

# *Easton Area School District*

## **SHAWNEE MIDDLE SCHOOL**

1010 Echo Trail ♦ Easton ♦ Pennsylvania ♦ 18040-1020

Phone (610) 250-2460

"Success Starts Here"

Stephen T. Furst

Fax (610) 250-2613

Principal

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Dear Parent/Guardian:

The middle school years are vitally important to the growth and development of your child. With your assistance, the Shawnee administration and staff will develop an atmosphere that is academically, emotionally and socially rewarding for all students.

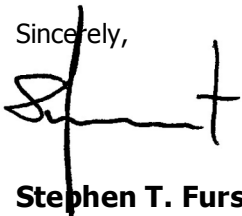
The information in our student handbook is designed to assist you and your child in making a smooth transition to grades seven and eight. Please take the opportunity to review and discuss the information provided in the handbook. For your convenience, the student handbook is located on our school's website. This website includes specific areas for parents, students, and staff members. E-mail addresses for all teachers and other information are an integral part of the website and, for households with Internet access, this is a fine source of information for many questions that may arise throughout the school year. Also please visit [www.eastonsd.org](http://www.eastonsd.org) to stay current with district news, events, and school board policies.

Our efforts are directed toward establishing clear lines of communication between the home and the school. With your input, we are confident that the Shawnee Middle School staff will provide a positive growth experience for your child. While it is our intent to answer the telephone with a "live" person, depending on the time of day, it is possible that you will be transferred to our automated telephone system. The morning hours between 7:30 – 9:00 am and the lunch hours are usually the most hectic. If you are calling with a question of a general nature, the main office staff can usually be of assistance. However, the Shawnee administration is organized into two grade level offices, 7<sup>th</sup> grade (x31017) & 8<sup>th</sup> grade (x31015), which are staffed to service the needs of their respective students and parents. We also have an attendance office (x31034) that deals exclusively with attendance issues and a guidance office (x31003) that handles a myriad of services related to academics, scheduling and registrations, counseling, special education and testing. ***If you are in doubt about which office to contact, calling your child's grade level office is always a good place to start.***

The grade level principals assist the building principal in managing the needs of the students and parents and are empowered to make decisions related to most any issue related to student life at Shawnee. Most questions and concerns can be routinely answered and serviced by the grade level staff and principals; however, questions regarding student attendance should initially be directed to the attendance office at extension 31034. Questions about grades, progress reports, and academic concerns should initially be directed to the guidance office at extension 31003. In doing so, we will be able to service your needs in the most efficient manner possible.

Beginning with the 2007-08 school year, we will be occupying the 7<sup>th</sup> & 8<sup>th</sup> grade section of the new Easton Area Middle School Campus. While I anticipate that this will be an exciting and rewarding experience for everyone, it will not be without its challenges. Construction related disruptions will occur from time to time, and the process of changing from a junior high school to a true middle school will require patience from everyone as we design a more age-appropriate environment for our students. To assist with this transition, our core academic teachers have been organized into "teams" with approximately 125 students assigned to each team. Throughout the year, you will have the opportunity to speak with your child's teachers in person or via telephone about any concerns you have about your child's academic progress or programming. We look forward to meeting you and your child and working together to insure the best possible middle level education for all of our students.

Sincerely,



**Stephen T. Furst, Principal**  
Shawnee Middle School