

ASA PACKER ELEMENTARY SCHOOL

2017 - 2018

Parent/Student Handbook

<http://www-ap.beth.k12.pa.us>

Twitter: @AsaPackerBASD

RULES, ROUTINES AND PROCEDURES

ARRIVAL AT SCHOOL

The school doors open at 8:55 A.M. School begins at 9:05 A.M. Students are *not permitted* in the building prior to 8:55 A.M. Adult supervision is not available prior to that time. Appropriate behavior is expected while they wait to enter the school. Child Care services at Asa Packer are available if you need child care before that time.

The main entrance is to be used after 9:05 A.M. as the *outer wing doors will be locked for security purposes*.

Students who arrive late are to be *accompanied to the office and signed in* by parent/guardian or designee.

Arrival:

When dropping off or picking up students by automobile: Enter the West parking lot. You may park your car in this lot and walk your child across the bus lane. Another option is to drive up to the student drop-off area, have your child exit the car and walk on the sidewalk next to the building. If you are getting out of your car to assist your child, please park your car in the lot and do not park in the drop-off lane. **Parking in the drop-off lane is not permitted.**

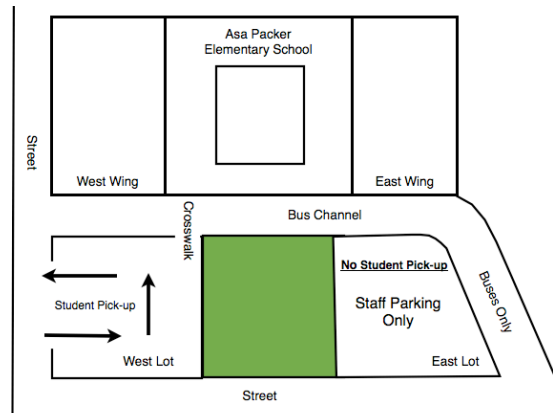
Dismissal:

At the end of the school day, all students will cross the bus lane at the identified area near the West parking lot. Parents must pick up children at the doors. No students will be dismissed without adult supervision. Under no circumstances should you drive through the bus channel or cross your child between buses. This is for everyone's safety.

Please remember:

- Please watch your speed.

- Students and parents must use the crosswalk at all times.
- Bus lanes must be kept open at all times.
- There is no student pick-up in the Staff Parking Lot.
- Park in the designated parking spaces only and not along the curb.
- Do not park in the lined off "spot" next to the handicapped space.
- Walk and get your child (when picking them up early or at dismissal time).
- Do not leave you child(ren) unattended outside the school.



ALTERNATE DISMISSAL ARRANGEMENTS

Each year we receive numerous daily requests from families for alternate dismissal arrangements. Please review and follow the procedures below so that we can facilitate the safe and orderly dismissal of each of our students to their many destinations at the end of the school day.

Students assigned to a bus for transportation home must go home on the scheduled bus unless written instructions stating otherwise have been sent to the teacher by the parent/guardian.

Please note that students are not allowed to ride

home on a bus other than the one to which they are assigned. Transportation is declining all these requests that are for a single day.

Change from bus transportation home to Child Care

Since many students attend Child Care on a "drop-in" basis, it is important that you communicate to the homeroom teacher and Child Care, in writing, on any given day that you want your child to be dismissed to Child Care instead of being transported home by bus. *We cannot take verbal requests from students for this change. Without written notification of a change from the parent/guardian, it is our responsibility to see that your child goes home on the assigned school bus.*

• Change of bus stop

Please submit a written request directly to the bus driver.

• Office pick-up of students

If you are picking up your child at the office at dismissal time, please arrive 10 minutes prior to dismissal.

ATTENDANCE POLICY

There is a high correlation between student attendance and student achievement. The assumption is that the student must have a consistently high level of attendance for learning to take place. The Bethlehem Area School District has developed a set of procedures to be followed at the elementary schools. Each time a child is absent from school, the parents must send in a written excuse explaining why the child was absent. The absence must be for a legal reason such as illness, quarantine, recovery from accident, court attendance, death in the family and approved family educational trips. Absences are generally recognized as cumulative or non-cumulative. Cumulative absences refer to days that contribute to the allotted number of days a student may be absent, which is ten for elementary. Non-cumulative absences are absences that do not contribute to the specified ten days.

Cumulative Absences

Excused absences include:

- a maximum of ten days of absence for elementary students during a school year verified by a parent note submitted within three school days of each return.
- pre-approved family vacation. See vacation policy.
- any absence in which a physician's written excuse is not submitted within three school days of a student's return.

Unexcused/unlawful absences include:

- any day for which a written excuse is not submitted within three school days of a student's return, including notes from physicians.
- any absence not excused by a physician's note after ten days of absence.
- truancy

Non-cumulative Absences

Non-cumulative absences include:

- suspensions from school.
- illness verified by a physician's note submitted within three days of a student's return. (Any absence in which a physician's note is submitted is not included in the ten days permitted for parental excuses.)
- death in the family - from date of death until two days after the funeral unless otherwise authorized by the principal.
- religious holidays.
- school sponsored activities.
- pre-approved college visits up to three days.

