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JBES MISSION STATEMENT

The James Buchanan Elementary School learning community is dedicated to offering high academic opportunities and positive family centered school experiences in a safe, supportive environment to help students become lifelong learners, respectful individuals, and responsible citizens.

James Buchanan Elementary School has the reputation as a friendly neighborhood school with excellent teachers, supportive parents, and wonderful students. We work diligently together to ensure that our children enjoy a safe and nurturing school while meeting high academic expectations.

If you are a new family joining our school community, please be sure to get involved in the many activities sponsored here at our school. If you are a returning family, make this the year that you try getting involved in a new way. We firmly believe that we work in partnership with each other to help our children build a better world. Good partnerships thrive on honest communication, respect for everyone, and the willingness to work together.

Many papers arrive home the first days of school. The process of checking and updating information is critical to the safety of our children. It can seem overwhelming and time consuming to review all the information. Please understand it is very valuable to follow these procedures. We ask that you return forms as promptly as possible. Also, please save the information sent home in a convenient location for reference throughout the school year. And please establish a routine of checking your child's book bag for important notices on a daily basis. Good communication between home and school is essential for maintaining a positive school-home relationship.

Let us work together to make this school year great!

BASD'S ROADMAP TO EXCELLENCE

The Bethlehem Area School District's Roadmap 4.0 to Educational Excellence - One Child at a Time provides a framework for excellence that guides our mission to educate the whole child. The current 4.0 version of the Roadmap recognizes that educational excellence is achieved through equitable access to learning opportunities for all students. We define access as providing each student what he or she needs to



be successful, understanding that each child has different strengths and needs. Roadmap 4.0 also informs strategic initiatives and five year goals in the District's various departments. Roadmap 4.0 guides the improvement efforts of the District and each of its schools by providing the overall academic design (core learning, stretch learning, student engagement, personal skill development), common language, and program focus. Roadmap 4.0 also provides the framework for our newly launched Excellence through Equity strategic planning process.

Learn more about **BASD's Roadmap to Excellence** at:

http://www.beth.k12.pa.us/District/Documents/Roadmap_to_Excellence_v4.pdf



APPOINTMENTS

Whenever possible, dentist and doctor appointments should be made for the hours before or after school. When this cannot be done, appointments should be scheduled that are least disruptive to your child's educational progress. Permission requests must be in writing or the child cannot be excused. You are required to pick-up your child in the office and sign the "Student Log Book." Whenever the student visits the dentist or doctor during school time ask the doctor's office for an excuse to bring to school.

ARRIVAL AND DISMISSAL

To better ensure the safety of our students, a new procedure was introduced during Spring 2012. Thank you for your cooperation in abiding to the new procedures. The purpose of a "drop off" area allows the parent to pull over and have their child(ren) leave your car immediately with no waiting around. Parents who bring their children to school by car are asked to use extreme caution while driving near the school and use lanes designated for cars only.

Please, do not permit your child to cross the driveway unescorted. Safety patrols are on duty to cross your child at the corners. Protect safety patrols by not parking near the crosswalks. Your car may block their vision and cause an accident. Please do not stop in the travel lane behind parked cars on the west side of the driveway.

All cars should be parked **only** in designated parking areas. Please use Kaywin Avenue for additional parking.

The scheduled time of entry which is 8:55 a.m. unless students are invited for special functions. Students may arrive at 8:45 am if they are participating in the breakfast program. Parents are responsible for the supervision of their children prior to 8:55 a.m. There are no adult supervisors on duty outside prior to 8:55 a.m.

ARRIVAL AND DISMISSAL PROCEDURES

<u>Students in Grades...</u>	<u>Door</u>
Kindergarten & Grade 1 (and siblings)	4
Grades 2 & 3	7 (by the Playground)
Grades 4 & 5	8 (by the Butterfly Garden)
Bused (all grades)	1 (Main Entry)

SAFETY

Your child's safety is a major concern of the school, but cooperation of home and school is necessary. Children should be urged to:

1. Walk on the sidewalk.
2. Cross only at intersections.
3. Obey the Crossing Guards and school Safety Patrols.
4. Refuse to approach or enter automobiles of strangers.
5. Proceed directly to school or home before beginning to play or going to a friend's house.
6. Be considerate of smaller children.
7. Refrain from any rough play, which can cause injury.



ATTENDANCE

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.

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.

For additional information see the attendance policy contained in the "Code of Conduct" document.

