EASTON AREA SCHOOL DISTRICT
EASTON, PENNSYLVANIA

Dear Easton Families,

Welcome to the Easton Area School District! We are proud of our learning environments and look forward to serving you and your child(ren) 's educational needs.

The purpose of this handbook is to communicate general school information. This handbook will answer many of your questions about the procedures, policies, regulations, and rules of our elementary schools.

This handbook includes two distinct sections. The first section is specific to our kindergarten students and families. The rest of the handbook contains general information applicable to all families with children in grades K-5.

Please refer to this handbook throughout the year. This handbook does not replace direct communication with faculty, staff and administration. Your child's teacher is your first line of communication. We look forward to helping you and your child to perform at their fullest potential. Your suggestions for improvement are welcomed and appreciated.

If there is something that is not clear, or more information is desired, please contact your child's principal.

Thank you and all the best to you and your child(ren) for a great school year!

Sincerely,

Jennifer Hilton
Director of Elementary Teaching & Learning

CALENDAR OF EVENTS

2025-2026

August 19, 20, 21, 2025	Teacher In-Service Days (staff only)
August 25	First Day of School for Grades **K, 6, & 9 - a.m. only**
August 26	First Day of School for **ALL STUDENTS**
August 29 & September 1	School Closed - Labor Day Holiday
September 22	School Closed - Teacher In-Service Day- No school for students
October 13	School Closed –Indigenous Peoples' Day
November 4	School Closed - Teacher In-Service Day-No school for students
November 21	End of 1st Trimester – Grade K-5
November 24	Early Dismissal for **K-8 Students**
November 25, 26	No School for **K-8 Students**
November 24, 25, 26	Parent Teacher Conferences
November 27-December 1	Thanksgiving Break
December 22-Jan. 2, 2026	School Closed – Winter Break
January 19, 2026	School Closed – Martin Luther King Day
February 9	School Closed - Teacher In-Service Day- No school for students
February 16	School Closed – Presidents' Day
March 10	End of 2nd Trimester – Grade K-5
March 16	School Closed - Teacher In-Service Day-No school for students
April 2, 3, 6, 7	School Closed – Spring Break
May 25	School Closed – Memorial Day
June 8 & 9	Early Dismissal – K-12 – Teacher In-Service Day
June 9	Last day of school for students

NOTE: The district may utilize up to 5 remote learning days (Flexible Instructional Days) when schools are closed due to inclement weather or other emergencies. Any days not utilized as remote learning days or exceeding the 5 day limit will be added to the end of the school year.

ELEMENTARY SCHOOLS

Ada B. Cheston Elementary School
723 Coal Street, Easton PA 18042
610.250.2542; 610.923.6046 (Fax)

Mr. Kyle Yanders, Principal
Mr. Jeremy Poliskiewicz, Assistant Principal
Mrs. Megan Fehnel, Nurse

Edward Tracy Elementary School
1243 Tatamy Road, Easton PA 18045
610.250.2556; 610.250.260 (Fax)

Mr. Thomas Warren, Principal
Mrs. Karla Daniel, Nurse

Forks Elementary School
1709 Richmond Road, Easton PA 18040
610.250.2536; 610.923.8933 (Fax)

Dr. Charlene Symia, Principal
Mrs. Jennifer Strock, Nurse

Francis A. March Elementary School
429 Reeder Street, Easton PA 18042
610.250.2531; 610.250.2458 (Fax)

Mr. Daniel J. Gonzalez, Principal
Mrs. Deborah Becker, Nurse

Palmer Elementary School
3050 Green Pond Rd, Easton, PA 18045
610.250.2521; 610.923.6955 (Fax)

Mrs. Meredith Nauman, Principal
Mrs. Shannon DiSora, Dean of Students
Mrs. Lisa Lutes-Virgilio, Nurse

Paxinosa Elementary School
1221 Northampton Street, Easton PA 18042
610.250.2551; 610.923.8934 (Fax)

Mr. John Cupples, Principal
Mr. Garrett Oswald, Assistant Principal
Ms. Jenny McMaster, Nurse

Shawnee Elementary School
1315 Echo Trail, Easton PA 18040
610.829.5712; 610.250.2615 (Fax)

Mr. Sean Killen, Principal
Ms. Tracy Wartman, Dean of Students
Ms. Emma Balogun, Nurse

Directors for Curriculum & Instruction
1801 Bushkill Drive, Easton PA 18040
610.250.2400; 610.250.9730 (Fax)

Jennifer Hilton - Director of Teaching & Learning K-12
TBD - Administrative Assistant

Michael Koch - Director of Teaching & Instructional Programming
Mrs. Roxanne Kehm, Administrative Assistant

THE FOLLOWING PAGES PERTAINS SPECIFICALLY TO KINDERGARTEN STUDENTS

FULL DAY KINDERGARTEN PROGRAM

Full-day kindergarten includes a strong emphasis on literacy and mathematical reasoning, as well as rich experiences in science, social studies, music, art, technology, physical education and social/emotional development. The classroom environment nurtures students' natural curiosity and creativity through a balance of active learning experiences and independence.

Goals and Objectives for Full-Day Kindergarten

- ➢ Provide opportunities for children to have learning experiences that are child-centered and developmentally appropriate
- ➢ Involve students in hands-on experiences that promote more in-depth exploration of skills and concepts
- ➢ Emphasize language development and appropriate pre-literacy experiences
- ➢ Create an appropriate learning environment that addresses the diverse needs of each student as an individual learner
- ➢ Creatively integrate technology throughout the instructional curriculum, thereby ensuring access to the learning tools of the 21st century
- ➢ Provide experiences that will empower families to become partners in the education of their children

Students Will:

- ➢ Acquire academic and social skills through play in collaborative activities such as blocks, dramatic play, science experiments, books, computers, etc.
- ➢ Have many opportunities to be creative and self-expressive.
- ➢ Connect basic skills in reading and math with everyday life experiences.
- ➢ Utilize emergent literacy skills, such as oral language, phonemic awareness, alphabet recognition, and beginning print on a regular basis.
- ➢ Experience programming that is customized to their specific learning needs and builds upon their individual strengths.