Vacation Policy: Parents are strongly encouraged to schedule family vacations with the School District Calendar in mind to ensure that students attend school a maximum number of days.

- 1. Students at the elementary level will be permitted to take four (4) educational trips, up to a cumulative maximum of fifteen (15) school days during their tenure in elementary school. Educational trips may not exceed five (5) days per year.**
2. Parental requests which go beyond the number of days or trips allowed must first be approved by the building principal.
3. 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 seventeen (17) and unexcused for students seventeen (17) years of age and over. Appropriate legal action may be taken where applicable.

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 absence will have on the student's educational welfare
 - d. Exceptionality of the request
 - e. The Student Code of Conduct
5. The Application for Permission for Student Excusal Due to an Educational Trip or Tour must be submitted to the principal ten (10) school days prior to the trip.
6. It will be the student's responsibility to contact teachers and make up assignments missed.
7. Permission will not be granted for trips/tours during the district's standardized testing period, the state's testing periods, and the secondary school examination periods at the end of the first and second semesters.

ATTENDANCE VIOLATIONS

The Student Code of Conduct defines attendance violations as late to class, late to school and unexcused class absences. Late to school will result in an administrative discipline referral upon the third occurrence. When a student has committed three attendance violations of any combination of late to class, late to school, or unexcused class absences, the next violation will be considered an Act of Defiance. Continued attendance violations may result in the student being classified as a habitual offender as defined in the Student Code of Conduct which may result in expulsion from the Bethlehem Area School District.

Late to School:

- The following lates to school will not result in disciplinary action:
 - Illness and appointments verified by a physician's note.
 - Court appearances.
 - Funeral for family member.
- First and second unexcused late to school - Warning to be issued.

- Students who arrive late and do not procure a late slip from the office will be charged with an unexcused/unlawful absence.

Compulsory Attendance Law:

Three unlawful absences will result in written notice of violation of the Compulsory Attendance Law and may result in prosecution pursuant to Section 1333 of the Pennsylvania School Code. Parents can be fined up to \$300, can be required to complete a "parenting program," or up to six months of community service to the District. Students under 13 can be referred to delinquency proceedings.

BIRTHDAYS

To align with District, State, National and Allergy Wellness Guidelines, the following practices are in effect for all elementary schools.

No food treats, ie, cupcakes, brownies, donuts, etc. OR goodie bags should be offered to students.

Alternative suggestions: Parents could send in a book, game, or other useful item for the classroom or library. Parents could be invited to visit their child's classroom to read the book or participate in another previously approved activity.

BIRTHDAY INVITATIONS

Students are **not** permitted to hand out party invitations in school. All invitations must be mailed to the invitee's home. Parents are encouraged to participate in the PTA Student Directory which provides student addresses. **Neither the school office nor the classroom teacher may provide student addresses.** You may obtain that information from the *PTA Student Directory* which contains information from parents who have given permission for dissemination.

BOOKS

Textbooks, literature, and library books provided by the school are the responsibility of the child. Every textbook **MUST BE COVERED AT ALL TIMES!** **Do not use contact paper** to cover the books. Books covered with contact paper will be considered damaged and you will be asked to pay for them. Children who lose or damage textbooks or library books will be required to pay for them within three

days after the loss has been confirmed. Library books are school property and should be returned in the condition loaned to the child.

BREAKFAST

Breakfast is offered at all schools throughout the district. Students who are currently eligible for free lunches are also qualified for free breakfast. Breakfast will be offered after student entry.

BUS RULES AND REGULATIONS (SEE ALSO TRANSPORTATION)

A complete description of the district transportation policy and bus and conduct and safety code appears in the school district calendar. Please refer to this for additional details.

Students are not allowed to ride home on a bus other than the one to which they are assigned. Transportation will decline all these requests that are for a single day.

A child may not exit the bus at a stop other than the designated stop unless the parent has written a note to the teacher. The parent should also provide an additional note to be given to the bus driver. The child should show the note to the bus driver after it has been signed by the teacher or principal.

It is the responsibility of all students to act in such a way that they will not hurt themselves or others. If a problem arises, it should be reported to the bus driver.

Rules for proper student conduct and respect for others on the bus:

- Students are to remain in their seats while the bus is in motion.
- Students must ride the bus to which they are assigned.
- Never stick hands, arms or any other part of the body out of windows or doors.
- Noise is to be kept to a minimum.
- Roughhousing or throwing objects in or from the bus is prohibited.
- Eating is not permitted on the bus.

After the first bus conduct referral, a notice will be sent home to the parents advising them of a reported problem concerning their child. Three bus conduct referrals will result in a temporary suspension of bus services.

CAFETERIA, SEE LUNCH

CHANGES IN ADDRESS, PHONE NUMBERS, ETC.

Please provide the office with two proofs of residency after you change your address. This should occur immediately upon your change in residency. It is not sufficient to fill in the emergency card with the new information.

CHILD CARE

Before and after school day care service is available from 6:30 AM to 9:00 AM and from 3:40 PM to 6:00 PM each school day. Details regarding fees and service can be obtained by contacting the Asa Packer Day Care supervisor at 610-849-1823 anytime during the Day Care hours.

