

2016-2017 Policies & Procedures

Enrollment Information

Admission to Public School

A. Kindergarten

A child is eligible for admission to kindergarten if he or she is five (5) years old on or before October 1.

Each child who registers for entrance to school must exhibit a birth certificate, baptismal certificate, or similar documentation as proof of age and birth date.

B. First-Time Elementary Students

Children entering the Bethlehem Area School District (BASD) for the first time at the lowest grade on the elementary level above kindergarten (grade 1) shall be admitted to school only during the first two weeks of the annual school term.

Upon the recommendation of the principal and the approval of the superintendent of schools, an exception may be made for children of first grade who move into the district before December 31 but after the expiration of the two-week admission period.

Children are eligible for admission to the first grade if they are six years old on or before October 1 of that year or if they have successfully completed the BASD's Kindergarten Program.

C. Early Admissions

1. Written requests will be accepted beginning January 1 for a child who will not be five (5) years old on or before October 1 for kindergarten, or six (6) years old on or before October 1 for grade one. Early admission testing will occur between May 1 and August 1. Requests from new residents will be accepted until the end of the first day of school.
2. To be eligible for early admission testing, a child who will not be five (5) years old on or before October 1 for kindergarten, or six (6) years old on or before October 1 for grade one, must have a birthday in October, or November during the calendar year that the application is received.
3. The child must be recommended for early admission based on established criteria by the district. Only the results of tests administered by the district personnel are recognized for the purpose of early admission. The results of outside testing are not considered.
4. The results of the tests administered for early admission are final. There is no appeal process.
5. Students who have completed an accredited KDG or Grade 1 satisfactorily will be accepted.

6. Students transferring into the district after August 1 and do not meet the age requirement will be considered on an individual basis based upon review of record and assessments.

D. Entitlement

A school age child is entitled to attend the public schools of the child's district of residence. A child's district of residence is that in which the parents or the guardian resides. When the parents reside in different school districts due to separation, divorce, or other reasons, the child may attend school in the district of residence of the parent with whom the child lives for a majority of the time, unless a court order or court approved custody agreement specifies otherwise. If the parents have joint custody and time is evenly divided, the parents may choose which of the two school districts the child will enroll for the school year.

If the child is an emancipated minor, the resident school district is the one in which the child is then living. For purposes of this section, an emancipated minor is a person under 21 years of age who has chosen to establish a domicile apart from the continued control and support of parents and guardians. A minor living with a spouse is deemed emancipated.

Transportation for students must be provided consistent with the policy of the school district that the student is attending.

E. Enrollment

A school district shall normally enroll a child the next business day, but not later than five (5) business days of application. The school district has no obligation to enroll a child until the parent, guardian, or other person having control or charge of the student making the application has supplied proof of the child's age, a minimum of two proofs of residency, and immunizations are required by law, except in the case of homeless students.

Acceptable proofs of residence are:

- Agreement of sale to purchase a home in the Bethlehem Area School District
- Lease Agreement
- Utility bill
- Change of address from the Post Office (yellow sticker on received letter)
- Current automobile registration with current driver's license and current insurance card. These three are still only one proof of residency.
- Letter from Social Security Administration stating that the family is the recipient of Social Security benefits and has provided the Social Security Administration with a Bethlehem Area School District address.
- Letter from the Department of Public Welfare
- Bank statement
- Letter from employer
- Credit card bill

School districts receiving requests for educational records from another school district or charter school shall forward the records within 10 business days of receipt of the request.

F. Nonresident Children

The enrollment requirements apply equally to nonresident children who are children living in facilities or institutions as defined in § 11.18 (relating to nonresident child living in facilities or institutions), or foster homes, or with a district resident who is supporting the child without personal compensation as defined in § 11.19 (relating to nonresident child living with a district resident), provided that the person making the application has supplied the documentation required by law, consistent with Board Policy 202, Eligibility of Nonresident Student.

G. Immigration Status

A child's right to be admitted to school may not be conditioned on the child's immigration status. A school may not inquire regarding the immigration status of a student as part of the admission process.

H. Home Language Survey

A school entity shall administer a home language survey to all students seeking first time enrollment in its schools in accordance with requirements of the United States Department of Education's Office for Civil Rights. See additional information under the English Acquisition Program section.

I. Open Enrollment

Parents may request to send their child to an elementary school other than the one that serves their regular attendance area. Requests for open enrollment must be made using a "Petition for Open Enrollment" form, which is available at their home school. Petitions must be submitted to the Child Accounting Department, 1516 Sycamore Street, Bethlehem, Pennsylvania 18017. Requests will not be accepted earlier than January 31 or later than July 1. Parents moving into the district after July 1, but prior to the end of the first quarter may request open enrollment for their child at the time of registration.

When considering which elementary school to choose, parents should give serious consideration to their child's resident middle school since there is no open enrollment at the secondary level.

Consideration for open enrollment requests will be determined by the following criteria:

- Space availability in a particular school and grade after resident students are assigned.
- Siblings of students who are currently enrolled in the open enrollment school will be given priority consideration. There is no guarantee that all children from one family will be accepted for open enrollment based on the criteria above.
- Requests for open enrollment assignments out of a building will not cause that building's student enrollment to fall below a limit established by the Board of School Directors.
- Parents who elect to apply for open enrollment agree that their child will comply with all of the following conditions:
 - The student will not exceed a total of six unexcused tardies and/or unexcused early releases from school.
 - The student will not exceed fourteen cumulative days of absence.
 - The student will not have two or more academic failures in one marking period.
 - The student will have no Code of Conduct infractions resulting in suspension.

- The student will not be picked up late at student dismissal more than three times.

Failure to comply with these conditions of open enrollment may result in the child being returned to his or her resident school and will result in the child being denied the open enrollment privilege for the following year.

If approved for open enrollment, the open enrollment school will assume that the parents accept the assignment unless the parents notify the open enrollment school otherwise.

Building principals of the receiving and sending schools will review the requests for open enrollment assignments in or out of their buildings as they are received and submit their recommendation to the supervisor of child accounting. The final decision for approval will be based upon the superintendent's assessment of the impact of additional students on existing instructional program objectives and available space at the receiving school, as well as the effect of the loss of students at the sending school.

Requests for open enrollment assignments out of an elementary building will be denied when such transfers would cause the building's student enrollment to fall below a limit established by the Board of School Directors.

Once a student has been accepted into a building under the open enrollment option, that student will be permitted to remain until the end of 5th grade unless revoked for causes stated above. The student will not be permitted to transfer to another building within the district at any time during that school year.

Parents must assume full responsibility for transporting their children.

Parents/Guardians should seriously consider open enrollment requests to elementary schools where students matriculate into their resident middle school since there is no open enrollment at the secondary level.

Child Find Notice

Chapter 14: Special Education

Chapter 15: Section 504

Chapter 16: Gifted Education

A. Thought-to-Be Students with Disabilities (Chapter 14: Special Education)

In compliance with state and federal law, notice is hereby given by the Bethlehem Area School District that it conducts ongoing identification activities as part of its school program for the purpose of identifying students who may be in need of special education and related services (eligible students). Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

1. Autism
2. Deaf/blindness
3. Deafness
4. Emotional disturbance
5. Hearing impairment including deafness
8. Orthopedic impairment
9. Other health impairments
10. Specific learning disability
11. Speech and language impairment
12. Traumatic brain injury

- 6. Intellectual Disability
- 7. Multiple disabilities

- 13. Visual impairment including blindness

If you believe that your school-aged child may be in need of special education services and/or related services, screening and evaluation processes designed to assess the needs of the child and his or her eligibility are available to you at no cost, upon your request. You may request screening and evaluation at any time, whether or not your child is enrolled in the district's public school program. Requests for evaluation and screening are to be made to your child's principal.

For children from ages birth to age three (3), please contact the County Office of Developmental Programs for services at 610-829-4750. For children age three (3) to school-age who may be in need of early intervention, please contact Colonial Intermediate Unit 20 for Services at 610-252-5550.