Purposeful Play

Purposeful play provides opportunities for inquiry-based learning. Children explore answers to their questions through hands-on interaction with materials, build their questioning skills, and enhance their understanding of key academic concepts.

Social Emotional Development

Learning social skills is an important aspect of a kindergartener's day – how they learn is equally important as what they learn. Throughout their day, children will learn routines and how to develop relationships with adults and peers at school. They will also begin to understand their emotions and how to regulate them. The students will demonstrate the characteristics of kindness and restitution through school wide positive behavior programs.

Tips for Student Readiness

- ➢ Eat a nutritious breakfast.
- ➢ Get a good night's sleep every night.
- ➢ Have transitional experiences - time away from home & parents.
- ➢ Have regular physical check-ups.
- ➢ Attend school regularly.
- ➢ Read books to your child on a regular basis.
- ➢ Point out shapes and colors as you go through your day.
- ➢ Provide opportunities for your child to play with others.
- ➢ Play games that require taking turns, paying attention, and following rules.
- ➢ Explore activities that allow your child to be creative, such as drawing and painting.
- ➢ Encourage your child to speak in complete sentences (in native language and English, if applicable).

Parents and Guardians

- ➢ Mark all outer clothing, backpack, and lunch boxes with your child's first and last name.
- ➢ Encourage careful handling of notes, snack money, and other parent/school **AND** school/parent communications. All money and notes must be in a marked envelope with your child's name, teacher and purpose.
- ➢ Speak with the teacher about any known or potential concerns.
- ➢ Work in partnership with the school to create a happy experience for your child.

A Typical Kindergarten Day

Some of the activities your child may experience throughout the school day may include:

- ➢ Opening Exercises including weather and calendar
- ➢ Free Play
- ➢ Lunch
- ➢ Reading/Language Arts, Math
- ➢ Social Studies, Science
- ➢ Library, Physical Education, Art and Music

Students will also be exposed to activities such as assemblies, field trips and PTA sponsored events.

Transportation

For your information, the following instructions have been given to school bus drivers with regard to Kindergarten students transported by Easton Area School District buses:

1. Drivers are required to discharge Kindergarten students only at designated bus stops.
2. It is required that parents/guardians or designee meet the kindergarten students at the bus stop and escort them home. Please be advised that parents should be at the bus stop 10 minutes prior to designated arrival time.

3. Drivers are instructed that no kindergarten student is to be left at the bus stop unless a parent or guardian is there to pick them up. If the parent or guardian is not present to pick up the kindergarten student, the driver is instructed to return the student to the school. The parent or guardian will then be required to pick up the student at the school.
4. If the parent or guardian chooses to designate another adult to meet their child at the bus stop, they must complete a form at the elementary school main office. The school must be provided with the contact information for the adult that will be meeting the child at the bus stop.
5. Parents must complete an alternate bussing form for any child that will be attending daycare.

Please ensure you are at the bus stop to meet your child.

Your help and cooperation are appreciated.

HANDBOOK FOR ALL STUDENTS

GRADES K-5

ABSENCES AND ATTENDANCE

The Principal's office must receive parental notification via Safe Arrival or direct notification to the school regarding the reason for the absence no later than 72 hours from the day of absence or it will be recorded as an illegal absence. The Principal's administrative professional reserves the right to confirm any appointments and excuses. All absences will be validated through an automated phone call generated by Safe Arrival the day of the absence. This is a routine procedure to ensure maximum attendance. In the event of an absence of three (3) or more consecutive days, a doctor's note is required upon returning to school. Failure to comply with this procedure will result in the student receiving an illegal absence.

The Board requires that school-aged students enrolled in district schools attend school regularly, in accordance with state laws. The school must make meaningful attempts to engage the parent/guardian and student in a Student Attendance Improvement Plan to address individual student needs and partner with the family for student success.

ABSENCE EXCUSES

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

- Personal illness or illness in the immediate family
- Death in the immediate family
- Impassable roads (determined by school)
- Especially urgent reasons; "urgent" to be strictly constructed and interpreted by the school
- Family trips, in accordance with Board policy.

The Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearance, and family emergency. Furthermore, in some cases, scheduled educational opportunities that the school cannot duplicate may provide students with valuable exposure and experiences. In all such cases, please see the Educational Travel section below to obtain information and the Educational Travel Request Form.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification may be permitted during a school year. Absences beyond the ten (10) cumulative days may require an excuse from a physician. At 15 days, students will be placed on a required doctor's note as per district policy. All doctor's notes are subject to review and verification by the Assistant Principal. When an absence is legal, the frequency of absences is still a concern. Therefore, when a student accumulates excessive absences, additional administrative contact may be made with the parent/guardian and/or medical professional verification may be required. Please see Policy 204.

Educational Travel Request Form

A student may miss no more than five (5) total "travel days" other than those in which the student is representing the high school in a competition. In order for a student to be excused for educational travel, parents/guardians must submit the Educational Travel Request form to the Assistant Principal prior to the absence. The Educational Travel Request Form can be obtained from the Assistant Principal's office. A request for family travel must be given to the assistant principal

fourteen (14) school days in advance of traveling. If prior approval is not granted for a trip, all days missed will be unexcused. No work will be permitted to be made up.

