

**2019-2020**

**Parent/Student Handbook**

**30 North 4th Street**

**Easton, PA 18042**

**Telephone: 484-546-4230**

**Facsimile: 484-546-4253**

[www.eastonartsacademy.org](http://www.eastonartsacademy.org)

**Professional Personnel**

**Administrative Team**

Joanna Hughes, Chief Executive Officer

William Wright, Principal

**Office Administrative Team**

Dolly Cary – Assistant to the CEO, HR Manager, Board Secretary

Jacque Zupko – Operations Manager, Registrar, Child Accounting

Tracy Nicolazzi – Administrative Support - State Reporting/SIS

Torrie Malik – Administrative Support – Main Office/Attendance

Pam Kremer – Administrative Support - Main Office/Title 1

Constance Eckhart - Administrative Support – HR/Principal

**Faculty**

***Kindergarten* – Amy Daggett, Melanie Goncalves, Dara Reagle,Tabitha Tumpey**

***1st Grade* – Sarah Fister, Ashley Huber, Shannon Schone**

***2nd Grade* – Nicole Antonacci, Tiffany Cressman, Julie Hamilton, Ferize Katzarova**

***3rd Grade* – Janet Catrignano, Briana Fenston, Susan Marth, Alyssa Williams**

***4th Grade* – Foretta Byles, Stephanie Luzetti, Morgan McKay**

***5th Grade* – Jackie Andreychak, Michael Reitz**

***Title 1 –* Gail Murphy**

***Student Intervention/RTII* – Kristina Lybik**

***Dance –* Adriane Fraser, Emily Luca**

***Theatre* – John Andreadis, Jennifer Snyder**

***Visual Arts* – Jennifer Prichett, Brittany Warner**

***Music* – Robert Lawrence, Stephen Paszkowski**

***School Counselor* – Brienn Murray, Coriane Zvolanek**

***Curriculum Coordinator* – Laura Plasner**

***Special Education* – Alyssa Vanin, Patti Walters**

***Special Education Coordinator* – Lori Moeck**

***Student Behavior Coordinator* – Becky Schone**

***Transportation Coordinator* – Sue Vierheilig**

***Arts/Title 1/Attendance Coordinator* – Beth Peters**

***Nurse* – Christine Barger**

***Facilities Coordinator* – Jerry Crivellaro**

***Auxiliary Staff* – Barbara Fuentes, Leslie Hill, Ray Klein, Dave Kremer, Greg Proko, Rose Sebeski, Jesus Vargas, Claire Wake**

**\*\*NOTE:** All EAAECS Staff email addresses are the first initial and last name @eastonartsacademy.org. For Example, Jane Doe = jdoe@eastonartsacademy.org

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| **12-15** Prof. Dev/**No Students**  **20-22** Prof. Dev./**No Students**  **21 Meet the Teachers/Picnic**  **26** First Day of School  **30 No School** | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | AUGUST ‘19 | | | | | | | | 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 | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | FEBRUARY ‘20  **EASTON ARTS ACADEMY ELEMENTARY CHARTER SCHOOL 2019-2020 CALENDAR**  Teacher Day 8:15 AM to 4:00 PM Student Day 8:45 AM to 3:45 PM | | | | | | | | 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 | |  |  |  |  |  |  |  | | 14 Prof. Dev./No Students  17 [Presidents’ Day](http://www.calendarlabs.com/holidays/us/presidents-day.php)/**No School** | |
|  |  |  |  |  | |
| 2 [Labor Day](http://www.calendarlabs.com/holidays/us/labor-day.php)/**No School**  **30** Half Day **(12:25 Dismissal)/**Prof. Dev. | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | SEPTEMBER ‘19 | | | | | | | | 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 |  |  |  |  |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | MARCH ‘20 | | | | | | | | 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** End of 2nd Trimester  **16** Half Day **(12:25 Dismissal)**/Prof. Dev. | |
|  |  |  |  |  | |
| 14 [Columbus Day](http://www.calendarlabs.com/holidays/us/columbus-day.php)/**No School** | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | OCTOBER ‘19 | | | | | | | | 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 |  |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | APRIL ‘20 | | | | | | | | 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 |  |  | |  |  |  |  |  |  |  | | **6-8 Conferences/Half Days (12:25 Dismissal)**  **9-13** Spring Break**/No School**  **14-24** PSSA ELA Grades 3-5  **27-30** PSSA Math Grades 3-5  PSSA Science Grade 4  PSSA Make Up Days  **28** Election Day/**No School** | |
|  |  |  |  |  | |
| 5 Prof. Dev./No Students  **21** End of 1st Trimester  **27** Half Day **(12:25 Dismissal)**  28 Thanksgiving/**No School**  **28-29** Fall Break**/No School** | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | NOVEMBER ‘19 | | | | | | | | 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 | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | MAY ‘20 | | | | | | | | 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 |  |  |  |  |  |  | | **1** PSSA Math Grades 3-5  PSSA Science Grade 4  PSSA Make Up Day  **4** Half Day **(12:25 Dismissal)**  **25** [Memorial Day](http://www.calendarlabs.com/holidays/us/memorial-day.php)/**No School**  **29** Half Day **(12:25 Dismissal)** | |
|  |  |  |  |  | |
| 2 Fall Break/No School  16-19 Half Days (12:25 Dismissal) Parent/Teacher Conferences  20 Half Day (12:25 Dismissal)  23-31 Winter Break/No School | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | DECEMBER ‘19 | | | | | | | | 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 |  |  |  |  | |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | JUNE ‘20 | | | | | | | | 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 |  |  |  |  | |  |  |  |  |  |  |  | | **3** Last Day for Students  **4** Last Day Teachers/Prof. Dev./**No Students**  **\*\*\*POTENTIAL MAKE UP DAYS ADDED TO THE CALENDAR IN JUNE\*\*\***  **\*\*The last 4 days of school will be half days (12:25 Dismissal) \*\*Note if snow days added the half days will change\*\*\*** | |
|  |  |  |  |  | |
| 1 Winter Break/No School  20 [M.L. King Day](http://www.calendarlabs.com/holidays/us/martin-luther-king-day.php)/**No School**  **27** Half Day (**12:25 Dismissal)**/Prof. Dev. | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | JANUARY ‘20 | | | | | | | | 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 |  | |  |  |  |  |  |  |  | |  | **\*The last four (4) student days will be Early Dismissal (12:25)**  **\*Teacher in Service (PDD) of 2/14 and Spring Break Day of Thursday, 4/9 may be used as a Make Up Day and if necessary, additional days will be added to the end of the calendar in June\***  **\*Fall Break commences at the close of school on 11/27/19\***  **\*Winter Break commences at the close of school on 12/20/19\***  **Spring Break commences at the close of school on 4/8/20\***  **TOTAL NUMBER OF STUDENT DAYS 180**  **TOTAL NUMBER OF TEACHER DAYS 190** | |  |

**ARRIVAL AND DISMISSAL**

Students should not arrive at school prior to 8:30am. EAAECS cannot assume the responsibility for the care of your student prior to 8:30am. The gates for parent drop off will be opened at 8:15am however, students will not be permitted to enter the building until 8:30am. The gates will close promptly at 8:45am. If arrival is at/after 8:45 AM please park in the metered spaces across from the school in the Easton Public Market lot. Walk your child(ren) in to the main office and sign them in as Tardy. For pick up the gates will open at 3:30pm and close promptly at 4pm.

8:45am - School Day Begins

3:45pm - School Day Concludes

After school, students should go directly home when they are dismissed. If a parent/guardian needs to make a change in the way his/her child is to go home, a phone call to the main office needs to be made by the parent/guardian by 2pm. No afternoon dismissal changes are allowed after 2pm. On early dismissal days no changes are allowed after 11am.

Students are marked tardy after 8:45am. Please make sure your student 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 9:45am Start Time; Students arrive between 9:30 – 9:45am

Two Hour School Delay 10:45am 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.

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

**EARLY DISMISSALS**

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

**EARLY DISMISSAL/DELAYED OPENING PROCEDURE IN 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.

1. The Chief Executive Officer/designee will notify WFMZ (Channel 69) and WFMZ.com of the early dismissal/delayed opening.
2. The Chief Executive Officer/designee will notify all school districts about the early dismissal/delayed opening to facilitate busing.
3. Parents/guardians will be notified by One Call Now of the early dismissal/delayed opening.
4. A 100% accounting of students/staff will be completed by teachers and verified immediately preceding the dismissal.
5. A message regarding the early dismissal/delayed opening will be posted on the school’s website and Facebook page.

**CANCELLATION OF SCHOOL**

1. The Chief Executive Officer/designee decides on cancellation or delay of opening.
2. The Chief Executive Officer/designee will contact WFMZ (Channel 69) and WFMZ.com.
3. ***One Call*** will notify parents via phone/text/email with weather related cancellations.
4. All students, parents, faculty, and staff should monitor WFMZ (Channel 69) and WFMZ.com announcements.
5. School Cancellations and school delays will be posted on the school’s website and Facebook page.

**MARKING PERIODS/TRIMESTERS**

Please consult the school calendar for important Trimester dates.

**BREAKFAST/LUNCH**

Easton Arts Academy Elementary Charter School will be implementing a new program known as the Community Eligibility Provision (CEP) in the 2019-2020 school year. This program is available to schools and districts that are participating in the National School Lunch and School Breakfast Programs.

**All** enrolled students of Easton Arts Academy are eligible to receive a nutritional breakfast and lunch each school day at **no charge** to your household.

No further action is required of you. Your child(ren) will be able to participate in these meal programs without paying a fee or applying.

A calendar will be sent home each month and will be due back by the 15th of the month prior (i.e. May 15th for June). If you choose to participate and receive breakfast and lunch every day, please note that at the top of the menu and you will be signed up for the year. If you choose to only have meals on certain days, please circle your choices and return the menu to your child’s homeroom teacher by the due date. Please ensure your child’s name and homeroom teacher are listed at the top of each menu.