The Bethlehem Area School District will provide to students with disabilities, without discrimination or cost to the student or family, those related services, or accommodations/modifications 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. In order to qualify as a student with a disability, the child must be school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

B. Thought-to-Be Students for Section 504 (Chapter 15: Service Agreements)

In compliance with state and federal law, the Bethlehem Area School District conducts ongoing identification activities as part of its school program for the purpose of identifying students who may be in need of accommodations due to a physical or mental health impairment that substantially limits a major life activity.

If you believe that your school-aged child may be in need of a Service Agreement, screening and evaluation processes designed to assess the needs of the child and his or her eligibility are available to you at no cost, upon your request. You may request screening and evaluation at any time. Requests for evaluation and screening are to be made to your child's principal.

C. Thought-to-Be Students with Giftedness (Chapter 16: Gifted Education)

In compliance with state law, the Bethlehem Area School District provides services designed to meet the unique needs of gifted students. The Bethlehem Area School District identifies "gifted" students on a case-by-case basis based on state law and district policy. Such students may possess superior IQ scores or meet multiple criteria indicating gifted ability.

If you believe that your school-aged child may be in need of gifted education services and/or related services, screening and evaluation processes designed to assess the needs of the child and his or her eligibility are available to you at no cost, upon your request. You may request screening and evaluation at any time, whether or not your child is enrolled in the district's public school program. Requests for evaluation and screening are to be made to your child's principal. Please note that entitlement to gifted services include only those rights provided for by Pennsylvania Law.

D. To Acquire More Information/Confidentiality

For further information on the rights of parents and children, provision of services, evaluation and screening, and rights to due process procedures, you may contact the Special Education Office located at 1516 Sycamore Street, Bethlehem, Pennsylvania 18017 (610-868-8268), your principal, or log onto the Bethlehem Area School District website at www.beth.k12.pa.us and go to the special education link under academics.

All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The district has policies and procedures in effect governing the collection, maintenance, destruction, and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact in writing the Special Education Office or any principal.

General Information

Asbestos—AHERA Notification

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). This required schools to be inspected to identify any Asbestos Containing Building Materials (ACBM). All BASD buildings were inspected and suspected materials were tested and rated according to condition and potential hazard. A comprehensive report with an asbestos management plan was delivered to the BASD in March of 1989.

AHERA also required that all building be reinspected every three years to determine if any known or suspected ACBM has changed and to make recommendations on managing or removing the ACBM. The latest reinspection was completed in June of 2015.

The law has several other ongoing requirements:

- Public notification announcing the availability of a management plan for review upon request.
- Training of the support staff about asbestos and how to deal with it.
- Notifying short-term workers, such as subcontractors, of the locations of any known or suspected ACBM.
- Posting of warning signs adjacent to locations of known or suspected ACBM.

The designated asbestos coordinator conducts a six-month surveillance of areas of the buildings where known or suspected ACBMs are located to ensure that they remain in good condition.

It is the intention of the BASD to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. Anyone is welcome to review a copy of the Asbestos Management Plan upon request by contacting the Facilities Department at 610-867-8635.

Athletic Season Tickets

The Family Ticket Program has been in effect for over 30 years. This concept was

developed to enable families with school-aged children to attend athletic events at a reduced rate. The Family All-Sports Ticket entitles the purchaser to attend both Freedom and Liberty High Schools' home athletic events. A Student All-Sports Pass entitles a student to attend all Freedom and Liberty's home football, basketball, and/or wrestling events.

- A. Admissions fees for varsity football, basketball, and wrestling events as follows:

| | |
|-----------------|-----------|
| Students | \$3 |
| Adults | \$6 |
| Senior Citizens | No Charge |

- B. Family Ticket Program and Student Season Pass as follows:

| | |
|---|------|
| Student Football Pass | \$10 |
| Student All Sports Pass | \$20 |
| Adult All Sports Pass | \$55 |
| Family All Sports Pass (6 person limit) | \$75 |

- C. Sub-Varsity Football Games as follows:

| | |
|-----------------|-----------|
| Students | \$2 |
| Adults | \$3 |
| Senior Citizens | No Charge |

- D. Middle School Night Football Game as follows:

| | |
|-----------------|-----------|
| Students | \$2 |
| Adults | \$3 |
| Senior Citizens | No Charge |

Senior citizens (65 years old or older) that are Bethlehem residents are eligible to obtain a Golden Age Pass, which entitles them to *FREE* entry to all district athletic events.

To purchase your Season Pass or obtain your Golden Age Pass, contact either the Freedom Athletic Office (610-867-5843, extension 53951) or the Liberty Athletic Office (610-691-7200, extension 50951).

Child Care Programs

The district's Child Care Program is a self-sustaining entity. It is not a babysitting service, but is planned by specially trained staff that knows how children grow and develop. The centers are a safe place for parents to leave children knowing they will be well cared for and secure. The staff is responsible for seeing that the day-to-day experiences of the children in their care take place in an environment, which promotes growth and learning. All staff members have special training and are required to have a criminal history check and child abuse and FBI clearances prior to employment. Each staff person is also required to participate in annual professional development activities.

The Bethlehem Area School District's Child Care Program began in 1984 with three centers. Today, the program offers school-aged childcare in 15 elementary schools. Children in kindergarten through fifth grade are eligible to attend. This year we are also able to offer a prekindergarten program in six of the centers. All children must be enrolled, and the parents must pay fees based upon the number of hours required for care per day. The current enrollment total is approximately 500 children.

The Child Care Centers are licensed by the Pennsylvania State Department of Public Welfare. The license confirms compliance with health and safety regulations, which include: staff-child ratio; size of age-appropriate groups; continuous supervision by qualified staff; size and amount of indoor/outdoor play space; center capacity; and current medical information for children and staff. Our program participates in Keystone Stars.

Location of Child Care Centers

Asa Packer Elementary School

610-849-1823

1650 Kenwood Drive, 18017; Basic hours- 6:15-9:00 a.m.; 3:30 p.m.-6:15 p.m.
Program for: Kindergarten through grade five children

Calypso Elementary School

610-849-9313

1021 Calypso Avenue, 18018; Basic hours - 6:15-9:00 a.m.; 3:30 p.m.-6:15 p.m.
Program for: Prekindergarten through grade five children

Clearview Elementary School

610-849-9393

2121 Abington Road, 18018; Basic hours - 6:15-9:00 a.m.; 3:30 p.m.-6:15 p.m.
Program for: Kindergarten through grade five children

Donegan Elementary School

610-849-9153

1210 East Fourth Street, 18015; Basic hours - 6:15-9:00 a.m.; 3:30 p.m.-6:15 p.m.
Program for: Kindergarten through grade five children

Farmersville Elementary School

610-849-9323

7036 Wm. Penn Hwy, Easton 18045; Basic hours - 6:15-9:00 a.m.; 3:30 p.m.-6:15 p.m.
Program for: Prekindergarten through grade five children

Fountain Hill Elementary School

610-849-9383

1330 Church Street, 18015; Basic hours - 6:15-9:00 a.m.; 3:30 p.m.-6:15 p.m.
Program for: Kindergarten through grade five children

Freemansburg Elementary School

610-849-9353

501 Monroe Street, Freemansburg 18017; Basic hours - 6:15-9:00 a.m.; 3:30 p.m.-6:15 p.m.
Program for: Kindergarten through grade five children

Governor Wolf Elementary School

610-849-1813

1920 Butztown Road, 18017; Basic hours - 6:15-9:00 a.m.; 3:30 p.m.-6:15 p.m.
Program for: Prekindergarten through grade five children

Hanover Elementary School

610-849-1833

3890 Jacksonville Road, 18017; Basic hours - 6:15-9:00 a.m.; 3:30 p.m.-6:15 p.m.
Program for: Kindergarten through grade five children

James Buchanan Elementary School **610-849-9113**
1621 Catasauqua Road, 18017; Basic hours – 6:15–9:00 a.m.; 3:30 p.m.–6:15 p.m.
Program for: Kindergarten through grade five children

Lincoln Elementary School **610-849-9333**
1260 Gresham Street, 18017; Basic hours – 6:15–9:00 a.m.; 3:30 p.m.–6:15 p.m.
Program for: Kindergarten through grade five children

Miller Heights Elementary School **610-849-9183**
3605 Allen Street, 18020; Basic hours – 6:15–9:00 a.m.; 3:30 p.m.–6:15 p.m.
Program for: Prekindergarten through grade five children

Spring Garden Elementary School **610-849-1893**
901 North Boulevard, 18017; Basic hours – 6:15–9:00 a.m.; 3:30 p.m.–6:15 p.m.
Program for: Prekindergarten through grade five children

Thomas Jefferson Elementary School **610-849-9173**
404 East North Street, 18018; Basic hours – 6:15–9:00 a.m.; 3:30 p.m.–6:15 p.m.
Program for: Kindergarten through grade five children

William Penn Elementary School **610-849-9163**
1002 Main Street, 18018; Basic hours – 6:15–9:00 a.m.; 3:30 p.m.–6:15 p.m.
Program for: Kindergarten through grade five children

Child Care Program Office **610-868-8501**
1425 Livingston Street, Bethlehem, PA 18017
Cleo C. Millheim, **Supervisor of Child Care Program**

Tuition Rates for Child Care

Since the Child Care Program is self sustaining, tuition must be charged. The fee schedule is reviewed annually, and the Board of School Directors approves adjustments keeping the rates competitive with outside agencies.

