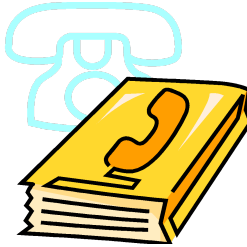


## **SCHOOL PHONE NUMBERS**



Donegan Elementary: A Community School	610-866-0031
Donegan Fowler Clinic (NHCLV)	484-408-0755
Donegan After-school Coordinator	610-866-0031 (x65904)
Donegan Community School Coordinator	610-866-0031 (x65816)
Donegan Family Development Specialist	610-866-0031 (x65920)

## **SCHOOL HOURS**



**The office will be open from 9:10 a.m. – 3:05 p.m.**

**Sorry, entrance to the office will not be permitted during the arrival and dismissal of the children.**

Arrival 8:55 AM

Breakfast 9:00 AM

Dismissal 3:40 PM

2019-2020



Dear Parents/Guardians:

We, the professional and support staff of Donegan Elementary, commit ourselves to providing the best possible educational program for our children. Here at Donegan, we believe that children should experience success in academic areas, be given the opportunity to think logically and make rational decisions.

Our students are experiencing and celebrating diversity. In a rapidly growing and changing community, children at Donegan are gaining a better understanding of our differences and are developing a true appreciation of self-worth and personal integrity.

The information in this booklet may help you to become better acquainted with Donegan Elementary. Since we are eager to strengthen the understanding and cooperation between home and school, please take time to read through this handbook and review the material with your child. Also, keep the booklet available to refer to throughout the school year.

We hope to enlist the cooperation and the assistance of our parents and the community to continue to make Donegan Elementary an educationally productive learning environment for all of our children.

Sincerely,

*Erin Martin Medina*

Erin Martin-Medina  
Principal





**DONEGAN ELEMENTARY A: COMMUNITY SCHOOL  
BETHLEHEM AREA SCHOOL DISTRICT**

**DISTRICT POLICIES AND BUILDING PROCEDURES**

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### **AFTER-SCHOOL PROGRAMS**

The PA Core Standards and the Bethlehem Area School District require that all students demonstrate expected levels of academic performance. Students are assessed many times during each school year to determine their current level of achievement. The PA Core Standards are very challenging and consistent with international expectations for students' learning. To meet these challenges, some students will require additional instruction beyond the school day. After-school programs in Grades 1 through Grade 5 are available here at Donegan Elementary. These programs focus specifically on providing additional instruction time to improve and strengthen reading, math and problem solving skills.

### **ANNOUNCEMENTS**

The primary way we will communicate with parents will be through Class Dojo, written announcements and flyers sent home with your child(ren).



### **ARRIVAL AND DISMISSAL**

The school doors open at 8:55 AM. Adult supervision begins at that time. For your child's safety **do not allow children to arrive early**. Students will be allowed inside at 8:55 AM with classes beginning at 9:10 AM. Students in all day Kindergarten and grades 1-5 will be dismissed at 3:40 PM. **Please avoid picking up your child(ren) early.**

All **bus students** will be dropped off and picked up at the main entrance of the school.

In the morning, **walkers will line up at the indicated areas outside**. They will leave school using the **same doors**.

**Students should not arrive at school before 8:50AM, as there is no outdoor supervision at this time.**

Parents who drop off or pick-up their children at school can create serious traffic hazards if rules are not followed. For the safety and welfare of all students, we request that all drivers obey the traffic signs posted along the school's driveway as well as the crossing guards who are on duty. During inclement weather, parents should show special caution. Do not block the driveway or park on grassy areas. The Bus Lanes should not be blocked or used at anytime.

**Parents will not be permitted to enter the classroom areas when dropping off or picking up students. For the safety of students, we ask that office visits are scheduled after 9:10 am and no later than 3:05 pm.**



## **Attendance**

There is a high correlation between student attendance and student achievement. The assumption is that for optimal learning to take place, the student must have a consistently high level of attendance. In addition, all children are required by law to attend school every day.

The BASD considers the following conditions to constitute reasonable cause for absence from school: illness of child, quarantine, death in the family, recovery from accident, required court appearance, observance of approved religious holiday, 5 days of a pre-approved educational trip. You are required to submit a written explanation for the legal absence of your child within three (3) days from the date of your child's return to school. This note does not need to be written in English. A verbal excuse will be accepted if the parent is unable to read or write. A maximum of 10 cumulative absences during a school year are permitted. All absences after the 10th day of cumulative absence will require a physician's note.

### **Excused Cumulative Absences include:**

- An absence in which the parent provides a written excuse within 3 school days of the student's return -- maximum 10 days
- Pre-approved educational trip/family vacation -- maximum 5 days

### **Unlawful Cumulative Absences include:**

- An absence in which the parent does not provide a written excuse within 3 school days of the student's return
- Any absence not excused by a physician's note after 10 cumulative absences
- An absence in which the excuse does not meet the requirements for reasonable cause for absence from school (illness, quarantine, etc.)