Only food which can be sent in with your student during the normal process of school arrival in the morning can be eaten at breakfast/lunch. If your child forgets their breakfast/lunch they will be allowed to call home. When dropping off a breakfast/lunch for your child, please do not send food such as pizza, fast food, etc. as your child to consume them in the cafeteria. For breakfast and snacks please ensure the items that you send for your child are nut free to ensure the safety of all our students. Furthermore, any items that may be viewed as group or shareable may result in your child being separated from the rest of their class to consume what was brought in. Additionally, safety of students is our priority. Sharing food has the potential to have a negative impact on other children around them. Office staff will not be permitted to bring items to students in the lunch room or at times in which it would interrupt the daily schedule.

EAAECS is a **NUT SAFE** environment. A designated area will be set up in the cafeteria for our students with these allergy needs, and necessary precautions will be taken. (We are unable to provide nut safe spaces in the classrooms for breakfast/snack.) Parents/guardians are asked to remind their student that food items should NEVER be shared for the safety of all students.

When sending food with your student, please make every effort to provide healthy items. These would include items such as fruits, vegetables, pretzels, bagels, yogurt, crackers, goldfish and nut-free granola bars. Research has noted that items containing added sugar may have an undesirable effect on the student ability to learn. Breakfast/snacks must be NUT FREE. *(https://www.learningliftoff.com/the-effects-of-sugar-on-a-childs-academic-performance)*

**BIRTHDAY CELEBRATIONS**

We recognize that birthdays are a very special time, especially for your student. Parents are not required to send in anything with their student. However, if parents 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. Parents 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.

**ATTENDANCE POLICY**

In Pennsylvania, all students of “compulsory school age”, defined as the time when a student enters school (no later than the age of 8 years) and 17 years, must attend school.

New truancy laws took effect at the start of the 2017-2018 school year. The purpose of Pennsylvania’s truancy law is to improve school attendance and deter truancy through a comprehensive approach to consistently identify and address attendance issues as early as possible with credible intervention techniques.

**EXCUSES FOR ABSENCES**

Parents are required to submit a written explanation for the legal absence of their student within three (3) school days from the date of student’s return to school. Only handwritten notes signed by the legal parent/guardian will be accepted. Failure to provide appropriate documentation will result in an unexcused absence. All absences must be for legal reasons.

The responsibility for making up work missed during absences is the responsibility of the student and parent/guardian.

**ATTENDANCE BREAKDOWN**

When a student is absent from school, the absence is categorized as either Excused or Unexcused.

Excused Legal Absences

Excused Absences are granted for the following reasons:

*(Parent/Guardian must contact the school office with the date and reason for absence)*

1. Student illness
2. Quarantine – physician’s note required
3. Medical appointment - physician’s note required
4. Physical or mental incapacity – physician’s note required
5. Death in the immediate family
6. Major religious holiday
7. Each day absent with a parent note is considered 1 absence (i.e. 2 consecutive days with 1 note written will be considered 2 parent notes.)
8. An absence of 3 consecutive (or more days), will require a note from the doctor for the student to return to school. (If a note from the doctor is not sent upon return you will be required to pick up your child from school until a note is provided.
9. Take your child to work day (not excused if it occurs over PSSA testing for grades 3-5; this does count as 1 of the 10 allotted parent/guardian notes for the school year)
10. Scheduled court appearance - documentation from the court required

\*\*\*PSSA TESTING\*\*\*

An absence during PSSA testing for grades 3-5 will ONLY be excused with a medical note or for funeral or death of an immediate family member.

Excessive Absenteeism = more than 10 excused absences (written notes from a parent/guardian – emails cannot be accepted). All students are only allotted 10 parent notes for absences for the entire school year. If a student is excessively absent from school more than 10 times due to illnesses reported by the Parent/Guardian, the Attendance Officer will notify the Parent/Guardian that all future school absences for the remainder of the school year will be counted as Unexcused Absences unless they are excused by a Doctor. The Doctor’s note must be provided upon the student’s return to school and must include the date the student was seen by the Doctor, the date the student is able to return to school, and the reason for the absence.

Unexcused Absences

The following are considered Unexcused Absences:

1. Any absence for which a Parent/Guardian does not notify the School office in writing (not by email) and within 3 school days of student’s return to school from an absence.
2. Any absence with a Parent/Guardian excuse which is not approved by the School Principal.
3. Any Absence not excused by a Doctor, after Parent/Guardian has received an Excessive Absenteeism notification (absences exceeding 10 parent/guardian notes for the school year).
4. Absences due to oversleeping, missing the school bus, getting to bed late the night before, skipping school/class, and/or illegal employment.
5. Students whose parents elect to remove them from school against the advice of the school nurse will be required to submit an excuse from a Doctor or the absence will be considered Unexcused.

By PA law, the parent(s)/guardian(s) of a student who has three (3) illegal or unexcused absences will be given a first offense legal notice. Any subsequent illegal absence may result in the parents receiving a summons from the magistrate court of their district of residence and be given a fine.

**TRUANCY DEFINITIONS**

Truant = a child subject to compulsory school laws “having three (3) or more school days of unexcused absences during the current school year.”

Habitually Truant = a child subject to compulsory school laws “having six (6) or more school days of unexcused absences during the current school year.”

**Procedures for Truancy Intervention and School Attendance Improvement**

1. When a student is truant (accumulated 3 unexcused absences), the Attendance Officer will send a written notification to the Parent/Guardian.
2. School Attendance Improvement Conferences will be scheduled.

**Procedures for Habitually Truant**

1. When a student is habitually truant (accumulated 6 unexcused absences) and has received the Written Truancy notification (after 3 unexcused absences), and a Student Attendance Improvement Conference has been held, the Attendance Officer may notify Children and Youth Services and/or the local magistrate office for attendance hearing procedures to commence.

**TARDINESS/EARLY LEAVES**

A student is considered tardy if they arrive at school after the scheduled start of the school day (arrival after 8:45 am) or leaves prior to the end of the school day (leaving prior to 3:45pm).

Parents will be notified via a letter after 5 tardiness or early leaves. Excessive tardiness or early leaves will result in an unexcused/illegal absence (350 Tardy/Early Leave Minutes = 1 Full Day Unexcused/Illegal Absence). A medical note for tardy arrivals and/or early leaves from school are required for these minutes to be excused.

**ABSENCES FOR FAMILY EDUCATIONAL TRIPS**

These absences will count towards total absences and the 10 parent/guardian note allotment. If your child is out for 10 days consecutively, your child will be disenrolled from EAAECS, as per PA State law. If your child is out for 10 days cumulative, including a family trip, absence proceedings of reporting to the local magistrate, and/or CYS may commence.

1. Purpose
   1. EAAECS believes that students must be in regular attendance to benefit fully from the educational programs and services offered by the school.
   2. EAAECS discourages the scheduling of family vacations during regularly scheduled school days, especially during PSSA testing for grades 3-5. It is recognized that while family vacations can provide many worthwhile learning experiences, these experiences should supplement, not replace, the carefully planned, sequential classroom learning.
   3. The absence will be recorded as a cumulative absence. Because the absence is the result of circumstance beyond the pupil’s own control and responsibility, opportunity to make up the work missed will be given, provided the pupil takes the initiative, and within the limitations of the teacher’s time and obligation to other pupils. It is the purpose of this policy to establish guidelines to be followed in the event of student absence resulting from family vacations.
   4. Family vacations taken over PSSA testing dates (see PSSA dates scheduled in the 2019-2020 school calendar) will not be excused and will result in unexcused absences.
   5. Family vacations that occur through the last day of school cannot be excused.
2. Guidelines
   1. Academic attendance and success are considered priority.
   2. Document needed: A Vacation Request Form (can be obtained from the main office) must be submitted AT LEAST two weeks (14 days) prior to the trip informing administration and teachers, unless in the case of unusual or emergency situations
   3. Student Assignments
      1. Teachers (instructional and artistic) must be given at least 2 weeks’ notice to provide work needed to be made up during the absence. All school work missed during the trip must be made up at the initiation of the student immediately (the first day back) upon returning to school.
   4. The parents/guardians accept total responsibility for the education of the student during the period of absence specified on the request form.
   5. Parent(s)/Guardian(s) will be notified via email if the vacation request has been approved or not approved.
3. Return to School
   1. All classwork and missed homework are due immediately upon return to school.
   2. On the first scheduled class meeting date following the return to school from an absence resulting from family vacation, the student must see his/her teacher(s) to arrange to make up all tests, quizzes, reports, or any other time missed during the period of absence. Such make-up work must be completed in a timely manner, not to exceed the time equal to the number of days absent.
   3. No student shall be required to take a test, quiz or submit a report on the day they return to school.

Vacation Information:

1. The school calendar aligns with the 180-day requirement during which pupils are in actual session at school. Each one of these 180 days is carefully planned and paced by the teacher and the administrative team to provide important learning experiences. Excuse from attendance can be authorized only for specific reasons of illness, death in the family, or some other unavoidable cause.
2. The school days immediately preceding and following school sanctioned vacation periods (Winter Break and Spring Break) are particularly important in the teachers planning of classroom experiences. These days are often used for examinations, review of work covered, introduction of new material, and special enrichment experiences, which are correlated with the holidays.
3. The first responsibility of teachers and the principal is to provide for those pupils who are in attendance or who are absent for authorized reasons. While every attempt will be made to minimize the educational loss resulting from absence due to family vacations, the teachers and School Principal must give priority of time and attention to pupils in attendance.
4. Days lost from school cannot be “made up.” There is no substitute for the uninterrupted personal contact between teacher and pupil in the classroom, which are planned carefully by the teacher. Homework assignments or pages to be read cannot make up for this loss. Homework is designed to supplement learning, not replace it.
5. Students that are absent from school for 10 consecutive days without a doctor’s not will be withdrawn from school.