The categories for care have changed slightly to reflect the full-day Kindergarten initiative for the school year. There are now four categories of care to incorporate before school, after school or both. A blended rate is necessary to account for additional staff needed to meet the child to staff ratio requirements for children attending both before and after school. The proposed discounts for third or fourth child accounts for only a very small population of families. The Combined Center days are necessary for school closings and unforeseen circumstances. The proposed rates are listed below.

2016-2017 Child Care Rates
Effective July 1, 2016 – June 30, 2017

| Hours Per Day | Regular Rates | | | | |
|-------------------------------------|--------------------|---------|----------|----------|----------|
| | 1 Day | 2 Days | 3 Days | 4 Days | 5 Days |
| Before School Only: 0 to 2.5 | \$18.50 | \$37.00 | \$55.50 | \$ 74.00 | \$ 92.50 |
| After School Only: 0 to 2.5 | 18.50 | 37.00 | 55.50 | 74.00 | 92.50 |
| Before and After School: 0 to 2.5 | 20.00 | 40.00 | 60.00 | 80.00 | 100.00 |
| Before and After School: 2.6 to 5.0 | 25.00 | 50.00 | 75.00 | 100.00 | 125.00 |
| | | | | | |
| | Third Child Rates | | | | |
| Before School Only: 0 to 2.5 | \$17.00 | \$34.00 | \$51.00 | \$68.00 | \$ 85.00 |
| After School Only: 0 to 2.5 | 17.00 | 34.00 | 51.00 | 68.00 | 85.00 |
| Before and After School: 0 to 2.5 | 18.00 | 36.00 | 54.00 | 72.00 | 90.00 |
| Before and After School: 2.6 to 5.0 | 22.50 | 45.00 | 67.50 | 90.00 | 112.50 |
| | | | | | |
| | Fourth Child Rates | | | | |
| Before School Only: 0 to 2.5 | \$16.00 | \$32.00 | \$48.00 | \$64.00 | \$ 80.00 |
| After School Only: 0 to 2.5 | 16.00 | 32.00 | 48.00 | 64.00 | 80.00 |
| Before and After School: 0 to 2.5 | 17.00 | 34.00 | 51.00 | 68.00 | 85.00 |
| Before and After School: 2.6 to 5.0 | 21.50 | 43.00 | 64.50 | 86.00 | 107.50 |
| | | | | | |
| | Combined Center | | | | |
| 0 to 2.5 | \$18.50 | \$37.00 | \$ 55.50 | \$ 74.00 | \$ 92.50 |
| 2.6 to 5.0 | 25.00 | 50.00 | 75.00 | 100.00 | 125.00 |
| 5.1 to 11.5 | 35.50 | 71.00 | 106.50 | 142.00 | 177.50 |

Child Care is available 12 months per year. The school year program follows the Bethlehem Area School District Calendar as well as being open on additional days when the schools are closed for holidays, teacher inservice days, and inclement weather. The dates of when the Child Care Centers are scheduled to close are highlighted throughout the calendar pages.

English Acquisition Program

Center for Language Assessment (CLA) at Northeast Middle School
Doris Correll, M.Ed. Supervisor of English Acquisition Program
1170 Fernwood Street, Bethlehem, PA 18018
610-865-7880 610-865-3518 (Fax)
Website: www.beth.k12.pa.us/esol/

Home Language Survey for All Students

In compliance with state and federal law, every student who enrolls in the Bethlehem Area School District is given a home language survey to determine the student's home language. If a language other than English is noted, then the student is sent to the Center for Language Assessment (CLA) for registration. Initial registration by appointment includes collection of student data, family information, and prior schooling.

At CLA, the student is assessed using the state-mandated WIDA-ACCESS Placement Test (W-A PT) to determine language proficiency. If the student is identified as an English Language Learner (ELL), instructional support services from the English Acquisition Program are provided.

English for Speakers of Other Languages (ESOL)

Specialized teachers of ESOL (English for Speakers of Other Languages) provide targeted instruction to develop students' oral language and literacy skills to help English Language Learners (ELLs) meet the academic standards. Elementary school-aged ELLs attend their home elementary schools. Middle school-aged ELLs at the Preproduction level 1 and Beginner level 2 attend Broughal; Intermediate Level 3 and Advanced Level 4 ELLs attend Broughal, Northeast, or East Hills. ELLs assigned to Nitschmann attend Northeast or East Hills for their ESOL services. ELLs at the high school level will attend Liberty or Freedom based on their residency.

WIDA: ACCESS for ELLs Annual Assessment

All identified ELLs are given an annual assessment entitled *Assessing Communication and Comprehension in English State to State for English Language Learners* (ACCESS for ELLs). It is a standards-based, criterion referenced English language proficiency test designed to measure English language learners' social and academic proficiency in English. It assesses social and instructional English as well as the language associated with language arts, mathematics, science, and social studies within the school context across the four language domains of listening, speaking, reading, and writing.

Any questions regarding ESOL instructional services please contact Doris Correll, Supervisor of English Acquisition, at the Center for Language Assessment listed above.

Family Centers

Family Centers were founded on the principle that the most effective way to ensure the healthy growth and development of children is to support families and the communities in which they live. Family centers also represent a process involving all segments of the community working as equal partners to identify and achieve a vision that can be shared and mutually supported. The goal is a seamless network of services that can be easily accessed by any family in the community through the school.

Call your local family center, listed below, to learn more about how they can help you or your family:

Fowler Family Center @ Donegan; 1210 East Fourth Street • 610-849-9155
Marvine Family Center, 1425 Livingston Street • 610-849-9345

Integrated Pest Management

The Bethlehem Area School District uses an Integrated Pest Management (IPM) approach to manage insects, rodents and weeds at our schools. The purpose of an IPM approach is to protect every student from pesticide exposure. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding

places. We accomplish this through routine cleaning, maintenance and monitoring of our school buildings to detect pests that are present. The pest monitoring team consists of our building custodial, maintenance, office, and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the “pest problem” and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points or physically removing the pests.

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals are used, the school will try to use the least toxic products when possible. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for 48 hours following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at their school. To receive notification, you must be placed on the school’s notification registry. If you would like to be placed on this registry, please notify the district IPM Coordinator in writing. Please include your email address if you would like to be notified electronically. This request can be sent to Bethlehem Area School District, Facilities Department/IPM Coordinator, 250 E. Fairview Street, Bethlehem, PA 18018.

If a chemical application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students and gel type baits placed in cracks, crevices or voids; and swimming pool maintenance chemicals.

Each year the district will prepare a new notification registry. If you have any questions, please contact the Facilities Department at (610) 867-8635.

Notification of Nondiscrimination

As an equal rights and opportunities agency, the Bethlehem Area School District will not discriminate in its educational and vocational programs, activities, or employment practices on the basis of race, color, national creed, age, sex, ancestry, union membership, sexual orientation, gender identity, national origin, disability, or because the employee is a victim of a violent crime (including crimes involving domestic violence). Announcement of this policy is in accordance with state and federal laws, including Title VI, Title IX, and Section 504.