The following criteria will be considered when approving a family educational travel:

1. Recognized at the discretion of the assistant principal.
2. Student must be in good standing, regarding attendance, discipline and academics (must have at least a 60% in each course).
3. Student must consult with teachers before leaving regarding assignments.
4. Any make-up work requiring teacher assistance must be arranged by the student with the individual teacher(s) upon return from educational travel.
5. Family educational travel will only be authorized during final exams if it is approved prior to leaving for educational travel trips and the exam is completed prior.

No educational travel requests will be approved during scheduled state testing.

TARDINESS – LATE FOR SCHOOL

Students arriving at the classroom after 8:55 A.M. will be considered late for school and the minutes will be calculated. When a half-day or 240 minutes of tardiness is accrued, an illegal absence is applied to the child's records. For"walkers" who come in late, parents are required to come to the office along with the child.

Elementary attendance email by building:

cheston.attendance@eastonsd.org
palmer.attendance@eastonsd.org
paxinosa.attendance@eastonsd.org
tracy.attendance@eastonsd.org
march.attendance@eastonsd.org
forks.attendance@eastonsd.org
shawnee.attendance@eastonsd.org

Appointment Procedures

If it is not possible to schedule an appointment for after school hours, then the following procedure should be adhered to:

- When the parent/guardian arrives to pick up the student, the parent/guardian will sign the child out of the building in the main office.
- Upon the student's return to school, a note from the physician's office verifying the appointment must be submitted to the office.
- If returning to school the same day after keeping an appointment, the student must first report to the main office.

Illnesses

If your child should become ill during the school day, the school nurse or staff will contact you. Such instances requiring you to pick-up your child may include, but are not limited to:

- ➢ Fever
- ➢ Vomiting/Diarrhea
- ➢ Lice
- ➢ Pink Eye
- ➢ Injury

If your child is sent home for one of the above reasons, EASD strongly recommends that the child is symptom free (without the aid of medication) for a period of 24 hours from the time you were contacted by the school. Doctor's excuses are needed for strep throat, conjunctivitis, polio, diphtheria, impetigo, scarlet fever and coronavirus.

Notes from Parents

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

- ➢ **WALKERS ONLY:** both students will need signed notes from their parents/guardians for one student to go to the other student's home after school.
- ➢ Leaving school **before** or **at** dismissal time (note must state time, date, reason, and who will pick up the student)
- ➢ Not to participate in recess or gym class (note must state dates to be excused and reason)
- ➢ Tardiness or late arrival at school (note must state date and reason)
- ➢ All notes should include date, teacher's name and signed with parent/guardian's full name.

Arrival to School

Schools will be in session from 8:45 A.M. to 3:25 P.M. Buses will arrive at school by 8:45 A.M. Any students who are driven to school by their parents/guardians, or students who walk to school, should not arrive earlier than 8:45 A.M, but must be in their homeroom no later than 8:55 A.M.

Truancy Laws and Attendance Information

Definition of "truant." The new law explicitly defines "truant" as a child subject to compulsory school laws "having three (3) or more school days of unexcused absence during the *current* school year." **Definition for "habitual truancy."** The new law streamlines the definition of "habitual truancy." Under the new law, "habitual truancy" is defined as a child subject to compulsory school laws "having six (6) or more school days of unexcused absences during the *current* school year." Therefore, a child is habitually truant once he or she accumulates six unexcused absences during the course of the school year. These absences do not need to run consecutively.

- After returning from a day of absence, students have **3 days** (72 hrs) to provide an acceptable parental excuse (written note, phone call, email or medical excuse). After the **3rd day**, each day or days without an excuse will be marked as **illegal.**
- By law, parent excuses are required to include the specific reason (s) as to why their child was absent from school. School administrators have the legal right to deny any reason(s) deemed not specific or acceptable according to state law or school district policy.
- After **six illegal absences**, the school district is required to hold a School Attendance Improvement Plan meeting. Parents are strongly encouraged to attend this meeting to remedy their student's attendance and avoid the possible consequences below.
- Parents are allotted **10 days** of absences during the course of one academic year. Once this number of **10** days is reached, parents may be **required, however if students reach 15 days,** parents must submit medical excuses to cover all days of absences until the end of the academic year. If medical excuses are not provided, all days of absence will be marked as **illegal**.
- For any scheduled **vacation days** during the school year, parents/guardians are required to fill out appropriate school district paperwork for approval. If school district paperwork is not provided, all **vacation days** will be marked as **illegal**.
- Please take some time and review all school district policies regarding attendance!

Possible sentences for parents found to be in violation of truancy laws:

(for students under 15 years of age)

- Paying a fine of **$300** for 1st offense; **$500** for 2nd offense; **$750** for third offense plus court costs.
- Completing a **Parenting Education Program**, and
- In cases where the parents/guardians convicted fail to pay the fine or complete the **Parenting Education Program**, a subsequent sentencing to the **county jail** for no more than three days.
- Completing in lieu of, or in addition to the previous penalties, **community service** within the school district for a period of no more than **six months**.
- Referred by the magisterial district justice or by the school district to the **Northampton County Office of Children, Youth & Families** for assessment to determine dependency or delinquency issues.

ARRIVAL & DISMISSAL

Time Schedule

	Regular Time	Early Dismissal
Students enter the school	8:45 A.M.	8:45 A.M.
Start of school day	8:50 A.M.	8:50 A.M.
Opening exercises; routine matters	8:55 – 9:00 A.M.	8:55 – 9:00 A.M.
Student dismissal	3:25 P.M.	12:25 P.M.
Bus departure	3:35 P.M.	12:35 P.M.
Inclement Weather	Times based on weather conditions	10:25 A.M., 11:25 A.M., or 12:25 P.M. *Stay tuned to School Messenger announcements*

Walking to and from School

We request parents/guardians instruct their child(ren) to:

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

Bus Transportation

Being transported on an Easton Area School District vehicle is a *privilege, not a right.* The responsibility for proper conduct on the bus rests with the parents/guardians and students. Students who risk the safety of others by their misbehavior may lose the privilege of riding the bus.