### **Non-cumulative (Excused) Absences include:**

- Suspension from school
- Illness verified by a physician's note submitted within 3 school days of a student's return
- Approved religious holidays
- School sponsored activities
- Required court appearance

If your child reaches 3 unlawful absences, a referral will be made to the school district's Child Accounting Office. At that time, you will receive a legal notice that could result in a court appearance and possible fines.

The **BASD** policy regarding absences due to family vacations is explained in the **BASD Framework for Citizenship**. **Please refer to this Handbook for complete information regarding the Attendance Policy.**

The **PSSA Tests** are April 20 through May 8. Do not make plans to go on vacation or for Dr. appointments during these days. Please do not take days off prior to PSSA's. It is extremely important that your child be in attendance.



## **BOOKS AND SCHOOL SUPPLIES**

All school books and regular supplies are provided by the Bethlehem Area School District. Pupils are expected to give reasonable care to all textbooks, library books, school property and other equipment. It is expected that all students will return all books and supplies in the best possible condition. If they are lost or damaged, parents will be required to pay for a replacement. If a lost book is found, money paid will be refunded. **All textbooks must be covered at all times.**



## **BUS RULES AND REGULATIONS**

Riding the school bus should be a safe and relaxing time for everyone. It is the student's responsibility to act in such a way that will not hurt themselves or others. While riding the bus, students should be reasonably quiet and remain seated at all times. If a problem arises, it should be reported to the bus driver. If a child is reported for misbehavior on the bus, the Student Code of Conduct will take effect. Please refer to the BASD Framework for Citizenship for further information.

1. Be ready to board the bus on time and line up to enter the bus in an orderly manner.
2. Leave the bus in an orderly and safe manner.
3. Be careful in approaching the school bus stop.
4. Wait until the bus is at a complete standstill before attempting to enter.
5. Remain off the road at all times and behave in a safe manner while waiting for the bus.
6. Ride only the bus to which you are assigned. Board and get off the bus at assigned bus stop.
7. Assist in keeping the bus as safe and sanitary as possible at all times.
8. Practice courtesy to fellow pupils, particularly with small children and assist the bus driver whenever possible.
9. Never extend your hands, arms, or any other part of the body, or any object out of the windows or doors.
10. Noise in the bus must be kept to a minimum. Loud talking, laughing, or in other ways creating a disturbance is not allowed.
11. Roughhousing or throwing objects in or from the bus is prohibited.
12. Eating is not permitted on the bus.
13. Remain in your seat while the bus is in motion.

**Additional specific rules may be established by the individual bus drivers.**

These are only a sampling of the rules and regulations to follow when riding the bus. Please consult the BASD Framework for Citizenship for additional information.

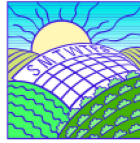
**If a student violates any of the above rules and regulations and loses the privilege of riding the bus, the student or his/her parent will have to provide transportation to school. In such cases, the law still requires attendance at school. Failure to do so results in a legal notice that may require a court appearance and possible fines for non-attendance.**



## **CAFETERIA PROCEDURES**

Students are required to follow these procedures in the cafeteria.

- All coats, hats, gloves, boots, and money, are brought to the cafeteria.
- Students will not push, kick or give "fronts or backs" to anyone while standing in line.
- Students will speak pleasantly to cafeteria workers when giving food orders.
- Students will follow the directions of the teacher aides in the cafeteria/playground.
- Students will have their money ready for the cashier.
- Students must make sure they pick up all litter at their table.
- Students must walk at all times in the cafeteria.
- Students will use proper language at all times.
- Students should check the lost and found often.
- Students should raise their hands when they need help or have a question.
- When students finish their lunch, they must go outside on the playground.



## **CALENDAR**

The Bethlehem Area School District publishes a district calendar, which includes a great deal of information about school policies and scheduled activities for students and parents. This calendar is sent home with your child at the beginning of the school year. In addition, an abbreviated **calendar is included on pages 18 & 19** for highlighted dates and activities, which every parent should be aware of for this school year.

## **CLOTHING**

Children should dress for the weather. All coats, hats, and other items of wearing apparel should be taken home each day. Be sure that your child's name appears on all items, 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. **Please do not wear any clothing on which inappropriate language or graphics has been printed. Shoes or sneakers that leave black marks on the tile floors should not be worn to school.**

**Sneakers should be worn on days your child is scheduled for gym. Shoes must be safe. Refrain from using flip-flops. Please follow clothing guidelines as indicated in the BASD 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. **Please let us help you to resolve your concerns. You may contact us at 610-866-0031.**

## **CONFERENCES (PARENT-TEACHER)**

Regularly scheduled conferences are held twice a year. You are encouraged to schedule a conference with your child's teacher. However, if you have any questions concerning your child's social or academic performance, please make an appointment to meet with the teacher. This can be accomplished by notifying the teacher on Class Dojo, calling the office or by sending a note with your child.

## **DAYCARE**

The Bethlehem Area School District Day Care Program is available for Donegan Elementary school age children from 6:30 AM to 9:00 AM and from 3:40 PM to 6:00 PM each school day.