**EARLY DISMISSAL FOR APPOINTMENTS**

Students and parents are discouraged from scheduling appointments during the school hours. If an appointment is necessary on school time, when possible please inform the office a minimum of 2 hours in advance via phone call to the main office. Upon return to school, the child must report to the office with an excuse from the doctor’s office.

Parents must report directly to the office for pickup, at which time the office will advise the classroom teacher to dismiss the student. Teachers will not dismiss students unless notified by the office, therefore no student will be waiting in the office for pick up until the parent arrives and the student is called.

All students who have a late afternoon appointment must be picked up prior to 3:30 p.m., however if the pick-up time is between 3:15 and 3:30pm please do not park directly in front of the school due to busses arriving. Please park in the metered spaces across from the school in the Easton Public Market lot.

**WITHDRAWALS**

When withdrawing a child from school, the parent or legal guardian should notify the school

registrar in advance. A withdrawal form must be signed at the school. 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 signed.

**PSSA TESTING**

State law requires that EAAECS will administer Pennsylvania System of School Assessment (PSSA) achievement tests in the Spring (April and/or May) for grades 3, 4, and 5. Please see the school calendar for testing dates. All students in grades 3, 4, and 5 take the tests unless approved options are exercised.

**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 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), always facing the front until the destination is reached and the bus has come to a complete stop.
4. Papers 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 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 damage 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.
11. The bus driver may also decide that other policies need to be in place for circumstances that might arise.

**UNAUTHORIZED SCHOOL BUS ENTRY**

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

**BUS ACCIDENT PROCEDURE**

The following procedure applies to bus accidents involving EAAECS students while riding the EAAECS School Bus for field trips or other activities:

1. Notification of police department and the School.
2. School will continually be updated on circumstances of accident so that accurate information can be shared with parents.
3. Students will be kept on bus until police or other authority arrives, unless there is a fire or other danger to students. Students are not to be left unattended at any time.
4. When police arrive at scene they will:
   1. determine injuries and necessity for ambulance and other rescue vehicles.
   2. summon needed services such as ambulance if this has not already been done.
   3. route traffic around site.
   4. give an accurate report of accident to contractor, driver and/or school district representative including cause, injuries and the reaction of police, students, driver and pedestrians.
   5. Upon receiving notification of accident, contractor will dispatch needed vehicles to site.
   6. Depending upon nature, seriousness and location of the accident the following alternatives may apply to the students on the bus:
      1. transported directly to a hospital
      2. transported to school
      3. transported home
5. Depending upon nature, seriousness and location of the accident, the EAAECS Chief Executive Officer will decide how parents will be informed of accident.
   1. Options include notification:
      1. by phone call
      2. by relaying of information through school office to parents
      3. by letter

**Please Note:**

Parents are not to interfere at scene. Students will not be released to parents at the scene. School will have current and accurate information for parents from the school office.

**BUS DISCIPLINE POLICY**

• All rules and policies of EAAECS apply to students riding the busses.

**Level I**

**These offenses include but are not limited to, the following:**

**1. Definitions of unacceptable bus behavior.**

a. Moving from seat to seat, standing, or sitting in an unsafe manner while the bus

is in motion.

b. Eating food and/or littering on the bus.

c. Distracting the driver by making unnecessary noise or by acting in an unruly manner.

d. Not sitting in your assigned seat.

e. Failure to comply with a reasonable request from the bus driver.

f. Misconduct at the bus stop.

g. Entering and leaving the bus in an unsafe manner. (Could be a Level II)

h. Tossing an item to another student or flicking an item off a seat.

i. Changing bus stops by students without authorization.

j. Riding unassigned busses without prior permission of an administrator.

1. **Enforcement:**

a. First offense, the bus driver will notify the student of the inappropriate behavior

and explain the expectations while riding on the bus.

b. 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 of the stated incident to determine the specifics of what went on before taking any potential action. Warning letter to parent(s)/guardian(s) and possible telephone call.

c. Third offense, disciplinary action will be taken at the school level or a bus suspension could be assigned.

d. 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/guardians, bus company representative, bus driver, and school administrator.

e. Subsequent offenses could result in bus riding privileges being taken away for the remainder of the school year.

**Level II**

**These offenses put the safety of the bus and its passengers in immediate danger.**

**They include, but are not limited to, the following:**

1. **Definitions of unacceptable bus behavior.**

a. Vandalism, which would require restitution, along with the enforcement of the bus

discipline code.

b. Insubordination, which would be a blatant/overt act of disrespect to the driver

and/or continued non-compliance with driver requests.

c. Fighting.

d. Possession or use of any tobacco (smoke and smokeless). In addition, charges will be filed with the magistrate for violation of Act 145.

e. Interfering with the bus or tampering with the bus equipment.

f. Using abusive language, profanity, or making inappropriate gestures.

g. Carrying any object which may be used to inflict injury on another student.

h. Throwing an object on the bus or out of the windows.

2. **Enforcement:**

a. 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 of 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 parents/guardians, bus company representative, bus driver, and school administrator.

b. Second offense will result in a suspension from riding the bus and could also require a bus reinstatement meeting to be held.

c. Subsequent offenses may result in an indefinite suspension from the bus for the remainder of the school year.

**Level III**

**These offenses are of extreme danger and include, but are not limited to, the following:**

**1.** **Definitions of unacceptable bus behavior.**

a. Possession, consumption, sale, distribution, transfer, or being under the influence of drugs and/or alcohol.

b. Physical attack on the bus driver.

c. Hitting the driver with a thrown object.

d. Tampering with or operating the emergency exit while the bus is in motion.

e. Tampering with the bus controls.

f. Endangerment to the health, safety, and welfare of the students and/or the bus driver.

g. Tampering with the emergency exit or exiting the bus via that door.

**2. Enforcement**

a. 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.

b. Should an offense be considered a Level III offense, it will immediately be referred to the CEO of EAAECS.

c. If a determination is made that the Level III offense did in fact take place, the parents/guardians will be notified and entitled to a hearing to discuss the matter.

d. At any level, law enforcement officials could be contacted if the administration

feels the need to do so.

**PARENT DROP-OFF/PICK-UP**

EAAECS has very strict parent drop off and pick up procedures. Parents must obey all instructions and directions given by staff members. Violators will be putting our students in danger. ***The Easton Police Department will issue traffic citations for cars pulling over and stopping anywhere on 4th Street. PLEASE DO NOT PULL OUT FRONT AFTER BUSES LEAVE TO DROP OFF YOUR CHILD. If your child is dropped off after 8:45am please park by the public market metered parking and walk them in to the main office and sign them in. Students are not allowed to walk themselves in to school once the bell has rung, they must be accompanied by a parent/guardian.***

Parents will take Northampton Street ONLY, please do not enter the drop off line directly from Church Street. Turn onto North 5th Street from Northampton Street and turn right onto Church Street (one way) and proceed to the gate on the left. Pull through and turn right between the two parking lots. Wait there (This is a great time to have your student prepare to exit the car!) until a staff member signals you to proceed to the drop off area just behind the school. After dropping off your student, turn left onto Church Street (one way) and proceed to North 4th Street and you MUST turn right as this holds up the traffic and buses otherwise and prevents our bussing students from crossing the street. All car riders and walkers will enter at the back of the school.

Please refer to the full drop-off/pick-up procedure which is located on the school website and available in the main office.

**HEALTH SERVICES**

The school nurse or staff nurse/health room assistant is available in the health room every day. The services of the school physician are available for mandated physical examinations.

A comprehensive health examination is mandated by the State Department of Health for all children upon original entry into school, in sixth grade, in eleventh grade, and for any student with an incomplete health record. Parents are urged to have their family physician perform the physical examination, as this provides for continuity in the child’s medical care. Forms needed for your family physician to complete the examination are available at the school or on our website. If you wish, the school physician can complete the examination. **If the physical examination is not completed by the end of the school year in which it is required, the student will be excluded from school the following year until evidence of a completed examination is given to the school nurse.**

The State Department of Health also mandates dental examinations upon original entry into school, third grade, and sixth grade. These examinations can be completed by the family dentist. Forms needed for your family dentist to complete the examination are available at school. The school dentist will be available for one day to complete this examination for students whose parents request it. **If the dental examination is not completed by the end of the school year in which it is required, the student will be excluded from school the following year until evidence of a completed dental examination is given to the school nurse.**

Parents who have requested a school exam are notified in advance of the school physical and dental examinations. Permission forms must be signed in advance before a school physical or dental examination can be completed. Parents are again notified of any problems found following a school physical or dental examination.

All school students are weighed, measured, have their BMI (body mass index) calculated, and have their vision tested. Hearing tests are given to students in kindergarten and grades one, two, three, and seven. Upon request, additional tests will be given regardless of grade level. The report of the screening is sent home when all testing has been completed. Scoliosis screening is done in sixth and seventh grades; parents are notified of any problems.

Vision testing done at school is only a screening. It is in the best interest of the child to have a professional eye examination. There are charitable organizations available to help children receive eye care; please call the school nurse if interested in further information.

**A nurse will not be attending any field trips.** If your child needs medical attention during a field trip, teachers and chaperones will care for the child and emergency services will be called if necessary. If any medications are needed during this time, please arrange for a parent/guardian to chaperone, so that they may administer the medication themselves. A nurse may attend a field trip for certain cases. This will be decided on a case by case scenario at the Principal’s discretion.

It is the parent’s/guardian’s responsibility to inform the school nurse of a student’s allergies and medical conditions and keep the school nurse updated on any changes.

**HEALTH ROOM VISITS POLICY**

The school nurse is available to assess your child’s problem. Your child will be seen in the health room on an as-needed basis and then asked to return to class as soon as possible, when appropriate. A student will only be allowed to stay in the health room for 20 minutes. If the child is unable to return to class after 20 minutes, a parent/guardian will be called to come pick up the child. If the visit requires more than basic first aid or your child is too ill to remain at school, we will make every effort to contact you or your designated emergency contacts. Parents/guardians or designated contacts will be expected to pick up the child as soon as possible.