Students will:

- ➢ Wait for the bus to come to a complete stop before boarding.
- ➢ Board and depart the bus in an orderly and safe manner in single file.
- ➢ Ride only on the bus assigned, boarding and departing at the designated stop.
- ➢ Maintain safe conditions within the bus at all times.
- ➢ Keep hands, arms, etc., or objects inside the bus at all times and not throw objects from the bus.
- ➢ Use appropriate language.
- ➢ Secure musical instruments in a case secure in a safe place.
- ➢ Refrain from eating or drinking on the bus.
- ➢ Obey the school bus driver at all times. In case of emergency, remain on the bus unless directed to do otherwise by the driver or individual in authority.
- ➢ Remain in their seats upon entering the bus until they are designated to depart the bus by the driver.

Misconduct of any kind may lead to disciplinary actions up to, and including, the suspension of privileges. If a student violates any of the above rules/regulations and loses the bus privilege, the student or his/her parents/guardians will be responsible for transportation to and from school. Even though bus privileges may be lost, the law still requires daily attendance at school.

Notice of Video/Audio Surveillance on School Buses

As provided for in District Policy No. 816, video and/or audio recorders may be placed on any and all buses operated by, or on behalf of, the District.

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

BIRTHDAYS & SCHOOL PARTIES

Birthdays

The teachers will acknowledge the children on their special day. However, ***birthdays will not be celebrated with food items. To ensure the safety of all students, please do not send your child to school with an edible birthday treat as they are not permitted and will not be served.***

School Parties
There is an educational value in the observance of seasonal celebrations during the school year, and therefore, some school time may be spent in this manner. Celebrations will be limited to one hour, preferably in the afternoon before dismissal.

Distribution of Invitations
The distribution of invitations is not permitted unless an invitation is being given to all girls in the class, all boys in the class, or to the entire class. Keeping with such a practice, eliminates exclusion, misunderstandings or hurt feelings.

BREAKFAST & LUNCH PROGRAMS

Breakfast
Breakfast is offered in all schools. All students are eligible to participate in the breakfast program. Payment for breakfast will follow the guidelines for the Free and Reduced Lunch Program.

Lunch Program
There are three categories of lunch provided at all elementary schools:

- Free Lunch
- Reduced Lunch
- Full Payment

Families who have been assigned to Reduced or Full Payment, are responsible for ensuring that funds are provided in a timely manner. The Easton Area School District offers the following methods for meal payments:

- ➢ Cash or check daily
- ➢ Cash or check prepayment deposited into account
- ➢ Electronic payment via www.schoolcafe.com

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

Cafeteria Rules and Regulations

- ➢ A lunchroom aide is assigned to all lunchroom settings. Students will be expected to cooperate with the aide and follow their directions.
- ➢ Shouting, screaming, or any other attempt of loud noise making, pushing, hitting, fighting, or throwing food is not permitted.

- ➢ Students are expected to *walk* in the cafeteria at all times. They will be asked to enter and exit the cafeteria in an orderly manner. Students will also be asked to raise hands for any request.
- ➢ All students are to be courteous to other students and to all staff personnel at all times.
- ➢ Students are expected to follow procedures for the disposal of trash.
- ➢ Lunch boxes must be labeled with the child's first and last name.

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

- ➢ Change of seat/location
- ➢ Loss of school privileges
- ➢ Removal from the lunchroom
- ➢ Parent notification (telephone and/or in writing)
- ➢ In-school or out-of-school suspension
- ➢ Loss of recess time

Cell Phone / Electronic Communication Policy

Purpose

The possession of electronic communication devices by students, for reasons other than medical necessity, has been found to be disruptive to the educational process and is generally prohibited in accordance with this policy.

Definition

Electronic Communication Device includes cell phones, smartphones, tablet devices (iPad, etc.), laptops, PDAs, pagers/beepers, and any other devices with digital or wireless communication capabilities.

Guidelines

The following rules shall apply to electronic communication devices in school:

1. During school hours, electronic communication devices must be turned off upon entering any school building and remain off until the student leaves the school building.

2. During school hours, the electronic communication device must be kept powered off and out of sight at all times during the school day, which includes both instructional (during class) and non-instructional (study hall, lunch, hallways, etc.) times.

3. Electronic communication devices may not be used on school busses or during any other type of school-related transportation; and,

4. The cellular phone must remain off during a school evacuation.

Due to the specific nature of the school, building and grounds, the Board shall permit administrators of the Academy to set forth additional or different requirements for Academy students regarding the possession, use and storage of electronic communication devices in school.

Prohibition of Possession

The building administrator may unilaterally, at any time, prohibit a student from possessing or using an electronic communication device, regardless of whether such use comports with the requirements of this policy. Such prohibition may be for a specific length of time or a permanent prohibition.

Security/Theft/Damage

The district is not responsible for any theft, damage or other loss of an electronic communication device. Students should be advised that bringing the devices to school poses a risk of damage, theft or loss and are advised against bringing costly items to school. Students should also be aware that lockers, even when locked, do not provide complete protection from theft or loss, and that the district shall not be responsible for an item stolen from a locker, whether locked or unlocked.

Use During Extracurricular Activities

The use of electronic communication devices during extracurricular activities shall be generally prohibited unless specifically approved by the activity coach or advisor. The requirements regarding connection to the Internet, as set forth below, shall apply during all school-sponsored activities, and no exceptions may be granted by the coach or advisor.