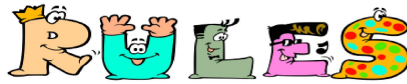
## **Digital Literacy**

Students will have access to borrow books from the library during the Digital Literacy block.

Library books are very expensive and need to be treated carefully.

- Make sure books are handled with clean hands.
- Turn pages from the top of the page.
- Carry books to and from school in a plastic bag during inclement weather.
- Keep books in a safe place at home.
- Return books when they are due.
- Books must be returned at the end of each semester before being permitted to take advantage of any school activities or privileges.





## **DISCIPLINE**

**In order to guarantee your child and other students in our school a good learning atmosphere, students will be expected to display proper behavior at all times.** At the beginning of the school year, students will be made aware of the rules and regulations to be followed by all students as outlined in the BASD's Framework for Citizen which parents will receive at the beginning of the school year. **When you receive the discipline policy information, please discuss it with your child so they understand its meaning.**

**Students will not be permitted to stop learning from occurring. Students will be removed and parents will be contacted if interventions are not effective.**

**PLEASE REVIEW THE SCHOOL DISTRICT'S FRAMEWORK FOR CITIZENSHIP GUIDE TO THE ZERO TOLERANCE POLICY FOR POSSESSION OF GUNS, EXPLOSIVES, AND OTHER WEAPONS ON SCHOOL PROPERTY.**

Students must be under teacher supervision at all times. Students will walk throughout the building in a quiet and orderly manner with hands behind their backs. Students will be picked up for specials by their academic teachers. No children will be permitted to travel alone unless with a written pass.



## **EMERGENCY CLOSING OF SCHOOL**

The decision to cancel school sessions or delay school opening because of inclement weather or emergency situations will be made by approximately 6:00 AM. **Announcements will be made through Parent Link, Class Dojo, and local television/radio stations starting at 6:00 a.m.** In case of a delay, buses will operate on a delayed schedule according to the period of time specified in the announcement.

**DO NOT CALL THE SCHOOLS, SCHOOL PERSONNEL, OR RADIO STATIONS FOR INFORMATION.**

If during the evening, it appears that weather conditions will make it necessary to keep schools closed the next day, an announcement may be made by 11:00 PM. If weather conditions or emergency situations during the school day make it necessary to close schools early, announcements will be made.

*Please develop a contingency plan with a neighbor or friend in case school closes during the day and you are not home. Perhaps you can arrange for your child to go to a neighbor's house and notify you of his/her whereabouts.*



## **FIELD TRIPS**

Parents will be notified whenever a field trip is scheduled with a written notice and through Class Dojo. Field trips are a privilege. 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 since teachers will arrange for chaperones. Students may be disqualified from earning this opportunity, if the following occurs:

Code of Conduct Referral(s), not following school rules, and not completing classwork and homework assignments.





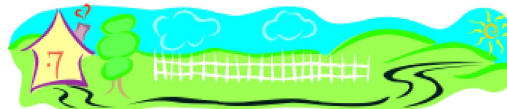
### **FIRST AID EMERGENCIES**

Emergency First Aid is rendered at school. If the school nurse or medical assistant is not present, a teacher or a responsible member of the staff will render first aid. In case of a serious emergency, when a case appears to require medical attention, the school nurse is notified and will outline the plans for treatment. Parents will be notified. Parents should complete the student emergency card so that the telephone numbers where they can be reached are available to us. 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. A form for this information is sent home the first day of school. Parents who leave town should notify the school and supply the name of the caregiver and provisions for emergency treatment.



### **FREE/REDUCED LUNCH**

Each year, you will receive an application for free or reduced lunch. In addition, free milk is available for kindergarten students. For those who qualify we urge you to take advantage of this federally funded program. All applications are handled confidentially. Please request a new form at any time during the school year if your financial situation changes. **It is necessary to fill out a new application every year as it doesn't carry over.**



### **GOING HOME**

After school, all students are expected to go right home or to the place designated by their parents. If a student becomes ill during the day, the school will call home. Students who are ill should be picked up in the Main Office. Students will not be allowed to use office phones unless it's an emergency. Students are not permitted to use their cell phones to call home.

In case of a school emergency, every student should know where to go in case no one is at home. Children will be dismissed from the building during the day only in the company of a custodial parent or his/her designee. Adults must meet the children in the Main Office. No child may leave school without permission from the office. **No changes will be made unless a written note accompanies the student. No calls will be accepted. No exceptions!**



### **HEALTH REGULATIONS**

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. **Please complete these forms and return to school immediately!**

<b><u>DISEASE</u></b>	<b><u>PERIOD OF EXCLUSION</u></b>	<b><u>PERIOD OF INCUBATION</u></b>
Chicken Pox	7 Days	2-18 Days
Measles	7 Days	3-14 Days
German Measles	3 Days	10-14 Days
Mumps	7 Days (until swelling gone)	14-21 Days
Whooping Cough	4 weeks	7-14 Days

### **Food**

Per BASD policy, all food treats must meet specific health guidelines in order to be accepted in school. Unfortunately treats such as cupcakes, brownies, donuts, etc... will not be allowed. Please contact the school nurse for further clarification.