For more information or to report a complaint, contact the Chief Human Resources Officer at 610-861-0500, extension 60225 or email nondiscrimination@basdschools.org

Open House/Back to School Night Dates – 2016-2017

Please review the calendar months of August and September for your school’s Open House event.

Parents’ Right to Know

In compliance with the Every Student Succeeds Act (ESSA), parents whose children attend a Title I school have the right to request and receive timely information regarding the professional qualifications of their child’s classroom teachers. If you wish to receive this information, please request it from your school principal.

Parent-Teacher Conferences

| Elementary Schools (students dismissed at noon) | Middle Schools (students dismissed at 11:30 a.m.) | FREEDOM Open House | LIBERTY Open House |
|--|--|------------------------|------------------------|
| Monday, November 21 (afternoon) | Monday, November 21 (evening) | Thursday, September 15 | Tuesday, September 13 |
| Tuesday, November 22 (evening) | Tuesday, November 22 (afternoon) | Monday, February 13 | Wednesday, February 15 |
| Wednesday, February 15 (afternoon) | Thursday, February 16 (evening) | | |
| Thursday, February 16 (afternoon) | | | |

Pennsylvania Pre-K Counts – An Early Learning Program

The district has been approved for the continuation of the Pennsylvania Pre-K Counts grant funding for the 2016-2017 school year. This grant will provide continued support for four classes of four-year-old children. The PA Pre-K Counts program provides an opportunity for eligible preschool children to start school ready to learn by participating in high quality early learning experiences.

School Breakfast and Lunch Programs

The Dining Services Department, in its commitment to student nutrition and wellness, has embraced The Healthy Hunger Free Kids Act. This Act increases the amount of fruits, vegetables, and grains offered to our students, focuses on providing healthier a la carte, vending, fundraising, classroom parties, rewards food from home and school stores options to students.

We offer a variety of exciting and nutritional menu choices for all students. As a participant in the National School Lunch Program, we follow its nutritional guidelines when creating menus for students. The traditional menu selections feature a variety of food concepts, such as Kid’s Way Café, Did You Know Café and the Crossroads Café.

The Kid’s Way Café menu in elementary schools includes four main entrée choices daily, two hot choices and two cold, along with fresh salads, a seasonal fruit basket, and whole wheat bread selections. Lift Off, the Ambassador of Nutrition and Wellness, also visits the cafeterias. Lift Off enjoys visiting with the children and teaching them about nutrition through a variety of literature and fun posters.

In the middle schools, Did You Know Café? program and in the high schools, the “Crossroads” program offer numerous choices that include fresh salads, pizza, pastas, and home-cooked favorites. In many schools, students have the additional option of made-to-order salads and sandwiches.

Please feel free to contact the Dining Services Department with any questions regarding our programs. We strive to improve our services and we welcome any comments you might have. As always, please advise us of any dietary restrictions that your child might have. The Pennsylvania Department of Education requires that we have a physician’s note to make these changes.

Elementary students may buy lunch for \$2.60 and breakfast for \$1.75. Secondary students may buy lunch for \$2.80 and breakfast for \$1.85. Children from families whose income is at or below the Federal Income Poverty Guidelines are eligible for meals at no cost or at a reduced price of \$.40 for lunch and \$.30 for breakfast. If students wish to purchase a second lunch, elementary students will be charged \$3.25 and secondary students will be charged \$3.45.

For households who need assistance with free or reduced price breakfast and lunch benefits, an on-line application may be found on the web site <https://www.paschoolmeals.com>. This on-line application is the quickest way for your student to become eligible for free or reduced meal benefits. Assistance in accessing the online application can be provided by the Dining Service Department or we can accept a paper application if necessary. Please only complete 1 application per household. Please also note applications for the 16-17 school year cannot be completed until after July, 1 2016. A new family application must be filled out each school year and/or if income has changed. If you are unable to access a computer, a paper free and reduced application will be sent home with your child or can be found in the main office of your school.

***It is important to fill in all information requested on the application. The completed application should be returned to the building principal or the Dining Services Office at Northeast Middle School, 1170 Fernwood Street, Bethlehem, PA 18018, as soon as possible.**

If your child received a letter of direct certification, indicating that he or she will be eligible for free lunch, you do not have to fill out an application for school lunch.

Students who were eligible during the past school year for a free or reduced price meal will continue to be eligible for the first few weeks of school only until the new applications are processed. If an application is not received, the student will then become full pay.

New administrative guidelines were established and made effective February 1, 2010, due to an excessive amount of students having outstanding balances. Middle and high school students who have outstanding balances will not be able to purchase food until outstanding balances are paid. Elementary students who have outstanding balances will be able to charge up to three (3) meals which will be applied to the student’s account. If the elementary student still has an outstanding balance, then the student will receive a

sandwich and milk, which will also be charged to the student's account until the outstanding balances are paid.

The web site previously known as "ParentOnline" has changed. The new site is called "SchoolCafe". More information regarding online payments can be found by visiting: <https://bethlehemareasd.sodexomyway.com/pay-online/index.html>
Please contact Dining Services direct at 610-861-8135 for more information.

School Visitations

Parents and visitors must report to the school office when entering the building during class sessions. This procedure keeps classroom interruptions to a minimum. Parents are encouraged to conference with their child's teacher(s). Conferences may be scheduled in advance, convenient to both teacher and parent, by sending a note to the teacher or contacting the school.

Student Assistance Program

The Bethlehem Area School District has launched a comprehensive campaign to prevent drug and alcohol abuse among its students. An integral part of the plan is a Student Assistance Program (SAP) that will help identify high-risk students in our secondary schools. Core teams, composed of administrators, faculty members, guidance counselors, school nurses, and the school psychologist, have been set up at all middle and high schools.

The elementary schools are supported by SAP services that assist in overcoming barriers to learning. While SAP services typically address drug and alcohol issues, SAP is designed to assist school personnel in identifying all issues, which pose a barrier to a student's success. The primary goal of the Student Assistance Program (SAP) is to help students overcome these barriers in order that they may achieve, remain in school, and advance.

How Do I Contact the SAP Team?

If you have any questions about SAP or you feel that your child may need help, call your child's school and ask to speak with any of the SAP team members.

Health

Immunizations Required for School – 2016-2017

Children in **ALL GRADES** need the following vaccines:

- 4 doses of tetanus (one dose on or after the fourth birthday)
- 4 doses of diphtheria (one dose on or after the fourth birthday)
- 3 doses of polio
- 2 doses of measles (first dose after first birthday)
- 2 doses of mumps
- 1 dose of rubella (German measles)
- 3 doses of hepatitis B (properly spaced)
- 2 doses of varicella (chicken pox) vaccine or history of the disease

Children ENTERING GRADE 7 need the following vaccines:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)
(if 5 years has elapsed since last tetanus immunization)
- 1 dose of meningococcal conjugate vaccine (MCV)

Students without the proper immunizations will be refused school attendance or admission to school unless a plan is presented for the completion of the required immunizations. Please contact your certified school nurse if you have questions regarding your child's immunization status.

Students needing immunizations may be enrolled provisionally while they are in the process of completing their immunizations. To be enrolled provisionally, a plan must be on file with the school nurse. Failure to establish a plan to complete the required immunizations will result in exclusion from school until the plan is established or completed. Your school nurse will gladly help you with this task.

Exemption Requests

Statements of religious or strong moral or ethical conviction opposing immunization must be submitted in writing and signed by the parent/guardian or emancipated child. Only licensed medical doctors, doctors of osteopathy, and designated Health Department personnel can sign for medical exemptions. Chiropractors' certifications for medical exemptions are not acceptable. A medical exemption for a specific antigen(s) should be documents in the statement of exemption. All other immunizations are still required.

School Nurse

The BASD, in compliance with state mandate regulations, provides the services of certified school nurses to all students in both public and nonpublic schools in the district.

Both certified school nurses and associate nurses provide care for injuries and illnesses that occur during the school day. If your child is ill, please do not send him or her to school so that the "school nurse can decide" if he or she is really ill. If your child has a chronic health concern, please contact your certified school nurse to discuss an individual health plan. Children who report to school will be kept in school unless they have measurable signs and symptoms of illness; keep in mind that a fever is not the only measurement to determine illness.