Connection to the Internet

At no time may a student use an electronic communication device to connect to the Internet or another wired or wireless network through a 3G/4G connection, hotspot, or other connection to a non-district network. Student connection to the district's network through an electronic communication device is prohibited unless the student has received express written permission by the building principal and safe connection has been established and verified by the district's IT staff. Requests for such connection to the district's network shall generally be denied.[1]

Confiscation

Unauthorized use of electronic communication devices disrupts the instructional program, distracts from the learning environment, and has the potential to compromise student safety. Therefore, unauthorized use is grounds for confiscation of the device by school officials. School officials, for the purposes of this provision, includes administrators, teachers, and security personnel. The school district is not liable for financial loss as a result of or during the period of confiscation.

Locker Rooms/Lavatories

Use in locker rooms and lavatories are considered unauthorized under all circumstances at all times. Unauthorized or illegal use of such devices will lead to disciplinary and possible legal action.

Students With Disabilities

This policy does not apply to the authorized use of devices listed in a student Individual Educational Plan (IEP) or 504 Plan. Where deviation from this policy is necessary for a student with a disability, the approved/appropriate use of electronic communication devices shall be set forth within the student's IEP or Section 504 Plan.[2]§

CHANGE IN ADDRESS/PHONE NUMBER

Please contact your child's school, immediately, if your address or phone number changes so we have the most current information on file.

CODE OF CONDUCT

No student has the right to interfere, by his/her misconduct, poor manners, or lack of consideration of the rights of others.

Types of Behavior Infractions

The teacher has the authority and responsibility to maintain discipline in the classroom that is consistent with school district policy. When a minor or major infraction occurs, teachers may refer to a listing of appropriate responses. Student discipline generally falls into one of the following two (2) categories:

Major and Minor Infractions

Minor infractions would be those behaviors that are addressed, most times, at a classroom level and do not create a threat to the health, safety and welfare of any students or adults in the building. Examples of minor infractions include, but are not limited to:

- ➢ Running in the halls
- ➢ Excessive/repeated tardiness
- ➢ Dress code violations
- ➢ Disrupting the classroom

Major infractions would be those behaviors that are addressed, most times, at an administrative level and may cause a threat to the health, safety and welfare of students and/or adults in the building. Examples of major infractions include, but are not limited to:

- ➢ Fighting
- ➢ Use of alcohol, drugs or tobacco
- ➢ Theft
- ➢ Vandalism
- ➢ Intimidation
- ➢ Foul language
- ➢ Harassment

Repeated misconduct of any kind may be deemed a major infraction at the discretion of the building administration.

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

Suspension

Parents should be aware that whenever a student's continued attendance would be detrimental to the safety or welfare of others, or would interfere with or disrupt the orderly processes of education, the administration may suspend said student for a period of time.

Exclusions from School (Suspensions & Expulsions)

Any of the following actions on the part of a student may lead to suspension and possible expulsion from school. These prohibited acts apply equally to sponsored school activities both off and on school property and include but are not limited to:

- ➢ Bringing or having weapons on school property (see “Weapons” section)
- ➢ Selling, using, or aiding in the procurement of alcoholic beverages, narcotics, or restricted drugs, including marijuana or any material purported to be such
- ➢ Engaging in violent actions threatening the safety of pupils and school personnel (this includes loud statements or harassment, which may possibly lead to disruption of the school)
- ➢ Smoking in school buildings or on school property
- ➢ Acts of vandalism related to school buildings, grounds, or equipment
- ➢ Fighting in school or on school property

- ➢ Theft of school property or of personal property of individuals in the school
- ➢ Overt insubordination to the clear directions of a school district employee
- ➢ Committing immoral acts or gestures
- ➢ Making salacious statements either verbally or in writing

Details of the following Policies can be found on the EASD website:

- ➢ Policy 130 Homework
- ➢ Policy 211 Student Accident Insurance
- ➢ Policy 218 Student Discipline
- ➢ Policy 218.1 Weapons
- ➢ Policy 221 Dress & Grooming
- ➢ Policy 226 Searches
- ➢ Policy 233 Suspension & Expulsion
- ➢ Policy 235 Student Rights/Surveys
- ➢ Policy 237 Electronic Communication Devices
- ➢ Policy 246 Student Wellness
- ➢ Policy 252 Anti-Bullying

COUNSELING SERVICES

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

DRESS AND GROOMING

Students have the responsibility to dress appropriately and to keep themselves, their clothes, and their hair clean. For more information refer to **Policy 221**. Parents should understand that they may be asked to bring a change of clothing to school for students who are in violation of this school policy.

EMERGENCY DRILLS

The following emergency drills are practiced through the school year.

- ➢ Fire Drills
- ➢ Lockdown Drills
- ➢ Run, Hide, Fight drills

ENROLLMENT

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

FIELD TRIPS

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

Many parents/guardians have requested to be chaperones on school field trips. EASD procedures limit to only five (5) adult chaperones (this includes the teacher) allowed on one school bus. As a result, a teacher may select only four other adults for a field trip. However, parents/guardians who are interested in being chaperones and who are selected by the teacher may use private transportation to and from the area and act as a chaperone at the site.

HOMELESS STUDENTS

The Easton Area School District has an ongoing obligation to remove barriers to the enrollment and retention of homeless children and youth. The McKinney Vento Homeless Assistance Act states that homeless children and youth must be enrolled in school immediately, even if the child or youth has missed application or enrollment deadlines during any period of homelessness.

The McKinney Vento Homeless Assistance Act includes a focus and emphasis on:

- Increased identification, enrollment, stability and school success
- Preschool-aged children
- Collaboration and coordination with other service providers
- Removing enrollment barriers
- Privacy of student records
- Dispute resolution process (See Policy 251)
- Education for Homeless Youth Act

HEALTH SERVICES

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

Injuries

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

Parents/guardians will be requested to provide the school with accurate contact information for the parent/guardian of each child in case of an emergency. Please fill out the emergency card that will be sent home in September and return it as soon as possible.