VACATION AND EDUCATIONAL TRIP POLICY

A student will be permitted to take a maximum of 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. Parental requests, which go beyond the number of days or trips, allowed must first be approved by the building principal and then referred to the superintendent or his designee for final permission. 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. Vacations generally constitute meaningful learning experiences; however, the absence of children during these periods 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 rests primarily with the family and child. Absences for vacations are governed by Board Policy, which is detailed in the Bethlehem Area School District Calendar. Vacations will not be granted during standardized testing dates.

If you have a question or need a request vacation form please call the school office.

LEAVING EARLY OR LATE ARRIVALS

From time to time, compelling circumstances require that a student be dismissed before the end of the school day or arrive after the start of the school day.

Students who arrive late (after 9:00 a.m.) must be signed in at the school office by the parent, or the person authorized to act on their behalf. Likewise, students who are dismissed early must be signed out at the office. Lateness to school is addressed more fully within the Student Code of Conduct.



BOOKS AND SCHOOL SUPPLIES

All schoolbooks and regular supplies are provided by the Bethlehem Area School District. Pupils are expected to give reasonable care to all books, school property and equipment.

Please do not cover books with contact paper. It is expected that all students will return all books and supplies in the best possible condition. Lost or damaged books must be paid for. If a lost book is found, money paid will be refunded.

BUS CONDUCT

Rules for the bus are found in the District Calendar and in the Code of Conduct. Please read them and review them with your child. It is extremely important that children exhibit proper behavior at all times while riding on the bus. Bus Conduct Reports concerning misconduct will be sent home and appropriate disciplinary action noted. Please remind your child that there are video cameras on the busses.

CELL PHONES

During school hours, students can be notified of important information by calling the school offices. Since children are not permitted to have their phones activated in school, reaching a child by their personal phone is not an option.

It is very tempting to text a friend, take photos, access the Internet and use the many other applications cell phones offer users today. Since the phones are not allowed, students try to be secretive in using them. This off task behavior interrupts learning. A second concern is that phones can easily be stolen at school. This impacts families financially.

If you feel your child should bring a phone to school, please be sure to review the policy with them. They must be deactivated and out of sight. Students are responsible to keep them secure. Students observed using a phone will have the phone confiscated. It will be returned to the student at the end of the day. If the phone is confiscated a second time, a parent must come in to receive the phone back. If a problem with a phone occurs a third time, the phone will be kept until the end of the school year. Please help us promote responsible use of cell phones. The district is not responsible for any lost or stolen Electronic Communication/Entertainment Device.

CHILD CARE

Before and after school child care is available at the school through services offered by the Bethlehem Area School District Child Care Program.

If interested call James Buchanan Child Care at 610-849-9113 or the Bethlehem Area School District Early Childhood office 610-868-8501. Visit <http://www.beth.k12.pa.us/earlychildhood/childcare/> for additional information.

CHILD FIND TEAM

The Child Find Team meets with teachers to discuss and share ideas regarding specific students referred by teachers. The Team expresses concerns, discusses various methods for working with the children and sets goals. After all avenues have been explored on a building level and additional information is needed, a referral maybe started for special education testing.



CONCERNS

Classroom concerns should be addressed first with the teacher. If you still have questions or a problem cannot be resolved at that level, please call the school office for a telephone conference or an appointment with the teacher and the principal.

CURRICULUM

LITERACY

BASD utilizes a balanced reading program composed of community reading, just right reading, and time each day when children read anything of their own choosing. Community reading is time each day when children read, or listen to, grade appropriate text. Just right reading is time each day when children receive instruction in text that will support the development of particular word level and comprehension strategies. Teachers at all grade levels use flexible grouping strategies for small group activities. A wide range of literature at various reading levels is used in the reading program and classroom libraries have been developed for this purpose. The school library also contains many titles to support the reading program at each grade level.

MATHEMATICS

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

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

CUSTODIAL PARENTS

The school staff wishes to keep lines of communication open with all families. Please make every effort to supply names, addresses, and phone numbers of separated or divorced parents with our office. It is the legal right of most parents to receive information about the educational progress of their children. To help defray costs please deliver stamped, addressed envelopes to the school office to receive duplicate copies of information. (The Bethlehem Area School District follows federal FERPA regulations in these matters.)