Reasons why a child may be excluded from school include:

1. Fever: If your child is sent home with a fever (100 degrees or higher), he/she may not return to school until he/she is fever-free for a 24-hour period without the use of fever-reducing medication (such as acetaminophen or ibuprofen).
2. Vomiting or diarrhea: If your child is sent home with vomiting or diarrhea, your child may not return to school for at least 24 hours after the last episode.
3. Pink eye/conjunctivitis: Child must be given eyedrops, ointment, or oral medication for 24 hours before returning to school.
4. Head lice: Please treat your child at home with the appropriate medication. No physician note needed for re-entry to school, but the student must be examined by health room staff before returning to class.
5. Injury that requires medical attention: If your child has restrictions when he/she returns to school, please have a note from your physician or dentist stating those restrictions. We will again need a note when those restrictions have been lifted and your child may again return to regular activities at school.
6. Chickenpox: Period of exclusion from school is 6 days from the last crop of vesicles and/or all vesicles are dry and crusted. No physician note needed for re-entry.
7. Scarlet fever: Period of exclusion from school is not less than 7 days from onset if not under the care of a physician OR 24 hours after initiation of antibiotic therapy.
8. Strep throat: Period of exclusion from school is not less than 7 days from onset if not under the care of a physician OR 24 hours after initiation of antibiotic therapy.
9. Impetigo, scabies, or ringworm: Until treated and judged non-infectious by a physician. Must return with a note from the doctor permitting re-entry. Exposed areas of ringworm must be covered.
10. Diphtheria: Period of exclusion from school is 2 weeks from onset or until appropriate negative culture results.
11. Measles: Period of exclusion from school is 4 days from the onset of rash.
12. Mumps: Period of exclusion from school is 9 days from the onset of until subsidence of swelling.
13. Whooping cough (pertussis): Period of exclusion from school is 4 weeks from the onset or 7 days from the institution of appropriate antimicrobial therapy.
14. Rubella (German measles): Period of exclusion from school is 4 days from onset of rash.

**MEDICATION**

Easton Arts Academy recognizes that parents have the primary responsibility for the health of their children. Although Easton Arts Academy strongly recommends that medication be given in the home whenever possible, it realizes that the health of some children requires that they receive medication while in school. Parents should confer with the child’s physician to arrange medication administration time intervals to avoid school hours whenever possible; however, when medication must be given during school hours, certain procedures must be followed:

1. Students are not permitted to keep medication in their possession during school hours (including while riding the school bus). The only exceptions to this are asthma inhalers and emergency epinephrine if they are capable of self-administration; however, this is only allowed when both the parent/guardian and physician have completed the Authorization for Medication During School Hours form.
2. Any medication, prescription or non-prescription, to be given during school hours must be delivered directly to the school nurse by the parent or guardian and must be accompanied by an Authorization for Medication During School Hours form.
3. Prescription medication must be brought to school in the original container in which it was purchased, with a pharmacy label indicating the child’s legal name, the name of the medication, and the date(s) and time(s) it is to be administered. A pharmacist will give the medication to you in two labeled containers (one for school & one for home) upon request. An Authorization for Medication During School Hours form must be completed by both the parent/guardian and physician.
4. Over-the-counter (OTC) medications must have an Authorization for Medication During School Hours form completed by both the parent/guardian and physician. These medications must be in their original container and labeled with the student’s legal name. Please check with the school nurse before sending OTC medications to school because there are standing orders from our school physician for medications for minor illnesses. We prefer to use these medications whenever possible instead of having OTC medications sent from home.
5. In the absence of the certified school nurse, the substitute, staff nurse, or health room assistant will administer medication.
6. A medication log will be kept for any student receiving prescription and/or non-prescription medication at school.
7. Prescription and non-prescription medication will be kept in a locked cabinet in the health room.
8. While Benadryl is available for administration in the health room (with parent’s permission), if this medication is administered, the child must be picked up from school as soon as possible.
9. Specialized forms/packets are required for certain conditions, which include:

* Asthma: An Asthma Action Plan is required to be completed by both the parent/guardian and physician before medication will be accepted into the health room.
* Seizure: A Seizure Action Plan is required to be completed by both the parent/guardian and physician before medication will be accepted into the health room.
* Food Allergy: A Food Allergy Action Plan is required to be completed by both the parent/guardian and physician before medication will be accepted into the health room.
* Insect Allergy: An Insect Allergy Action Plan is required to be completed by both the parent/guardian and physician before medication will be accepted into the health room.

All the above-mentioned forms are available from the health room at Easton Arts Academy, including the Authorization for Medication During School Hours and all Action Plans.

**ILLNESS**

Students will be excluded from school by the school nurse for the following symptoms & should never be sent to school with the following symptoms:

* Vomiting
* Diarrhea
* Temperature of 100 degrees or higher
* Head injury with symptoms suggesting the possibility of concussion
* Injuries requiring medical care (such as fractures, eye injuries, laceration requiring sutures, etc.)
* Communicable diseases
* If a child is unable to do classroom work due to illness

Students will be cared for in the health room until a parent/guardian or emergency contact person can pick up the student. To accommodate other students who may need medical attention, ill students should be picked up from school as soon as possible.

Please notify the school when home/cell/work phone numbers change so there is no difficulty contacting you in an emergency. When you complete the Emergency Form at the start of each school year, please allow the nurse to share necessary health information with teachers and bus drivers to provide for your child’s safety both at school and on the school bus.

**EXCLUSION FROM PHYSICAL ACTIVITY/DANCE**

Students can be excluded from physical activity/dance class for medical reasons. The student must bring a note from a parent or physician stating the reason for the exclusion. In cases involving exclusion for an extended period, a doctor’s statement with the reasons for exclusion and the length of exclusion must be provided. The child will be asked to attend the dance classes even

though he/she will not be expected to participate.

**EASTON ARTS ACADEMY STANDING ORDERS**

Standing orders for Easton Arts Academy Elementary Charter School medications and treatments available in the school health room.

* **Acetaminophen (Tylenol), ibuprofen (Motrin/Advil), Pepto-Bismol, Tums, Benadryl, Albuterol inhaler:** Administered at the discretion of the school nurse and with written parental permission.
* **Burns:** Steam--apply cold water until relief of pain; apply dry sterile dressing; Chemical--wash with water thoroughly (20-30 minutes); Dry heat--apply cold compress or cold water until pain relief; apply dressing if necessary. Apply burn gel or spray the temporary relief of pain associated with minor burns. Refer for medical treatment if burn is severe.
* **Simple abrasions/lacerations:** Wash well with soap & water, rinse thoroughly. Bactine may also be used. Apply Vaseline or triple-antibiotic ointment. Apply band-aid or dressing as needed.
* **Headaches:** Acetaminophen (Tylenol) 325 mg, 1 or 2 tablets. Dose according to age & weight per label.
* **Muscle aches/pain:** Ibuprofen (Motrin/Advil) 200 mg, 1 tablet. Dosage according to age and weight per label instructions. Apply ice pack or heating pad.
* **Mouth ulcers/irritations/fever blisters:** Apply Anbesol/Orajel per label instructions.
* **Eye irritation:** Flush with water or eye wash; cool compress as needed.
* **Foreign body in eye:** Remove with wet Q-tip, only if possible, and irrigate with eye wash solution, followed by cold compress; referral as needed.
* **Ticks:** Remove with forceps. Check that body of tick is intact following removal. Cleanse area well with soap & water. Save tick in sealed container. Notify family.
* **Splinter:** Only remove splinters that are protruding from skin (not embedded) with forceps. Cleanse with soap and water.
* **Ringworm:** Cover wound with bandage and notify family.
* **Insect bites:** Apply sting swab/wipes or anti-itch spray. Apply ice pack. Emergency Epi-Pen & Epi-Pen Jr. for allergic reactions.
* **Stomachache/heartburn:** Tums/Pepto-Bismol, dosage according to age & weight per label.
* **Poison ivy/sumac/oak:** Apply calamine, caladryl clear, or hydrocortisone cream.
* **Allergic reactions:** Epi-Pen, Epi-Pen Jr., & Benadryl, dose per label for allergic reactions.
* **Shortness of breath/asthma:** Albuterol inhaler, 2 puffs prn for emergencies.
* **Oxygen:** Administered for life-threatening illness or injury. Give via a blow mask; flow is a pre-set unit delivered at 6L/min @ 100%.
* **Automated external defibrillator (AED):** The AED will enable trained responders in the school setting to deliver early defibrillation to the victims in the first critical moments after a sudden cardiac arrest. The AED equipment will be securely monitored and available for use.

There are also a variety of first aid and topical treatments used in the health room to care for students. Please contact the school nurse to obtain a list of these treatments and always let the school nurse know of any of your child’s allergies.

The Pennsylvania Public School Code, Section 1414.2 (g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. To request this exemption, contact the school nurse to make an appointment to discuss this decision, review, and sign the opt-out form.

A copy of Standing Orders shall be available in the health room. Orders shall be reviewed and signed by the school physician on an annual basis.

**STANDING ORDERS FOR EPI-PEN USE DURING EMERGENCIES**

**For the Easton Arts Academy nurse – Use only as directed.**

A **local reaction** to an insect bite includes the following symptoms: redness, swelling of the immediate area around the bite or sting, itching, and localized warmth. Following standing orders and watch for generalized reaction.

A **generalized reaction** occurs within minutes after a bite, sting, or other allergen, and may include the following symptoms:

* Hoarse or tight feeling in the throat
* Difficulty breathing or wheezing
* Anxious or faint feeling, apprehension
* Flushed appearance to the skin, followed by paleness
* Rapid, thready pulse; drop in BP; or unobtainable pulse or BP
* Hives, rhinitis, asthma episode
* Nausea
* Abdominal cramps
* Unconsciousness, convulsions
* Patient may tell you that he/she has a known reaction to an insect bite, sting, or other allergen

The school nurse may use the emergency Epi-Pen or Epi-Pen Jr, if, in his/her professional judgment, the victim’s life is in danger if not used. Check the patient’s emergency information and try to have as much information as possible. Staff will also be trained by the CSN to recognize an allergic reaction and how to properly use an Epi-Pen.