### **Lice**

Although none of us want to even think about head lice, anyone of us may at one time or another be faced with treating the condition. No one is immune to lice, no matter how clean a person or their home happens to be. If you suspect a lice infestation (extremely itchy scalp, visible lice or eggs especially around the ears and nape of the neck), see a doctor or school nurse and follow their instructions. **If the presence of lice is confirmed**, all family members must be checked daily for two weeks. If the lice is confirmed by a doctor, please call the school nurse to alert her to the problem.

- **Description:**

- very small grayish-white insects, one sixteenth to one eighth inch in length
- live on head and rarely leave the body for any reason
- seldom live longer than 48 hours when removed from the human body
- Nit: a louse egg (yellow, one sixteenth inch long), often the first sign of head lice infestation
- Nits are attached to the hair shafts with a waterproof cement-like substance that cannot be dissolved by normal shampooing

- **Transmission:**

- Lice are transported by people (head to head contact) and personal articles such as hats, clothes, wigs, curlers, combs, brushes, and bed linens
- Lice cannot hop or jump

- **Treatment:**

- Use medicated shampoo, specially formulated to kill lice. Medicated shampoos can be purchased without a prescription, at your pharmacy. Two applications should be applied, initially at confirmation of the lice and then again 7-10 days later.
- Bed linens/clothes (this includes hats, coats, scarves, etc.) - wash in hot water (150 degrees) or dry clean.
- Hair brushes, combs, hair ribbons, etc., - soak in hot soapy water and wash. Let air dry. Throwing away these items is another possibility.
- Other items - stuffed animals, pillows, helmets, headphones, etc. should be sealed in a plastic bag and stored for two weeks. If the stuffed animals can be washed, that is a better choice. Pillows can be put in the dryer for 30 minutes on high heat.
- No spraying, dusting or fumigating is necessary as lice do not hide in wall crevices or floor cracks as do other household pests.
- Vacuum all rugs, overstuffed furniture, the car, and any other place the child has been sitting. This includes other houses that the child has visited. When all the vacuuming is finished, throw away the vacuum cleaner bag.
- Remember - never share combs or clothing with other people.



## HOMework

Homework is assigned at Donegan Elementary. It is designed to be a constructive tool in the teaching-learning process. Homework is designed to reinforce skills or information already presented in the classroom, or to do original and creative work. All students need to learn how to study and homework helps the student develop independent work/study habits. Each child is expected to spend a reasonable amount of time doing assigned homework. It is difficult to set maximum time limits, since the capabilities and work habits of individual children differ so greatly. Generally speaking, a child in **grades 1 and 2** should spend a **maximum of thirty (30) minutes daily**. In **grades 3, 4, and 5** a child should spend a **maximum of 30 minutes working and 30 minutes reading**. These are maximum amounts of time for a given day, and certainly would not be expected to be followed every day. Most children will have some form of homework every night of the week with the possible exception of weekends. If no homework is evident, set aside at least one-half hour for reading. Make this procedure routine, an obligation that must be fulfilled.

**Parents can help to make homework a worthwhile and satisfying experience for their children by:**

- Expressing a positive interest in and support for the work and projects the child brings home.
- Serve as a consultant about problems, without doing the actual work.
- Encourage the child, stimulate his/her thinking and help him to understand more abstract concepts.
- Assist in drill and memorization.
- Provide a quiet, well-lighted study environment in the home.
- Have a set time to do homework each day.
- Cooperate with the child's teacher to make homework more effective.
- Inform the school about any difficulties.

If children are ill and parents wish to get homework for them, it is important to give the school **adequate notice** of such request. Generally, if parents call in the morning to request homework be sent home, the materials can be gathered and ready for pick up in the office by day end. If parents wish another child to deliver homework, this can be arranged with **proper notice**. Parents should not expect work assignments to be furnished without giving advance notice, since teacher's schedules are hectic with little free time.



## LATENESS

Our school day begins at 8:55 AM. Any child who arrives after 9:10 AM will be considered tardy and must go to the school office to receive a late slip.

**Excused** Tardiness include:

- Illness or appointments verified by a physician's note
- Court appearance
- Funeral of a family member

After a student receives his/her third unexcused tardy, he/she will receive a Student Code of Conduct referral which could result in lunch, before school or after school detention. Continued tardies may result in a referral to the Child Accounting Office. The following are some examples of unexcused tardies -- missed the bus, running late, overslept, car wouldn't start, alarm didn't go off. If tardiness is a continuous concern, parents will be contacted by the school secretary, the guidance counselor or the principal in order to help.

Please refer to the BASD Framework for Citizenship for further information regarding the Attendance Policy.