DINING SERVICES

BREAKFAST

Breakfast will be available for children beginning at 8:45 a.m. Only those students going to the cafeteria will be admitted at 8:45 a.m. The breakfast program starts the first day of school.

LUNCH

Lunch should be a pleasant experience for both the students who eat in the cafeteria and for staff who work in and monitor the cafeteria. Students who do not behave appropriately in the cafeteria may be asked to eat at a separate time-out lunch table for the lunch period.



Money can be deposited into a child's account by sending a check to school made out to "BASD Dining Services" or online and register your child using their 7-digit student I.D. Number. You may stipulate whether the money is for meals only or for the general account (which allows for the purchase of extra milk or snacks as well). If you would like you can clip the deposit form from the monthly menu and send it with the deposit.

When the account balance falls below \$5.00 a notice is sent home. The system can also track purchases; if you wish, you can request a print out of what has been purchased and when by calling dining services.

For households who need assistance with free or reduced price breakfast and lunch benefits, an on-line application may be found on the web site <https://www.paschoolmeals.com>. This on-line application is the quickest way for your student to become eligible for free or reduced meal benefits. Assistance in accessing this online application can be provided by the Dining Service Department or we can accept a paper application if necessary. Please only complete 1 application per household and must be completed each school year.

DISCIPLINE

The administration and staff have a responsibility to ensure that the school provides a safe and orderly learning environment. In order to insure the safety and welfare of our entire school population, certain behavioral expectations will be enforced. Please refer to the **Code of Conduct** for more specifics.

DISTRICT-WIDE STATE TEST PROGRAM

Students will not be excused for vacations during the testing windows. We also ask that parents not schedule medical appointments on test days.

Assessment	Grade Levels Assessed	Dates
PSSA English/Language Arts	Grades 3 - 5	15-26 April 2019
PSSA Math	Grades 3 - 5	29 April – 3 May
PSSA Science	Grade 4	29 April – 3 May

EMERGENCY CLOSING

If there is a forecast of inclement weather, please listen to local radio stations for information regarding the closing of schools. **PLEASE DO NOT CALL THE SCHOOL.** The telephone lines must be kept free so that important messages can be received.

Parents may view the BASD site at www.beth.k12.pa.us for information.

District and school administrators will also use **ParentLink Notification** to send messages to parents and students regarding school closings, delays, emergencies, and important events. If you receive a garbled or missed message from ParentLink, please call 1-888-457-2130 or 1-888-457-2131. Follow the prompts, and enter the 10-digit number where the message was originally sent.

EMERGENCY PLAN AT JBES

An extensive plan is in place for the school in the event of any emergency at the school or in the neighborhood. Training and a review of procedures occur every year in the building. Emergency drills are also conducted and parents are notified of the nature of the drills. Specific details of the plan are confidential to insure the greatest security of the school.



EMERGENCY INFORMATION CARDS

Parents are requested to complete these forms so that we may refer to them in the case of an accident or sudden illness. Information on current telephone number, address, place of employment, and person to contact in the parents' absence should be included. Parents are reminded to report any changes in the information *immediately* to the school office

EXPECTATIONS AND RESPONSIBILITIES

1. Students will come to school on time and prepared to learn.
2. Students will show respect for teachers, other students, and school property.
3. Students will use appropriate behavior and accept responsibility for their actions.
4. Students will come to school groomed and dressed to meet fair standards of safety and health. Please, no flip flops.
5. Students will follow all school procedures for their own safety and that of others.
6. Students will follow classroom rules as established by the teacher.

Teachers, aides, and the principal will make every effort to communicate with parents regarding their child's behavior. Telephone contact will be made and/or a discipline report will be sent to help keep parents apprised of incidents that have occurred and action that was taken to help correct a problem. Your support is appreciated in resolving misconduct.

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.

FIELD TRIPS

Field trips are planned to enhance the curriculum. Parents will be notified whenever a field trip is scheduled either through the monthly calendar or by a flyer. Details such as appropriate dress will be included. Please remind your child that proper behavior is important for safety. At times, teachers may contact you to arrange for additional chaperones depending on the nature of the trip. To be eligible to chaperone, you must have the Volunteer Application and clearances on file in the Office. Priority is given to PTA members.

FIRE AND EMERGENCY DRILLS

Drills are held once a month. Students are expected to walk when leaving the building. Students are to exit quietly so that teacher instructions can be heard.



GUIDANCE COUNSELOR

A guidance counselor is assigned to James Buchanan. 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.