Following Epi-Pen use, call 9-1-1 immediately. The patient’s family and family physician should be notified, and arrangements should be made to transport the patient to the hospital.

Document all emergency care on an accident form and report to the school principal.

**EMERGENCY PROCEDURES FOR EPI-PEN USE DURING AN ANAPHYLACTIC REACTION**

During the event of anaphylaxis of a student or adult, an Epi-Pen will be administered by the school nurse or trained unlicensed personnel according to the following procedure.

**Definition: ANAPHYLAXIS** is a severe allergic reaction which can be life-threatening. It may occur within minutes after a triggering event or up to an hour or more later.

**Causes:** Extreme sensitivity to one or more of the following:

* Food
* Insect Sting
* Medication
* Latex
* Exercise-induced or food-dependent
* Extreme heat or cold
* Idiopathic (cause unknown)

**Physical Findings**

* Tingling sensation, itching, or metallic taste in the mouth.
* Hives or generalized flushing, itching, or redness of the skin.
* Nasal congestion or wheezing (asthma-like symptoms).
* Swelling of the throat, lips, tongue, and around the eyes.
* Feeling of apprehension, agitation, sweating, weakness, or shock.
* Abdominal cramping, nausea, vomiting, or diarrhea.
* Drop in blood pressure and paleness.
* Throbbing heartbeat, throbbing in ears, dizziness, or headache.
* Throat tightness change in voice, or hoarseness.
* Difficulty breathing or swallowing.
* Fainting or loss of consciousness.
* Convulsions.

**ACTION PLAN FOR ALLERGIC REACTIONS:**

1. Immediate assessment of respiratory condition and symptoms.
2. Call the school nurse if available.
3. Use student’s Epi-Pen or emergency Epi-Pen (adult or Jr, based on weight) that are in the health room and room 206. If available, follow the student’s or adult’s emergency Epi-Pen plan.
4. Pull off grey cap.
5. Swing and jab Epi-Pen firmly into upper outer thigh, through clothing but not through pants seam. **Hold Epi-Pen in place for 10 seconds.** Make sure Epi-Pen needle has been discharged; if not, you must do it again.
6. Massage area for 10 seconds.
7. Call 9-1-1 and let them know that an Epi-Pen was used. They will need to send a paramedic. The Epi-Pen is only good for approximately 15 minutes after initial injection. A second Epi-Pen injection may be needed based on symptoms.
8. Place student or adult in position of comfort. Monitor until help arrives. Send discharged (used) Epi-Pen along with emergency personnel.
9. Start CPR if necessary. AED if available.

**EASTON ARTS ACADEMY AUTHORIZATION FOR MEDICATION DURING SCHOOL HOURS PROCEDURE**

We urge parents to refrain from bringing prescription and over-the-counter (OTC) medications to school unless it is necessary during school hours. If unavoidable, we **MUST** have the proper Authorization for Medication During School Hours form completed and signed by both the parent/guardian and physician, or medication will not be given. The Pennsylvania Nurse Practice Act forbids the administration of medication by RNs and LPNs without direct authorization from a licensed physician. If your child must take medication at school, the procedure is as follows:

1. An Authorization for Medication During School Hours form is required from the family physician, which shall indicate the necessity of the medication(s) being given to the child during school hours, the name of the medication, the time it is to be given, the dose, and possible reaction(s), if any. This must be done for all prescription, over-the-counter (OTC) medications/remedies, herbal or homeopathic supplements, oils, and/or vitamins.
2. The Authorization for Medication During School Hours form and written statements from physicians are only good for one school year. If the dose or time of the medication changes during the school year, a new form will be required. Forms are available in the nurse’s office.
3. Medication is to be brought to school by a parent/guardian in the original pharmacy container and delivered to the school nurse. The container must be labeled with the student’s full name, name of physician, dosage of medication to be given, and time when it is to be given. If this procedure is not followed, the medication will not be given. **Do not send medication to school with your child. If your child brings medication to school, it will not be given.**
4. The first dose of any new medication will not be given in school for your child’s safety. If this procedure is not followed, the medication will not be given.
5. Students are expected to come to the health room to take their medication at the required time.
6. **A nurse will not be attending any field trips.** If your child needs medical attention during a field trip, teachers and chaperones will care for the child and emergency services will be called if necessary. If any medications are needed during this time, please arrange for a parent/guardian to chaperone, so that they may administer the medication themselves.
7. All student medication remaining in the health room at the end of the school year must be picked up by the parent/guardian. If this procedure is not followed, any remaining medication will be discarded.

**FERPA**

**Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents 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:

1. The right to inspect and review the student's education records within 45 days after the day

EAAECS receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will decide if access is granted and notify the parent or eligible student of the time and place where the records may be inspected.

1. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
2. Parents or eligible students who wish to ask EAAECS to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. 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 or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, 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.

Upon request, the school discloses education records without consent to officials of another

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.

1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by EAAECS 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, SW

Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students’ education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and

review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

1. To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
2. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2)
3. 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, such as the State educational agency in the parent or eligible student’s State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4)
5. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5)
6. To organizations conducting studies for, or on behalf of, the school, to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6)
7. To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7)
8. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8)
9. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9)
10. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a) (10)
11. Information the school has designated as “directory information” under §99.37. (§99.31(a) (11)
12. Section 9528 of the ESEA, 20 U.S.C. § 7908, as amended by the NCLB, and 10 U.S.C. 503, as amended by § 544 of the National Defense Authorization Act for Fiscal Year 2002 (Pub.L.No. 107-107), require the school district to:
    1. give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and provide students’ names, addresses, and telephone listings to military recruiters, when requested, unless a parent has opted out of providing such information. (Military Recruiter Guidance is on FPCO Website.)

**CODE OF CONDUCT**

**GUIDELINES FOR BEHAVIOR**

All students are expected to behave in a manner that will reflect favorably on the school, not only during school hours, but also at any out-of-school activity connected with the school, including but not limited to school functions, field trips, and performances. Behavior at any such activities will be part of the student’s record and misbehavior will be dealt with accordingly by school officials.

**ENTERING THE BUILDING**

When entering the building students should remove any head covering, including hats, bandanas and hoods and keep their voices low. Students should not run, wrestle, push, or shove. Students should walk up the stairs in an appropriate manner, without pushing, shoving, or grabbing onto each other’s person or backpacks and they need to follow the designated path to go directly to their assigned area.

**STUDENT RESPONSIBILITIES**

As a scholar, each student has a right to a free public education, to voice their opinion in a respectful

manner, and to be free from discrimination. Students also have human rights as persons and

participants in the educational community. These rights include the right to be treated with dignity by

other people and the right to contribute to the educational process. Students need to understand and

respect the rights of others through their conduct and attitude. As with all rights, there are

corresponding responsibilities.

They include:

1. Regular school attendance, conscious effort in classroom work and conformance to school rules and regulations. Students, administration and faculty share a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students and/or administrators.
3. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.
4. It is the responsibility of all students to:

a. Be aware of all rules and regulations for student behavior and to conduct themselves in accordance to the rules.

b. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school, community, and the protection of school property.

c. Dress and groom to meet the standards of safety and health, and not to cause substantial disruption to the educational process.

d. Assist the school staff in operating a safe school for all students enrolled.

e. Comply with the Commonwealth and all local laws.

f. Exercise proper care when using public facilities and equipment.

g. Attend school daily and be on time to all classes and other school functions.

h. Make up work when absent from school.

i. Pursue and attempt to complete satisfactorily the course of study prescribed by Commonwealth and local school authorities.

k. Ignorance of school rules is not an excuse for misbehavior. It is the student’s responsibility to know what he/she can or cannot do. When in doubt, students should ask an adult or check this handbook.

**EXPRESSION**

Philosophical Basis

Students have the right to express themselves through direct and symbolic means if such expression does not mock, demean, or ridicule other persons and/or groups; interfere with school activities or disrupt the educational process; or contain obscene, vulgar, inflammatory statements or is in any way detrimental to the welfare of other students.

Responsibilities

Students have the responsibility:

1. To act in a quiet, dignified manner during patriotic activities. Students also have the right to be excused from any patriotic act that is against their religious beliefs or deeply held personal beliefs.
2. To inform the school in writing of activities/policies which conflict with their religious beliefs and request alternative accommodations.

**STUDENT PROPERTY**

Student Responsibilities

Students have the responsibility:

1. To refrain from possessing or concealing any substance or objects which are prohibited, or which may disrupt the educational process and/or school sponsored activities or events.
2. To monitor and control access to their purses, bookbags, or similar containers and to check regularly their contents.

Student Rights

Students have the right to privacy in their personal possessions unless the school leader has reasonable suspicion to believe that prohibited substances or objects are possessed or are being concealed by the student. When school authorities have reasonable suspicion to believe that a student possesses an illegal item, or an item determined to threaten safety and security, the school administration may search a student and his/her property. Student desks, cubbies, etc. are the property of the school and may be searched at any time. **The school shall not be responsible for lost or stolen personal property that is brought to school.**

**USE OF SURVEILLENCE EQUIPMENT FOR SAFETY AND SECURITY**

To help ensure the safety and security of the students and staff of the school cameras may be used to monitor public areas or access to restricted areas in or on school property. Recordings from devices installed for safety and security may be used as the basis of disciplinary action, or, if appropriate, criminal prosecution against persons committing violations on school property.

**USAGE OF STUDENT IMAGES**

Throughout the year we have photos taken in the school of the classrooms and various activities held within and outside of the school. We will use these images on our Facebook page, school website and our yearbook. We do have a photo consent form that you will be required to sign and return on how your child’s photo may be used.

