acceptable Use Policy and may be subject to disciplinary measures. The types of electronic and digital communication references in this Acceptable Use Policy include, but are not limited to, social networking sites, cell phones, digital cameras, text messages, email, voice messages, chat rooms and instant messaging.

The school's goal is to prepare its members for life in a digital global community. To this end, the school will:

- Integrate technology with project-based learning to enhance learning
- Encourage critical thinking, communication, and problem-solving skills
- Provide a variety of technology tools and related technology skills

Our school will make every effort to provide a safe environment for learning. School technology is to be used to enhance student learning.

Copyright/Intellectual Property Identity: All sources obtained for student work must be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to and from a school without expressed permission from the owner is a violation of the Federal Law.

## **Examples Of Unacceptable Uses**

Students and staff have the responsibility to respect and protect the rights of every other user in the school and on the Internet. Changes on the Internet are occurring rapidly. Therefore, additional rules and restrictions may be added at any time. Users are responsible for reading and following the rules:

Users are not to send, receive, view, upload, download, store, access, print, post, distribute, or transmit material that is harmful to minors, indecent, obscene, pornographic, child pornographic, terroristic, sexually explicit, or sexually suggestive.

This includes but is not limited to: Visual Depictions. Examples include, taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (such as, sexting, emailing, texting, among others). Users must not advocate the destruction of property.

Users are not to send, receive, view, upload, download, store, access, print, distribute, or transmit inappropriate matter as defined in this Policy, and material likely to be legally offensive or objectionable to recipients.

Cyberbullying another individual or entity is punishable under the EAAECS Code of Conduct. See School's Bullying/Cyberbullying Policy.

Users are not to access or transmit gambling information or promote or participate in pools for money, including but not limited to, basketball and football, or any other betting or games of chance.

Users are not to participate in discussion or news groups that cover inappropriate and/or objectionable topics or materials, including those that conform to the definition of Inappropriate Matter in this Policy.

Users are not to send terroristic threats, hateful mail, harassing communications, discriminatory remarks, and offensive, or inflammatory communications.

Any use of technology in an illegal manner or to facilitate any illegal activity will be reported to the proper authorities.

Users will not communicate through email or text messages for non-educational purposes or activities, unless it is for Incidental Personal Use as defined in this Policy. The use of

e-mail to mass mail non-educational or non-educational related information is expressly prohibited (for example, the use of the "everyone distribution list, or all student/staff lists, building level distribution lists, or other email distribution lists to offer personal items for sale is prohibited).

Users are not to engage in commercial, for-profit, or any business purposes, (except where such activities are otherwise permitted or authorized under applicable School policies) conduct unauthorized fundraising or advertising on behalf of the school and

non-School organizations; engage in the resale of School's Computer resources to individuals or organizations; or use of the school's name in any unauthorized manner that would reflect negatively on the school, its employees, or students. Commercial purposes are defined as offering or providing goods or services or purchasing goods or services for personal use.



Users are not to engage in political lobbying.

Users are not to install, distribute, reproduce, or use unauthorized copyrighted software on School Computers, or copy School software to unauthorized Computer systems, intentionally infringing upon the intellectual property rights of others or violating a copyright.

Users are not to install Computer hardware, peripheral devices, network hardware or system hardware. The authority to install hardware or devices on School Computers is restricted to the Administration and/or designee.

Users are not to encrypt messages using encryption software that is not authorized by the school from any access point on School equipment or School property. Users must use School approved encryption to protect the confidentiality of sensitive or critical information in the school approved manner.

Users are not to access, interfere, possess, or distribute confidential or private information without permission of the school's administration. An example includes accessing other Students' accounts to obtain their grades or accessing other employees' accounts to obtain information.

Users are not to violate the privacy or security of electronic information.

Users are not to send any School information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the school's business or educational interest.

Users are not to send unsolicited commercial electronic mail messages, also known as spam.

Users are not to post personal or professional web pages on the school's website without administrative approval.

Users are not to post anonymous messages.

Users are not to use the name of the "Easton Arts Academy Elementary Charter School" in any form in blogs, on School Internet pages or websites not owned or related to the school, or in forums/discussion boards, and social media sites, to express or imply the position of the Easton Arts Academy Elementary Charter School without the expressed, written permission of Administration, and/or designee. When such permission is granted, the posting must state that the statement does not represent the position of the school.

Users are not to bypass or attempt to bypass Internet filtering software by any method including, but not limited to, the use of anonymizers/proxies, tunnels, SSH terminals, or any websites that mask the content the User is accessing or attempting to access.