HEALTH SERVICES

Emergency First Aid is rendered at school. A nurse or health assistant is available every day. First aid will be administered to children who become sick or who are injured during school hours. Any unique requests/concerns regarding health room services should be directed to the health room at the soonest possible time. 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 plans for treatment. Parents will be notified if possible. 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. 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 make provisions for emergency treatment. For more information, please contact the School Nurse.

HOMEWORK

Homework is an integral part of the teaching-learning process. According to the Bethlehem Area School District School Board Administration Guidelines for Homework, adopted August 1992: Homework is an essential part of the total education of the student when it provides the opportunity for the student to:

- prepare for school work
- practice and extend school learning
- enrich the learning experience
- reinforce independent study-skills
- use a variety of sources
- develop self-discipline and personal responsibility
- foster parental contact

Our goal is to help the student become completely responsible for his/her own learning. The student has the responsibility of writing all assignments on the study chart and handing in completed work on time.

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 is sent home, the materials can be gathered and ready for pick-up in the office by the end of the day. If parents wish another child to deliver homework, this can be arranged with proper notice.

ILLNESS

When children return to school after an illness, parents often want them to remain indoors for recess a day or two, especially in cold weather. It is generally felt that if a child is well enough to come to school, he/she is well enough to go outside for recess. Since this supervision requires special arrangements on the part of teachers and noon aides, it is only to be requested if absolutely necessary. A note from a parent or doctor outlining the reason for and the duration of the indoor recess is a prerequisite for this service being provided. Don't forget a written excuse to the teacher.



INFORMATION CHANGES

It is important that you notify the school office of any change of telephone numbers, addresses, emergency phone numbers, and/or place of parent (s) employment. If a change has occurred in the household, please notify the teacher and/or guidance counselor. (Examples - death of a friend or family member, separation or divorce of parents.) Understanding what is happening in the lives of our students enable us to better assist them.

LOST AND FOUND

Place your child's name on book bags, lunch packs, 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 a 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 discarded.

MEDICATION DURING SCHOOL HOURS

Administration of medication to students will be done only in exceptional circumstances as 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. Forms are available through the office.

OUTSIDE PLAY PERIOD

Recess and/or noontime outside play activities provide a relaxing social experience that refresh children for class activities. Weather permitting students will be expected to go outside. Please see that children wear suitable clothing and footwear. Flip-flops and sandals are not safe on the playground or in crowded hallways.

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 the children must be supervised, those who remain in 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, if possible.

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 teachers and noon aides, it is only to be requested if absolutely necessary.

PAPERS TO BE SENT HOME

Your child will periodically bring home some work and test papers so you are aware of school performance. You may be requested to sign these and promptly return them to the teacher. Your signature does not indicate approval of the quality of work or grade given, but that you have seen the papers and are aware of your child's performance.



PARENT ACCESS TO THE SCHOOL BUILDING

All parents are asked to enter the building through the main entrance of the building and sign in at the office counter. Please do not ask staff or students to allow you to enter in a student access entrance. We do want parents to feel welcome in our building. However, to insure safety for all of students and to avoid student custody conflicts it is very important that we enforce this guideline. We ask for your understanding and cooperation in this matter. Staff is asked to report to the office if any adult is in the building without an office nametag.

PARENT CONFERENCES

Although regularly scheduled conferences occur on 20 & 21 November and 14 & 15 February, parents are encouraged to communicate with teachers regarding questions or concerns about their child's progress throughout the year. Parents may either write the teacher a note, an email or call the teacher to arrange a conference in advance so that it is convenient to everyone.

PARENT TEACHER ASSOCIATION: PTA

The James Buchanan Elementary School PTA exists to support and work with the school to benefit students. Over the years, the PTA has been instrumental in providing students with activities, programs, and equipment that have enhanced their total school experience. Parents, staff, and friends are encouraged to join and actively participate in the PTA. PTA members with the necessary clearances will have priority as chaperones for field trips.

