



**Policies
and
Procedures
2023 – 2024**

2023 - 2024
Policies & Procedures

Enrollment Information

Admission to Public Schools

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 a Pennsylvania public school kindergarten program.

C. 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.

D. 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 foster care and homeless students.

Further, the district has no obligation to enroll resident or non-resident students when prohibited by law, such as pursuant to Act 110 of 2020.

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.

E. 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.

Enrollment may be restricted as required by law, such as pursuant to Act 110 of 2020.

F. 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.

G. 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.

H. Elementary School Open Enrollment

Parents/Guardians may request to send their child to an elementary school other than the one that serves their regular attendance area once the student is fully registered with the school district. Requests will not be accepted earlier than February 1 or later than July 1. Parents/Guardians moving into the district after July 1 but prior to the end of the first two (2) weeks of school may request open enrollment for their child at the time of registration. Please contact the home school to apply for open enrollment.

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

1. Space availability in a particular school and grade after resident students are assigned.
2. 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.
3. 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.
4. Parents/Guardians who elect to apply for open enrollment agree that their child will comply with all of the following conditions:
 - a. The student will not exceed a total of six (6) tardies and/or unexcused early dismissals.
 - b. The student will not exceed fourteen (14) cumulative days of absence.
 - c. The student will not be picked up late at student dismissal more than three (3) times.

Failure to comply with these conditions of open enrollment may result in the child being denied the open enrollment privilege for the following year.

5. If approved for open enrollment, the open enrollment school will assume that the parents/guardians accept the assignment. Should the parents/guardians wish to withdraw the request, they must notify the open enrollment school.

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 Grade 5 unless revoked for cause stated above. The student will not be permitted to transfer to another building within the district at any time during that school year.

Parents/Guardians must assume full responsibility for transporting their child.

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.

Open enrollment is approved for the remainder of the student's time in elementary school unless revoked for reasons listed above.

Being approved for open enrollment does not guarantee child care with BASD's Child Care located at the open enrollment school where your child(ren) have been granted to attend.

I. Homeless Youth Information - McKinney-Vento Act

The Board recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other district students. The Board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulations.

The Board may waive policies, procedures and administrative regulations that create barriers for enrollment, attendance, transportation and success in school of homeless students, based on the recommendation of the Superintendent.

Definitions

Homeless students are defined as individuals lacking a fixed, regular and nighttime residence, which include the following conditions:

1. Sharing the housing of other persons due to loss of housing or economic hardship.
2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations.
3. Living in emergency, transitional or domestic violence shelters.
4. Abandoned in hospitals.
5. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
7. Living as migratory children in conditions described in previous examples.
8. Living as run-away children.
9. Abandoned or forced out of homes by parents/guardians or caretakers.
10. Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations.

School of origin is defined as the school the student attended when permanently housed or the school in which the student was last enrolled.

Delegation of Responsibility

The district's liaison or other designee shall coordinate with:

1. Local service agencies that provide services to homeless children and youth and families.
2. Other school districts on issues of records transfer and transportation.
3. State and local housing agencies responsible for comprehensive housing affordability strategies.

The district's liaison shall provide public notice of the educational rights of homeless students in schools, family shelters, and soup kitchens.

Guidelines

Students shall not be discriminated against, segregated nor stigmatized based on their status as homeless.

Enrollment/Placement

To the extent feasible, and in accordance with the student's best interest, a homeless student shall continue to be enrolled in his/her school of origin while s/he remains homeless or until the end of the academic year in which s/he obtains permanent housing. Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools. If a student is unaccompanied by a parent/guardian, the district liaison will consider the views of the student in determining where s/he will be enrolled.

The selected school shall immediately enroll the student and begin instruction, even if the student is unable to produce records normally required for enrollment pursuant to district policies. However, the district may require a parent/guardian to submit contact information. The district liaison may contact the previous school for oral confirmation of immunizations, and the school shall request records from the previous district, pursuant to Board policy.

If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize appropriate means to determine the student's placement.

If a dispute arises over school selection or enrollment, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parents/guardians shall be provided with a written explanation of the district's decision, their right to appeal and the procedures to use for the appeal.