CLOTHING

Children should dress for the weather. Weather permitting, they will be outside for recess. All coats and hats should be taken home each day. Be sure that names are on all items of wearing apparel which might be misplaced. Please remember that the building is air conditioned and certain types of clothing could be too cool for your child to wear on hot days.

Guidelines for School Dress:

Short shorts, halter tops, muscle shirts, cut-off tee shirts with inappropriate messages and any other revealing articles of clothing will not be permitted. The following types of messages, symbols and types of clothing will be excluded from what is considered acceptable:

- Articles displaying indecent messages, pictures, slogans or advertisements.
- Articles promoting drugs, tobacco, alcohol or other dangerous chemical products.
- Articles displaying violence.

- Articles which could be dangerous to students or property.
- Articles displaying symbols of death.

If any of these are worn to school, parents will be notified and asked to bring a suitable change of clothes to school.

In addition, common courtesy dictates that students and adults will remove all hats upon entering the building and those hats will remain off until they have left the building. Exceptions will be made for special theme days such as “Hat Day”.

We would like to remind you that children need proper footwear to get the most out of scheduled gym activities and recess periods. It is impossible for them to play and compete safely in sandals, clogs, leather-soled dress shoes, and heels. Flip flops and sneaker/roller skate combination shoes such as “Wheelies” are not permitted under any circumstances. We strongly urge you to be firm with your children regarding this policy for their own safety.

CODE OF CONDUCT

Students need to understand that **behavior is a series of decisions and choices**. Most students in the Bethlehem Area School District make the type of decisions and choices that demonstrate respect for the rights of others and take seriously the educational opportunity school represents. The Code of Conduct is not designed to either alarm or restrict these students. It is intended to assure them a safe and positive school environment in which to learn.

Each child is given a copy of the Code of Conduct at the beginning of the school year. Parents are expected to review this with their child and return a signed form to show that they have done so. There are extra copies in the school office. Mr. Horvath will be glad to answer any questions you may have about the Bethlehem Area School District Code of Conduct.

COMPUTERS

Computers are used as part of the instructional program. Appropriate use of computers is expected, and students are expected to comply with the Bethlehem Area School District *Acceptable Use Policy for Technology*. This area is addressed in the Bethlehem Area School District *Student Code of Conduct*.

CONCERNS

If you are concerned about any assignment, situation, or classroom problem, please contact the teacher first. If you still have questions, call the school office for a telephone conference or an appointment with the principal.

CONFERENCES, PARENT/TEACHER

Regularly scheduled conferences are held twice a year, in November and February. You are encouraged to have a conference with the teacher at these times. However, if at any time you have questions concerning your child's social or academic performance, please make an appointment with the teacher. This can be accomplished by calling the office or by sending a note.

DENTIST AND DOCTOR APPOINTMENTS

Dentist and doctor appointments should be made for the hours **after** school whenever possible. When this cannot be done, then only afternoon appointments should be considered. Permission requests must be in writing. Students will not be excused from the classroom without a written note. You are required to pick-up your child in the office and sign an early-release form.

EMERGENCY CLOSING OF SCHOOL

On occasions when school is canceled, delayed, or closed early because of snow conditions or for some other emergency, you will be notified through Parent Link, an automated calling system. In addition, announcements will be made on the school district website: <http://www.beth.k12.pa.us>. In the event that school closes early, your child should have an alternative place to go in the event that you are not at home. Please make these plans with family or neighbors in advance and inform your child.

EMERGENCY INFORMATION CARD

Parents are required to fill out an information card for each child attending school. The card is used whenever an emergency makes it necessary for the school to contact parents. Remember to *include the name and phone number of a local individual other than the parent/guardian* who can be contacted if you cannot be reached. Please return the completed form immediately. Notify the teacher of any address or phone changes as they occur.

ELECTRONIC COMMUNICATION/ENTERTAINMENT DEVICES GUIDELINES (BASD Policy 237)

The use of Electronic Communication/Entertainment Devices, such as cellular telephones is not permitted during the school day. All cellular telephone functions must be deactivated and the cellular telephone placed in a secure, non-visible area. No voice and/or text messages may be sent or received during the school day. Use of Electronic Communication/Entertainment Devices, such as cellular telephones, during a school-sponsored activity or athletic competition beyond the school day, will be at the discretion of the advisor or coach.

Students in violation of these guidelines will have their Electronic Communication/Entertainment Device confiscated. These devices will be returned to the student at the end of the school day. A second violation will result in the device being confiscated and returned only to the parent/guardian. Upon the third violation, the device will be confiscated and returned at the end of the school year.

All Electronic Communication/Entertainment Devices must remain off during a school evacuation or drill. The district is not responsible for any lost or stolen Electronic Communication/Entertainment Device.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

The goal of the BASD English Acquisition Program is to have all limited English proficient (LEP) students become fluent in English in the shortest

amount of time possible so they may experience maximum success in school.

Asa Packer, as a low impact school with less than 6% LEP students, has an itinerant ESOL teacher who schedules sessions with small groups of students two or three times each week. Kindergarten through grade five students are served by the ESOL teacher. Additional support may be provided by a paid tutor, called a "Second Language Guide."