Users are not to advocate illegal drug use, whether expressed or through a latent pro- drug message. This does not include a restriction of political or social commentary on issues, such as the wisdom of the war on drugs or medicinal use.

Users are not to attempt to and/or obtain personal information under false pretenses with the intent to defraud another person.

Users are not to use location devices to invade a person's privacy or to harm or to put another person in jeopardy.

Users are not to plagiarize works that are found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as they were yours.

Users are not to post false statements or steal the identity of another person.

### **Reporting:**

Users must report immediately any damage or change to the school's hardware that is noticed by the user.

### **Administrative Rights:**

The administration has the right to monitor student use of computers, and computer accessed content. The administration reserves the right to amend or add to this policy at any time without notice.

### **Policy Violations:**

Violation of the above school rules will be dealt with by the administration of the school. Violation of these rules may result in any or all of the following:

- Loss of school network, computer, and Internet access.
- Issuance of consequence as found in the Student Code of Conduct.
- Disciplinary action including, but not limited to, a hearing before the Board of Trustees and/or legal action by the school, including out-of-school suspension and expulsion.
- Staff/parent/legal guardian contact for student misuse.
- Confiscation of inappropriate item(s).
- Restitution/restoration.
- The CEO reserves the right to establish additional rules and take appropriate actions to implement this policy.

**The CEO retains the right to amend this guidebook for just cause. Parent/Legal Guardian will be given prompt notification if changes are made.**

## **REPORTING ABSENCE INFORMATION**

Dear Parent/Legal Guardian:

Absences due to Family Trips must be submitted in writing with a parent/legal guardian signature, emails will not be accepted, to the school principal at least 10 days in advance.

Please complete the form on the following page if you are requesting pre-approval for a family trip. Submit the completed form to the school principal no later than 10 days prior to the date of your planned family trip. One form must be submitted for each student. When planning a family trip, we request that you keep the following in mind:

### **Academic Concerns**

Absences from school may have an adverse effect on the academic achievement and grades of students. If your student is having trouble with course work or receiving poor grades, it is our recommendation that the requested trip be planned on non-school days.

It is the responsibility of the student and parent/legal guardian to notify individual teachers of an anticipated absence and to make up all work and tests missed. The student should see teachers upon returning to ensure that all assignments have been completed.

### **Excessive Absenteeism**

Excessive absenteeism generally results in decreased academic achievement. To prevent this, EAAECS will communicate with parent/legal guardian on a timely basis through teachers, school counselors, administrators and through letters, electronic communication, and conferences.

The school principal reserves the right to require verification of illness by a doctor's excuse or attendance at an appointment/judicial appointment at any time.

**Absences more than 10 school days in a given school year must be covered by a doctor's excuse or they may be considered unexcused.** If an illness is chronic or severe such that extended or frequent absence is anticipated, a doctor's excuse should be presented to the school nurse. This excuse should explain the nature of the illness.

Time away from school for educational trips counts toward the 10-day limit. In exceptional situations, an administrator may waive this limit after a thorough review of all circumstances.

Any unexcused absence may result in the loss of credit for any work missed on the day(s) of absence.

Thank you for your cooperation.

## **EXCUSE FOR ABSENCE FORM**

Date of absence: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Reason for absence: \_\_\_\_\_

\_\_\_\_\_

Parent/Legal Guardian Signature \_\_\_\_\_

*(For Office Use Only)* Excused Absence \_\_\_\_\_ Unexcused Absence \_\_\_\_\_

EAA Employee Name: \_\_\_\_\_

(Please Print)

## **VACATION ABSENCE FORM**

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Date of Absence: From: \_\_\_\_\_ To: \_\_\_\_\_

Anticipated date of return to school: \_\_\_\_\_

Destination and educational aspect for trip: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Legal Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip  
Code \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

This form should be submitted to the principal no later than 10 days prior to the absence and one form submitted for each child(ren). The form will be kept as a record of absence and excuse note (which no more than 10 parent note excuses are allowed).

Each day out of school will count as one (1) parent note. The absences will not be excused unless all schoolwork has been completed and returned to their teacher.

**EARLY AAPPOINTMENT AND END-OF-DAY PICK UP FORM**

Date of Pick-Up (today's date): \_\_\_\_\_

Time of Pick-Up: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of party to be picking up student if not a parent/legal guardian (individual must be on

Emergency Contact Form): \_\_\_\_\_

\_\_\_\_\_

Parent/Legal Guardian Name (please print and sign)

**SCHOOL HEALTH SERVICES AND STUDENT HEALTH RECORDS MEMORANDUM  
OF UNDERSTANDING (MOU)**

**STUDENT NAME:** \_\_\_\_\_

I understand that Easton Arts Academy health room staff will work with my student and myself to ensure wellness and good health habits.