2018-2019 PTA OFFICERS

Mrs. Catherine Zile	President
Mrs. Kylie Talijan	Vice President
Erik & Jaime Broesicke	Secretary
Mrs. Teresa McNish	Treasurer

SAMPLE PROJECTS AND EVENTS SUPPORTED BY THE PTA

5 th Grade End of Year Celebration	Family Ice Skating	Teacher Fund for classroom incidentals
Book Fair	Grand Pals Day	Treats for Classrooms (holidays)
Box Tops for Education	Library Books	Volunteers for classrooms and school-wide projects
Breakfast with Buddies	Playground Supplies	Walk-a-thon
Bull Dog Field Day	Reading Incentives	Yearbooks
Bull Dog Spirit Day	RIF (Reading is Fundamental)	
Class Field Trips	School Directory	
Family Bingo Night	School Picture Days	

Please join the PTA and volunteer your time to support these many extras for your child(ren).

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS: PBIS

Positive Behavioral Interventions and Supports (PBIS) is a research-based approach that schools and families can use as they address issues related to behavior. It is the goal of our staff to provide a school-wide proactive culture that is positive and consistent. Behavior expectations are taught, understood, reinforced and modeled by the adults. The focus of PBIS is to teach appropriate behavior, provide effective



strategies to help replace problem behavior, and increase a person's skills and opportunities for an enhanced quality of life.

The school-wide behavioral expectations at Buchanan are:

 Be Respectful  Be Responsible  Be Ready to learn. Be a BULLDOG!

Recognition and reinforcement of positive behavior are integral parts of PBIS and will be celebrated throughout the school year.

REPORTING TO PARENTS

Kindergarten report cards are issued three times a year beginning with the second quarter. Report cards for grades one through five are issued four times a year.

Each marking period, a copy of the report card is sent home. The parent will keep the card, sign the envelope, and return the signed envelope to school. A detailed explanation of the grading system is printed on back of the report card.

PARENT PORTAL ACCESS

To access the Parent Portal to review your child's records and performance you will need to obtain an ID and password from you child's school to access the system. The Parent Portal is linked from the main page of the Bethlehem Area School District website at <http://www.beth.k12.pa.us>. A training video for parents regarding the use of Parent Portal is available at that link.

SAFETY PATROLS

There is a serious need to take precautionary measures in assisting the children of James Buchanan who walk to and from school. To ensure the safety of all youngsters crossing the streets, the fifth grade safety patrols will be positioned at areas near the school. Please direct your child to cross at the corners where the safety patrols are on duty and to obey their directions. Your children's total cooperation is necessary if this volunteer service is to be successful!

SCHOOL VOLUNTEERS

Schools are very busy places where everyone is involved to provide your child a place where he/she can grow in a healthy and safe environment. Extra help is always welcome and appreciated. If you are interested in volunteering some of your time to help at our school, please feel free to contact the PTA or your child's teacher. Volunteers are to complete a volunteer application and apply for needed clearances online which are free for volunteers. Additional information can be found at http://www.beth.k12.pa.us/assets/PublicForms/Volunteer_Packet.pdf

STUDENT ASSISTANCE PROGRAM: SAP

The SAP Team is a group of professional staff members who have been trained to identify students who are at-risk. Students who are at-risk would include those involved with alcohol, drugs, or just having difficulties dealing with personal problems. The SAP Team @ JBES was established in Spring 2014.

A parent, staff member or student may initiate a referral. Referrals can be made anonymously, and all information is strictly confidential. A referral box is located in the Main Lobby. An online referral can be found at : <http://goo.gl/rCZzh5>



STUDENT WELLNESS GUIDELINES

To align with the District, State, National and Allergy Wellness Guidelines, all BASD elementary schools are directed to follow the practices outlined below:

BIRTHDAYS

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

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

SEASONAL CELEBRATIONS

No food or drink, especially soda, items containing sugar or unhealthy ingredients should be offered.

Alternative suggestions: Healthy snacks and drinks can be provided for class parties. In lieu of food items, a craft related to the holiday, a movie or seasonal event could be made or games could be played. Schools could use this opportunity to incorporate culturally appropriate and enriching activities to their celebrations.

STUDY SKILLS

Students in grades 3 – 5 are required to maintain an individual daily planner. You will receive a letter detailing these strategies that can be used in all subject areas. Please review the planner with your child.

TITLE I

Additional reading assistance has been made available through Title I Targeted Assistance funds. Title I is a federally funded program designed as a supplemental program to ensure that all children have equitable access to quality educational opportunities. The financial assistance provided through Title I enables school districts to better meet the academic needs of children in schools with high poverty levels. Through Title I programs, students receive supplemental instruction with the goal of increasing their reading proficiency in academic achievement standards and state assessments.