Following testing, students are determined to be at the beginner, intermediate or advanced level of proficiency. Each student is monitored twice a year as he or she moves through the stages of oral proficiency, reading and writing. Progress in classroom performance is what signals a move to a higher proficiency level. The classroom teacher works closely with the ESOL teacher to rate each student's progress. The student is exited from the English Acquisition program when the school team determines the child has the ability to achieve in the regular program.

A major benefit of the English Acquisition Program is greater inclusion. This helps LEP students to build friendships, and leads to interactions that benefit the language minority students and all our students.

ENTERING THE BUILDING

For safety reasons, the Asa Packer School policy for parents entering the building is as follows:

- All parents entering the building to perform volunteer services, or for any other purpose, must register in the office and be given a Visitor's badge to wear.
- Parents may not go directly to the classrooms to pick up children. Teachers have been instructed not to release children without a signed excuse unless authorized to do so by the principal, secretary or nurse. Upon receiving permission, teachers will send children to the office where they will meet their parents. Parents are required to sign an early release form before their child will be released.
- Parents bringing lunches, library books and all other items forgotten by students must leave them in the office and not take them to the classrooms. Please label all items with the child's name and teacher's name.

- If parents wish to confer with the teacher in the classroom at any time, they are asked to call first and make an appointment.

EXCUSED ABSENCES FOR SPECIAL EVENTS

Families requesting excused or early release from school for the purpose of participating in special events such as non-district sponsored theater productions or athletic competitions should submit a request as follows:

A request must be submitted prior to the absence by the parent **and the group in which the child is affiliated** specifying the reason and the days the child will need to be excused. A form is available for this purpose.

The request will be considered with the following criteria in mind:

- Student's academic standing and ability to complete missed assignments
- Good attendance and timeliness to school
- Cooperative nature of student

This is the same criteria that is regularly considered when reviewing any request for a school absence. The days will be marked as excused cumulative absences and will not be deducted from educational/vacation trip and tour days. As a condition for continued approval of pre-approved absences from academic classes, the administrator may require that the student's family provide the student with a tutor for the academic subjects. Students who have a high number of cumulative absences and tardies or are failing subjects will be denied an excused absence from school.

FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)

FERPA is legislation designed to protect students' privacy with regard to personal and education information and records. This law affords parents and students who are over 18 years old (referred to as "eligible students") certain rights. Specifically:

- The right to inspect and review the student's educational records within 45 days of the date the district receives a request for access.
- The right to request the amendment of the student's records that the parent or eligible student believes are inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

Directory Information

The following information is classified as "directory information", and the district may disclose or make this information public. A parent has the right to refuse to let the district designate any or all of the below types of information as *directory information*:

- Student's name, address, telephone listing, photograph, e-mail address
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weights and heights
- Dates of attendance
- Degrees and awards received
- The most recent previous educational agency or institution attended by the student

To take advantage of that right, the parent must notify the principal of the school within 20 days of receiving a notice that permission is not given to release any or all of those types of information designated as *directory information*.

Displaying Student Work

Perhaps the most significant implication of FERPA is the restriction of how a school district publicly displays student work. Student work must no longer be displayed with a letter grade because that practice invites a public comparison of the performance of one student to another. Letter grades placed on the back of the work or a code referenced to a private list of grades may be used.

A form entitled, Access to Educational Records Refusal Form (CA-208), is available in the Asa Packer office for parents to sign if they object to the inclusion of any or all of their child's personal and/or educational information in the district's *directory information* or if they object to having their child's work displayed by the school.

FAST FOOD

Students are encouraged to make healthy food choices. As such, family members will not be permitted to drop off fast food lunches as a treat during school hours.

FIELD TRIPS

Parents will be notified whenever a field trip is scheduled. Details such as appropriate dress will be included. Please remind your child that proper behavior is important for safety. Do not plan to accompany your child on the trip or to join your child at the site. Each field trip is an educational experience which is planned as an off school site classroom. Teachers will arrange for chaperones.

In the event of declaration of war and/or major acts of terrorism, the national alert system will be used to determine whether or not a field trip will be cancelled. Trips scheduled within the Lehigh Valley will be reviewed individually relative to student safety.

In the event of an alert status, the superintendent's cabinet will review all field trip requests and recommend to the superintendent those that should be cancelled due to concerns regarding student safety.

Meetings of parents and administrators may also be convened to discuss the viability of a scheduled trip in the event a dangerous circumstance places the continuation of the trip in jeopardy.

Students are required to ride the district-approved vehicle to and from the activity unless permission is granted, in writing, by the principal or designee.

FIRST AID EMERGENCIES

Only emergency first aid is administered in school. If the school nurse or medical assistant is not

present, first aid will be rendered by a teacher or a responsible member of the staff. In case of a serious injury, when a case appears to require medical attention, the school nurse is notified and will outline plans for treatment. Parents will be notified if possible. Working parents should complete the emergency card so that the telephone numbers of their employers are available. We also appreciate having the name and number of a neighbor or nearby relative who would care for the child if no one is home. Parents who leave town should notify the school and supply the name of the caregiver and provisions for emergency treatment. A form for this information is sent home the first day of school.