I understand that Easton Arts Academy Elementary Charter School (EAAECS) provides school health services as required by the Pennsylvania School Code and Pennsylvania Department of Health Regulations, which include:

Maintenance of school health records

Vision & hearing screenings

Dental exams\* (Grades 1, 3)

Height & weight screening

Physical exams\* (Grade K)

\*Parent/Legal Guardian are encouraged to seek examination from primary care provider

I understand that I will be notified, and my written permission requested for school physical and/or dental examinations, should I elect these school services.

I understand that I will be notified of recommendations for further evaluation because of the screenings or school examination findings.

I understand that the information will be kept confidential by the health room staff and that it may be shared in confidence with other school professionals when it would be in the best interest of my student's health and education to do so.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

**AUTHORIZATION FOR MEDICATION DURING SCHOOL HOURS**

To: School Nurse

Date: \_\_

My student, \_\_, must receive the following prescribed medication during school hours to maintain sufficient health to participate in the school program. I will provide the medication in an appropriately labeled, original pharmacy container, as well as all over the counter (OTC) medication my physician has ordered.

Name of medication: \_\_\_\_\_

Prescribed dosage: \_\_\_\_\_

Time schedule: \_\_\_\_\_

Physician name (please print): \_\_\_\_\_

Physician telephone number:

\_\_\_\_\_

List of side effects of medication:

\_\_\_\_\_

Diagnosis and necessity of medication during school hours:

\_\_\_\_\_

\_\_\_\_\_



Expected duration of medication regime:

\_\_\_\_\_

The student is excused from these activities while taking this medication\_\_\_\_\_

Physical Education: \_\_\_\_\_ Other: \_\_\_\_\_

**PHYSICIAN SIGNATURE:** \_\_\_\_\_

As the parent/legal guardian, I do hereby release, discharge, and hold harmless Easton Arts Academy Elementary Charter School and its agents and employees, from all liability and claims whatsoever in connection with the administration of the above medication to my student.

**Parent/Legal Guardian Signature:**

\_\_\_\_\_

**\*\*The student may carry a rescue inhaler/EPI-Pen and has demonstrated that it can be properly self-administered, and the student accepts full responsibility for the administration of emergency medication.**

**Prescriber/Physician Signature** \_\_\_\_\_ **Date:**

\_\_\_\_\_

**Parent/Legal Guardian(s) Signature** \_\_\_\_\_ **Date:**

\_\_\_\_\_

**EAAECS ACADEMIC INTEGRITY POLICY SIGNATURE PAGE ACADEMIC YEAR**

**2022-2023**

I understand that cheating, falsifying, facilitating dishonesty, or plagiarizing on exams, tests, quizzes, assignments, projects, or any other schoolwork is a violation of the EAAECS Charter's Academic Integrity Policy. I understand that I am accountable for my actions and that I will accept responsibility and consequences for my actions.

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Student's Full Name

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Student's Signature

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Date

---

Parent/Legal Guardian (please print)

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Parent/Legal Guardian Signature

## **ACADEMIC YEAR 2022-2023 PARENT/LEGAL GUARDIAN/STUDENT**

### **ACKNOWLEDGEMENT FORM**

#### **PLEASE SIGN AND RETURN TO YOUR STUDENT(S) TEACHER(S)**

*We have read this 2022-2023 Student Handbook and the 2022-23 Student Code of Conduct as a family. We understand the written policies and procedures of Easton Arts Academy Elementary Charter School. We will work to support them as well as the mission of EAAECS Charter. We are aware of the information, which includes the Code of Conduct and the Internet Usage, Bullying, Weapons, Drug, Alcohol, Behavior and Attendance Policies provided in the K-5 handbook. We understand the CEO retains the right to amend this guidebook for just cause. Parent/Legal Guardian will be given prompt notification if changes are made.*

---

Student

---

Classroom Teacher

---

Date

My Parent/Legal Guardian and I have discussed the Code of Conduct

---

Parent/Legal Guardian (Please Print and Sign)

---

Student Name (Student to write their own name)

# **Appendix 1**

## **Level 1 Infractions**

Each classroom teacher will provide or involve students in the development of a classroom management plan. The plan will include a list or description of expected and/or prohibited students' behaviors within the class and consequences for failing to adhere to the procedures established which will be shared with parents.