The purpose of school nursing is to enhance the educational process. Each school nurse works to improve health problems and promote wellness. First aid and emergency care are given at school. School nurses evaluate parental concerns but are unable to make a medical diagnosis or do medical tests (x-rays, throat cultures). We urge you to see your primary health care or dental provider for injuries or illnesses. If you do not have a primary physician, dentist, or clinic, please contact your school nurse who will assist you in finding a doctor, dentist, or clinic.

Mandated School Health Examinations

1. Physical Examinations—
Done upon initial entry into school (usually kindergarten or grade 1) and grades 6 and 11.
2. Dental Examinations—
Done upon initial entry into school (usually kindergarten or grade 1) and grades 3 and 7.

NOTE: The above exams may be done by your child's private practitioner or by a physician/dentist employed by the Bethlehem Area School District.

Communicable Diseases in Children and Staff Attending Schools and Child Care Group Settings

Section 27.71 Exclusion of children, and staff having contact with children, for specified diseases and infectious conditions. A person in charge of a public, private, parochial, Sunday, or other school or college shall exclude from school a child, or a staff person, including volunteer, who has contact with children, who is suspected by a physician or the school nurse of having any of the communicable diseases, infections or conditions. Readmission shall be contingent upon the school nurse or, in the absence of the school nurse, a physician, verifying that the criteria for readmission have been satisfied. The diseases, the periods of exclusion and the criteria for readmission are as follows:

1. Diphtheria—Two weeks from the onset or until appropriate negative culture tests.
2. Measles—Four days from the onset of rash. Exclusion may also be ordered by the Department as specified in §27.160 (relating to special requirements for measles).
3. Mumps—Nine days from the onset or until subsidence of swelling.
4. Pertussis—Three weeks from the onset or five days from institution of appropriate antimicrobial therapy.
5. Rubella—Four days from the onset of rash.
6. Chickenpox—Five days from the appearance of the first crop of vesicles, or when all the lesions have dried and crusted, whichever is sooner.
7. Respiratory streptococcal infections (including scarlet fever). At least ten days from the onset if no physician is in attendance or 24 hours after institution of appropriate antimicrobial therapy.
8. Infectious conjunctivitis (pink eye) – Until judged no infective; that is, without a discharge.
9. Ringworm—The person shall be allowed to return to school, child care or other group setting immediately after the first treatment, if body lesions are covered. Neither scalp nor body lesions that are dried need to be covered.
10. Impetigo contagiosa—Twenty-four hours after the institution of appropriate treatment.
11. Pediculosis capitis (lice) –The person shall be allowed to return to either the school, child care or other group setting immediately after first treatment. The person shall be reexamined for infestation by the school nurse, or other health care practitioner, seven days post treatment.
12. Pediculosis corpora – After completion of appropriate treatment.
13. Scabies—After completion of appropriate treatment.
14. Trachoma—Twenty-four hours from institution of appropriate therapy.
15. Tuberculosis—Following a minimum of two weeks adequate chemotherapy and three consecutive negative morning sputum smears, if obtainable. In addition, a note from

the attending physician that the person is noncommunicable shall be submitted prior to readmission.

16. *Neisseria meningitidis*—Until judged noninfective after a course of rifampin or other drug which is effective against the nasopharyngeal carriage state of this disease, or until otherwise shown to be noninfective.

Section 27.72. Exclusion of pupils showing symptoms. Each teacher, principal, superintendent, or other person in charge of any public, private, parochial, Sunday, or other school or college or preschool shall exclude immediately any person showing an unusual skin eruption, having soreness of the throat, nor having signs or symptoms of whooping cough or disease of the eye. The exclusion and the reasons prompting it shall be reported to the health authority of the municipality or county in which the school is situated, together with the name and address of the person excluded.

Section 27.73. Readmission of pupils showing symptoms. No person excluded from any public, private, parochial, Sunday, or other school or college or preschool under the provisions of Section 27.72 of this title (relating to exclusion of pupils showing symptoms) shall be readmitted until the nurse in the school, college, or preschool is satisfied that the condition for which the child was excluded is not communicable or until the child presents a certificate of recovery of noninfectiousness from the physician.

Section 27.74. Admission of exposed or isolated pupils. No person who has been absent from school by reason of having had or because of residing on premises where there has been a disease for which isolation is required shall be readmitted to school without the permission of the health authorities. The person shall be required to secure permission of the health authorities. The person shall be required to secure permission whether or not isolation has been established in the household.

On-Site Health Services

Supported by the Bethlehem Partnership for a Healthy Community and St. Luke's
Includes:

1. Mobile Health Star Van: Liberty, Freedom, Broughal, and Northeast.
2. Dental Van Health Star II: Selected schools for families that meet guidelines.
3. Vision Vouchers: Available to students whose families need support to obtain eye care.

Student Accident Insurance

As an ***optional service***, student accident insurance can be purchased through the district. The two voluntary plans are available for purchase to cover school time accidents as well as 24-hour coverage, in addition to an optional accidental dental plan. A detailed brochure will be sent home with your child at the beginning of the school year and is available on the BASD website at https://www.beth.k12.pa.us/assets/PublicForms/Parents/Student_Accident_Voluntary_Insurance.pdf.

Student Health History

If your child has a medical condition, physical or emotional, please make arrangements to share this information with your child's school nurse.

All health information is considered ***privileged***. This means the information will be shared by the school nurse on a need-to-know basis for the health, safety, and educational needs of your child.

Early in the school year, you will receive Immunization/Health History Update Cards. These cards give the health services staff emergency contact information along with recent changes to immunization records and health. Please complete these cards and return them to school immediately.

Parents are encouraged to meet with the certified school nurse to discuss health concerns.

In the event medication must be given in school, an Authorization for Medication form must be completed and signed by both the parent and physician/dentist. This includes over-the-counter medications, such as aspirin or Tylenol, etc. Please review the Student Medication Guidelines below.

Please contact your school nurse with any questions or to update your child's health history. Your school nurse will periodically send written requests to update health information.

Student Health Insurance

Pennsylvania's Children's Health Insurance Program (CHIP) covers all uninsured children and teens (up to age 19), regardless of family income. All families need to do is apply! Coverage includes doctor visits, dental care, eye care, prescriptions, immunizations, hospital stays, and much more.

For many families, CHIP is free, with no copays or monthly premiums. Families with higher incomes may qualify for low-cost or at-cost CHIP, and will have low monthly premiums and copays for some services. Families whose incomes fall below CHIP guidelines may be eligible for Medical Assistance.

To qualify for CHIP, children must be Pennsylvania residents under the age of 19; not eligible for Medical Assistance or other health insurance; and must meet citizenship requirements. All new applicants whose annual income falls above the free CHIP income range and into the low-cost and at-cost CHIP ranges must also show that their children have been uninsured for six months.

Families whose children need health insurance are encouraged to apply as soon as possible by going to the CHIP Web site (www.chipcoverspakids.com) or calling the CHIP Helpline at 1-800-986-KIDS. Applications are also available from your school nurse.

Student Medication Guidelines

The state of Pennsylvania recently published a medication manual that outlines clear guidelines for the dispensing of all medications in school. These guidelines include over-the-counter medications such as Tylenol, Bacitracin, and even throat lozenges. To help students with minor complaints and health problems, the certified school nurses obtained written orders from a school physician. These standing orders offer clear guidelines and instructions for students to receive medications during school hours.

A second part of the guidelines require parents to give written consent for their child to receive any and all medication in schools. In August, forms will be sent home to all Bethlehem Area School District students so that parents may complete the requirement for their written consent. You are asked to read these medication permission forms carefully and return them to the school nurse. If the forms are not returned, your child will not be given any of the over-the-counter medications commonly used in school health rooms to treat minor injuries and common health room complaints.

These forms will be sent home yearly, as the consent must be updated annually.

Please note if your child is taking any medications prescribed by your health care provider that must be given during school hours, you must send written instructions from the health care provider along with your written permission and the medication in a properly labeled container. This requirement has not changed.

Only licensed nurses may give medications. This means medications will not be sent on field trips as school health staff do not attend field trips. If your child needs medication during the time of the field trip, you must make prior arrangements for this to happen. For the safety and wellbeing of all students, please do not send any medication to school with your child. By the Student Code of Conduct rules, students are not permitted to carry medication in school at any time. Students found carrying any medication will be subject to the Student Code of Conduct guidelines.