**DRESS CODE POLICY**

1. EAAECS does not require children to wear uniforms. Please have your child dress comfortably so they can move in their dance, theatre and music classes without restriction.
2. 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.
3. It is not acceptable to wear clothing that does not fit properly or that is ripped and considered play or work clothing.
4. Headwear is not permitted in the buildings. i.e. hats, bandanas, hoods, unless the head covering is required for religious or medical reasons.
5. 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.
6. 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 on gymnastics days.

1. Underwear must be covered and not exposed.
2. 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.
3. 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.
4. For gymnastics 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 parents will be contacted and asked to bring appropriate clothing for them to change into.**

**STUDENT DISCIPLINE**

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| **MAJOR PROBLEM BEHAVIOR** | **DEFINITION** |
| Bomb Threat/False Alarm | Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion. |
| Defiance/Disrespect/  Insubordination/  Non-Compliance | Student engages in refusal to follow directions, talks back and/or delivers socially rude interactions. |
| Disruption | Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior. |
| Dress Code Violation | Student wears clothing that does not fit within the dress code guidelines practiced by the school. |
| Fighting | Student is involved in mutual participation in an incident involving physical violence. |
| Gang Affiliation Display | Student uses gesture, dress, and/or speech to display affiliation with a gang. |
| Harassment/Bullying | Student delivers disrespectful messages\* (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes.  *\*Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.* |
| Inappropriate Display of Affection | Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult. |
| Inappropriate Location/Out of Bounds Area | Student is in an area that is outside of school boundaries (as defined by school). |
| Lying/Cheating | Student delivers message that is untrue and/or deliberately violates rules. |
| Other Behavior | Student engages in problem behavior not listed. |
| Physical Aggression | Student engages in actions involving serious physical contact where injury may occur (i.e., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.). |
| Property Damage/Vandalism | Student participates in an activity that results in destruction or disfigurement of property. |
| Skip Class | Student leaves or misses class without permission. |
| Technology Violation | Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer. |
| Use/Possession of Alcohol | Student is in possession of or is using alcohol. |
| Use/Possession of Combustibles | Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid). |
| Use/Possession of Tobacco | Student is in possession of or is using tobacco. |
| Use/Possession of Weapons | Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm. |
| Use/Possession of Vaping Devices | Student is in possession of or is using a Vape. |

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| **LOCATIONS** | **DEFINITION** |
| Art Room | The area used for Art classes and activities. |
| Bathroom/Restroom | Areas used by students for taking care of personal needs. |
| Bus | The area inside the bus. |
| Bus Loading Zone | The area used for bus loading and unloading. |
| Cafeteria/All Purpose Room | The area used for lunch, rehearsals and other activities. |
| Classroom | Areas used for instructional purposes. |
| Dance Room | The area used for Dance classes and activities. |
| Hallway/Stairwells | Areas designated for passing from one activity/class to another. |
| Multipurpose Room | Area shared by students and staff for specific activities. |
| Music Room | The area for Music classes and activities. |
| Off-Campus | An area beyond the property boundary of the school and not affiliated with a school activity. |
| Office | The area used by school staff for primary school business and management. |
| Other Location | The location for problem behavior event occurs in a location that is not listed. |
| Parking Lot | Areas used for parking vehicles during school hours. |
| Playground | The outside area used for recess breaks. |
| Special Event/  Assembly/Field Trip | Areas used for infrequent activities that occur in and/or out of school. |
| Theatre Room | The area used for Theatre classes and activities. |
| Unknown Location | The location of problem behavior event is not known or undetermined. |

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| **POSSIBLE MOTIVATION** | **DEFINITION** |
| Avoid Adult | Student engages in problem behavior(s) to get away from adult(s). |
| Avoid Peer(s) | Student engages in problem behavior(s) to get away from/escape peer(s). |
| Avoid Tasks/Activities | Student engages in problem behavior(s) to get away/escape from tasks and/or activities |
| Obtain Adult Attention | Student engages in problem behavior(s) to gain adult(s) attention. |
| Obtain Items/Activities | Student engages in problem behavior(s) to gain items and/or activities |
| Obtain Peer Attention | Student engages in problem behavior(s) to gain peer(s) attention. |
| Other | Possible motivation for referral in not listed above. Staff using this area will specify the possible motivation for this student’s problem behavior. |
| Unknown Motivation | Student engages in problem behavior(s) for unclear reasons. |

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| **OTHERS INVOLVED** | **DEFINITION** |
| None | Student engages in problem behavior incident alone. |
| Other | Student engages in problem behavior with person not listed above. |
| Peers | Student engages in problem behavior incident with peer(s). |
| Staff | Student engages in problem behavior incident with staff. |
| Substitute | Student engages in problem behavior incident with substitute. |
| Teacher | Student engages in problem behavior incident with teacher. |
| Unknown | It is unclear if any others were involved in incident. |

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| **ADMINISTRATIVE DECISION** | **DEFINITION** |
| Apology | Oral/Written apology will be provided to the victim. |
| Bus Suspension | Consequence for referral results in 1-3-day period when student is not allowed on the bus. |
| Community Service | Consequence for referral results in involvement in community service activities or projects around the school. |
| Conference with Student | Consequence for referral results in student meeting with administrator, teacher, and/or parent (in any combination). |
| Expulsion | Consequence for referral results in student being dismissed from school for the remainder of the year. |
| In School Character Building Program | Consequence for referral results in student receiving individualized instruction specifically related to the student’s problem behavior for 1-2 days away from scheduled activities/classes during the school day. |
| Loss of Privilege | Consequence for referral results in student being unable to participate in some type of privilege. |
| Lunch Detention | Consequence for referral results in student spending time in a specified area away from peers during lunch time. |
| Other Admin. Decision | Consequence for referral results in administrative decision that is not listed. Staff using this area will specify the administrative action taken. |
| Out of School Suspension | Consequence for referral results in a 1-10-day period when student is not allowed on campus. |
| Parent Contact | Consequence for referral results in parent communication by phone, email, or person-to-person about the problem. |
| Restitution | Consequence for referral results in apologizing or compensating for loss, damage, or injury; community services. |
| School Counselor Referral | Review of incident will be completed by school counselor who will then make appropriate contacts and develop a plan of action. |
| RTII/MDE Referral | Review of incident will be completed by the appropriate team to develop a plan of action to prevent disciplinary issues. |

The teacher directly responsible for the student at the time of the infraction shall intervene and document the situation. An administrator will contact the parent of the student who violated one or multiple school rules with details of the incident and provide a verbal and/or written explanation of the infraction to the parent regarding the disciplinary procedures to be implemented.

**Discipline Levels and Consequences**

To protect the rights of all students to receive the best education possible in a safe orderly learning environment, certain types of behavior are prohibited. Student misconduct is classified in five levels based upon place of occurrence, frequency of occurrence, and disruptive affect upon the safety and orderliness of the learning environment. Administration reserves the right to define levels of infractions as well as consequences.

**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:**

1. First Offense
   1. Teacher reprimand
   2. Student conference
   3. Restorative questioning
   4. Loss of Class privileges
2. Second Offense
   1. Lunch detention
   2. Parent notification
   3. Restorative questioning
   4. Public apology
   5. Loss of class privileges
3. Third Offense
   1. Lunch detention
   2. Parent/teacher strategy
   3. Written parent notification
   4. Restorative questioning
   5. Public apology
   6. Loss of class privileges
4. Fourth Offense
   1. Fourth offense of the same behavior is considered chronic and is a level 2 violation.
5. 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.
6. 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.
7. 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.
8. 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 Infractions**

**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
* Mis-use or abuse of technology
* Stealing
* Violation of Medication Policy
* Public Display of Affection

**Consequences:**

In addition to any Level 1 consequences:

1. In School Suspension/Character Building
2. Out of School Suspension
3. Parent Contact or Conference by Administrator
4. Confiscation of banned material (cell phone, iPod, etc.)
5. Loss of school privileges/ability to participate in performances
6. Behavior Modification Contract
7. Lunch Detention
8. Restorative Questioning
9. Community Service within the school
10. Restitution for Damaged Property
11. 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.
12. Students who continue to commit Level 2 infractions will be considered guilty of insubordination, a Level 3 Infraction.
13. 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

**Consequences:**

In addition to any Level 1 or Level 2 consequences:

1. 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.
2. 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):**

***Students 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:

1. Out of school suspension for 5-10 days
2. Habitual offenders will be defined as either:
   1. Students who have exceeded 10 days of suspension during the current school year for a specific Level 4 Infraction
   2. Student have exceeded 3 separate suspensions during the current school year for any combination of infractions
3. Suspension and expulsion of IEP students will be in accordance with due process requirements.
4. Referral to CEO for expulsion hearing.
5. 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):**

***Students 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:

1. Out of school suspension pending an expulsion hearing
2. The School Board will determine whether to have an expulsion hearing
3. Police notification
4. Suspension and expulsion of IEP students will be in accordance with due process requirements.
5. 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

(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…

(b) 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).

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

(1) directed at another student or students;

(2) which occurs in a school setting;

(3) that is severe, persistent or pervasive; and

(4) that has the effect of doing any of the following:

(i) substantially interfering with a student's education;

(ii) creating a threatening environment; or

(iii) 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, that 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 that 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 web site.

Education

EAAECS may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling.
2. Parent Conference
3. Loss of school privileges/exclusion from school-sponsored activities.
4. Detention/In School Suspension
5. Transfer to another classroom or removal from bus.
6. Out of School Suspension.
7. Referral to law enforcement officials.

\*EAAECS reserves the right to follow these consequences in the order necessary per each individual case/student.