Please call the school during the year if changes occur in your phone number, work place, etc.

Authorization of Medication During School Hours

If your child needs to take medicine in school, prescription or over-the-counter, the procedure is as follows:

- Administration of medication to students shall be done only in circumstances when the child's health may be jeopardized without it.
- Physician/Psychiatrist/Dentist and Parent/Legal Guardian must complete and sign the **"AUTHORIZATION FOR MEDICATION DURING SCHOOL HOURS"** form, which can be obtained from your child's school nurse. An authorization form needs to be on file for each separate prescription/medication being distributed. The authorization is in effect for the term of the prescription, not to exceed one (1) school year. Long-term authorizations need to be renewed annually. Short-term authorizations expire with the termination of the prescription.
- Students are not to have medication in their possession at any time per the school drug policy (except doctor authorized self-administered inhalant drugs and Epi-Pens). The medication must be delivered to the school nurse by the parent/legal guardian or adult designee (with authorization) in the original medication container and in an amount not to exceed a 20 school day supply.

The parent or legal guardian must be aware of the amount of medication in school and deliver a new supply as needed. If the dosage is changed at any time new forms must be completed by the physician/psychiatrist/dentist and parent/legal guardian. In the event that a medication is discontinued, the parent/legal guardian needs to notify the school nurse in writing.

If this procedure is not followed, the medication that is sent to school will not be given. If you have any questions, please contact your school nurse.

"Over-the-counter" does not apply to cough drops or non-aerosol sunscreen, but does include aspirin, Tylenol, ibuprofen, and antacids, etc., in which case a one school year standing order from the child's personal physician will be accepted.

Immunizations

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

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

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

Head Lice (Pediculosis Capitis)

The student must be "lice free" to attend school. When a possible case of head lice has been reported the following procedures will be followed:

- The student(s) will be sent to the school nurse and assessed immediately. If live lice are found, siblings in the school/district will be examined.
- The school nurse will call the parents/guardians of the infested child and explain exclusion of the child from school and treatment.
- The nurse will review the following information with the parents/guardians:
  - Assist parent/guardian to recognize lice
  - Give written information on how to care for the child/children and the environment. Parent/adult guardian must bring the student(s) to school upon return.
  - Give letter from administration regarding "two-day excused absence"
  - Optional: give shampoo and review instructions
- Upon return of the child/children to school, they will be brought by parent/adult guardian to the nurse to be examined. If the child/children is/are free of live lice, they will be readmitted to school. If the child/children has/have live lice, they will be excluded with the parent/guardian and instructions will be reviewed.
- The child/children may be periodically checked in school over the next several months for re-infestation. Parents/guardians should be rechecking the child/children also.
- If live lice are found, the child's/children's class/contacts will be screened, as necessary, as soon as possible.
- If the number of head lice cases reach 20% of an individual classroom or school, the school nurse will notify the principal. The principal will notify the parents/guardians of the outbreak with an information letter and corrective actions. This procedure may be modified at the intermediate and secondary levels at the discretion of the school nurse and principal.

TICK REMOVAL

In Pennsylvania, a new law, Act 120 of 2024, requires schools to implement a standardized procedure for tick removal and notification after a tick is found on a student. This law mandates schools to notify parents in writing, provide Lyme disease information, and preserve the tick for potential testing.

- Tick Removal Information
- Act 120 Frequently Asked Questions

Medical Examinations

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

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

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

Dental Examinations

Notices will be sent home to pupils in grades 1, 3 and 7 for dental examinations. Parents/guardians are encouraged to have this examination done by the family dentist familiar with your child. If parents prefer to have their children examined by the school dentist, permission forms are required and will be sent home for parent/guardian signature. These forms must be returned to the school nurse and you are encouraged to attend this examination.

DIABETES INFORMATION

In Pennsylvania, Act 117, signed into law on October 29, 2024, requires schools to provide parents and guardians with information about Type 1 Diabetes. This includes warning signs, risk factors, and the importance of consulting with a primary care provider for diagnosis and treatment. The informational materials must be publicly available in writing or on school websites, with the initial notification to parents when their child is enrolled in elementary school and again upon entering sixth grade.

- Type 1 Diabetes Parent Fact Sheet
- Type 1 Diabetes Parent Fact Sheet - Spanish

HOMEWORK

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

Requesting Homework During Absences

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

INCLEMENT WEATHER

District closings are announced on WAEB-790 AM and 99.9 FM. WFMZ 69 television station also carries school closings. **Announcements will be made as "EASTON AREA SCHOOL DISTRICT" – NOT BY INDIVIDUAL SCHOOLS.** Visit us on the web at: www.eastonsd.org for school closings, early dismissals and announcements. We also recommend downloading the Easton Area School District app to receive important alerts and registering to receive text alerts for school closings with WFMZ.

PLEASE DO NOT CALL THE SCHOOLS OR STATIONS DURING INCLEMENT WEATHER

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

INTERNET & COMPUTER NETWORK POLICY FOR ACCEPTABLE USE

Purpose

The Easton Area School Board (EASD) supports the use of the Internet and other computer networks in the district's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research, and collaboration.

The use of the network facilities shall be consistent with and enhance the curriculum adopted by the school district, as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

Authority

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

Responsibility

As required by the *Children's Internet Protection Act (CIPA)* and *the Neighborhood Protection Act*, the EASD will install filtering software to restrict and monitor the use of the Internet, e-mail, newsgroups, FTP, and chat. EASD students must be directly supervised in the use of the Internet and e-mail by EASD staff. All EASD staff and students are responsible for reading and following this policy. The building administration, working in conjunction with the Director of Instructional Technology, shall have the authority to determine what inappropriate use is, as well as the consequences for that inappropriate use.