If you have any questions about medications in school, please contact your certified school nurse.

Yearly Health Screening

Completed by the School Nurses, includes:

1. Vision: Annually (near and distance, K-12), Color (grade 1). Plus lens (grade 1), Stereoptic (grade 2).
2. Hearing: (kindergarten 1, 2, 3, 7, and 11) Students with ongoing hearing problems are tested annually.
3. Height, weight, and calculate Body Mass Index (BMI): Annually (kindergarten through grade 12).
4. Scoliosis: (grades 6 and 7).

Framework for Citizenship

The Student Code of Conduct consists of three basic elements: the reinforcement of traditional American values, an outline of expected behavior including appropriate student attire for school, and the consequences for not adhering to the code. The following outline provides a brief summary of the code.

Character Education

Caring for the character of our children matters. Traditionally, the development of a child's character has been the responsibility of the family, church, and school. The foundation for the development of a child's character will always be with the family. But today schools must play a stronger, more active role. The Bethlehem Area School District will help its students see what universal values are, what they look like in practice, how they work within the context of the school environment, and why they benefit everyone in the school community." Remarks, Presentation of Student Code of Conduct - Spring 1996

The following values are endorsed by our community and will be emphasized in school:

Courage – mental or moral strength

Empathy – appreciating another's feelings by putting oneself in their place

Friendship – mutual liking or attachment between friends

Honesty – speaking or seeking truth; sincerity

Integrity – incorruptibility; honor

Kindness – being friendly or nice to others

Loyalty – consistent devotion or allegiance; faithfulness

Patience – endurance of hardship or trouble without complaint

Patriotism – love for or devotion to one's country

Persistence – continuing firmly and steadily in spite of opposition

Respect for Others and Self – holding in high regard; esteem

Responsibility – moral, legal or mental accountability

Self-Discipline – training that molds the moral character of oneself

Tolerance – acceptance of beliefs differing from one's own

Trust – reliance or faith

Work Ethic – effort applied to produce a desired effect or result to produce a desired effect or result

We recognize that, if we expect students to exhibit the values stated above, it is imperative that the adults children come in contact with do the same. The district will reinforce these values by asking all employees to "model" the behaviors we expect from the students. For the most part, this is already happening in the school district, but added emphasis will be given to this extremely important aspect of learning traditional values.

Leader In Me – The Bethlehem Area School District has adopted Leader In Me as a framework of leadership currently used at the elementary level. *The Leader in Me* is FranklinCovey's whole school transformation process. It teaches 21st century leadership and life skills to students and creates a culture of student empowerment based on the idea that every child can be a leader.

The Leader in Me provides a logical, sequential and balanced process to help schools proactively design the culture that reflects their vision of the ideal school. It is also aligned to many national and state academic standards. The process teaches students the skills needed for academic success in any setting. These skills include critical thinking, goal setting, listening and speaking, self-directed learning, presentation-making and the ability to work in groups. These skills are perfectly aligned with our Framework for Citizenship.

Restorative Practices - *Restorative Practices* is the practice of building relationships in the school community so that a foundation for a positive culture and climate can exist. The fundamental premise of restorative practices is that people are happier, more cooperative and productive, and more likely to make positive changes when those in positions of authority do things *with* them, rather than *to* them or *for* them.

Restorative Practices also includes the use of informal and formal processes that precede wrongdoing, those that proactively build relationships and a sense of community to prevent conflict and wrongdoing. *Restorative Practices* can develop better relationships and help the overall organization function more effectively. For example, the use of *Restorative Practices* has been shown to reliably reduce misbehavior, bullying, violence and crime among students and improve the overall climate for learning.

Student Records, Rights, and Attendance

Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years of age and older (referred to as “eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the district 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 record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them 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 consent to disclosures of personally identifiable information contained in 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 district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent

or student serving on an official committee, such as a disciplinary or grievance committee, or 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 in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the United States Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, United States Department of Education, 400 Maryland Avenue SW, Washington DC 20202-4605.

Photographing Policy for Students and Employees

Photographs and videotape footage of students and employees involved in various school-related activities are often used as part of the district's electronic and printed publications. While we look for every opportunity to showcase the programs and activities of the district, it is crucial to the safety, security, and privacy of children and families, as well as employees, that we do not violate anyone's rights or cause unhappiness by featuring students or employees who do not want publicity.

If for any reason you do not want photographs, film, or interviews used in the district's electronic or printed publications, please notify your school/building by September 30, 2016, by completing and submitting the appropriate photo refusal form. Otherwise, please look forward to future publications that may feature achievements or participation in school activities.

Protection of Pupil Rights Amendment (PPRA)

PPRA Model Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 USC 1232h, requires the Bethlehem Area School District to notify parents and obtain consent or allow parents to opt their child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parents;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes (“marketing surveys”), and certain physical examinations and screenings.

The above list is not exhaustive and, for surveys and activities scheduled after the school year starts, the Bethlehem Area School District will provide parents with a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under state law.)

Release of Directory Information

The district has declared the following information as “directory information” as provided in FERPA and such directory information related to students may be made public if the information is in any of the following categories:

- Student’s name, address, and photograph
- Student’s age
- Student’s gender
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- The most recent previous educational agency of institution attended by the student

A parent of the student currently enrolled (or a student 18 years of age or older) has the right to refuse to let the district designate any or all of the above types of information about that student as directory information. Two federal laws require local school districts to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the school district that they do not want their student’s information disclosed without their prior written consent. To take advantage of that right, the parent or eligible student must notify the principal of the school he or she attends within 20 days of receiving this notice that he or she does NOT want any OR of all of those types of information about the student designated as directory information. A form is available at each high school and the Education Center for parents or eligible students to complete to opt out of the district disclosing directory information on a student to the military or institute of higher education.

Under no circumstances shall directory information be disclosed to a private profit-making entity other than employers, prospective employers, and representatives of the news media. Based on its determination of the best interest of the student, the district may limit or deny release of specific directory information to anyone including any public or private nonprofit organization.

Student Attendance

A. Educational/Vacation Tours and Trips, Grades K-12 Guidelines

1. Students at the elementary level will be permitted to take four educational trips, up to a cumulative maximum of 15 school days during their tenure in elementary school. Educational trips may not exceed five days per year.
2. Middle school students will be permitted to take two educational trips, up to a cumulative maximum of ten school days during their tenure at the middle school level. Educational trips may not exceed five days per year.
3. High school students will be permitted to take two educational trips, up to a cumulative maximum of ten school days during their tenure at the high school level. Educational trips may not exceed five days per year.
4. The following will be taken into consideration by the principal in granting permission for the trip:
 - a) The student's academic standing.
 - b) The student's attendance record.
 - c) The effect the days of absence will have on the student's educational welfare.
 - d) Exceptionality of the request.
5. The Application for Permission for Student Excusal Due to an Educational Trip or Tour must be submitted to the principal ten days prior to the trip.
6. It will be the student's responsibility to contact teachers and make up assignments missed during the time of the trip.
7. Permission will not be granted for trips/tours during the district's standardized testing period, the state's testing periods, and the secondary examination periods at the end of the first and second semesters.
8. Parental requests that go beyond the number of days or trips allowed, must first be approved by the building principal and then referred to the superintendent or his designee for final permission.
9. Any days taken beyond the maximum of five days permitted for educational trips in a given year may be considered unexcused and unlawful for students under the age of 17 and unexcused for students 17 years of age and over. Appropriate legal action may be taken where applicable.

B. Requirement for Written Excuse

A child's success in school depends greatly on regular attendance. A written excuse is necessary for all absences and tardiness. If a child does not feel well or has a condition that may be harmful to his classmates, he or she should be kept home. The Board of School Directors has adopted the following policy concerning requirements for a written parental explanation for a student's legal absence.