RIGHT TO KNOW

In compliance with the Every Student Succeeds Act (ESSA), parents whose children attend a Title I school have the right to request and receive timely information regarding the professional qualifications of their child's classroom teachers. All Title I schools must meet federal regulations related to teacher qualifications. These regulations allow parents to learn more about their child's teachers' training and credentials. You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, the District can provide you with information about the paraprofessional's qualifications. Our administrators and teachers are committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements. If you have questions, please contact Dr. Jodi Frankelli, Supervisor of Grants and Federal Programs, at jfrankelli@basdschools.org or [610-861-0500](tel:610-861-0500).

TRANSFERS AND WITHDRAWALS

When a withdrawal from school is necessary because of a move from the school district, parents should supply the school with the exact date of withdrawal, their new address, phone number, and the name of the



school district to be entered. All textbooks should be returned to the classroom teacher. If the move is within the district, the school office should be notified before the child reports to the new school. A transfer card will be issued which will insure the transfer of records to your child's new school.

TRANSPORTATION CHANGE

Please notify the teacher in writing, in advance, if your child will not be riding the bus home any day. If no 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.

All bus riders will be dropped off at their designated stop. If for some reason, e.g. childcare, a child needs to be dismissed at another stop on the route, the bus driver must be notified in writing.

Students may not ride any bus to which they are not assigned.

VALUABLES

Students are requested to bring only those items needed for class. Toys, electronic devices, extra money, etc. are not to be brought to school unless a student has prior permission from the teacher. Cell phones need to be stored in the student's book bag and turned off during the school day.

VISITORS

To insure the safety of our students it is extremely important that we be aware of visitors in our building. At all times parents and visitors are asked to use the main entrance, report to the office, and state the purpose of the visit to the office personnel. You will then sign in the Visitor's Book, and receive a visitor identification badge. Please do not enter grade level doors and wait for children in hallways. Adults in the building must have ID Badges.

WEAPONS, EXPLOSIVES, KNIVES

The code of conduct states that *Level IV infractions include behaviors, which represent an immediate danger to the safety and well-being of the total school community.*

Additional information is available on the school district website at <http://www.beth.k12.pa.us> or by contacting our school at 610.865.1766.



TITLE I LEARNING COMPACT

BETHLEHEM AREA SCHOOL DISTRICT

JAMES BUCHANAN ELEMENTARY SCHOOL



SCHOOL COMMITMENT

James Buchanan Elementary School will provide high quality curriculum and instruction in a supportive and effective learning environment that will enable success for every student and:

1. Will treat each child with dignity and respect.
2. Believe that every child can be successful.
3. Acknowledges that parents are vital to the success of this school and its students.
4. Will provide the highest quality, most competent teachers and administration using age appropriate techniques.
5. Will assure every student access to quality learning experiences appropriate to their development.
6. Will assure that teachers communicate clear expectations for performance to both students and parents.

PARENT COMMITMENT

We realized the importance of working cooperatively with the school. We want and expect our child to have the best possible education. We therefore, join with the school's teachers and administration by providing an appropriate learning environment in the home and will:

1. Provide adequate space and sufficient time for my child to do homework and monitor homework completion.
2. Send my child to school regularly and on time.
3. Appropriately supervise and monitor television viewing.
4. Encourage my child's participation in extra-curricular activities.
5. Attend school functions and conferences.
6. Encourage my child to demonstrate respect for school personnel, their classmates, and school property.

STUDENT COMMITMENT

I realize that my education is very important. I know that I am responsible for my own success. Therefore, I agree to carry out the following responsibilities to the best of my ability.

1. Get to school on time everyday.
2. Develop a positive attitude about school.
3. Return completed homework on time.
4. Be a cooperative learner and carry out the teacher's instructions and directions.
5. Ask for help when needed.
6. Be respectful to school personnel, other students and school property.
7. Participate in appropriate extra-curricular activities.



CONVENIO DE APRENDIZAJE DE TITULO I

DISTRITO ESCOLAR DE BETHLEHEM

JAMES BUCHANAN ELEMENTARY SCHOOL



La escuela James Buchanan Elementary School proveerá un currículo e instrucción de alta calidad en un ambiente beneficioso y efectivo de aprendizaje el cual permitirá el éxito para cada estudiante y:

1. Tratará a cada niño(a) con dignidad y respeto.
2. Cree que todo niño(a) puede tener éxito.
3. Reconoce que los padres son vitales en el éxito de esta escuela y sus estudiantes.
4. Proveerá maestros y administradores de la más alta calidad, los más competentes que utilicen técnicas apropiadas a la edad del niño(a).
5. Asegurará que cada niño(a) tenga acceso a experiencias educativas de calidad apropiada a su desarrollo.
6. Asegurará que los maestros comuniquen las expectativas claramente tanto a los estudiantes como a los padres.