Services

Homeless students shall be provided services comparable to those offered to other district students including, but not limited to, transportation services; school nutrition programs; vocational programs and technical education; preschool programs; programs for students with limited English proficiency; and educational services for which students meet eligibility criteria, such as programs for disadvantaged students, students with disabilities, and gifted and talented students.

Transportation

The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the school district.

If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.

If you need assistance regarding the Homeless Youth/McKinney-Vento Act Board Policy 251, please contact the following:

Audie R. Torres - Supervisor of Child Accounting / McKinney-Vento Liaison-
artorres@basdschools.org

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:

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|--|---|
| 1. Autism | 8. Orthopedic impairment |
| 2. Deaf/blindness | 9. Other health impairments |
| 3. Deafness | 10. Specific learning disability |
| 4. Emotional disturbance | 11. Speech and language impairment |
| 5. Hearing impairment including deafness | 12. Traumatic brain injury |
| 6. Intellectual Disability | 13. Visual impairment including blindness |
| 7. Multiple disabilities | |

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 a 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.basdschools.org and go to the Pupil Services link under departments.

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 2018.

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. 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 for school-aged students (K-5). Trained staff that know how children grow and develop work with students in whole and small group arrangements. 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 clearances (criminal history check and child abuse and FBI, NSOR) 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 to students in the 16 elementary schools at 11 locations. Children in kindergarten through fifth grade are eligible to attend. All children must be enrolled, and the parents must pay fees based upon the child care contract and outlined policies in the Parent Handbook . The current enrollment total is approximately 500 children.

The Child Care Centers are licensed by the Pennsylvania State Department of Human Services. 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. The program participates in the Pennsylvania Keystone STARS initiative.

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: Kindergarten 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**
Child Care provided at Fountain Hill Elementary School

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: Kindergarten 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
Child Care is offered to Donegan students

Freemansburg Elementary –Child care is offered at Lincoln and Miller Heights.

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: Kindergarten 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
Child Care is offered to Freemansburg and Marvine students.

Marvine Elementary - Child care is offered at Lincoln.

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: Kindergarten 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: Kindergarten through grade five children

Thomas Jefferson Elementary School - Child Care is offered at Calypso.

William Penn Elementary - Child Care is offered at Calypso.

Child Care Program Office **610-868-8501**
1516 Sycamore Street, Bethlehem, PA 18017

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 and to continue to offer extended care for late starts and early dismissals for inclement weather. There are now three 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.

2023-2024 Child Care Rates

	Weekly M-F	Daily
1 session/day Monday through Friday (am or pm)	\$125.00	\$25.00
2 sessions/day Monday through Friday (am and pm)	\$150.00	\$30.00
Day-to-Day Care	AM, PM or AM & PM:	\$30.00
Late Start Fee (for weather emergency)	\$10.00 in addition to daily fee	
Early Dismissal Fee (scheduled or weather related)	\$10.00 in addition to daily fee	
Combined Center Day Fee (up to 10 hours of care max)	\$40 minus daily rate (if contracted for that day) \$40 (if not contracted for that day)	
<i>Families on a flex schedule must provide to the center a monthly calendar of child care days needed. If not possible, weekly notice at minimum (Cost for flex is standard fee rates)</i>	Families are not generally able to switch their scheduled days. You may request a change or add an <u>additional</u> day at the Day-to-Day rate (if it is not needed consistently), as long as the center has a space available per DHS regulations.	
Late pick up fees: \$15.00 for up to 15 minutes past contracted hours, and an additional \$5.00 for each 15 minute interval beyond.	Late Payment Fee: \$25* *Must be paid in full before care can continue NSF Fee \$30** **plus repayment for the week(s) that incurred the NSF	

\$25.00 fee for pick up <i>after</i> closure (6:15pm)	
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Child Care is available 12 months per year. The school year program follows the Bethlehem Area School District Calendar and is open on additional days when the schools are closed for holidays, teacher in-service days, and inclement weather. The dates of when the Child Care Centers are scheduled to close are highlighted throughout the calendar pages.