For more information about Bullying, please visit [www.stopbullying.gov](http://www.stopbullying.gov)

**STUDENT ASSISTANT PROGRAM**

The Pennsylvania Student Assistance Program (SAP) is a systematic team process used to mobilize school resources to remove barriers to learning. SAP is designed to assist in identifying issues including alcohol, tobacco, other drugs, and mental health issues which pose a barrier to a student’s success. The primary goal of the Student Assistance Program is to help students overcome these barriers so that they may achieve, advance, and remain in school. While Student Assistance Programs exist in other areas of the country, the structure and operation of the program in Pennsylvania is a unique expression of an integrated model serving the needs of Pennsylvania families and students.

Teachers, parents, and students can all make a referral to the SAP program anonymously if they have any concerns about a student in the school. Referral forms can be found on our webpage or in the main office and should be returned to the SAP lock-box located outside of the counselor’s office.

**ELECTRONICS/TOYS**

Students are not permitted to bring electronic devices or toys to school unless a special request is made by a teacher to do so. Students may have cell phones, but they must always be powered off and stored in their backpacks. Students are not permitted to use cell phones during school hours. If a call home is necessary, students are required to use a school telephone. Students may ask their teacher to go to the main office and use the phone to call home. The school is not responsible for loss, theft, or damage of electronic devices or toys.

**INTERNET POLICY**

EAAECS supports the use of the Internet and other computer networks in the school’s instructional program to facilitate learning and teaching through interpersonal communications, access to information, research, and collaboration.

EAAECS 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 electronic information available to students and staff does not imply endorsement of the content by the school, nor does EAAECS guarantee the accuracy of information received on the Internet. EAAECS 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.

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:

1. 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.

2. 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.

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

4. 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.

5. 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.

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

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

8. Users will not communicate through e-mail 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 e-mail distribution lists to offer personal items for sale is prohibited).

9. 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.

10. Users are not to engage in political lobbying.

11. 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.

12. 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.

13. 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.

14. 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.

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

16. 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.

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

18. Users are not to post personal or professional web pages on the School’s website without administrative approval.

19. Users are not to post anonymous messages.

20. 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.

21. 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.

22. 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.

23. Users are not to attempt to and/or obtain personal information under false pretenses with the

intent to defraud another person.

24. Users are not to use location devices to invade a person’s privacy or to harm or to put another

person in jeopardy.

25. 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.

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

**DRUG AND ALCOHOL POLICY**

EAAECS is a drug/smoke/alcohol free school. It is the policy of EAAECS to prevent and prohibit the possession or use, of drugs and alcohol on school property and/or at any school related activity. The possession uses and/or distribution of alcohol, a drug, a drug-like substance, a look-alike substance and/or drug paraphernalia are wrong and harmful to students and are prohibited within the school environment.

**The following definitions shall apply to this policy:**

1. “Alcohol” shall mean alcohol or any alcoholic liquor capable of being consumed by a human being, including alcohol, spirits, wine and beer.
2. “Drug” shall mean any controlled substance or counterfeit substance including, for example, narcotic drugs such as heroin or cocaine, amphetamines, anabolic steroids, and marijuana, and shall include any prescription substance which has been given to or prescribed for a person other than the student in whose possession it is found.
3. “Drug paraphernalia” shall mean all equipment, products and materials including for example, roach clips, miniature cocaine spoons and containers for packaging drugs.
4. “Prescription drugs” shall mean any substance obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting during his or her professional practice, and which is specifically intended for the student in whose possess it is found.
5. “Drug-like substance” shall mean any non-controlled and/or nonprescription substance capable of producing a change in behavior or altering a state of mind or feeling, including, for example, some over-the-counter cough medicines, certain types of glue, caffeine pills and diet pills. The definition of drug like substance does not include tobacco or tobacco products.
6. “Non-prescription medicine” shall mean any over-the-counter medication; some of these medications may be a “drug-like substance.”
7. “Look-alike substance” shall mean any non-controlled substance that is packaged to appear to be, or about which a student makes an express or implied representation that the substance is, a drug or a non-controlled substance capable of producing a change in behavior or altering a state of mind or feeling.
8. “Possess,” “possessing,” or “possession” shall mean that a student has on the student’s person, in the student’s belongings, or under the student’s reasonable control by placement of and knowledge of the whereabouts of, alcohol, a drug, a look-alike substance, a drug-like substance or drug paraphernalia.
9. “Use” shall mean that a student is reasonably known to have ingested, smoked, or otherwise assimilated alcohol, a drug or a drug-like substance, or is reasonably found to be under the influence of such a substance.
10. “Distribute,” “distributing,” or “distribution” shall mean the transfer or attempted transfer of alcohol, a drug, a look-alike substance, a drug-like substance, or drug paraphernalia to any other person with or without the exchange of money or other valuable consideration.
11. “School environment” shall mean within or on school property and/or at school-sanctioned or supervised activities including, for example, on school grounds, on school buses, at functions held on school grounds, at extracurricular activities held on and off school grounds, on field trips and at functions held at the school in the evening.

**WEAPONS POLICY**

Students, parents/guardians, employees, and others are subject to the provisions of the Weapons Policy while on school property and/or in attendance at school related functions.

1. EAAECS recognizes that all students have a right to be educated in a safe environment; all employees have a right to work in a safe environment; and the community has a right to expect a safe school environment.
2. EAAECS recognizes that the possession of weapons, facsimiles or look alike, on school premises threatens the safety of our entire school community.
3. It is, therefore, the intent of EAAECS to prevent and prohibit the possession, transmission, handling, use, or storage of any weapon, facsimile or look-alike, on EAAECS school property, at school sponsored events, or in any conveyance providing transportation to or from any school, school event or function, by any student, employee or other person. This policy shall apply with equal force to vehicles parked on school property. The restrictions against possession of knives are waived for employees of EAAECS who use them for job-related responsibilities, such as maintenance personnel.
4. Any person discovering possession, transmission, handling or use of a weapon, facsimile or look-alike, or a threat to use a weapon shall immediately notify the principal or designee of the apparent violation.
5. Weapons offenses shall be reported to the principal, and/or designee, according to administrative regulations and shall also be reported to the parent/guardian, the CEO of EAAECS, and the appropriate local law enforcement agencies.
6. Violations of this policy involving possession, transmission, handling or use of a weapon, or any other violations of a state or federal law or regulation relating to weapons will result in immediate suspension, as stated in the Code of Conduct, Level 5 Infraction, at the discretion of the building administrator/s, and may result in a recommendation for permanent expulsion from school by Administration in accordance with the Student Rights and Responsibilities Policy, administrative regulations, and any state or federal statute applicable to the subject matter of this policy. In addition, counseling is required as a condition for re-admittance to school.
7. This policy will be implemented through the cooperative efforts of the school staff, parents/guardians, students, local police departments, and communities of EAAECS.
8. Visitors who violate this policy will be immediately banned from school property and will be reported to the local police for criminal action.
9. Violations of this policy by employees shall be immediately reported to the Chief Executive Officer of EAAECS who will be responsible for imposing a disciplinary suspension without pay. The Chief Executive Officer might also recommend that the Board of Directors implement due process proceedings to consider the employee’s termination.
10. This policy shall have no application to those individuals in the capacity of properly designated law enforcement or security responsibility on school property.

**EVACUATION, FIRE & LOCKDOWN DRILLS**

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.

**CLASSROOM CONCERNS**

The best person to talk to about your child’s academic progress, classroom behavior or daily concerns is the classroom teacher. You can contact the teacher easily by sending a note, email or making a telephone call. Although most situations can be dealt with effectively by the parent, teacher and child, sometimes it is necessary to have administration or their designee to be included such as the school counselor, nurse, etc.

**LOST, DAMAGED, OR DESTROYED MATERIAL**

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

**STUDENT SERVICES**

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
* 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. Parents may request screening and/or multidisciplinary evaluations at any time by contacting the building principal or Student Services Coordinator. 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.

**REPORT CARD AND ASSESSMENT DESCRIPTORS**

Assessment/Projects 40%

Classwork/Participation 30%

Homework/Other 20%

Journals 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

Formal parent/teacher conferences will be scheduled from December 16-19, 2019 and April 6-8, 2020. Additional parent conferences can be scheduled throughout the school year at either the parent(s)/guardian(s) or teacher’s request. Please feel free to contact the school if you have any questions about your child’s academic or artistic progress.

**Every Student Succeeds Act (ESSA)**

*What is Every Student Succeeds Act?*

On December 10, 2015, President Obama signed the bipartisan Every Student Succeeds Act (ESSA), which reauthorizes the Elementary and Secondary Education Act of 1965 (ESEA).

The ESSA builds upon the critical work States and local educational agencies (LEAs) have implemented over the last few years. The reauthorized law prioritizes excellence and equity for our students and supports great educators.

The new law builds on key areas of progress in recent years, made possible by the efforts of educators, communities, parents, and students across the country.

ESSA includes provisions that will help to ensure success for students and schools. Below are just a few. The law:

* Advances equity by upholding critical protections for America's disadvantaged and high-need students.
* Requires—for the first time—that all students in America be taught to high academic standards that will prepare them to succeed in college and careers.
* Ensures that vital information is provided to educators, families, students, and communities through annual statewide assessments that measure students' progress toward those high standards.
* Helps to support and grow local innovations—including evidence-based and place-based interventions developed by local leaders
* Sustains and expands this administration's historic investments in increasing access to high-quality preschool
* Maintains an expectation that there will be accountability and action to effect positive change in our lowest-performing schools, where groups of students are not making progress, and where graduation rates are low over extended periods of time.

**TITLE 1**

**What is Title 1?**

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 economically disadvantaged homes. However, Title 1 services provided with federal funds are based on the academic needs of students. The goal of the Title 1 program is to increase student performance and academic achievement.

**Progress Monitoring**

Students who receive Title 1 supplemental support may be served by General Education or Instructional Support Teachers who are Highly Qualified in Mathematics or English Language Arts. Parents are encouraged to contact the support teacher to discuss their child’s progress in this program.