Guidelines

Only the authorized user of the account will use the Internet account for its authorized purpose. For more information, please see Policy 815 on the district web page.

LOST AND FOUND

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

EASTON AREA SCHOOL DISTRICT APP

The official Easton Area School District app (EASD Alert) is your window into what is happening with the district and schools. Use Google play for android app and the App Store for iPhone users or visit https://alert.eastonsd.org.

NOTICE OF NON-DISCRIMINATION

As an equal rights and opportunities agency, the Easton Area School District will not discriminate in its educational and vocational programs, activities, or employment practices on the basis of race, color, national creed, age, sex, ancestry, union membership, sexual orientation, gender identity, gender expression, national origin, disability, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Information relative to reporting a claim, related School Board Policies, special accommodations and grievance procedures can be obtained by contacting:

- Mrs. Kara Dufour, Title IX Coordinator / Chief Human Resource Officer at 610-250-2400 extension 35016 or email TitleIX@eastonsd.org.
- Mr. Craig Reichl, Section 504 Coordinator / Director of Student and Community Services at 610-250-2400 extension 35072 or email TitleIX@eastonsd.org.

School Board Policies related to the Nondiscrimination Notice include:

- School Board Policy 103 Discrimination/Title IX Sexual Harassment Affecting Students;
- School Board Policy 104 Discrimination/Title IX Sexual Harassment Affecting Staff;
- School Board Policy 248: Unlawful Harassment/Sexual Harassment – Students;
- School Board Policy 348: Unlawful Harassment – Administrator;
- School Board Policy 448: Unlawful Harassment - Professional staff;
- School Board Policy 548: Unlawful Harassment – Classified staff;
- School Board Policy 249: Bullying/Cyber Bullying;
- School Board Policy 252: Dating Violence;
- School Board Policy 824: Maintaining Professional Adult/Student Boundaries.

OPEN DOOR POLICY

Please provide a 24-hour advance request for your visit. We encourage all parents and guardians to meet your child's homeroom, and special class teachers, keep your scheduled

parent-teacher conference, attend any and all of the programs and activities that involve your child, and become active in the PTA.

PARENT/TEACHER CONFERENCES

Parents/guardians will be invited to visit the school for formal conferences with the teacher. Schedules will be drawn up beforehand, and a date and time for the conference will be sent home. For parents/guardians who are unable to attend conferences, report cards will be sent home on the school day after the last scheduled conference date. If an emergency learning condition arises, the parent/guardian should call the office and arrange for a conference with the teacher immediately after school. Any other special conference requests should be made directly with the teacher.

PHYSICAL EDUCATION CLASSES

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

For the safety of the children during participation in Physical Education Class:

- Sneakers must be worn. Refrain from wearing Crocs, sandals, flip flops, etc.
- Comfortable clothing that allows freedom of movement should be worn. (Nothing with zippers, buckles, pants too long or too loose)
- No jewelry should be worn

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

Adapted Physical Education

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

SCHOOL MESSENGER SYSTEM

The School Messenger System allows for community outreach calls concerning upcoming special events such as state testing, end-of-the-year activities, or other important information parents need. Some EASD schools will be using the system for **attendance** calls as well.

SCHOOL PICTURES

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

SMOKING POLICY

All buildings and facilities administered by the Easton Area School District are designated as a smoke-free environment. No smoking or tobacco use will be permitted.

Violators shall be subject to civil penalties as stipulated in the State of Pennsylvania Statute.

SPECIAL EDUCATION IDENTIFICATION ACTIVITIES

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

Services and Programs

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

Confidentiality

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

Social, Emotional, and Mental Health Support

The Child Study Team (CST) addresses the challenge of helping students who are having trouble in school through a positive, success-oriented approach that uses specific intervention and support tactics to help remove stumbling blocks for elementary children in the regular classroom.

The Child Study Team process is based on the concept that teachers may need assistance in meeting the increasingly complex social, emotional and mental health needs of their students. The CST is a working group of professionals that helps teachers find solutions to their students' challenges through collaborative problem solving.

Additional Information

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

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

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

TEXTBOOKS AND LIBRARY BOOKS

The Easton Area School District has textbooks, workbooks and library books that are lent to students for their use under the supervision of a teacher. A book that is excessively damaged or lost will need to be compensated for by reimbursing the district for its replacement cost.

TITLE I OVERVIEW

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

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

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

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

WELLNESS POLICY

Easton Area School District **Policy 246** focuses on Student Wellness. This policy establishes the district's response to mandates from the Pennsylvania Department of Education and the United States Department of Agriculture. 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.

Please be aware that many of our students have severe allergies to nuts, nut oils, and nut products. The Easton Area School District will make every reasonable accommodation to ensure a safe environment for students with such allergies.

WITHDRAWING FROM SCHOOL - MOVING

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

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

VOLUNTEER PROCEDURES (ACT 153)

A school volunteer, who is responsible for the welfare of children, has direct contact with children because he/she provides care, supervision, guidance or control of children or has routine interaction with children, is required to submit an EASD Volunteer Application to the

school principal with the following information prior to beginning service as a volunteer in the District:

- ➢ Pennsylvania State Police Report of Criminal History
- ➢ Pennsylvania Department of Human Services Child Abuse Clearances
- ➢ Federal Bureau of Investigation (FBI) Criminal History Record
- ➢ Tuberculin Testing Results – Due to Pennsylvania School Code Section 23.44

Volunteering in the EASD

Understanding volunteer clearances and how to obtain them

Who needs clearances?

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

What do I need to provide to my school?

Everybody needs to provide the following:

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

If you have NOT lived in Pennsylvania for the last 10 consecutive years, you also need to provide the following:

- ☐ **Federal Bureau of Investigation (FBI) Criminal History Record & Fingerprinting**

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

How do I obtain my clearances?