English Learner Services

English Learner Services (ELS) at Northeast Middle School
 Jose Sanchez, Supervisor of English Learner Services
 1170 Fernwood Street, Bethlehem, PA 18018
 610-865-7880 610-865-3518 (Fax)

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 parent is connected with English Learner Services (ELS) for a Language Use Survey to be completed. If further assessment is needed, then the student is directed to English Learner Services (ELS) for registration and evaluation. The initial registration is done by appointment which includes collection of student data, family information, and prior schooling.

Assessment for Identification of English Learners

At ELS, the student is assessed using the state-mandated WIDA Screener for grades K-12 to determine language proficiency. If the student is identified as an English Learner (EL), 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 Learners (ELs) meet our academic standards. Parents have the right to opt-out of ESOL services for their child by meeting with the Supervisor of ESOL and completing the required waiver. *Students who have been opted-out of ESOL services by their parents/guardians are still considered to be English Learners and are still required to participate in the annual WIDA ACCESS for ELLS assessment.*

WIDA: ACCESS for ELLs Annual Assessment

All identified ELs are given a state-mandated 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 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. The assessment is used to monitor student growth in English acquisition and to assist in appropriate placement for ESOL support.

Reclassification, Monitoring, and Re-designation for English Learners

The Pennsylvania Department of Education required criteria are used for reclassification of English learners (ELs) as Former English learners (FELs), monitoring of FELs, and re-designation of ELs.

For questions regarding ESOL instructional services, please contact Jose Sanchez, Supervisor of English Learner Services, 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:

Broughal Family Center, 114 West Morton Street • 610-866-5041

Marvine Family Community 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, nationality, 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 on behalf of an employee, please contact

The Chief Human Resources Officer at 610-861-0500, extension 60225 or email nondiscrimination@basdschools.org

For more information or to report a complaint on behalf of a student, please contact The Director of Student Services at 610-861-0500, extension 60280 or email Tracey Hirner at thirner@basdschools.org

Open House/Back to School Night Dates – 2023-2024

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. All Title I schools must meet federal regulations related to teacher qualifications. These regulations allow parents to learn more about their child's teachers' training and credentials. You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, the District can provide you with information about the paraprofessional's qualifications, also. Our administrators and teachers are committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements. If you have questions, please contact the Supervisor of Early Learning, Grants, and Development.

Parent-Teacher Conferences

Elementary Schools (students dismissed at noon)	Middle Schools (students dismissed at 11:30 a.m.)	High School - OPEN HOUSE (6:30 PM to 9:00PM)	
Monday, November 20, 2023 Afternoon	Monday, November 20, 2023 Evening	FHS 9/6/23	FHS 2/13/24
Tuesday, November 21, 2023 Evening	Tuesday, November 21, 2023 Afternoon	LHS 9/13/23	LHS 2/7/24
Tuesday, April 16, 2024 Evening	Tuesday, April 16, 2024 Afternoon		
Wednesday, April 17, 2024 Afternoon			

Pennsylvania Pre-K Counts – An Early Learning Program

The Pennsylvania Pre-K Counts program provides an opportunity for eligible preschool-aged children to start school ready to learn by participating in high quality early learning experiences. The BASD's Pre-K Counts program is entirely grant funded. This grant funding allows us to serve 120 Pre-K students across the district. For additional information, please contact the Pre-K office at 610-865-0012 ext. 16818 or visit <https://www.basdschools.org/prekindergarten>.

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 whole grains offered to our students, focuses on providing healthier a la carte, vending, fundraising, classroom parties, rewards and school stores

options to students.

We offer a variety of exciting and nutritious 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.

The menu in elementary schools includes four main entrée choices daily, two hot choices and two cold, along with a rainbow of fruits and vegetables, whole grain bread selections and low-fat or fat-free milk.

The middle schools and high schools offer numerous choices that include fresh salads, pizza, pasta, and student favorites, such as quesadillas, brunch for lunch and meatball subs. Students have additional customizable options, such as made-to-order salads, sandwiches, and nachos.

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 if your child has a dietary restriction that requires a meal accommodation. Please be aware, the Pennsylvania Department of Education requires a physician's note to make meal accommodations.