### **Infractions (examples):**

Cheating (homework/classroom assignment)

Disruptive Behavior (non-threatening/non-dangerous)

Inappropriate Dress

Inappropriate Language

Non-Compliance (disrespectful and rude manner)

Possession of Non-school items

Violation of Acceptable Use Policy

Excessive Talking

Failure to meet responsibilities

Non-permanent minor vandalism

**Consequences implemented by the teacher in the Classroom Management Plan include, but are not limited to:**

First Offense

Teacher reprimand

Student conference

Restorative questioning

Loss of Class privileges

Second Offense

Lunch detention

Parent notification

Restorative questioning

Public apology

Loss of class privileges

Third Offense

Lunch detention

Parent/teacher strategy

Written parent notification

Restorative questioning

Public apology

Loss of class privileges

Fourth Offense

Fourth offense of the same behavior is considered chronic and is a level 2 violation.

The classroom management plan will be reviewed in advance and endorsed by an administrator. Students with an IEP are subject to the same behavior standards as all students unless the IEP specifically states otherwise or is a manifestation of the student's disability.

Students who violate the classroom regulations will be dealt with by the classroom teacher according to the classroom management plan or behavioral management plan incorporated in their IEP.

Students will be referred to an administrator when, despite the efforts of the teacher to change the student's behavior, the student refuses or neglects to follow the directions of the teacher.

All Tier 1 behaviors will be documented by staff and become part of the student record (which will be used for determination of consequences if future actions occur).

## **Level 2 Infraction**

### **Infractions (examples):**

Repeated occurrence of Level 1 Infractions

Cheating (assessment)

Disruptive Behavior (threatening or dangerous behavior)

Non-Compliance (response in an escalated manner)

Misbehavior in hallways

Misbehavior in all-purpose room

Chronic disruptive behavior

Inappropriate contact/gestures

Leaving classroom without permission

Threatening another person

Defiance or disrespect

Inappropriate/Abusive language

Vandalism

Misuse or abuse of technology

Stealing

Violation of Medication Policy

Public Display of Affection

**Consequences:**

In addition to any Level 1 consequences:

In School Suspension/Character Building

Out of School Suspension

Parent Contact or Conference by Administrator

Confiscation of banned material (cell phone, iPod, etc.)

Loss of school privileges/ability to participate in performances

Behavior Modification Contract

Lunch Detention

Restorative Questioning

Community Service within the school

## Restitution for Damaged Property

Misconduct, which meets the definition of a Level 2 Infraction may be referred to an administrator for appropriate action within guideline established by the administration.

Students who continue to commit Level 2 infractions will be considered guilty of insubordination, a Level 3 Infraction.

All Tier 2 behaviors will be documented by staff and become part of the student record (which will be used for determination of consequences if future actions occur).

## **Level 3 Infractions**

### **Infractions (examples):**

Repeated Level 2 Infractions

Possession of lighters or matches

Leaving school without permission

Profanity

Permanent Minor Vandalism

Persistent Defiance or Disrespect

Harassment/Bullying

Insubordination

Chronic Stealing

Verbal Fighting

Forgery

Offensive Touching

Terroristic Threats or Behavior

Exposing oneself

Pantsing of someone

**Consequences:**

In addition to any Level 1 or Level 2 consequences:

Prohibited behaviors during school, during school sponsored activities that are on or off school property. All Level 3 Infractions must be referred to an administrator as soon as possible. The consequence for a Level 3 Infraction is 1–5-day suspension left to the discretion of the administrator.

All Tier 3 behaviors will be documented by staff and become part of the student record (which will be used for determination of consequences if future actions occur).

**Level 4 Infractions*****Infractions (examples):***

***Student cited for Level 4 infractions will immediately be suspended up to 10 days. Level 4 infractions include but are not limited to the following types of behaviors:***

Physical Fighting

Abusive Language towards a school employee

Insubordination

Repeated Threats of violence, harassment, or bullying

Permanent Major Vandalism

Theft of school property

Smoking/Vaping on school property

Possession of Tobacco Products

Possession of Drugs/paraphernalia/look-alike drugs & paraphernalia

Repeated occurrences of a Level 3 infraction

Extortion

**Consequences:**

In addition to any Level 3 consequences:

Out of school suspension for 5 – 10 days



Habitual offenders will be defined as either:

Students who have exceeded 10 days of suspension during the current school year for a specific Level 4 Infraction

Student have exceeded 3 separate suspensions during the current school year for any combination of infractions

Suspension and expulsion of IEP students will be in accordance with due process requirements.

Referral to CEO for expulsion hearing.

All Tier 4 behaviors will be documented by staff and become part of the student record (which will be used for determination of consequences if future actions occur).

