

HANOVER ELEMENTARY SCHOOL

2022-2023

Parent/Student Handbook

RULES, ROUTINES AND PROCEDURES

ARRIVAL AT SCHOOL

All arrivals by bus are through the front main door. Students dropped off by parents must enter via the rear doors. No students may enter the building before 8:55 AM as there are no adult supervisors on duty. For your child's safety, please do not arrive before 8:55 AM.

Late arrivals

Any students late to school, after 9:03, must obtain a late slip from the office before going to the classroom.

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 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.

Noncumulative Absences

Noncumulative 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 for 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. Middle school students will be permitted to take two (2) educational trips, up to a cumulative maximum of (10) school days during their tenure at the middle school level. Educational trips may not exceed five (5) days per year.
3. High school students will be permitted to take two (2) educational trips, up to a cumulative maximum of (10) school days during their tenure at the high school level. Educational trips may not exceed five (5) days per year.
4. Parental requests which go beyond the numbers of days or trips allowed must first be approved by the building principal and then referred to the superintendent or his designee for final permission.
5. 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.
6. 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
7. 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.
8. It will be the student's responsibility to contact teachers and make up assignments missed.
9. 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 may 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 lateness to school will not result in disciplinary action:
 - Illness and appointments verified by a physician's note.
 - Court appearances.
 - Funeral for family members.
- 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

While students might enjoy celebrating their birthdays with their classmates, there are alternatives to junk food items. Edible birthday treats are no longer allowed. Parents are asked to adhere to the following guidelines

- Contact the classroom teacher prior to the date to make sure that there is no conflict with the date.
- In lieu of food items, consider sending pencils, a classroom game, or a book for the classroom library.

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 (Hanover Hook-Up) which provides student addresses. **Neither the school office nor the classroom teacher may provide student addresses.**

BOOKS

Textbooks, literature, and library books provided by the school are the responsibility of the child. 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.

CHANGES IN ADDRESS, PHONE NUMBERS, ETC.

Please notify the office in writing. It is not sufficient to fill in the emergency card with the new information. The office needs to be made aware of changes that occurred over the summer months by a note from the parent.

CLASSROOM VISITATIONS

Parents are welcome to visit their child's classroom during the year to get a better perspective of their child's curriculum and performance. Parents should call the principal at least 24 hours in advance to schedule their visit.

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 the 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. Mrs. Hines will be glad to answer any questions you may have about the Bethlehem Area School District 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.

CHILD CARE

Before and after school child care service is available from 6:15 AM to 9:00 AM and from 3:45 PM to 6:15 PM each school day. Details regarding fees and service can be obtained by contacting the Hanover Child Care supervisors anytime during the Child Care hours. Changes in an established Child Care schedule for an individual student need to be made in writing.

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.

DISMISSAL

Dismissal at the end of the day

Parents picking up students at the end of the school day should arrive at school at 3:37 PM. Park in the parking lot in the back of the building. Students will be released from their homeroom by their teacher.

Early dismissal -Parent requests- Any parent wishing to pick up children before regular dismissal time must draft a note to this effect and see that the teacher receives it in advance. Phone calls will not be accepted for dismissal purposes.

EARLY CLOSING OF SCHOOL DUE TO WEATHER OR EMERGENCY

Please inform your child of procedures to follow in the event school is closed for an emergency. On occasions, when school is closed early because of snow conditions or for some other emergency, your child should have an alternate place to go in the event that you are not at home. **PLEASE DO NOT CALL THE SCHOOL.** If our phone lines are being used by parents, we will not be able to receive official verification from the Superintendent's Office.

The decision to close schools will come from the Office of the Superintendent. If the decision to close schools is made prior to the opening of school, announcements will be made over local radio, TV stations, and the PARENTLINK system.

Allentown: WAEB 790 AM, WHOL 1500 AM, WTKZ1320 AM, WKAP 1470 AM
WDIY 88.1 AM, WLEV 100.7 FM, WZZO 95.1 FM, B104 FM

Bethlehem: WGPA 1100 AM

Easton: WEST1400 AM, CAT Country 96.1 FM, WODE 99.9 FM

WFMZ - TV-69 and WNEP - TV-16 television stations will also carry cancellations or delayed opening announcements. In addition, announcements will be made on the school district website: <http://www.basdschools.org>.