1. Parents are required to submit a written explanation for the legal absence of their child within three days from the date of the child's return to school. Failure on the parent's part to provide such an explanation or the child to present the excuse to the principal will result in the absence being declared unexcused and/or unlawful, as provided in Section 1329 of the Pennsylvania School laws and Section 204 of the Board Policy Manual of the Bethlehem Area School District.
 - a) The mere fact that a parent provides a written explanation of a child's absence does not qualify the absence as excused. The absence itself must be for a legal reason as determined by the principal and/or teacher according to law.
2. When the parent or parents of a child cannot read or write, the principal or teacher may accept a verbal excuse over the telephone from the parent. However, the verbal communication shall be documented in writing as to the date of the absence, the

- reason, and the name of the parent contacted. These documented notes are to be signed by the person from the school who had contacted the parent or guardian.
3. In those cases where a child has an excessive number of absences verified only by a verbal telephone communication, a home visit shall be made by the attendance officer and/or home-school visitor to secure the “mark” of the parent on a written excuse provided by the school.
 4. If the dominant language in a student’s home is other than English, and the parent or parents are able to read and write in that language, they shall be required to submit a written explanation of their child’s absence in that language, as required in Item 1 above.

Parent Request for Early Dismissal

If you must remove your child from school during the school day, please send a note to the classroom teacher stating the time you will pick up your child at the office. You must come to the school office to sign your child out. The district is not permitted to release any child to walk alone to the dentist, doctor, etc., nor can the district dismiss students early for dancing lessons, music lessons, etc.

Pennsylvania School Code of 1949

Student absences are generally governed under the definition and authority of Section 1329 of the Pennsylvania School Code of 1949. This section permits student absences to be considered excused in cases of illness, quarantines, recovery from an accident, required court attendance, death in the family, or any “other urgent reason” justifying a temporary absence. Absences covered under Section 1329 must be directly related to the child’s inability to attend school due to reasons cited above and not merely for the convenience of the family.

Absences will generally be recognized as cumulative or noncumulative. Cumulative absences refer to days that contribute to the allotted number of days a student may be absent (10 days for elementary school and 7 days for middle and high school). Noncumulative absences are absences that do not contribute to the specified 7 or 10 days.

School Transfers

If you are moving within the district, please notify your child’s school immediately. Consideration of district policies determining school assignments will only be applied to families who report a change in residence prior to or upon the move.

Withdrawals

If you are planning to move, please notify your child’s teacher or the school office as soon as possible. A transfer card will be issued which will ensure the transfer of records to your child’s new school.

Transportation

SAFETY FIRST - The major objectives of the Transportation Department shall include, but not limited to the following:

- To train staff to provide safe and efficient service to our students
- To adapt busing to the needs of the instructional program
- To maintain all vehicles in the best possible condition

Transportation Policy

Elementary children who live beyond one (1) mile from their school and secondary students who live beyond two (2) miles from their school are eligible for transportation. Bus schedules may vary somewhat dependent on weather and traffic conditions.

We request parents have their children use their assigned bus stop and school bus unless officially altered by the Transportation Department. We will not make any changes unless there is a great imbalance in the number of children in one or more buses. Students will be expected to use the same stop and bus for the school year. Students who are eligible for bus transportation and wish to use this service cannot have the option of occasionally walking home instead of using the bus.

Bus Conduct and Safety Code

The following conduct is to be adhered to by all students who use the Bethlehem Area School District transportation system:

1. Must use the designated pick up and drop off stop.
2. Report to the designated bus stop at least 10 minutes early.
3. Be careful in approaching the school bus stop.
4. Remain off the road at all times and behave in a safe manner while waiting for the bus. Parents (guardians are responsible for the behavior and safety of their students at the bus stop until they enter the bus and after they depart the bus.
5. Wait until the bus has come to a complete stop before attempting to enter or exit the bus. Be aware the 10 foot area immediately around the bus is the danger zone – Walk 10 feet away from the bus at all times. The driver can't see you if you are in the danger zone.
6. Board the bus and sit down as quickly as possible.
7. Assist in keeping the bus safe and sanitary at all times.
8. Practice courtesy to fellow students, assist bus driver whenever possible, particularly with small children.
9. Never stick hands, arms, or any other part of the body out of windows or doors.
10. Students are to remain in their seats at all times.
11. Never experiment or tamper with the bus or any of its equipment.
12. Be careful not to leave items such as lunches, clothing, books, etc. on the bus.
14. Noise in the bus must be kept to a minimum. Loud talking or creating any disturbances are not allowed.
15. Roughhousing or throwing objects in or from the bus is prohibited.
16. State law prohibits transportation of musical instruments unless carried in a case on the knees of the student and must not impede the student space next to them. Personal possessions may not be in the aisle.
17. All items that a student will be bringing to school should be packed in a carrying case, such as a tote bag or backpack, which must be small enough to be held on the students' lap.
18. Use of obscene language is not permitted.

19. Smoking is not permitted on school buses.
20. Eating is not permitted on the bus.
21. Any weapons, pets or any live animals, glass containers, aerosol cans, large items, food for class parties or other objects that can create disturbances is strictly forbidden.
22. Remain quiet when the bus is approaching railroad crossing and until bus has passed the railroad.
23. The driver is in complete charge of the bus. Students who risk the safety of others by their misbehavior may lose the privilege of riding the bus.
24. Obey school bus driver, and in case of emergency, remain in bus unless otherwise instructed by the individual in authority.
25. When necessary to cross the road after getting off bus, cross immediately in front of bus, and look both ways to make sure that traffic is not approaching.
26. If a student violates any of the above rules and regulations and loses the bus privilege, the student or his or her parent will have to provide transportation to school. In such cases, the law still requires attendance at school. There will be parental arrest for nonattendance.
27. If a student intentionally damages seats or other parts of the bus, the student will be required to pay for replacement.

VIDEO AND AUDIO RECORDING ON SCHOOL BUSES

Board Policy 810.3 authorizes the use of video and audio recording on school buses and school vehicles. School district administrators may review video and/or audio recordings from school buses for the purposes of determining whether disciplinary consequences are appropriate. Video or audio capturing inappropriate behavior may be used at conferences with parents, guardians, students, employees and other individuals with a right to review the recordings, and used as evidence in disciplinary proceedings.

After-School Student Activity Runs

The high school and middle school provide late buses for sports, club and other school activities. Students must present a bus pass to the bus driver. Students are usually required to walk a longer distance from the bus stop to home on late bus routes.

4:15 p.m.

Route 1—Freedom to South Bethlehem

Route 2—East Hills to South Bethlehem

Route 3—Freedom/East Hills to Bethlehem Township

Route 4—Freedom/East Hills to Oakland Hills/Hecktown and Johnston Drive areas

Route 5—Northeast/Liberty/Nitschmann to West Bethlehem and Hanover Township

Route 6—Nitschmann/Liberty/Northeast to Freemansburg and South Bethlehem

Route 7—Broughal to South Bethlehem and points north of the river

Alternate Transportation

Pupil transportation is designed to transport eligible students to and from school from their place of residence within the school's attendance area. The Bethlehem Area School District recognizes that it may be necessary to transport to alternate addresses for various family needs (example: sitter, daycare, joint custody, etc.). In order to provide for a safe and efficient transportation schedule for children, parents needing an alternate transportation schedule are required to obtain and complete the Alternate Transportation Form provided by their school.

- All requests will be approved on a space available/five (5) days per week basis. Requests for one or several days per week or alternating weeks will not be approved.
- All requests must be for every AM pick up and/or every PM drop off.
- The alternate address must be within the current school attendance area and deemed eligible for transportation.
- When possible intersection and/or an existing neighborhood stops will be utilized as the assigned school bus stop.
- This busing request will remain in effect until the student leaves the current school, alternate location is cancelled, or a new busing request form is completed.

Occasional Emergency busing

Student should bring a note from the parent (guardian) to the principal who will authorize this request if space is available on the bus.

Seat Belts/Bus Drills

On buses equipped with seat belts the students are required to wear them.

The Public School Code requires transportation of school children to conduct two emergency **school bus evacuation drills** on the school grounds each year. The first drill is conducted in September and the second one is conducted in March.

For listing of local radio and television stations where emergency announcements are made, refer to “Closing of Schools Due to Inclement Weather/Emergency” section.