FREE/REDUCED LUNCH

Each Fall you receive an application for free or reduced lunch or you may have received direct certification based on prior eligibility criteria. For those who qualify, we urge you to take advantage of this federally funded program. All applications are given confidential handling. If you have not received a form or if your financial status changes, please call the school office at 610-865-0660.

FUNDATIONS

Fundations is a phonics and literacy program that provides a foundation for reading and spelling. It provides research-based materials and strategies essential to a comprehensive reading and writing program. This program is used mainly in the primary grade levels.

GIFTED STUDENTS

Teachers may refer potentially gifted students' names to the principal for consideration. A comprehensive building screening that requires teacher, student and parent input is necessary before referral to the District Child Study Center can be made.

GUIDANCE COUNSELOR

The guidance counselor is assigned to Asa Packer on a full-time basis. One of the roles of the elementary counselor is to assist students in acquiring a positive attitude toward school, peers, self and society. The counselor is available, upon request, to assist

students, parents and teachers with special concerns

HOMEWORK

If children are ill and parents wish to pick up homework for them, it is important to give the school **adequate notice** of such a request. Generally, if parents call in the morning to request homework, the materials can be gathered and ready for pick-up in the office by 3:30 PM. You may leave a message by telephoning the school at 610-865-0660. If parents wish another child to deliver homework, this can also be arranged with proper notice. **It is the student's responsibility to make up all work missed during an absence.**

HOMEWORK POLICY

Each teacher will send home a copy of the specific homework policy for your child's class at the beginning of the school year. Check with your child each day to see if he/she has homework due the following day or projects due at a future date.

In addition to classroom assignments, all children are assigned 15 minutes of independent reading each night.

NEITHER PARENTS NOR STUDENTS ARE PERMITTED TO RETURN TO THE CLASSROOM AFTER DISMISSAL.

INJURIES

All students sustaining a serious injury at school or at home will not be permitted to participate in physical education or recess activities until cleared in writing by the child's physician. This is for the safety of all students.

JUNK FOOD

In order to give your child a learning advantage, please keep junk food to a minimum. Parents are encouraged to monitor their child's school snacks.

LOST AND FOUND

Place your child's name on all personal items such as the lunch box, mittens, boots, hats, and coats. This is especially important for younger children.

This procedure will help in locating a lost item. Lost items are placed in the office and cafeteria.

LUNCH PROGRAM

Cafeteria Rules

Lunch should be a pleasant experience for both the students who eat in the cafeteria and the staff who work in and monitor the cafeteria. The same rules of behavior one would expect (and accept) at home apply to the school cafeteria.

- Students are to walk in the cafeteria, not run.
- Students may go through the lunch line once with their class. Permission is needed to make additional purchases.
- Students will raise their hands and are expected to receive the permission of cafeteria supervisors before they may leave their seats.
- The cafeteria is a place to talk quietly, not to scream, whistle, or yell.
- Food is for eating, not for throwing. Students are to clear their area after they have finished their eating.
 - Students who do not behave appropriately may be asked to eat at the time-out table. The **time-out table** is designated as a "cooling-off" area for students who do not demonstrate appropriate behavior. There is no talking or socialization at this area.
 - Students with continued or serious infractions will be referred to the principal.

Make lunch easy with a SchoolCafe Online Account

Parents may choose to pre-pay their child's lunch. If you choose, the SchoolCafe Lunch will provide you with an easier method of making sure your child gets a nutritious lunch. Here are some of the highlights of the program:

- There is no longer a need to bring cash for lunch
- Funds are deposited into the student's account - you decide how much.
- Funds will remain in the student's account until they are spent and can be carried over to the next school year.

Safety Features:

- Students will be informed when their balance is low.

- All Dining Service SchoolCafe Lunch accounts are managed within each individual school's Dining Hall. You may call and request a balance directly from the Dining Hall staff.

Here's how:

- Determine the amount of money to be deposited into your child's account. We ask the minimum deposit of \$20.00 for full paid and \$15.00 for reduced.
- Make checks payable to "BASD Dining Services."
- **Please place the check in an envelope. Write your child's first and last name on the check and the front of the envelope.**

For more information, please visit the SchoolCafe website at www.schoolcafe.com.

MATHEMATICS

The Bethlehem Area School District has a balanced mathematics program, aligned with national and state standards, driven by a written curriculum, and composed of concepts, skills, and problem solving.

A comprehensive mathematics foundation for all students includes conceptual and skill-based content derived from (1) numbers and operations, (2) geometry, (3) measurement, (4) data analysis and probability, and (5) algebraic concepts. Teachers facilitate mathematics learning by engaging students in the processes of problem solving, communication, reasoning, making connections, and using representations. Active learning involves appropriate use of hands-on materials, including use of electronic technologies. As a result of learning mathematics, students will become proficient with appropriate basic skills and grow adept at solving routine and non-routine problems.

Processes Integrated Across All Strands

Students:

- Use mathematical reasoning, problem solving, and estimation, with and without calculators.
- Use mathematical vocabulary when reading, writing, speaking, and listening.