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 LEARNERS (EL)

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.

Hanover, 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 times each week. Kindergarten through grade five students are served by the EL 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 Hanover 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, birthday treats, 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.

Any student whose request and current absences exceed the 10 cumulative days must make a written application to the superintendent of schools requesting an exception to the attendance policy. The request will be evaluated and determined on a case-by-case basis in collaboration with the respective school administrator.

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 Hanover 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.

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.

FOOTWEAR

Students are encouraged to wear sneakers or other sturdy footwear to school. Open sandals and dress shoes are discouraged. **Sneaker/roller skate combination shoes and flip flops are not permitted under any circumstances.**

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. 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 given confidential handling. If you have not received a form or if your financial status changes, please call the school office at 610-691-3210.

GUM

Students are not permitted to chew gum on school property.

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 be sent home, the materials can be gathered and ready for pick-up in the office by 3:40 PM. You may leave a message by telephoning the school at 610 691-3210. 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 and possible online math each night.

Students are discouraged from returning to the classroom after dismissal if homework items are left in the school building.

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 "Lost and Found" box in the cafeteria. Children are asked to check the box if they have lost something. These items are always on display during conferences. All articles not claimed by the end of the school year are given to charity.

LUNCH PROGRAM

Cafeteria Rules

During lunch, it is the child's responsibility to show good manners. In using good manners, the following cafeteria rules must be followed:

- No canned soda.
- Walk slowly and carefully.
- Eat and talk quietly.
- No exchanging of food.

- Clean the individual eating area and return your own tray.
- Leave in an orderly manner when dismissed

Lunch Prices

Children have the option of buying a prepared lunch or bringing their own from home. Should your child desire to bring his/her own lunch, juice/milk may be purchased at the cafeteria. Glass containers and carbonated beverages are not permitted. Make lunch easy with an EZ Lunch

Account

Parents may choose to pre-pay their child's lunch. If you choose, the EZ 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 EZ 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.**
- A form is also provided on the monthly menu.

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. We're excited to **reveal** our new curriculum next year, "Reveal"!

MEDICAL INFORMATION/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.

OFFICE GUIDELINES

Entering the School

- Buzz the office for entry
 - stand in front of the camera or in front of the glass door so you can see into the office and be seen
 - state who you are and why you're coming
 - give office personnel time to respond, especially if no one is visible
- Enter the office, sign in and complete a name tag to wear
- **Sign out** when you are leaving (indicate the time you are leaving next to the time you arrived in the sign-in book)
- If a number of people are coming to a meeting or for a project:
 - organizer should arrive earlier than the attendees
 - let the secretary know how many will be coming
 - if possible, have one person stay at the door to let the others in to avoid everyone having to buzz (all still need to sign in)
 - make a sign and place it next to the sign in book telling people where the meeting is being held
- For hospitality, fundraising, etc. drop-off or pickup arrangements should be made in advance with the principal, the secretary and head custodian to allow the use of an alternate door (usually cafeteria door, kindergarten door or daycare door). Instructions to use only the specified door should be on all flyers or communications for the event and signs should be posted to direct people the day of the event. Additionally, someone should be at the door to meet people.

- The best time to visit the office is between 9:30 a.m. and 3:00 p.m. It is okay to be in the office at other times if you are just dropping off or picking up something which does not require the attention of office staff.
- When at school during morning announcement, please refrain from talking while announcements are being read, and please join the staff and students in the Pledge of Allegiance to the Flag and the moment of silence.
- When using rooms in the school please remember:
 - reserve the room in advance with the office
 - leave them as clean and orderly as you found them (or better)
 - do not eat or drink around computers, books or papers and especially not in the library
 - do not remove tables or other furnishings from any room without obtaining permission.

PAPERS SENT HOME

Check daily with your child to see if 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. 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 will make copies of report cards, calendars of events, PTA Newsletters, and invitations to school functions. However, the office requires that parents who request this service submit stamped, self-addressed envelopes to the office. It is helpful if the envelopes are of various sizes.