## **LOST AND FOUND**

Articles found at school or on the bus are to be taken to the office. Clothing, books, school bags, and lunch boxes that are marked with the child's name will be returned. Unidentified items will be taken to the lost and found box in the cafeteria. Children who lose an item should check at the office, as soon as possible. After a period of time if the articles are not claimed, they will be discarded or given to charity.

## **LUNCH AND BREAKFAST PROGRAM**

Donegan Elementary offers our students breakfast for \$1.75 for those students who wish to have breakfast in school. The school district offers a school lunch, which includes white milk at a full cost of \$2.65. Pupils carrying lunch may purchase white milk or chocolate milk for \$0.40. Free or reduced breakfast (\$0.30) / lunch (\$0.40) is available and determined by the district's meal application. Prices are subject to change.

Free or reduced-price meals are available to children where there is a need and after the meal application has been submitted by the parents. **Each year a new application must be completed for children who received free and reduced lunches during the previous year.** Please be sure to fill in the form completely so that there will be no delay in processing the application. Parents will be notified by Dining Services when the free/reduced lunch program for their child(ren) will begin.

## **MEDICATION**

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 and signed 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. This form must also be signed by the parent/guardian. 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. A sample copy of the form may be found in the appendix. All medicine is to be brought to school by a parent/guardian.



## **MONEY AND VALUABLES**

Money and valuables should not be left in school. We suggest that children carry only the necessary amount for lunch and other school needs. Toys, cell phones, electronic toys etc., are not to be brought to school unless a student has prior permission from the teacher.

## **Neighborhood Health Center of the Lehigh Valley (NHCLV)**

The Bethlehem Area School District Family Centers have been a part of the district since July 1, 1994. 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. The goal is a seamless network of services that can be easily accessed by any family in the community through the school.

**The NHCLV at Donegan offers** pediatric clinics, early intervention services, vision, health care, immunizations, asthma prevention, and education services, lead screening, in-home parenting program for 0-5 years old, referral to child care providers, and many other referrals to community resources. For adults the center offers health care for uninsured adults, tuberculosis clinics and screenings, OB-GYN clinic, HIV testing and counseling, support and parenting education, prenatal health care, foster care prevention and intervention. You may contact the Family Center at 484-408-0755 or email NHCLV at [www.nhclv.org](http://www.nhclv.org).

## OPEN HOUSE

A special evening Open House program will be held in the All-Purpose Room for all parents. Notification will be sent with the date. You are invited to attend and visit the classroom, meet the teachers, and learn about the curriculum and expectations for your children at each grade level. The Open House will be held in conjunction with the Parent Teacher Organization's General Membership Meeting.



## PARENT LEADERSHIP GROUP

This active parent group enhances the educational program of our school community through various fundraising activities and the volunteering of time and talents, our children benefit in several ways. Some parent-leadership sponsored assistance is as follows: Arts-in Motion programs, school trips, teacher classroom fund, purchasing educational books, equipment, and materials. The parent-leadership group serves a worthwhile purpose of bringing about parent involvement in the school, which directly effects the success of our children. To achieve this, parent-leadership group meetings are held during the school year. We encourage your participation and support in this very important organization. If you are interested in volunteering your time and talents please call the school office.

## PHYSICAL EDUCATION

In the interest of safety, all students are required to wear sneakers or rubber soled shoes on days of a scheduled physical education period. Every child is expected to participate unless a note from a doctor is received.



## PLAYGROUND BEHAVIOR

Donegan's playground is for the use and enjoyment of everyone. It is everyone's responsibility to act in such a way that the time spent on the playground is safe and enjoyable. Travel to and from the play area should be done orderly and quietly. Any problem during the lunch recess should be reported immediately to the monitors. Misbehavior on the playground will not be tolerated and will be handled in the same manner as misbehavior in the cafeteria. Specific rules etc. will be discussed at a special assembly with all students. Consequences will be followed as outlined in the Framework for Citizenship.

## PSSA

**The PSSA Tests are April 20 to May 8 for 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> graders.** The PSSA (Pennsylvania System of School Assessment) is a standardized test administered in all accredited Pennsylvania schools. It is a system used to measure the quality of education in the state of Pennsylvania. Presently, the content areas included on the test are **reading, math and writing.**

Students are identified as performing in one of four levels: **advanced, proficient, basic, and below basic.** The goal is for all students to be proficient or advanced – meaning that they have mastered Pennsylvania's standards at their grade level.

## **REPORTING TO PARENTS**

Report cards for grades 1-5 will be sent home in November, February, April and June. In addition, teachers will use individual ways to report student progress throughout the school year on a more frequent basis.