Strand 1: Numbers and Operations

- Demonstrate an understanding of numbers, ways of representing numbers, and relationships among numbers.
- Understand meanings of operations, use operations and understand how they relate to each other.
- Compute accurately and make reasonable estimates.

Strand 2: Geometry

- Analyze characteristics and properties of 2- and 3-dimensional geometric shapes and demonstrate understanding of geometric relationships.
- Identify and/or apply concepts of transformations and symmetry.
- Locate points and describe relationships using the coordinate plane.

Strand 3: Measurement

- Demonstrate an understanding of measurable attributes of objects and figures, and the units systems and processes of measurement.
- Apply appropriate techniques, tools and formulas to determine measurements.

Strand 4: Data Analysis and Probability

- Formulate or answer questions that can be addressed with data and collect, organize, display, interpret and analyze data.
- Select and use appropriate statistical methods to analyze data.
- Understand and apply basic concepts of probability or outcomes.

Strand 5: Algebraic Concepts

- Demonstrate an understanding of patterns, relations and functions.
- Represent and/or analyze mathematical situations using numbers, symbols, words, tables and graphs.

MEDICAL INFORMATION AND AUTHORIZATION FOR MEDICATION DURING SCHOOL HOURS

Administration of medication to students will be done only in exceptional circumstances: when the child's health may be jeopardized without it. A Bethlehem Area School District form must be completed by the family physician who shall

indicate the necessity of the medication being administered during school hours, the name of the medication, the time to be given, the dose and possible reaction, if any. Medication must be marked with the pupil's name, name of the physician, time, and dosage to be given. If this procedure is not followed, the medication that is sent to school will not be administered.

The above policy applies to the administration of cough drops and other medications for colds and sore throats. We are not permitted to give these "over the counter" medicines to your child without a written statement from your family physician. Children who are so ill that they need medication through the day, should remain at home under parental care.

If your child has recovered from an illness, but is still on medication to be given four times a day, it may be possible for your child to take the proper dosage spaced before school, after school, at the evening meal and at bedtime. Discuss this possibility with your physician.

The nurse is available to try to answer any specific questions you have on the subject and welcomes your interest. She will explain to you the School's Medication Policy and give you the proper forms to complete so that your child may receive the required medication in school.

If your child has a medical condition, physical or emotional, which you feel your child's teacher should be aware of, please make arrangements to share this information with your child's teacher and/or guidance counselor.

All health information should always be shared with your school nurse, either through a written health history or an individual personal interview. The information given to the school nurse is considered both **privileged and confidential**. This means the information will be shared only on a "need to know" basis for the safety and well-being of the child. 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.

MONEY AND VALUABLES

Money and valuables should not be brought to school. We suggest that children carry only the necessary amount for lunch and other school needs.

NEWSLETTER

A monthly newsletter will be sent through e-mail. This document will contain articles about the school and information from the PTA.

PAPERS SENT HOME

Check daily with your child to see if any information has been sent home by either the office or classroom teacher. Even if your child has no homework, the teacher or the office may have sent a memo or an announcement that should be read by parents. It is especially important to check book bags on the weekend even if your child has not received any homework assignments. You may be requested to sign papers for prompt return to the teacher. Your signature does not indicate approval of the quality of the work or grade given, but merely that you have seen the papers and are aware of your child's performance. If you have questions, please contact your child's teacher who will be happy to answer them. Most school/PTA correspondence will be sent home in the **Thursday Folder**.

Copies for other custodial parents: For parents who do not live at the child's address, teachers may make copies of report cards, calendars of events, PTA Newsletters, and invitations to school functions. Please contact your child's current teacher if you are requesting copies.

PARENTLINK

In the event of inclement weather or an emergency, parents will receive a phone call from our ParentLink system. This system will alert you to late starts and school cancellations. Other school information might also be sent home through the ParentLink system.

PARENT PORTAL

The Bethlehem Area School District is pleased to provide parents and guardians of BASD students with access to Performance Tracker and eSchool Plus. eSchoolPlus is a secure web-based application

that allows parents to see read-only information about their children. Parents will have on-line access to view attendance and demographic information. Performance Tracker is a web-based application that allows parents to see read-only information regarding standardized and district created assessments. Parents will need a computer with Internet access and a web browser. To gain access to your child's information on Parent Portal, you will need to come to the school office. You will be asked to sign a waiver and show identification before receiving your secure login and password.

PARENT TEACHER ASSOCIATION (PTA)

The PTA is an active parents' group which supports the efforts of the school. We rely heavily on the PTA for many reasons; therefore, many volunteers are necessary. Please consider supporting our PTA by joining and attending the informational meetings. There is much to be done and volunteers for numerous activities are needed. Even if you can only help occasionally, every volunteer is important!

PARKING

If you wish to exit your car during drop off and pick up of students you must park in the parent parking lot or in a marked parking space. Entry doors will be open from 8:55 until 9:03 a.m. After that time you must walk the student(s) to the front of the building. Child Care parents should drop off and pick up their students at the Child Care entrance in the rear of the building. Please drive slowly and carefully on school property for the safety of our children. **There is to be NO PARKING in the fire lanes or on the grass.**

PHYSICAL EDUCATION

1. Appropriate physical education clothing should be worn:
 - Comfortable clothing should be worn.
 - **Long, baggy pants are not appropriate.**
 - Shirts should be long enough to keep body covered.
2. Athletic sneakers (preferably with laces) **must** be worn.
 - Shoelaces must be tied in a bow.
 - Sneakers must have a closed heel. Sling back or clog style sneakers are not

appropriate for class.