## **Level 5 Infractions**

### **Infractions (examples):**

*Student cited for Level 5 infractions will immediately be suspended from school for 10 days pending an expulsion hearing. The student will not be permitted to return to school until a conference is held between administration and the parent(s)/guardian(s). Level 5 Infractions may include but are not limited to the following types of behaviors:*

Arson

Setting off the fire alarm

Use/possession/or sale of drugs, drug paraphernalia, or alcohol

Being under the influence of drugs/alcohol

Serious vandalism/theft/or destruction of school property

Use/sale/possession of look-alike drugs or weapons

Possession of any weapons or explosive devices

Use/sale/possession of over-the-counter medications and prescription medications

Terroristic threats

Assault of staff member

Bomb threat or any behavior that could or does result in a lock down or evacuation of the school building

*Note: Any felony not specifically mentioned that was committed while at school or during a school function will be considered a Level 5 offense.*

**Consequences:**

In addition to any Level 4 consequences:

Out of school suspension pending an expulsion hearing

The School Board will determine whether to have an expulsion hearing

Police notification

Suspension and expulsion of IEP students will be in accordance with due process requirements.

All Tier 5 behaviors will be documented by staff and become part of the student record (which will be used for determination of consequences if future actions occur).

**BULLYING POLICY**

PA STATE LAW REQUIRING BULLYING POLICY (Abbreviated) Taken from 24 P.S. & 13-1303. 1-A

Each school entity shall adopt a policy or amend its existing policy relating to bullying and incorporate the policy into the school entity's code of student conduct... The policy shall delineate disciplinary consequences for bullying and may provide for prevention, intervention, and education programs....

In its policy relating to bullying adopted or maintained under subsection (a), a school entity shall not be prohibited from defining bullying in such a way as to encompass acts that occur outside a school setting if those acts meet the requirements contained in subsection (e) (1), (3) and (4).

For purposes of this [law], "bullying" shall mean an intentional electronic, written, verbal or physical act, or a series of acts:

directed at another student or students;

which occurs in a school setting;  
that is severe, persistent or pervasive; and  
that has the effect of doing any of the following:  
    substantially interfering with a student's education;  
creating a threatening environment; or  
substantially disrupting the orderly operation of the school.

“School setting” shall mean in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

## **BULLYING/CYBERBULLYING**

### Section 1. Purpose

The EAAECS Administration is committed to providing a safe, civil, positive learning environment for EAAECS students. The Administration recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, presents an obstacle to social/emotional development of students, and may lead to more serious violence. Therefore, the Administration prohibits bullying by EAAECS students.

### Section 2. Definitions

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students which occurs in a school setting and/or outside a school setting, which is severe, persistent or pervasive and has the effect of doing any of the following:

Substantial interference with a student's education.

Creation of a threatening environment.

Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

Bullying consists of a pattern of repeated harmful behavior by a person with more physical or social power toward a less powerful person. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person. Researchers have identified four (4) forms of bullying:

Physical – the most commonly known form; includes hitting, kicking, spitting, pushing and taking personal belongings.

Verbal – includes taunting, malicious teasing, name-calling, and making threats.

Psychological or Relational – involves spreading rumors, manipulating social relationships, and engaging in social exclusion or intimidation.

Cyberbullying – forms of verbal and psychological bullying may also occur on the Internet through e-mail, instant messaging, or personal profile web sites such as Facebook, Snap Chat, Twitter, Instagram, etc. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the district by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs). All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of EAAECS, offenders shall be the subject of appropriate discipline, which may include legal and/or police proceedings at the discretion of the parent.

Bullying includes unwelcome verbal, written or physical conduct directed at a student by another student that has the intent of or effect of:

Physically, emotionally or mentally harming a student.

Damaging, extorting or taking a student's personal property.

Placing a student in reasonable fear of physical, emotional or mental harm.

Placing a student in reasonable fear of damage to or loss of personal property.

Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

The term bullying shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school and on the way to and from school.

### Section 3. Authority

EAAECS prohibits all forms of bullying by district students.

EAAECS encourages students who have been bullied to promptly report such incidents to the building principal or designee.

EAAECS directs those complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. If the behavior is found to meet the definition of bullying, written documentation shall be submitted to the building principal. The building principal or designee will inform parents/guardians of the victim and person accused. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur because of good faith reports of bullying.

### Section 4. Delegation of Responsibility

Each student and staff member shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The CEO or designee shall ensure that this policy is reviewed annually with students.

The CEO or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

### Section 5. Guidelines

The Code of Conduct, which shall contain this policy, shall be disseminated annually to students/parents/guardians.

The Code of Conduct shall be accessible in every classroom. The policy shall be posted on the school website.