Elementary students may buy lunch for \$2.65 and breakfast for \$1.75. Secondary students may buy lunch for \$2.85 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 \$0.40 for lunch and \$0.30 for breakfast. If students wish to purchase a second lunch, elementary school students will be charged \$3.35 and secondary students will be charged \$3.55.

We strongly encourage all families to complete the application for free or reduced meal benefits. Be sure to apply now at www.schoolcafe.com or www.compass.state.pa.us. Assistance in accessing the online application can be provided by the Dining Services Department or we can accept a paper application if necessary. Please only complete **one** application per household. Please also note applications for the 2023-2024 school year cannot be completed until **after July 1, 2023**. A new family application must be filled out each school year.

If you are unable to access a computer, a paper 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.

If a student does not have sufficient funds to pay for a la carte products, he/she cannot charge into the negative. Students who do not have adequate funds for a la carte purchases will be informed that funds must be available on account or at time of purchase for a la carte products. Low balance letters will continue to be generated by our office and mailed/emailed to parents directly.

SchoolCafé allows parents to make online payment deposits to a student's meal account for use in all BASD schools. More information regarding online payments can be found online at <https://www.basdschools.org/meals>.

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 Process (BASD / SAP)

The Bethlehem Area School District has launched a comprehensive campaign to assist in overcoming barriers to learning. While SAP services typically address drug, alcohol, and/or mental health issues, BASD/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 (BASD/SAP) is to help students overcome these barriers in order that they may achieve, remain in school, and advance. For additional information on the BASD/SAP process, please refer to the BASD/SAP Question and Answer Page at

https://drive.google.com/file/d/1oyytKSnW_a_FCGCukQxkpM4Ae5G_Nluf/view

Core teams, composed of administrators, faculty members, guidance counselors, school nurses, and the school psychologist, have been set up at all schools.

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.

Mental and Behavioral Health Supports – The Bethlehem Area School District in partnership with community agencies provide in school mental and behavioral health supports in each school. If you feel your child is in need of these services, please contact your school counselor, school nurse, or any member of the BASD/SAP team. If the SAP team feels you child should be part of these programs you will be contacted to discuss the program.

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your child should be part of these programs you will be contacted to discuss the program.

Health

Immunizations Required for School – 2023-2024

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

4 doses of tetanus, diphtheria, acellular pertussis (one dose on or after the fourth birthday)

4 doses of polio (one dose on or after the fourth birthday and at least 6 months after previous dose given) A fourth dose is not necessary if the third dose was given on or after the fourth birthday and at least 6 months after previous dose given

2 doses of measles, mumps and rubella (first dose after first birthday)

3 doses of hepatitis B (properly spaced)

2 doses of varicella (chicken pox) vaccine or history of the disease

BEGINNING in GRADE 7

1 dose of tetanus, diphtheria, acellular pertussis (Tdap)

1 dose of meningococcal conjugate vaccine (MCV)

ATTENDANCE in Grade 12

A Second dose of meningococcal conjugate vaccine (MCV) given on or after 16th birthday

(If first dose was given on or after 16th birthday then only one dose is required)

If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose before the start of school to avoid exclusion. If the dose may not be given for medical reasons a plan to complete the series must be presented within the first five days of school to avoid exclusion.

These requirements allow for the following exemptions; medical reason, religious belief, or philosophical/strong moral or ethical conviction. If your child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine preventable disease.

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, CRNPs, PAs can sign for medical exemptions. Chiropractors' certifications for medical exemptions are not acceptable. A medical exemption for a specific antigen(s) should be documented 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 has a chronic health concern, please contact your certified school nurse to discuss an individual health plan.

The purpose of school nursing is to enhance the educational process. Each school nurse works to improve health 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 Care Provider (PCP) or dental provider for injuries or illnesses. If you do not have a PCP, dentist, or clinic, please contact your school nurse who will assist.

Mandated School Health Examinations.

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

Community Health Services

St.Lukes Community Health Medical Van
Liberty, Freedom, and Broughal

Star Wellness Dental Van
Liberty, Freedom, Broughal, Donegan, Fountain Hill, Freemansburg, Lincoln, and
Marvine

Smile PA Dental Services

Buchanan, Calypso, Clearview, Hanover, Thomas Jefferson, and William Penn

Vaccine for Children Program - site Northeast Middle School

Provides no cost vaccines for students with Medical Assistance, no insurance, or who are underinsured.