- Sneakers with a large, high heel or platform are not appropriate.
- Boots are not appropriate.

3. No jewelry (except post earrings and watches) should be worn.

PSSA TESTING

No Child Left Behind is federal legislation which mandates testing in grades 3-4-5 in the areas of reading and math. In addition students in Grade 4 are tested in science. **Due to the high stakes nature of the testing, students will not be excused for vacations during the testing windows.** We also ask that parents not schedule medical appointments on test days.

PSSA test dates for 2017-2018 are as follows:

PSSA ELA	
Grade 3-4-5	April 9-13, 2018
PSSA Math	
Grade 3-4-5	April 16-20, 2018
PSSA Science	
Grade 4	April 23-27, 2018

READ 180/SYSTEM 44

READ 180 is an innovative reading intervention program by Scholastic. This class of selected students will meet every day during Intervention and a portion of your child's literacy block. Only students in Grades 4 and 5 will have this added.

READ 180 is a research-based program with proven results in raising student reading achievement. READ 180 uses cutting-edge technology to deliver individualized reading instruction, provide practice in valuable skills, and motivate students to become confident readers.

READING

Classroom Reading Program

The BASD will be adopting a new core reading series in Kdg, 1st, and 2nd grades. The name of the core reading series is Wonders published by McGraw-Hill. Grades 3, 4, and 5 will adopt the new series in the future. This new reading series will support the BASD initiative to ensure that all students are reading at grade level by the third grade. In addition to the core reading series the students will be

assigned to a WIN (What I Need) group based on the results of such measures as DIBELS (Dynamic Indicators of Basic Early Literacy Skills), DORF (Daily Oral Reading Fluency), SRI (Scholastic Reading Inventory), and progress monitoring. Teachers at all grade levels use flexible grouping strategies for small group activities.

Remedial Reading

The school reading programs are monitored by the reading specialist. Reading instruction is provided for students who are experiencing difficulty.

RECESS

Recess and/or noontime outside play activities provide a relaxing social experience that refreshes children for the remainder of the day. Weather permitting, students will be expected to go outside. Please see that children wear suitable clothing and footwear. Sneakers should be worn in order to play on the equipment.

- Students are expected to listen and respond to adult requests/directions immediately, the first time, both on the playground and while lining-up.
- Students are to follow rules for use of playground equipment.
- Students are expected to keep hands, feet, and other objects to themselves.

RECYCLING

The Bethlehem Area School District is committed to recycling and will recycle school paper, metal cans (aluminum, tin, steel), glass (clear, brown, green), plastic bottles (green, clear), corrugated boxes, computer printout paper, newspapers, and plastics marked on the bottom with the numbers 1 or 2 in a triangle.

REPORTING TO PARENTS

Report cards are issued to students at the close of each quarter and include academic and attendance information. Report cards are issued four times a year.

Each marking period a copy of the report card is sent home. The parent will keep the report card, sign the envelope, and return the signed envelope

to school. Report card distribution dates are included on the BASD calendar.

RESPONSIBILITY

Parents are their child's first teachers, so one can assume responsibility begins at home. Please teach your child to take care of his belongings, pack his own book bag, and give you papers that require your signature and/or attention. The truest test will come when your child forgets something. Please allow him to suffer the natural consequences of the action. Always coming forward to "save" your child will not teach him anything. Learning from one's own mistakes will teach a life lesson.

If your child forgets something you may deliver it to school and the item will be delivered to your child in a manner that does not interrupt teaching and learning.

SCHOOL HOURS

School hours are from 8:55 AM to 3:40 PM.

Students are discouraged from coming back in the building after school to retrieve forgotten books for homework.

SECURITY

In the interest of school environment security, the Bethlehem Area School District has instituted an administrative regulation that requires all adults, *either working in or visiting a school district building, to wear proper identification at all times.* **Board Policy mandates that all persons who visit the building other than to pickup or drop-off a student are required to register in the main office and obtain a badge before proceeding anywhere in the building.** Since no visitors may enter the classroom wings without permission all visitors must enter the building via the main entrance. All outside doors are locked at 9:05 A.M.

SMOKING ON SCHOOL GROUNDS

Smoking or other tobacco use by anyone in district buildings or on district grounds is prohibited. A new state law requires administrators to issue citations to students in violation of tobacco prohibition in school and on school district property. Citations will be acted upon by district justices. The Student

Code of Conduct provides additional information relative to tobacco prohibition.

STUDENT ACCIDENT INSURANCE

As an *optional* service, student accident insurance can be obtained through the district. The plan available, as well as optional accidental dental and term like plans, are described in detail in a brochure which is sent home with your child at the beginning of the school year.