Emergency Plan for Alternate Bus Routes in Prolonged Severe Weather

In the event of prolonged severe weather conditions, it may be necessary to enact the Emergency Plan for Alternate Bus Routes. Kindergarten through twelfth grade students who are eligible for busing will be transported from intersections along designated emergency snow routes. Municipalities affected by the alternate bus route schedules will be announced individually. Please consult the street listing to determine where your child will be picked up. These pick-ups will occur at approximately the same time as the regular bus schedule. Buses will pick up students at intersections along the street listed. Ensure your child’s safety by surveying the neighborhood to make sure there is a safe path between your home and the pick up location. Be sure to review this path with all younger children. As usual, the Bethlehem Area School District will continue to use ParentLink, radio and television to announce late starts, cancellations, and other modifications to the school calendar.

City of Bethlehem

Abington Road at Clearview School
Barnesdale Road
Broad Street
Brodhead Avenue
Broadway
Butztown Road
Catasauqua Road
Center Street
Chester Road
Church Street
Dewberry Avenue
East Boulevard
Easton Avenue
Elizabeth Avenue
Friedensville Road
Fourth Street
Hellertown Road
Johnston Drive
Eaton Avenue
Linden Street
Livingston Street
Macada Road
Main Street
Marvine Street
New Street
Pembroke Road
Pennsylvania Avenue
Stefko Boulevard
Schoenersville Road
Union Boulevard
Washington Avenue
West Lehigh Street
West Market between 13th Avenue and Broad Street

Bethlehem Township

Brodhead Road
Carter Road
Chipman Road
Church Road
Country Club Road
Farmersville Road All Extensions
Freemansburg Highway
Hecktown Road
Linden Street
Nazareth Pike
Oakland Road
Ohio Street
Santee Road
Sheridan Drive
William Penn Highway

Willow Park Road

Fountain Hill

Broadway
Delaware Avenue

Freemansburg

Cambria and Monroe Street
Main Street at Washington Street

Hanover Township

Airport Road
Bridle Path Road
Crawford Drive
Hanoverville Road
Jacksonsville Road
Route 512/Center Street
Schoenersville Road
Stokes Park Road
West Macada Road

Bethlehem Area Education Foundation

The Bethlehem Area Education Foundation is a non-profit organization created to “enhance learning opportunities for all students of the Bethlehem Area School District”.

Goals

- Mobilize the community to recognize the important role of public education in Bethlehem
- Promote teacher innovation to advance curriculum and dynamic learning environments
- Support school district programs that emphasize Core Learning, Stretch Learning, Student Engagement and Personal Skill Development
- Encourage family and community partnerships for student success
- Raise money to support the mission of the foundation
- Provide stewardship for designated scholarships

The Foundation is governed by a Board of Trustees made up of members of the community working in concert with, but independent of the Bethlehem Area School District. The foundation has worked closely with school district administrators to prepare programs and opportunities for funding that will support rigor, relevance and innovation in classrooms throughout the district. These include Teacher Innovation Grants and Community Partnership Grants. Donations to the foundation can be made online at www.beth.k12.pa.us/BAEF.

Bethlehem Area Vocational-Technical (BAVTS) School Programs

If your high school student is looking for educational options other than their traditional school program, the Bethlehem Area Vocational-Technical School (BAVTS) is the answer. Programs are available in the following cluster areas: Construction, Creative, Culinary, Health, Manufacturing, Service, and Transportation. For more information or specifics, contact your guidance counselor or visit BAVTS on the web at www.bethlehemavts.org.

ATTENTION PARENTS!

ParentLink Notification

ParentLink is the preferred method of communication. If you receive a garbled or missed message from ParentLink, please call 1-888-457-2131. Follow the prompts, and enter the 10-digit number where the message was originally sent.

If you have a change in your telephone number(s) or email, please send that information to your child's school office.

Parent Portal Access

To access the Parent Portal to review your child's records and standardized test performance, you will need to login with your Parent Portal ID and password. The Parent Portal ID and passwords will be distributed to parents at Open House events in September, and any that are not picked up will be mailed home. The Parent Portal is linked from the main page of the Bethlehem Area School District website at <http://www.beth.k12.pa.us>.

Subscribe to BASD's Public E-Mail List

If you would like to subscribe to a district e-mail list to receive news, announcements, and other information from the superintendent's office, please visit the district's web site at www.beth.k12.pa.us and follow the links on the home page to subscribe to the BASD News mailing list.

Follow Us on Twitter

Follow the good news of the BASD on Twitter everyday. Dr. Joseph Roy, our Superintendent and Dr. Jack Silva, our Assistant Superintendent are now using Twitter to share district information including school closing information. Follow us on Twitter: @basdsupt and @basdjacksilva.

Promotional Videos Online

Watch the highlights of our schools and programs online today at www.youtube.com/basdpa

READINESS AND EMERGENCY MANAGEMENT IN SCHOOLS

Families trust schools to keep their children safe during the day. Thanks to teachers, principals, and staff within our district and through collaborative partnerships, schools remain a safe place for our children. However, our school district and others throughout the country may be affected either directly or indirectly by a crisis of some kind. Therefore, it is our goal to be prepared to handle these unforeseen circumstances.

Parents play an important part in school emergencies. It is essential that we have 100 percent cooperation and understanding during any type of emergency.

We ask parents/guardians/emergency contact persons to:

- Provide and maintain updated emergency contact information at your child's school. Be sure to provide a name for a person other than yourself, to pick up your child. This must be on file in the school office.
- Personal identification must be available upon request, when picking up your child.

Parent Reminders:

- Do not panic.
- Refrain from calling your child; depending on the circumstance, you could be placing them in danger of being detected by the ringing or beeping of the cellular telephone.
- Reinforce with your child that in any emergency it is important for students to follow the directions of the staff and to not try to leave school grounds on their own.
- Be aware that consequences will follow for students who do not follow the given directions of staff.
- Please wait for communication from the school about emergency situations. Communications are quickly disseminated using the district website (www.beth.k12.pa.us), social media (BASD Facebook and Twitter @BASDSUPT) and automated phone calls.
- DO NOT call 911 or the school, and DO NOT come to the school.

For more information, please contact the Facilities Department at 610-867-8635.

AUGUST CALENDAR

Length of School Day

The school year for students consists of 181 days of instruction. The starting and ending times for each grade level are as follows:

Elementary Schools

8:55 a.m. to 3:40 p.m.

Middle Schools

8:05 a.m. to 3:05 p.m.

Freedom High School

7:30 a.m. to 2:30 p.m.

Liberty High School

7:30 a.m. to 2:30 p.m.

BASD MAP Addresses

Elementary Schools

1. Asa Packer 1650 Kenwood Drive
2. Calypso 1021 Calypso Avenue
3. Clearview 2121 Abington Road
4. Donegan 1210 East 4th Street ^{1,2}
5. Farmersville 7036 Wm. Penn Highway, Easton
6. Fountain Hill 1330 Church Street ¹
7. Freemansburg 501 Monroe Street, Freemansburg
8. Governor Wolf 1920 Butztown Road
9. Hanover 3890 Jacksonville Road
10. James Buchanan 1621 Catasauqua Road
11. Lincoln 1260 Gresham Street ¹
12. Marvine 1425 Livingston Street ²
13. Miller Heights 3605 Allen Street
14. Spring Garden 901 North Boulevard
15. Thomas Jefferson 404 East North Street
16. William Penn 1002 Main Street ¹

Middle Schools

17. Broughal 125 West Packer Avenue ^{1,2}
18. East Hills 2005 Chester Road
19. Nitschmann 909 West Union Boulevard
20. Northeast 1170 Fernwood Street

High Schools

21. Freedom 3149 Chester Ave.
22. Liberty 1115 Linden Street

Vocational-Technical School

23. Bethlehem Area 3300 Chester Avenue

Educational Programs

12. Child Care Program Department 1425 Livingston Street

Administrative Offices

20. Center for Language Assessment (CLA) (Northeast)

20. Dining Services Dept. (Northeast)

24. Education Center 1516 Sycamore Street

21. Information Systems Department (Freedom)

21. Information Technologies Office (Freedom)

25. Maintenance/Security Department 250 East Fairview Street

24. Special Education Office (Education Center)

21. Technical Services Department (Freedom)

26. Transportation Department 1901 Chester Road

¹ Community School

² Houses a family center or conducts family center activities