Vision to Learn Van

Available to all of our students who fail their mandated vision screen. Provides a free eye exam and a free pair of eyeglasses if needed.

Vision Vouchers - St. Luke's Community Health:

Available to any student whose families need support to obtain eye care to include an eye exam and eyeglasses if needed.

Nursing Programs

Provide assistance with performing mandated screenings in all of our schools as well as Cyberbullying talk to all fifth grade students, Hands Hygiene talk to all fourth grade students, Hygiene talk to all third grade students, and Knut talk to all kindergarten students.

Cedar Crest College, DeSales University, Moravian University, St. Luke's School of Nursing

NCACC dental students provide all of our third grade students with an annual dental presentation.

Weller Center provides all of our fifth grade students with an annual puberty talk and a Safe Touches talk for all second grade students.

Student Health History

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

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

Please use online Gateway or contact your school nurse with any questions or to update your child's health history.

Student Medication Guidelines

For minor complaints and health problems the certified school nurse follows standing orders signed by a parent/guardian and school physician for students to receive medications during school hours. The first day of school forms will be sent home to all

students so that parents/guardians 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.

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.

Only licensed nurses may give medications. This means medications will not be sent on field trips as school health staff do not routinely 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.

Each nurse's office has an **emergency use** Epipen. If a child has signs of a life threatening allergic reaction the child will be given the Epipen and an ambulance will be called. If you do not want your child to receive this life saving treatment please send a note to the school nurse explaining your refusal.

In addition, each nurse's office has **emergency use** Narcan nasal spray for **emergency treatment of opioid overdose** and an **emergency use** albuterol inhaler in the event that a student is experiencing respiratory distress and does not have access to their own rescue inhaler.

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

Student Accident Insurance

As an **optional service**, student accident insurance can be purchased through the district. 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. Information is available on the BASD website under the For Families/Health Services/Forms/Voluntary Student Insurance Options.

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, mental health benefits, 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 as well as on the District's website under For Families/Health Services/Forms/CHIP Brochure.

Framework for Citizenship

BASD Philosophy of Leadership and Character Development:

The Bethlehem Area School District (BASD) believes that all children have a desire to learn and grow. It is the responsibility of the BASD to foster that desire by providing a well-rounded K-12 experience through positive learning opportunities that are not limited to academics, but also opportunities to grow in leadership, character, positive connection to one another. We expect that all schools will be environments that are conducive to that growth through physical, emotional, intellectual, and social experiences that directly impact their ability to become positive citizens in our communities.

Students will learn best by observing positive role models employed by our District, but more importantly by their own ability to model appropriate behaviors to build leadership skills and character. Because the BASD believes in personalization for equitable outcomes in building the whole child, students and families can expect that their child will be given the tools they need to accomplish this task of leadership and character development.

Leadership and character development are a process that can be modeled and learned, we believe in using tiered responses, strategies, and interventions to support our students and foster positive behaviors through a leadership and restorative model. Students will not only learn that they are all leaders, but also that when leaders make a mistake, they own up to their mistakes, make amends, and restore relationships broken by their misbehaviors. This character development will be done through Leader In Me and Restorative Practices with a goal of supporting the inner genius of every child.

LEADER IN ME

The Leader In Me is based off of Franklin Covey's *7 Habits of Highly Effective People*. It is a transformation model through whole school change. The 7 Habits teaches universal

principles such as “...responsibility, vision, integrity, teamwork, collaboration and renewal, which are secular in nature and common to all people and cultures.” Leader In Me also teach the expected academic skills of critical thinking, goal setting, listening and speaking, self-directed learning, presentation-making and the ability to work in groups.”

The BASD will use the Leader In Me philosophy to build and develop leadership skills by creating a common language among school staff, students, and parents that will help build and develop leadership skills in our students. Through this concept students will gain the necessary skills expected of the post-secondary (business and colleges/universities) world.