STUDENT COUNCIL

One representative from each homeroom in grades one through five is elected to represent each class on Student Council. The representatives practice cooperation and leadership skills as they promote school spirit, participate in planning and carrying out school and community outreach activities, and communicate between council and classroom. Since meetings are conducted during school time they are limited to a few throughout the year.

TAKE YOUR CHILD TO WORK DAY

Take Your Child to Work Day **is not** recognized as an excused absence by the Bethlehem Area School District.

Please note that any days “approved” will count toward the ten (10) cumulative absences for the school year as outlined in the Code of Conduct Book issued by the Bethlehem Area School District.

TELEPHONE CALLS

Parents are requested to give their child all instructions prior to coming to school. In the event of an emergency, the school office will relay messages to students.

Students are restricted from using the telephone unless it is of **EXTREME** importance. Students will not be permitted to call home if they have forgotten to bring their homework assignments to school.

TRANSFERING TO ANOTHER SCHOOL

Notify the school well in advance to obtain a transfer card. The school will need your new address and the name and address of the school

you are transferring to in order to send official records.

TWITTER

Asa Packer’s Twitter account is located at @AsaPackerBASD. Follow us to see all the good things happening in our school.

VACATION/EDUCATION EXPERIENCES (SEE ALSO ATTENDANCE POLICY)

Vacations generally constitute a meaningful learning experience; however, the absence of children during school time interrupts the continuity of instruction. This is particularly significant if the child is having difficulty. Some skills and concepts taught to children by the teacher can never be made up except through one-to-one instruction. Therefore, if you choose to vacation during school time, carefully weigh the consequences of this action and decide whether it is in the best interest of your child. The responsibility for making up work missed during the time of the trip rests primarily with the family and child. A student will be permitted to take four educational trips, up to a cumulative maximum of 15 days during their tenure in elementary school. Educational trips may not exceed 5 days per year.

The Application for Permission for Student Excusal Due to an Educational/Vacation Trip or Tour form must be submitted to the principal at least **ten school days prior to the trip**. Forms are available in the school office. Upon receipt and approval of the application, the student's teacher will be notified and the teacher will prepare appropriate homework. Permission will **not** be granted for trips/tours during the District's standardized testing period or the State's testing periods.

VALUABLES AND TOYS

Students are requested to bring to school only those items needed for class.

VISITORS

To gain entrance all visitors must press the buzzer located to the right of the front doors. When the buzzer is answered be prepared to state: (1) Your name and (2) The reason you are requesting

entrance. Upon providing this information the door will be unlocked so that you may enter. You are to then report **IMMEDIATELY** to the Main Office. All parents and/or visitors entering the building for any reason must sign the visitors log in the office upon entering the building and again when leaving. All visitors will receive an identification badge to be worn when they are in the school building.

VOLUNTEER AND SCHOOL HELPER ADMINISTRATIVE GUIDELINES

Bethlehem Area School District (BASD) welcomes and encourages parent volunteers and school helpers in its schools and classrooms. Necessary precautions must be undertaken by district administrators to keep students and staff members safe. Therefore, the building principal shall have the right to exclude any person as a volunteer or school helper if the principal, in his or her judgment, believes the participation of that person as a volunteer will not serve the best interests of the students, the school, or the district.

Registered sexual offenders are prohibited from volunteering in a school within the Bethlehem Area School District. Pennsylvania legislators have determined that making information regarding registered sex offenders available to the public enhances public safety. The knowledge of whether a person is a registered sex offender may be a significant factor in protecting students and staff members from potential harm. Pennsylvania law permits individuals to be screened as sexual offenders through the use of the Internet. Internet technology will be used by administrators to identify sex offenders and assist the district in undertaking appropriate proactive precautions to avoid placing students and staff members at potential risk. The information obtained by screening potential volunteers and school helpers is intended solely as a means of public protection. The district's administration is fully aware that the listing for Megan's Law does not include every individual who has ever committed a sex offense in Pennsylvania. Therefore, Act 34 and Act 151 clearances may also be required if events warrant a more exhaustive search.

In the interest of safety and preservation of the instructional integrity of our classrooms, volunteers need to be aware that young children, not formally enrolled within the Bethlehem Area School District, may be disruptive in the district's classrooms, on playgrounds, or on playing fields during normal school hours. This disruption needs to be considered when bringing younger children into the schools.

Please note that all school volunteers who are responsible for the welfare of a child or have direct contact with children are required to obtain various background checks every three years. There are a maximum of three clearances that must be obtained, but most parents will only need the first two. This is effective immediately. The three clearances that are now required include:

- **PA Criminal Check Record**
- **PA Child Abuse History**
- **FBI Clearance**

In addition to these documents, a BASD volunteer packet must also be completed.

WEATHER (SEE PARENTLINK)

WHAT I NEED (WIN) GROUPS

Students in grades K-5 will participate in **What I Need** or **WIN** groups. This is Asa Packer's Multi-tiered System of Supports (MTSS) time period. Students will be in these groups for approximately 30-45 minutes daily depending on their grade level. Due to mixing of students and classes, your child may have another grade level teacher or the Reading Specialist for this time. These classes will begin shortly after the year begins. Groups are flexible and may change. If you have any questions, please don't hesitate to ask your child's homeroom teacher.