### **REPORT CARD - (KINDERGARTEN)**

This report is issued *three* times during the year, in *February, April, and June*. It is designated to measure the student's progress in the academic, physical, and social/emotional areas. There are four symbols used:

<b>4</b>	<b>Excels within grade level expectations</b>
<b>3</b>	<b>Meets grade level expectations</b>
<b>2</b>	<b>Approaching grade level expectations</b>
<b>I</b>	<b>Not yet making sufficient progress towards grade level expectations</b>
<b>N/A</b>	<b>Not yet assessed</b>

### **REPORT CARD - (1<sup>st</sup> & 2nd)**

This report card is issued *four* times a year, *February, January, April, and June*. It measures the student's academic progress and personal development. There are four symbols used:

<b>4</b>	<b>Excels within grade level expectations</b>
<b>3</b>	<b>Meets grade level expectations</b>
<b>2</b>	<b>Approaching grade level expectations</b>
<b>I</b>	<b>Not yet making sufficient progress towards grade level expectations</b>
<b>N/A</b>	<b>Not yet assessed</b>

### **REPORT CARD - (INTERMEDIATE 3<sup>rd</sup>, 4<sup>th</sup>, & 5<sup>th</sup>)**

This report card is issued *four* times a year, November, *February, April, and June*. It measures the student's academic progress and personal development. These are the symbols used in this report:

<b>A</b>	<b>Exceptional Achievement</b>
<b>B</b>	<b>Proficient Achievement</b>
<b>C</b>	<b>Limited Achievement</b>
<b>F</b>	<b>Unsatisfactory</b>

## **SCHOOL COUNSELOR**

A school counselor is available at Donegan Elementary each school day to work to assist students in a variety of ways. 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.

## **SECURITY**

The Bethlehem Area School District has taken measures to secure the safety of our students. Monitors have been placed at our main door entrance and daycare entrance and doors are now kept locked during school hours. All doors are locked between the hours of 8:55 AM and 3:40 PM. All visitors are to use the main entrance and report to the office. At the main entrance, you are to press the button to alert us of your arrival. All visitors are to state their names and purpose of the visit. All visitors and parents must report to the main office to sign in and receive a visitor's pass. It is important that no visitors enter the classroom wings without permission.



### **SUPERSTAR ASSEMBLY**

The Superstar Assembly is a special honor used to encourage students. It helps to develop leadership and citizenship skills in students and promotes school spirit and pride. How could you be chosen for this special honor? Here are some suggestions

- Follow all school rules in the classroom, cafeteria, hallways, bathrooms, playgrounds and while riding on the bus.
- Be respectful and courteous to all students and adults
- Do what is expected of you by your teacher
- Do your best at all times by working hard both in school and with your homework
- Show good school spirit

### **STUDENT ACCIDENT INSURANCE**

As an optional service, student accident insurance can be obtained through the district. The two plans available, as well as optional accidental dental and term life plans, are described in detail in a brochure which will be sent home with your child. These are to be mailed directly to the insurance company; please do not send the form or the money back to the school.

\*\*\*\*\*

**ALL STUDENTS WHO PARTICIPATE IN PHYSICAL EDUCATION CLASS, INTRAMURALS AND ALL OTHER NON-SPORT CURRICULAR ACTIVITIES** (this does not include recess) will be covered for accidental injury under the district's insurance program.

\*\*\*\*\*

### **TRANSPORTATION CHANGE (including walkers)**

Please notify the teacher in writing, in advance, if your child will be changing their routine. If no written notification is received, your child will follow his/her regular method of getting home. **For your child's safety, we cannot honor a verbal request from the child regarding a transportation change. No faxes or phone calls will be accepted.**

**Please note that students may not change their assigned bus to go home with a friend. Other arrangements must be made for these visits.**

### **VACATION/EDUCATIONAL TOURS AND TRIPS**

The following guidelines must be followed when applying for an educational/vacation tour or trip.

1. A cumulative maximum of **five school days** may be used for no more than two trips in any one school year. Any number of days, less than five used in two trips, will be forfeited. A maximum of 15 total days may be used during a student's time in Kindergarten through 5th Grade.
1. Any days beyond the maximum of the permitted five will be considered unexcused and unlawful for students under 17 and appropriate legal action may be taken.
1. The following factors will be taken into consideration by the principal in granting permission for the trip:
  - the student's academic standing;
  - the student's attendance record;
  - the effect the days of absence will have on the student's educational welfare;
  - exceptionality of the request.
1. The *Application for Permission for Student Excusal Due to an Educational Trip or Tour* must be submitted to the principal ten school days prior to the trip.
1. It will be the student's responsibility to contact teachers and make up assignments missed during the time of the trip.
1. Permission will **not** be granted for trips/tours during the district's standardized testing period, the state's testing period, and the secondary school examination periods at the end of the first and second semester.

**\*\*DO NOT SCHEDULE VACATIONS BEFORE OR DURING PSSA TESTING April 20, 2020 – May 8, 2020\*\***

## **VISITORS/PARENTS**

We encourage parents to visit our school. Please make arrangements in advance with the teacher and the office. **For security purposes, upon arrival all visitors and parents must report to the main office to sign in and receive a visitor's pass.** It is important that no visitors enter the classroom wings without permission. Visitors must enter the building via the main entrance. Visitor parking is available for parents at that entrance for your convenience. If you wish to speak with a teacher, please come to the office so that we may assist you in setting up an appointment. If it is necessary to deliver money, lunch, books, etc. for your child, leave them in the office so that we can get them to the classroom for you. This is important so that we can provide the maximum amount of uninterrupted instructional time for students.

