Ada B. Cheston Elementary School
Easton Area School District
723 Coal Street
Easton PA 18042-6499
(610) 250-2542- Phone
(610) 923-6046- Fax

Principal- Kyle Yanders
Assist. Principal- Jeremy Poliskiewicz

Beginning of School Bulletin – August 2024

SCHOOL SCHEDULE

****First day of school for grades K only– Monday, August 26, 2024- Early Dismissal at 12:25pm**

**** New this school year**

First day of school for all K-5 students: Tuesday, August 27, 2024

Please Note: We will once again be following a day 1-5 schedule.

FULL DAY SCHEDULE

8:45 a.m. –Students enter the building
8:50 a.m. – Start of school day
8:55 a.m. - Late arrivals will be marked tardy-All outside doors will be locked (Students must come in main entrance and proceed to main office for tardy slip)
3:28 p.m. – School dismissal – Busses leave at approximately 3:30 p.m.

BREAKFAST PROGRAM

Once again, this year, every student at Cheston will be able to receive free daily breakfast and lunch. All students will eat breakfast in their classrooms when they arrive at school.

SCHOOL LUNCH PROGRAM

Beginning Monday, August 26, 2024 the school cafeteria will be in full operation. Each child shall either bring a packed lunch from home or have one provided by the school

NAME TAGS

Students in kindergarten through grade five are requested to wear the name/bus transportation tag that will be mailed home for the first week of school. ***Please do not peel off the wax paper backing of this tag. Instead, please use a safety pin to attach the tag to your child's backpack.*** Using this method will allow the tag to remain intact. This tag is vital for enabling our staff to assist students in finding their homerooms and also for directing them to the proper bus at the end of the school day. These will be mailed from our Transportation Department.

BUS SCHEDULE

Please check the bus route number, bus stop and approximate pick-up time on your child's bus tag. Please have your child at the bus stop **five to ten minutes prior to the scheduled arrival of the bus.** Please teach your child his/her bus route number. Your child should check the route number ***(posted in the bus window to the left of the bus door)*** **BEFORE** boarding any bus to be certain that it is the correct one. If you have any questions regarding transportation, please call Cheston School at 610-250-2542.

PARENTS OF KINDERGARTEN BUS RIDERS

Please be at your child's bus stop at the end of the day five to ten minutes prior to the time he/she is scheduled to arrive. If you or your designated adult is not at the bus stop, the bus driver will bring the child back to school where you will be required to report to the office, show photo identification and sign the child out.

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IF YOU ARE MOVING

It is necessary for the office to be **immediately** informed of any address or telephone changes and to be supplied with telephone numbers on the emergency cards where you can be reached **at all times**. In addition, if you are moving out of the district we must be notified. A request for records form must be signed in order to enroll your child in the new school. For the safety of all children, it is important that Cheston maintains accurate records for every student who attends our school.

STUDENTS WHO ARE DROPPED OFF EARLY

Please do not arrive at school prior to 8:45 a.m. All doors will remain locked until this time. Entrance to any part of the building will be prohibited unless the parent has office/school business to conduct. There is no staff on duty prior to this time and any parents or guardians who allow their child to arrive early, knowingly place that child in an extremely dangerous unsupervised situation. Staff starts their morning duty at 8:40am.

PARKING

Please obey all parking and traffic pattern signs. For example, our parking lot is one-way and there are areas where parking is not permitted along Coal, Milton and Grant Streets. These procedures are in place in an effort to maintain a safe environment. Please do not double-park on Coal or Reynolds St. Please do not park in front of the school. Please pull into the parking lot into an actual space. Bus drop off/pick will be located on the Coal St. U. Parent drop off/pickup will be located at the Reynolds St U. Parents should pull up on the right side of the U, closest to the school, to drop off students. Pull all the way to the end of the U, and wait your turn to exit back onto Reynolds St. **Do not drop students off on Coal St!!**

SECURITY

Everyone who enters the building **must** sign in and get a visitor pass. Please come directly to the main office to sign in and get a visitor pass. This includes parents who just want to drop something off in the classroom. If anyone is seen in the halls without a pass, they will be escorted back to the office/security desk. This procedure is necessary to maintain a safe environment for your students while they are in school. Please refer to the Elementary School Guidelines Handbook that you will receive at the beginning of the school year for additional information.

DISMISSAL

In the event that you are going to be late picking up your child at dismissal please call the office to notify us **prior to 2:25 p.m.** Your child will wait in the office until you arrive. Once you arrive, you will be required to sign your student out in the Main Office.