RESTORATIVE PRACTICES/RESTORATIVE JUSTICE

Restorative Practices are processes that proactively create a sense of, and commitment to community in order to prevent and address conflict and wrongdoing. Restorative practices is a way to build positive relationships so that if and when an act of wrongdoing is committed, the strength of the relationship will allow all involved to deal with the consequences while rebuilding and restoring the relationship.

Specific behaviors are targeted and taught to students while being modeled by the adults. When the expected behaviors are not met, RP and/or LIM are used as a means to address the concern. Both negative and positive behaviors are addressed, because we not only want students to refrain from what is viewed as negative behavior, but also to reinforce and praise the positive behaviors that are occurring much more frequently than negative one.

The Bethlehem Area School District’s philosophy will always be to support the building of strong citizens for the Bethlehem community. We will continue to expand the training and utilization of Restorative Practices and LIM to all schools.

Please refer to the Framework for Citizenship for current changes and updates at <https://www.basdschools.org/citizenship> .

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

Photographs and videotape footage of students 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, that we do not violate anyone's rights or cause unhappiness by featuring students 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, 2023, 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

Pennsylvania School Code of 1949

Compulsory School Age:

Beginning with the 2020-2021 school year, the compulsory age may be no later than the age of six (6) years, until the age of eighteen (18) years or graduation from a high school, whichever occurs first.

Student Absences:

Student absences are generally governed under the definition and the 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 law must be directly related to the student's inability to attend school due to reasons cited above and not merely for the convenience of the family. The Superintendent, or designee, shall have the discretion to approve absences for special events such as unique athletic events, academics, arts/theater, and extended college visits that exceed the cumulative absences allowed to students each year.

Absences will generally be recognized as "excused" or "unexcused." **Non-cumulative absence** refers to any excused absences that are excused, in writing, by a licensed physician. **Cumulative absences** refer to excused absences that are excused by the student's parent/guardian only. As explained more thoroughly below, students incurring ten (10) cumulative absences in one (1) school year must present an excuse from a licensed physician for each subsequent absence to be deemed "excused."

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

1. Elementary Level: Permitted to take four (4) educational trips, up to a **recommended cumulative maximum of fifteen (15) school days during their tenure in elementary**

school. Educational trips should not exceed five (5) days per a given school year (not to exceed the 15 stated).

2. Middle Level: Permitted to take two (2) educational trips, up to a **recommended cumulative maximum of ten (10) school days during their tenure at the middle school level.** Educational trips should not exceed five (5) days per year per a given school year (not to exceed the 10 as stated).
3. High School Level: Permitted to take two (2) educational trips, up to a **recommended cumulative maximum of ten (10) days during their tenure at the high school level.** Educational trips should not exceed five (5) days per year (not to exceed the 10 as stated).
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. Exceptional 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 (10) 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 be approved by the building principal.
9. Any days taken beyond the maximum of five (5) days permitted for educational trips in a given year may be considered unexcused and unlawful for students under the age of 18 and unexcused for students 18 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 Bethlehem Area School District have incorporated the following procedures concerning requirements for a written parental explanation for a student's legal absence:

1. Parents are required to submit a written explanation (which includes an email from a verified address) 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 may 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.
- b) The absence itself must be for a legal reason as determined by the principal and/or designee according to law.

2. When the parent(s)/guardian(s) of a child cannot read or write, the principal, teacher, or other designated school personnel may accept a verbal excuse over the telephone or in person 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 may be made by the attendance officer, home-school visitor, or other designee 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.

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

The BASD Transportation Department transports over 10,000 students to and from school every school day using more than 100 buses that travel over 6,400 miles daily. We deliver these students to not only the 22 schools in the Bethlehem Area School District, but also to over 50 additional private and charter schools located within 10 miles of our own district boundaries.

The primary objective of the Transportation Department is to SAFELY deliver all students to and from school every day. Daily we strive to:

- Provide safe and efficient service in an equitable manner
- Adapt busing to the needs of the instructional program
- Maintain all vehicles in the best possible operating condition

Transportation Policy

Transportation for students shall be provided in accordance with law and School Board policy. The Board of School Directors determines the eligibility criteria for transportation services. If service is needed, it must be provided equally for all public, private, parochial, and charter school students. The applicable School Board policy can be found in the School Board Policy Manual, Section 810.