COMPROMISO DE LOS PADRES

Nosotros comprendemos la importancia de trabajar en conjunto con la escuela. Nosotros queremos y esperamos que nuestros niños(as) tengan la mejor educación posible. Por lo tanto, nos unimos a la escuela para proveer un ambiente de aprendizaje apropiado en el hogar y:

1. Proveeremos un espacio adecuado y suficiente tiempo para que nuestro niño(a) haga sus tareas(asignaciones) y estaremos al tanto de que complete tales tareas.
2. Enviaremos al niño(a) a la escuela con regularidad y a tiempo.
3. Supervisaremos apropiadamente los programas de televisión que ven.
4. Animaremos al niño(a) a participar en la actividades extra-curriculares.
5. Asistiremos a la actividades escolares y conferencias.
6. Fomentaremos en el niño(a) el demostrar respeto por el personal escolar, compañeros de clase, y la propiedad escolar.

COMPROMISO DE LOS ESTUDIANTES

Yo reconozco que mi educación es muy importante. Yo se que soy responsable por mi propio éxito. Por eso, yo me comprometo a cumplir con mis responsabilidades lo mejor que pueda.

1. Llegar a tiempo a la escuela todos los días.
2. Desarrollar una actitud positiva sobre la escuela.
3. Entregar las asignaciones completas y a tiempo.
4. Cooperar y seguir la instrucciones del maestro.
5. Pedir ayuda cuando la necesite.
6. Respetar el personal escolar, otros estudiantes y la propiedad de la escuela.
7. Participar en actividades extra curriculares apropiadas.



FAMILY INVOLVEMENT PLAN

The mission of **James Buchanan Elementary School (JBES)** is:

The James Buchanan Elementary School learning community is dedicated to offering high academic opportunities and positive family centered school experiences in a safe, supportive environment to help students become lifelong learners, respectful individuals, and responsible citizens.

JBES has the reputation of being a friendly neighborhood school with excellent teachers, supportive parents, and wonderful students. We work diligently together to ensure that our children enjoy a safe and nurturing school while meeting high academic expectations. Our plan centers on developing a strong partnership with all of our parents so that our children will be provided with the best possible education we can offer. We are grateful to be a Title I school! We welcome your input and suggestions!

FAMILY INVOLVEMENT

The Bethlehem Area School District (BASD) Policy Manual states:

The Board recognizes that parental involvement contributes to the achievement of academic standards by students participating in Title I programs. The Board views the education of students as a cooperative effort among the school, parents/guardians and community.

Annually, a committee is comprised up of faculty representatives and parents to review and update the JBES's parent involvement plan. The plan is then made available to parents through our school's annual Back2School Night and the monthly PTA meetings. It is also available on the JBES website www-bu.beth.k12.pa.us or by contacting the principal's office.

We pride ourselves with ongoing, open and honest two-way communication! We accomplish this through a myriad of communication methods such as:

- Meetings, both formal and informal
- Phone calls and conferences
- Emails
- ParentLink Messages
- Monthly Newsletters
- Monthly Calendars
- School Improvement Survey
- Google Docs
- Parent Portal
- Realize® Online Access
- Twitter®/Bloomz®/Remind®

Some of our Parent Involvement Activities include:

- American Education Week
- Back2School Night
- Bulldog Walk-a-thon
- Chaperones for Educational Field Trips
- Clearance Night for Parents
- Coffee & Donuts with VYH
- Cookies With Santa
- Family Dance
- Grandpals' Day
- Helping Your Child with Homework
- Math Workshops
- Mystery Readers
- Parent Volunteers in the Classroom
- Parent-Teacher Conferences
- Parents As Partners Survey
- PBIS Daily Calendar with Student Information
- PTA Meetings with Educational Topics
- Reading Workshops
- Supper with the "Super"
- Volunteering at Run 4 Fun



PARENT INVOLVEMENT FUNDS

JBES will use its allocation of parent involvement funds to provide parents with resources in a variety of topics in order to meet the needs of their children.