Go to **eastonsd.org** and click on **Parents & Community**
Select **Act 153-School Volunteer**.
Follow the links provided for each clearance.

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

How much do clearances cost?

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

How long are my clearances valid?

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

What events require clearances?

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

Once I have obtained all of the necessary clearances, what do I do?

Take the information to your child's school and give it to the secretary. The information will be submitted to the EASD Human Resources Department for approval. You will receive an e-mail from the EASD once you have been approved. Your school will also be notified of your approval.

Obtaining Volunteer Clearances in the EASD

A Step by Step Guide

1 Gather Information

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

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

2 Access Applications Online

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

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

3 Tuberculin (TB) Test

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

4 FBI Criminal History Record & Fingerprinting

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

Local fingerprinting sites include the following locations:

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

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

5 Submit Your Clearances

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

If you have any questions or need any help, please contact your school's main office.

EASTON AREA SCHOOL DISTRICT

SCHOOL CALENDAR 2025-2026

"EDUCATING FOR LIFE'S JOURNEY"

AUGUST

Classroom setup: per building cleaning schedule and principal approval

12 to 14 - New Teacher

19 to 21 -Teacher In Service
No School for Students

25 – First Day of School For Students
AM ONLY Grades K, 6 and 9 // Teacher Inservice

26 – ALL STUDENTS

SEPTEMBER

29 to 01 – Labor Day
No School

22 – Teacher In Service
No School for Students

OCTOBER

1- Early Dismissal EAMS 6-8 students only

13 – Columbus Day / Indigenous Peoples' Day
No School

30 – End of 1st Marking Period
Grades 6 - 12

NOVEMBER

04 -Teacher In Service
No School for Students

21 – End of 1st Trimester Period
Grades K-5

24 - Early Dismissal for K-8 Students

25 & 26 - No School for K-8 Students

25-26 K-8 Parent Conferences
24 - 1:40 pm - 3:45 pm (K-5)
24 - 1:00 pm - 3:05 pm (6-8)
25 - 12:00 pm - 7:30 pm
26 - 8:00 am - 11:30 am

26 - Early Dismissal for 9-12 Students & Teachers

27 to 01 – Thanksgiving Break
No School

DECEMBER

3- Early Dismissal EAMS 6-8 students only

22 to 31 - Winter Break
No School

JANUARY

01 to 02 - Winter Break
No School

05 to 16 -Keystone Exams // Test Window

19 – Martin Luther King Day
No School

22 – End of 2nd Marking Period
Grades 6 - 12

The district may utilize up to 5 remote learning days (Flexible Instruction Days) when schools are closed due to inclement weather or other emergencies. Any days not utilized as remote learning days or exceeding the five day limit will be added to the end of the school year.

AUGUST

S	M	T	W	R	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						

8 | 8 Teacher

SEPTEMBER

S	M	T	W	R	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				

21 | 29 Teacher

OCTOBER

S	M	T	W	R	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 | 51 Teacher

NOVEMBER

S	M	T	W	R	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 | 69 Teacher

DECEMBER

S	M	T	W	R	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			

14 | 83 Teacher

JANUARY

S	M	T	W	R	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

19 | 102 Teacher

FEBRUARY

S	M	T	W	R	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

19 | 121 Teacher

MARCH

S	M	T	W	R	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 | 143 Teacher

APRIL

S	M	T	W	R	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 | 161 Teacher

MAY

S	M	T	W	R	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 | 181 Teacher

JUNE

S	M	T	W	R	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				

7 | 188 Teacher

FEBRUARY

4- Early Dismissal EAMS 6-8 students only

09 -Teacher In Service
No School for Students

16 - Presidents' Day
No School

MARCH

4- Early Dismissal EAMS 6-8 students only

10 – End of 2nd Trimester
Grades K - 5

16 -Teacher In Service
No School for Students

31 – End of 3rd Marking Period
Grades 6 - 12

APRIL

02 to 07 – Spring Break
No School

20 to 24 PSSA ELA Gr 03-08 // Test Window

27 to 30 PSSA Math Gr 03-08 // Test Window

MAY

01 to 08 - PSSA Test Window
-PSSA Sci Gr 05 & 08 (1)
-PSSA Makeups (4-8)

08 - Early Dismissal for K-12 Students & Teacher-In-Service (EAHS Day)

11 to 22 -Keystone Exams // Test Window

25 – Memorial Day
No School

JUNE

08 & 09 Early Dismissal for K-12 Students & Teacher In-Service

09 - Last Day of School for Students

19 – Juneteenth Day - District Closed

*** Potential MAKE-UP DAYS added to the calendar in JUNE **

Inservice - No School Students

Holiday - No School Staff and Students

Keystone Testing

PSSA Testing

2025-2026 Calendar Instructional Hours

	Elementary K 178 Days	Elementary 1-5 177 Days	EAMS 6 178 Days	EAMS 7/8 177 Days	EAHS 9 180 Days	EAHS 10-12 179 Days
August	21.67	18.50	21.78	18.35	22.12	18.05
September	123.33	123.33	122.33	122.33	120.33	120.33
October	135.67	135.67	131.88	131.88	132.37	132.37
November	89.50	89.50	89.07	89.07	100.33	100.33
December	86.33	86.33	82.95	82.95	84.23	84.23
January	117.17	117.17	116.22	116.22	114.32	114.32
February	111.00	111.00	107.42	107.42	108.30	108.30
March	129.50	129.50	125.77	125.77	126.35	126.35
April	111.00	111.00	110.10	110.10	108.30	108.30
May	120.33	120.33	119.65	119.65	118.38	118.38
June	37.17	37.17	37.45	37.45	38.22	38.22
Total	1082.67	1079.50	1064.62	1061.18	1073.25	1069.18