Elementary school students who live beyond one (1) mile from their school and secondary school students who live beyond two (2) miles from their school are eligible for transportation. Bus schedules may vary day-to-day dependent upon 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. Changes will not be made 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. Bus drivers do not have the authority to change bus stops for any reason.

Bus Conduct and Safety Code

Bus transportation is a privilege and not a right. The Bethlehem Area School District expects all student riders to conduct themselves on the bus in the same manner as in the classroom. Additionally, all bus riders shall:

1. Utilize the assigned pick up and drop off stop.
2. Report to the designated bus stop at least 10 minutes early. Please remember bus pick-up and drop-off times are approximate.
3. Remain off the road always and behave in a safe manner while waiting for the bus. Parents and/or 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.
4. 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 a danger zone where the driver may not be able to see you. Please stay at least 10 feet away from the bus at all times.
5. Cross in front of the bus and always look left-right-left before crossing the street.
6. Board the bus and sit down as quickly as possible. Remain seated at all times until you reach your destination and the bus comes to a complete stop. Standing, sitting in the aisle or stepwell, blocking emergency exits, walking or changing seats will not be permitted.
7. Assist in keeping the bus safe and sanitary at all times.
8. Practice courtesy to fellow students and assist the 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. Never eat or drink on the bus due to sanitary and safety concerns. Hundreds of students with life threatening food allergies ride our buses daily.
11. Never 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.
13. Keep noise in the bus to a minimum. Loud talking or creating any disturbances are unsafe distractions for the bus driver. Use of obscene language is not permitted.

14. Remain quiet when the bus is approaching railroad crossings and until bus has passed the railroad crossing.
15. Refrain from roughhousing or throwing objects in or from the bus.
16. Obey the bus driver at all times. Students who risk the safety of others by their misbehavior may lose the privilege of riding the bus. When violations of the bus conduct and safety code are observed, the bus driver may complete bus conduct reports and forward audio and video from on-board bus cameras for use in disciplinary action handled by building administrators. In the event of serious violations, BASD reserves the right to contact local authorities.
17. Behave on the bus in the same manner as in the classroom. Chewing gum/tobacco, smoking or vaping on the bus are not permitted.
18. Follow all bus driver instructions in case of an emergency and remain in the bus unless otherwise instructed by an individual in authority.
19. Never bring on the bus any item which may be disruptive or interfere with the safety of students. These include, but are not limited to glass containers, weapons, live animals, aerosol cans, food for class parties, skateboards or large items that do not fit on a student's lap.
20. Secure in a backpack or sports bag any soccer balls, basketballs, baseballs, softballs or any other type of sports equipment.
21. 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. Personal possessions may not block the aisle, emergency exits or be higher than the seat back.
22. 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.

If a student violates any of the above rules and regulations and loses the bus privilege, the student or his or her parent/guardian will have to provide transportation to and from school at regularly scheduled times. The law still requires attendance at school.

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 (Late Buses)

The high school and middle school provide late buses for sports, club and other school activities. Students must obtain a bus pass from the office to present to the bus driver. The late buses do not serve set bus stops or times. They serve geographic location on which students opt to ride, so students may not be dropped off at their normal bus stop. Students are usually required to walk a longer distance from the bus stop to home on late bus routes.

4:30 and 5:15 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: babysitter, 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 for one year, until alternate location is cancelled or a new busing request form is completed.
- Existing requests must be renewed annually prior to the start of each school year.

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.

Transportation on Inclement Weather Days

When inclement weather occurs, BASD will provide information through many outlets including automated phone calls, the district website and social media outlets. For a listing of local radio and television stations where emergency announcements are made, refer to "Closing of Schools Due to Inclement Weather/Emergency" section.

All schools, including nonpublic and charter schools students bussed by BASD buses, must follow the BASD schedule.

- If BASD is operating on the regular schedule - All BASD buses will run regular schedule regardless if your school is on a delay. BASD communicates with all

nonpublic and charter schools that staff must be available to receive their students at the regular time.

- If BASD is closed – No Bus transportation will be provided to any school.
- If BASD is on a 2 Hour delay – Bus transportation will run two hours late for all schools, including all nonpublic and charter schools even if your school is running regular time. If your student needs to be in school regular time you must make your own arrangements for transportation.