PARKING

If you wish to enter school property with your vehicle for morning entry or afternoon dismissal all vehicles must proceed to the rear of the building. Morning drop off or afternoon pick up is not permitted in the front of the building. If you wish to exit your car during drop off and pick up of students you must park in the parking lot or in a marked parking space. Entry doors will be open from 8:55 until 9:05 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.** Yellow curbs designate fire lanes. Noncompliance will result in warnings and/or tickets being issued by the Colonial Regional Police Department. Due to the heavy volume of traffic in the morning and afternoon please consider parking off school property and crossing at the guarded walkway on Jacksonville Road. Your cooperation is essential to the safety of the children.

PERSONAL APPEARANCE

While school accommodates a wide variety of individual tastes, appropriate dress helps promote a positive school atmosphere and is encouraged. Students, with the assistance and guidance of their parents, have the responsibility to keep themselves, hair, and clothes neat and clean. Students will not be permitted to attend class where there is evidence that a lack of cleanliness constitutes a health hazard.

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.

The use of make-up, perfume, and temporary hair dye is discouraged at the elementary level. In addition, common courtesy dictates that students 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”.

PERSONAL APPEARANCE

While school accommodates a wide variety of individual tastes, appropriate dress helps promote a positive school atmosphere and is encouraged. Students, with the assistance and guidance of their parents, have the responsibility to keep themselves, hair, and clothes neat and clean. 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 are not permitted. We strongly urge you to be firm with your child (children) regarding this policy for their own safety. Unless weather is unusually severe, children will be outside for recess. Therefore, it is your responsibility to dress them appropriately. This includes hats, gloves/mittens, boots, etc. Thank you for helping us develop and maintain a positive school climate.

PHYSICAL EDUCATION

All children are required to wear sturdy, rubber-soled shoes that tie to avoid slipping and falling. Students who are not wearing proper footwear will not be permitted to participate in gym class for that day as a safety precaution.

PSSA TESTING

No Child Left Behind is federal legislation which mandates testing in grades 3-4-5 in the areas of ELA and math. Grade 4 will also be assessed 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.

READING

Classroom Reading Program

The BASD has adopted a new core reading series in K-5th grades. The name of the core reading series is Wonders published by McGraw-Hill. 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 students who are experiencing difficulty with such areas as phonemic awareness, phonology, and reading comprehension.

RECESS

Students need a recess or a "change of pace" from the instructional program of the day. Recess is built into the daily schedule.

Returning After Illness

When children return to school after an illness, parents often want them to remain indoors at recess for a day or two, especially in cold weather. Since children must be supervised, those who remain inside during the noon recess will stay in the cafeteria until it is time to return to class. During classroom recess, other grade level teachers will provide for the supervision of these children, as necessary.

A note from a parent outlining the reason for and the duration of the indoor recess is a prerequisite before this service is provided. In addition, since this procedure requires special arrangements on the part of the teachers and teacher assistants, it is only to be requested if **absolutely necessary**.

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.

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. 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 3:45 PM. **Students are discouraged from coming back in the building after school to retrieve forgotten books for homework.**

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.

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. If you wish to have your child participate in a work-related event on that day, you must fill out an Application for Permission for Student Excusal due to an Education/Vacation Trip or Tour Form and submit for approval ten school days prior to the absence, as stated on the form.

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.

TRANSPORTATION (SEE ALSO BUS RULES & REGULATIONS)

If at any time you want your child to go home on a different bus or get off at a different bus stop, you must write a note to your child's teacher. For a permanent change in the location of bus pick-up or drop-off, please call the Transportation Department (610-861-0360).

On any day that you wish to pick up your child, you must send in a note. Please do not call the school. Any student who does not have a note, will automatically be put on the bus.

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.

TRANSFERRING 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.

VACATION/EDUCATIONAL 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.

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. All volunteers must submit the required clearances to the office. The directions for obtaining the necessary child abuse clearance, criminal history check, and FBI fingerprinting, can be found on the BASD website.

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.