Before and after school are busy times for teachers who are performing a variety of tasks for their classrooms. We are most receptive to holding parent conferences or exchanging ideas about our students, but we strongly urge parents to make a prior appointment for these conferences, simply by sending a note to the teacher or calling the office.

## **VOLUNTEERS**

The Bethlehem Area School District welcomes and encourages volunteers and school helpers in its schools and classrooms. As a measure to ensure the safety of the district students and staff members, all volunteers must be screened prior to having contact with students and staff members. Volunteers and school helpers are required to complete a Vital Statistics Information Form and Clearance Certificate before they are permitted to provide volunteer services in the school district.

## **WEB SITE**

In an effort to promote better communications and serve as a resource to parents and the community, the district has been expanding the information available on its home page. Recently, agenda and minutes of school board meetings have been added. We invite you to visit our Web site and learn more about the BASD at <http://www.beth.k12.pa.us>.

## **WITHDRAWAL OF STUDENTS**

If you are moving or withdrawing your child from school, please call and/or come to school a few days prior to the withdrawal date so the necessary paperwork can be completed.



## 2019-2020 SCHOOL DISTRICT CALENDAR



Teacher In-service Day	Wednesday, August 21, 2019
Teacher In-service Day	Thursday, August 22, 2019
Preparation Day – All Staff	Friday, August 23, 2019
School Session Begins	Monday, August 26, 2019
Schools Closed (Labor Day)	Monday, September 2, 2019
Schools Closed (Yom Kippur)	Wednesday, October 9, 2019
Schools Closed (Teacher In-service Day)	Monday, October 14, 2019
Schools Closed (Teacher In-service Day)	Tuesday, November 5, 2019 (Election Day)
Schools Closed (Thanksgiving)	Wednesday, November 27, 2019 – Monday, December 2, 2019
Schools Reopen	Tuesday, December 3, 2019
Schools Closed (Christmas/Winter Break)	Monday, December 23, 2019 – Friday, January 3, 2020
Schools Reopen	Monday, January 6, 2020
Schools Closed (Martin Luther King)	Monday, January 20, 2020
First Semester Ends	Thursday, January 23, 2020
Second Semester Starts	Friday, January 24, 2020
Schools Closed (Teacher In-service Day)	Friday, February 14, 2020
Schools Closed (Presidents' Day)	Monday, February 17, 2020*
Schools Closed (Easter/Spring Break)	Thursday, April 9, 2020* – Monday, April 13, 2020*
Schools Reopen	Tuesday, April 14, 2020
Schools Closed	Primary Election Day – TBA +
Schools Closed (Memorial Day)	Monday, May 25, 2020
Freedom Graduation (Tentative)	Monday, June 8, 2020
Liberty Graduation (Tentative)	Tuesday, June 9, 2020
Last Day of Instruction for K-11	Tuesday, June 9, 2020
Teacher Record Day	Wednesday, June 10, 2020*
Teacher Flex Day - #1	Thursday, June 11, 2020
Teacher Flex Day - #2	Friday, June 12, 2020

The Bethlehem Area School District has 181 student days built into the 2019-2020 school calendar. Each day marked with an asterisk (\*) may be used as a make-up day. Scheduled holidays will be converted to regular days of instruction according to the following order: (1) Monday, February 17; (2) Thursday, April 9; (3) Monday, April 13; and (4) Wednesday, June 10. The sequence of scheduled make-up days, report card dates, and parent/teacher conferences are subject to change based on the best interest of the school district. Each day marked with a (+) may be used as a teacher in service make-up day.

Teacher In Service Half Days			
Student Dismissals: HS at 11:00 a.m., MS at 11:30 a.m., and ES at 12:00 noon			
Monday, September 23, 2019	Tuesday, October 29, 2019	Wednesday, March 11, 2020	Wednesday, April 8, 2020 MS & HS -ACT 80 ES-CONFERENCES

Elementary & Middle Schools			High Schools		
Marking Period	Date of Close	Report Card Distribution	Marking Period	Date of Close	Report Card Distribution
1	Wednesday, October 30, 2019	Tuesday, November 12, 2019	1	Wednesday, October 30, 2019	Tuesday, November 12, 2019
2	Thursday, January 23, 2020	Tuesday, February 4, 2020	2	Thursday, January 23, 2020	Mailed
3	Friday, March 27, 2020	Tuesday, April 7, 2020	3	Friday, March 27, 2020	Tuesday, April 7, 2020
4	Tuesday, June 9, 2020	Mailed	4	Tuesday, June 9, 2020	Mailed

### Parent-Teacher Conferences

Elementary Schools (students dismissed at noon)	Middle Schools (students dismissed at 11:30 a.m.)	High School - OPEN HOUSES	
Monday, November 18, 2019 (Evening)	Monday, November 18, 2019 (Afternoon)	FHS 9/19/19	2/13/20
Tuesday, November 19, 2019 (Afternoon)	Tuesday, November 19, 2019 (Evening)	LHS 9/12/19	2/20/20
Tuesday, April 7, 2020 (Evening)	Tuesday, April 7, 2020 (Afternoon)		
Wednesday, April 8, 2020 (Afternoon)			