If something unforeseeable happens, please be assured that we instruct all students to wait with a staff member who is on outside duty. If the child is not picked up by the time the staff has completed their dismissal duty, your child will be escorted to the office to await your arrival. If your child is not at the usual pick-up location, they have probably gone to the office with school personnel. If you arrive on time and your child is not there, most staff members have access to a walkie-talkie and can assist you in locating your child. Please be cognizant that the office closes daily at 4:00 pm. If a guardian is going to be late, they should make other plans to have their child picked up prior to 4:00 pm. Students who are consistently picked up late will be contacted by the building administration to discuss and make plans to fix this continued issue.

DRESS CODE

Please review this policy carefully when you receive the Elementary Guideline Book. The basic items to keep in mind at the elementary level are: flip-flops or thong shoes without straps are considered unsafe.

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No Heelys will be permitted. No clothing that is excessively baggy, tight or revealing will be acceptable. And, no clothing with inappropriate or offensive slogans will be tolerated.

STUDENT CELL PHONE POLICY
All cell phones must be turned off and stored in their backpacks during school hours. Any unauthorized cell phone use will result in confiscation by school personnel as per the Student Handbook.

NEED TO TAKE MEDICATION?
If your child needs to take medication in school, written authorization, signed by the physician and the parent, is required. **The medication must be delivered to the school nurse by the parent/legal guardian, or adult designee (with authorization), in the original medication container and in an amount not to exceed a 20 school day supply.** This is outlined in the Elementary School Guidelines Handbook.

ATTENDANCE
Parents are not required to call your child out of school for an absence. All students marked absent will receive an automated call from EASD to verify the absence. If you receive the automated phone call and your child should be in school, please contact the main office at 610-250-2542 or **email us at cheston.attendance@eastonsd.org**

*****When your child returns to school after an absence, he or she is required to bring a written excuse from the parent or guardian explaining the reason for the absence within 72 hours of their return to school. Emailed excuses from the parent or guardian will also be accepted. In some cases, as outlined in The Elementary School Guidelines Handbook, a doctor's excuse may be required. If your child is absent for more than 3 consecutive days, a doctor's excuse is required. If we do not receive a doctor's excuse, the student is charged with an illegal absence.**

After an accumulation of 10 days of absences, your child will be required to have a doctor's note for each subsequent absence. If there are extenuating circumstances, a meeting with the administration or school nurse can be arranged.

When possible, please make doctor and dentist appointments for your child **after** school hours. Your child's education is very important. However, we do understand that there are emergency situations when your child needs care as soon as possible so, if you have to make an appointment for your child during school hours, please send a note to the teacher or call the office **prior** to the appointment, preferably first thing in the morning. You will be required to fill out a form when you come in to get your child if we have not received advanced notification. **You will also be required to bring a slip from the doctor, verifying your attendance at the appointment upon the student's return to school.**

FAMILY TRIPS
At the discretion of the building principal, each child is entitled to 5 family trip days per year. You must send in a written request to the principal 10 days prior to your vacation. **No trips will be approved during the weeks of PSSA testing which are the weeks of April 21, 2025 thru May 2, 2025 at the elementary level.**

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BIRTHDAYS AND HOLIDAY CELEBRATIONS

As a school district, we are more conscious of promoting a healthy life style. In accordance to federal policy, all school districts are mandated to formulate a school health council and to develop regulation for encouraging healthy living.

Please see the enclosed Wellness policy handout that describes the district procedures.

Birthdays:
The teachers will acknowledge the children on their special day. However, we do not celebrate birthdays with food items. **Please do not send your child to school with an edible birthday treat as they are not permitted and will not be served. There will be NO exceptions to this rule so; I thank you in advance for your cooperation with this matter.**

Holiday and special celebrations:
Please do not send any food items to school unless your teacher has specifically asked you to do so. Please know there will be times that the teachers or the PTA will provide the children with a tasty treat but in an effort to be health conscious we are limiting the number of occasions when that occurs and the types of foods that are served.

GRADE LEVEL ENTRANCES AND EXITS

Please follow the below instructions as for Ada B. Cheston Elementary School

ALL parent drop off/walkers will enter through the main entrance which lines up with Milton Street or enter through the black fence (courtyard) on Reynolds St.

**Parents should NOT be using the Coal St U for student drop off.

Bus and Daycare drop off/pick will be located on the Coal St. U. Students will be met at their buses by Cheston staff, and will be escorted into the building and enter through the LAMP door.

Parent drop off/pickup will be located at the Reynolds St U. Parents should pull up on the right side of the U, closest to the school, to drop off students. Pull all the way to the end of the U, and wait your turn to exit back onto Reynolds St. Students will walk to the courtyard to enter the building.