**Parents Right-to-Know Notice**

In accordance with recent federal legislation, the No Child Left Behind Act (NCLB), school districts that receive Title 1 federal funds are required to notify parents of their right to request information regarding the professional qualifications for their child’s teacher including degrees and certifications held and whether the teacher is certified in the area he/she is teaching. If you wish for more information regarding your child’s educators, please contact the EAAECS Principal.

**Program Design**

Our Title 1 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 Notification**

Parents of eligible students will be notified about the program details in early fall or throughout the school year. Additionally, parents will receive notices and information through the school year to keep you informed about the progress of your child.

**EAAECS Parental 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 involvement is critical to student success and student achievement. Parents can positively impact their child’s school success by being positively involved in their child’s school experience.

**Who to Contact:**

Title 1 Coordinator

484-546-4230

**Highly Qualified Teachers**

According to the U.S. Department of Education, a highly qualified teacher, is fully certified, has a bachelor’s degree and has completed content area major OR has passed a content area test in the subject he/she is assigned to teach.

In Pennsylvania, a fully certified teacher must have a bachelor’s degree, a content area major AND have passed a content area test.

In addition, fully certified teachers in Pennsylvania have completed pedagogical course work in education, including student teaching.

Every core classroom teacher at EAAECS currently meets the standards for Highly Qualified Teachers. In the artistic areas, where certifications are available via PDE, we strive to fill those positions with certified candidates.

**HOMEWORK**

EAAECS has developed homework guidelines as follows:

Definitions, Purposes and Benefits of Homework

1. Homework is defined as any out-of-class study tasks that are assigned as extensions of classroom work.
2. Different types of homework may be given depending on the purposes set by the teacher.
3. The types of homework assigned are related to a student’s grade level, the major topics being studied in class and individual student needs.
4. Often, all students enrolled in a class will receive the same homework. It is possible, however, that not everyone in a class will always receive the same homework. Some assignments may be directed to meet the specific skill levels and/or needs of individual students.
5. Some benefits of homework include: developing students’ independent work habits and organizational skills, developing students’ responsibilities for completing work on time, providing a vehicle for parents to become familiar with the child’s class work and to gauge how well their child understands material that has been presented, serving as a catalyst for informal discussion at home about what is being learned in school, and provide the teacher with additional assessment data to align planning.

**HOMEBOUND INSTRUCTION**

Students who are unable to attend school for a prolonged period are eligible to be considered for homebound instruction. If warranted, a tutor can provide three to five hours of instruction weekly. The following are needed to apply for homebound instruction:

1. Doctor’s statement stating

a. Nature of illness

b. Amount of time student is expected to be absent.

**ASSEMBLIES**

Assemblies are designed to support the K-5 elementary curriculum and social expectations.

**FIELD TRIPS**

Classroom field trips are designed to supplement the curriculum and may be taken by various grade levels throughout the school year. A signed permission slip by the student’s parent is required for each field trip. A field trip is an extension of the regular school day. While most field trip locations are open to the public and parents who are not serving as chaperones are free to attend a public place, parents will not be permitted to join their child’s group. Also, parents may not take their student(s) home from a field trip. Students are required to return to the school via EAAECS provided transportation and follow regular dismissal procedures.

**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:

1. Parent(s) or guardian(s) name(s).

2. Complete and up-to-date address including Email address.

3. Home phone and parent(s)/guardian(s) work phone.

4. Emergency phone number of friend or relative.

5. Physician’s name and phone.

6. Medical alert information.

In addition, parents 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.

**PARENT VOLUNTEERS**

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 is volunteering to work with

students.

Parent/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/community volunteers that remain in the building until the end of the school day must

wait to depart the building when “parent 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.

**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 principal for promotion, such student may be retained in a class or grade level. Before any pupil can be considered for retention, s/he must have gone through the RTII process. Parental involvement and input are considered in the determination of pupil retentions; however, the ultimate decision shall be determined by the principal with input from the professional staff.

**SCHOOL RECORDS**

Parents have the right to review their child’s school records. If you wish to see these records, contact the principal to set up an appointment. FERPA is in place, which insures the privacy rights of both parents and student in the collection, maintenance, release, and distribution of these records.

**SMOKING AND USE OF ALCOHOL ON SCHOOL GROUNDS**

Smoking and consumption of alcohol is not permitted in any school building or on school grounds by adults and students.

**SPECIAL EDUCATION SERVICES**

The following ANNUAL PUBLIC NOTICE of special education services and programs, and services for protected handicapped students is provided to parents and families in accordance with state and federal laws and regulations.

In compliance with state and federal law, EAAECS will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student’s abilities. To qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These service and protections for “protected handicapped students” are distinct from those applicable to all eligible and exceptional students enrolled (or seeking enrollment) in special education programs.

Children ages three through twenty-one may be eligible for special education programs and services under IDEA and 22 PA Code Chapter 14. If parents believe that their child may be eligible for special education, they should contact the school’s Director of Special Education. For preschool age children, information, screening and evaluation requested may be obtained by contacting the intermediate unit that service your home school district.

**NON-DISCRIMINATION POLICY (TITLE IX)**

EAAECS is an equal opportunity education institution and will not discriminate in its educational program’s activities or employment practices based on race, color, national origin, sex, age, religion, ancestry, disability, union membership or other legally protected classification. Announcement of this policy is in accordance with state and federal laws.

**PLEASE SIGN AND RETURN PAGES 46-48 IMMEDIATELY TO YOUR CHILD(REN)’S TEACHER(S).**

**PARENT/GUARDIAN/STUDENT ACKNOWLEDGEMENT FORM**

Please sign and return this acknowledgement form to your child’s teacher.

YES, I have read the 2019-2020 handbook with my child. I am 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.

Date Child Classroom Teacher

My parents/guardian and I have discussed the Code of Conduct

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian (Please Print and Sign)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name (Student to write own name)

**EASTON ARTS ACADEMY**

**AUTHORIZATION FOR MEDICATION DURING SCHOOL HOURS**

To: School Nurse

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

My child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 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/guardian, I do hereby release, discharge, and hold harmless, Easton Arts Academy and its agents and employees, from all liability and claims whatsoever in connection with the administration of the above medication to my child.

**PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\*\*The student may carry his/her rescue **inhaler / Epi-Pen** and has demonstrated that he/she can properly self-administer and accepts full responsibility for the administration of his/her emergency medication.

Prescriber/Physician: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXCLUSION FROM PHYSICAL EDUCATION/DANCE CLASS**

**School Health Services and Student Health Records**

**Parent Memorandum of Understanding**

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

I UNDERSTAND that Easton Arts Academy health room staff will work with my child 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\* (Grades K,)

\*parents are encouraged to seek examinations 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 child’s health and education to do so.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature                               Date

**Easton Arts Academy Elementary Charter School**

**EARLY APPOINTMENT and END-OF-DAY PARENT 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 child if not a parent (individual must be on**

**Emergency Contact Form):**

**Parent Name (please print and sign):**

**Easton Arts Academy Elementary Charter School**

**EARLY APPOINTMENT and END-OF-DAY PARENT PICK UP FORM**

**Date of Pick-Up (today’s date): Time of Pick-Up:**

**STUDENT NAME: GRADE:**

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**STUDENT NAME: GRADE:**

**Name of party to be picking up child if not a parent (individual must be on**

**Emergency Contact Form):**

**Parent Name (please print and sign):**



**ABSENCE FORM**

Dear Parent/Guardian:

Absences due to Family Trips must be submitted in writing with a parent/guardian signature, emails will not be accepted, to the Building 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 principal no later than 10 days prior to the date of your planned family trip. One form must be submitted for each child. 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 child 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 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 parents on a timely basis through teachers, counselors, administrators and through letters, electronic communication, and conferences.

The 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,

EAAECS



**ABSENCE FORM**

**Student Name:**

**Grade: Homeroom Teacher:**

**Responsible adult(s) in whose company the student will be:**

**Date(s) of Absence From: To:**

**Date of Return to School:**

**Destination and educational aspects for trip:**

**Parent(s)/Guardian(s) Name:**

**Phone number:**

**Email address:**

**Parent/Guardian Signature Date**

**THIS FORM SHOULD BE SUBMITTED TO THE PRINCIPAL NO LATER THAN 10 DAYS PRIOR TO THE ABSENCE. PLEASE SUBMIT ONE FORM FOR EACH STUDENT. THIS WILL BE KEPT AS THEIR RECORD OF ABSENCE AND EXCUSE NOTE (TO BE INCLUDED IN THE 10 PARENT NOTE EXCUSES ALLOWED). EACH DAY WILL COUNT AS 1 PARENT NOTE. THE ABSENCES WILL NOT BE EXCUSED UNLESS ALL WORK HAS BEEN COMPLETED AND TURNED IN UPON RETURN.**

**EASTON ARTS ACADEMY**

**ELEMENTARY CHARTER SCHOOL**

**EXCUSE FOR ABSENCE**

**Date of Absence:**

**Student’s Name:**

**Reason for Absence:**

**Parent/Guardian Signature**

(For Office Use Only)

Excused Absence

Unexcused Absence

**EASTON ARTS ACADEMY**

**ELEMENTARY CHARTER SCHOOL**

**EXCUSE FOR ABSENCE**

**Date of Absence:**

**Student’s Name:**

**Reason for Absence:**

**Parent/Guardian Signature**

(For Office Use Only)

Excused Absence

Unexcused Absence

**EASTON ARTS ACADEMY**

**ELEMENTARY CHARTER SCHOOL**

**EXCUSE FOR ABSENCE**

**Date of Absence:**

**Student’s Name:**

**Reason for Absence:**

**Parent/Guardian Signature**

(For Office Use Only)

Excused Absence

Unexcused Absence

**EASTON ARTS ACADEMY**

**ELEMENTARY CHARTER SCHOOL**

**EXCUSE FOR ABSENCE**

**Date of Absence:**

**Student’s Name:**

**Reason for Absence:**

**Parent/Guardian Signature**

(For Office Use Only)

Excused Absence

Unexcused Absence