**PSSA Testing** April 20-24, 2020 English Language Arts Assessment for Grades 3 - 8  
April 27 – May 8, 2020 Math Assessment for Grades 3–8, Science Assessment for Grades 4 and 8,  
& Make-ups for all assessments

**Keystone Testing:** Winter – January 6-17, 2020 Spring – May 11-22, 2020 Summer – July 27-31, 2020

**BASD Education Week** October 15-18, 2019

Board approved - Regular Board Meeting 2-25-19  
Rev. 06-06-19

August 2019							August		February		February 2020								
S	M	T	W	T	F	S	16	Orientation Day-New Teachers	14	Schools Closed (Teacher In-service Day)	S	M	T	W	T	F	S		
					1	2	3	20	Curriculum & Instruction-New Teachers	17	Schools Closed (President's Day)						1		
4	5	6	7	8	9	10		21	Teacher Inservice Day	T=19 S=18	2	3	4	5	6	7	8		
11	12	13	14	15		16	17	22	Teacher Inservice Day		9	10	11	12	13		15		
18	19					24		23	Preparation Day-All Staff		16		17	18	19	20	21	22	
25		26	27	28	29	30	31	26	School Session Begins		23	24	25	26	27	28	29		
								T=8 S=5											
September 2019							September		March		March 2020								
S	M	T	W	T	F	S	2	Schools Closed (Labor Day)	11	Teacher In-service 1/2 Day	S	M	T	W	T	F	S		
1		3	4	5	6	7		23	Teacher In-service 1/2 Day	T=22 S=22	1	2	3	4	5	6	7		
8	9	10	11	12	13	14		T=20 S=20			8	9	10		12	13	14		
15	16	17	18	19	20	21					15	16	17	18	19	20	21		
22		23	24	25	26	27	28				22	23	24	25	26	27	28		
29	30										29	30	31						
October 2019							October		April		April 2020								
S	M	T	W	T	F	S	9	Schools Closed (Yom Kippur)	8	Teacher In-service 1/2 Day	S	M	T	W	T	F	S		
					1	2	3	4	5						1	2	3	4	
6	7	8		10	11	12		14	Schools Closed (Teacher In-service Day)	9-13	Schools Closed (Easter/Spring Break)	5	6	7			11		
13		14	15	16	17	18	19	29	Teacher In-service 1/2 Day	14	Schools Reopen	12		13	14	15	16	17	18
20	21	22	23	24	25	26		T=22 S=21				19	20	21	22	23	24	25	
27	28		29	30	31							26	27	28	29	30			
November 2019							November		May		May 2020								
S	M	T	W	T	F	S	5	Schools Closed (Teacher In-service Day)		Teacher In-service/Flex day on Primary	S	M	T	W	T	F	S		
					1	2	27-29	Schools Closed (Thanksgiving)	Date +							1	2		
3	4		6	7	8	9		T=18 S=17	25	Schools Closed (Memorial Day)	3	4	5	6	7	8	9		
10	11	12	13	14	15	16					10	11	12	13	14	15	16		
17	18	19	20	21	22	23					17	18	19	20	21	22	23		
24	25	26				30					24		25	26	27	28	29	30	
											31								
December 2019							December		June		June 2020								
S	M	T	W	T	F	S	2	Schools Closed (Thanksgiving)	9	Last Day of Instruction for K-11	S	M	T	W	T	F	S		
1		3	4	5	6	7		3	Schools Reopen	10	Teacher Record Day			1	2	3	4	5	6
8	9	10	11	12	13	14	23-31	Schools Closed (Christmas/Winter Break)	11	Teacher In-service/Flex Day	7	8				12	13		
15	16	17	18	19	20	21		T=14 S=14			14	15	16	17	18	19	20		
22						28					21	22	23	24	25	26	27		
29											28	29	30						
January 2020							January		T=Teacher Day (190) S=Student Days (181)										
S	M	T	W	T	F	S	1-3	Schools Closed (Christmas/Winter Break)											
				4			6	Schools Reopen											
5	6	7	8	9	10	11		23	First Semester Ends										
12	13	14	15	16	17	18		20	Schools Closed (Martin Luther King)										
19		20	21	22	23	24	25	24	Second Semester Starts										
26	27	28	29	30	31			T=19 S=19											

School Session Begins

Last Day of Instruction K-11

Schools Closed/Holiday

Teacher In-Service/No School for Students

T=Teacher Day (190)

S=Student Days (181)

	School Session Begins
	Last Day of Instruction K-11
	Schools Closed/Holiday
	Teacher In-Service/No School for Students
	Teacher In-Service/Half Day for Students
	Teacher Contract Day / No School for Students
*	Make-up Day (if needed)
	New Teacher In-Service
+	Teacher In-Service Make-up Day (if needed)