As part of JBES's meeting held with parents to review and update the School/Parent Compact and Parent Involvement Plan, the allocation of parent involvement funds are discussed. Funds are budgeted and expended based upon the goals and priorities set through that meeting. Title I funds are allocated to each school based upon the consolidated application submitted to the BASD on an annual basis.

ANNUAL MEETING

JBES will hold its annual meeting for all parents of participating children. Parents are notified of the meeting through, notices sent home by students, newsletters from the principal, through our school website. To assist in providing the opportunity for all parents to attend, the meeting is offered at varying times. Topics to be discussed include:

- Title I participation, its services, and parent's rights
- An explanation of the school's curriculum
- How assessments are used to measure students' progress
- Our school's parent involvement policy
- Our school's parent compacts
- Resources available for parents

SCHEDULE OF MEETINGS

The staff of JBES believes in the importance of parental involvement and therefore has put measures in place to offer parent meetings on a flexible schedule. Our annual meeting for parents of participating children will be offered both in the evening and the following morning. Conferences with teachers are encouraged and may be set up by prior appointment during teacher's planning times and before or after school. Parents may obtain information about their child's academic or social progress through phone calls, notes to teacher, email, school website, and participation in workshops or other family activities.

PLANNING, REVIEW, AND IMPROVEMENT OF TITLE I PROGRAM

JBES believes in involving parents in all aspects of its Title I program. We have six parents on our Title I committee who are active participants in the development of the plan. A Parent Survey was conducted and the results of parent surveys are reviewed by the Title I committee to determine possible workshops/seminars.

INFORMATION ABOUT THE TITLE I PROGRAM, THE CURRICULUM, AND ACADEMIC ASSESSMENTS

At the annual meeting of parents, JBES holds a general meeting where information is presented about its Title I programs, the curriculum, and forms of academic assessments used to measure student progress. Upon conclusion of the Back2School meeting, parents are invited to visit their child's classrooms and meet their teachers. At this time, teachers provide additional information on the subjects they teach and how students are individually assessed.



SUBMISSION OF PARENT CONCERNS ABOUT OUR TITLE PLAN

In May, JBES will hold a Title I Committee Meeting to review, evaluate, and revise our Parent Involvement plan. During the review process, parents are notified through notices sent home, a ParentLink message, PTA meetings, and the school website. If a parent finds the plan to be unsatisfactory, they have the right to submit their concerns in writing to the school. Concerns are addressed in a timely fashion.

SCHOOL-PARENT COMPACTS

JBES revises its school-parent compact in May of each year. All parents will be given a copy of the new compact during the beginning of the school year. The compact will be explained to the parents, and they will be asked to sign the compact signifying their commitment to working in partnership with the school and their child in ensuring that their child is successful in school. Students will meet with the Title 1 teacher and principal to discuss programming needs. The compacts will be discussed with teachers at faculty meetings.

BUILDING CAPACITY

To ensure effective involvement of parents, JBES' staff shall:

- Describe any material and resource support offered to parents in helping their children increase their academic achievement and offer counseling services to support parents.
- Describe the training/workshops to be offered to parents in: local and state assessments, helping their children with homework, use of technology, and various curriculum approaches.
- Describe how communication between the home and school may be strengthened; teacher involvement in PTA and other family-related activities.
- Describe how concerted efforts from Full Day Kindergarten to fifth grades transition to Nitschmann encourages and supports parents into more fully participating in the education of their children.
- Describe how information related to school and parent programs, meetings, and other activities is sent to parents in a language and format that they can understand.
- Describe how the school provides other reasonable support for parental involvement activities as parents may request.

PARENTS' RIGHT-TO-KNOW

The Every Student Succeeds Act (formerly known as "The No Child Left Behind Act") requires all schools to notify parents that they have the right to request and receive information about the professional qualifications of their child's classroom teacher(s) and paraprofessional(s). Please refer to the BASD 2018-2019 Calendar.

Respectfully submitted by Jill Moran, JBES Principal



ARRIVAL & DISMISSAL PROCEDURES

James Buchanan Elementary School

Family Parking

All Kindergarten and Grade 1 students, along with their siblings, will arrive and be dismissed through Door 4.

Students in grades 2-5 will be dropped off and picked up at Door 8.

Bus students will enter and leave the school through the Main Entrance (Door 1).

Please pick up your child(ren) from the side walk. Do not have them walk between vehicles.