SCHOOL BULLETINS AND INFORMATION

Stay updated on what is happening at Cheston by following us on social media. (QR codes for each APP are included in this packet)

You can also find the latest Cheston updates on our Social Media pages:
Facebook – Cheston Cougar
Twitter - @EASDYanders
Instagram – chestonelementary

We also send out a weekly Smore which goes over key information happening at Cheston that will be sent directly to your email on file.

Also, check out our Cheston Cougar News

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https://www.youtube.com/channel/UCLFMr-jQ5laoVkDcZXqPBwA

PLEASE BE SURE TO READ THE ELEMENTARY SCHOOL GUIDELINES WHICH YOU WILL RECEIVE THE FIRST WEEK OF SCHOOL. THIS WILL HELP YOU TO BETTER UNDERSTAND THE PROCEDURES OF THE EASTON AREA SCHOOL DISTRICT.

IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CALL US AT 610-250-2542.

Once again, thank you for your assistance and cooperation. We are looking forward to another exciting and productive year.

Easton Area School District

Education Center • 1801 Bushkill Drive • Easton PA• 18040-8186 • (610) 250-2400

Family Educational Rights and Privacy Act (FERPA)
Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires the Easton Area School District, with certain exceptions, to obtain your written consent prior to disclosure of personally identifiable information from your child's educational records. However the EASD may disclose appropriately designed "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the EASD to include this type of information from your child's educational record in certain publications. Examples include:

- A playbill, showing your student's role in a drama/musical production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of Team members.

Directory information, which is informational that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses, and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without prior written consent. *

If you do not want the EASD to disclose directory information from your child's educational records without your prior written consent, you must notify the building principal in writing. The EASD has designated the following as directory information: (Note: an LEA may, but does not have to, include all the information listed below.)

* Student name
* Address
* Telephone listing
* Electronic mail address
* Photograph/Video
* Date and place of birth
* Major field of study
* Dates of attendance
* Grade level
* Participation in officially recognized activities and sports
* Weight and height of member of athletic teams
* Degrees, honors and awards received
* The most recent educational agency or institution attended

* These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the educational bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

EASTON AREA SCHOOL DISTRICT

EDUCATION CENTER 1801 BUSHKILL DRIVE EASTON, PA 18040-8186
Phone: 610-250-2400 Fax: 610-250-9730
Craig Reichl
Director of Student and Community Services

August, 2024

Dear Parents and Guardians:

The Easton Area School District believes that we share responsibility for promoting healthy food choices for our students. Please see Policy 246 Student Wellness that outlines our dedication to student wellness. In part, this policy establishes the district's response to mandates from Pennsylvania Department of Education and the United States Department of Agriculture. The Easton Area School District recognizes that student wellness and proper nutrition are directly related to a student's physical well being, growth, development and readiness to learn. Therefore, this policy is in place to assist your child's ability to take full advantage of the outstanding educational opportunities offered in the Easton Area School District.

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

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

1. **Please be aware that many of our students have severe allergies to nuts, nut oils, nut products and other dyes. The Easton Area School District will make every reasonable accommodation to ensure a safe environment for students with allergies. This information is shared with our food service department to ensure our students' safety.**

2. **Food Products are not to be sent to school for distribution for your child's birthday. If you wish to celebrate we recommend sending in non food items. please arrange any distributed items with your child's teacher.**

3. **Any events during the school year that will have food as part of the celebration will have to be Principal approved. There are a maximum of 7 events per year in each building. Examples of approved events: Seasonal Festivals/Celebrations, End of Year Celebration, building/grade level based events. These events should still meet the nutritional guidelines set forth by the district.**

4. **Below is a suggested guide for healthy snack and beverage items for your student.**

Fresh Fruit/Vegetables	Low Fat Yogurt	Popcorn	Fig Newtons	Baked Tortilla Chips	Water
Fruit Cup	Cheese	Granola Bars	Baked Crackers	Animal Crackers	100% Fruit Juice
Salsa	Mini Bagels	Raisins	Pretzels	Goldfish	

u **5. For more information regarding healthy choices for snacks please visit our food service provider Healthy Lifestyles Whitsons Culinary Group**

6. To ensure we are meeting our students wellness needs, the Easton Area School District is required to hold quarterly Health and Wellness meetings with staff, food services and the community. If you would like to attend these meetings as a parent representative please email, reichlc@eastonsd.org.

It is the priority of the Easton Area School District to provide a safe wholesome environment for all students and allow them to focus on their learning. On behalf of the Easton Area School District we wish you a healthy, happy and productive school year.

Craig Reichl
Director of Student and Community Services