For School Closing or Delays You Can Go To

www.basdschools.org or www.wfmz.com or www.mcall.com

On Twitter: @ basdsupt and @basdjacksilva

Should the existing conditions or predictions make it necessary to cancel school or have a delayed opening, the superintendent will initiate an announcement over ParentLink, social media, radio, television stations, and the district's website. Please avoid calling the schools, the Transportation Department, or the stations. Please refer to the sites above for updated information.

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 16th Avenue and Broad Street

Bethlehem Township

Bethman Road
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



Mission: To Enhance the Learning Opportunities for All Students of the Bethlehem Area School District. Promote Family and Community Partnerships, and Support Academic Innovation.

Created to strengthen, enhance and enrich the educational experiences of the students of the Bethlehem Area School District, The Foundation for the Bethlehem Area School District was established in 1999. It is governed by a volunteer board of trustees, composed of business and community leaders who lend expertise to the operations of the organization. The Foundation's focus has been helping educators deliver innovative teaching to students inside and outside the classroom. As a 501(c)(3) non-profit organization, The Foundation raises funds through tax-deductible contributions to promote innovative educational programs that enhance the existing curriculum of Bethlehem Area School District.

In recent years, The Foundation provided funding to the following Bethlehem Area School District programs:

- Mental Health Initiative
- Anti-Racism Initiative
- Digital BASD Initiative
- Project Lead the Way Engineering Program
- Project Lead the Way Biomedical Sciences Program
- Forging History & Community in Bethlehem Curriculum Based Elementary Field Trips
- Teacher Innovation Grants
- Service Learning Grants
- Our Leaders of Tomorrow Grants
- Student Leadership Grants
- Farm to School program
- Early College Dual Enrollment

To learn more about The Foundation for the Bethlehem Area School District, Our Board of Trustees and Liaisons please visit our website: thefoundationbasd.org



BASD Nation is a community networking online platform bringing alumni, parents, staff, students and community partners together, helping us reconnect and celebrate our stories – all while supporting the next generation of students.

Whether you walked the halls of Freedom or Liberty high schools, are a dedicated BASD parent, a BASD employee or retiree, or cheered for your favorite BASD team in the stadium, BASD Nation will allow you to reminisce and celebrate our BASD community.

To join BASD Nation and to learn more about BASD Nation, visit BASDnation.org

BASD Cyber Academy

Bethlehem Area School District has been educating students effectively for many years and knows what it takes for students to compete in the hyper-competitive quest for college and career, whether learning in the conventional classroom or online. It takes rigorous coursework coupled with a combination of live and prepared instructional support.

Our BASD Cyber Academy offers students an online option for learning course content. The program is flexible and offers the support parents and students need to tackle the demands of online learning and achieve their educational goals. We expect the best from our students; that's why we offer effective support to promote their success.

For more information about the BASD Cyber Academy, please visit <https://sites.google.com/basdschools.org/basd-cyber-academy/home>

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!

Blackboard Parent Notification

Blackboard (formerly ParentLink) is the district's automated parent notification system used for notifying parents about school closings, delayed openings, and emergencies.

To call the Blackboard notification system to replay missed or garbled messages, call 1-888-457-2130. 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.

Home Access Center - Access for Parents

To access Home Access Center to review your child's records and standardized test performance, you will need to login with your Home Access Center username and password. Parents can find a link to Home Access Center from the main page of the Bethlehem Area School District website at www.basdschools.org choose Parents and Students.

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.basdschools.org), social media 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.

School Codes

AP: Asa Packer	HA: Hanover	BR: Broughal
CA: Calypso	JB: James Buchanan	EH: East Hills
CL: Clearview	LI: Lincoln	NI: Nitschmann
DO: Donegan	MA: Marvine	NE: Northeast
FA: Farmersville	MH: Miller Heights	FHS: Freedom
FH: Fountain Hill	SG: Spring Garden	LHS: Liberty
FG: Freemansburg	TJ: Thomas Jefferson	BAVTS: Vo-Tech
GW: Governor Wolf	WP: William Penn	ED.C: Education Center

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.

High Schools

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

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