

Boyertown Area School District

2018-2019 Student Planner Handbook

This agenda book belongs to:

(Student Name)

Grade: _____

Homeroom Teacher: _____

Boyertown Elementary School
641 East Second Street
Boyertown, PA 19512
(610) 369-7462

Colebrookdale Elementary School
1001 Montgomery Avenue
Boyertown, PA 19512
(610) 369-7427

Earl Elementary School
22 Schoolhouse Road
Boyertown, PA 19512
(610) 369-7504

Gilbertsville Elementary School
36 Congo Road
Gilbertsville, PA 19525
(610) 369-7485

New Hanover - Upper Frederick
Elementary School
2547 Big Road
Frederick, PA 19435
(610) 754-9580

Pine Forge Elementary School
8 Glendale Road
Boyertown, PA 19512
(610) 323-7609

Washington Elementary School
1406 Route 100
Barto, PA 19504
(610) 754-9589

MISSION

* * * * *

“to enable all students to succeed in a changing world”

CORE VALUES:

SAFETY AND WELL BEING

ACCEPTANCE AND RESPECT

COMMUNICATION AND COLLABORATION

LEARNING AND GROWTH

GENERAL INFORMATION

Assurance of Non-Discrimination/Protected Handicapped Notice

Non-Discrimination Statement

The Boyertown Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, disability and/or handicap, age in its admissions procedures, educational programs, services, activities or employment practices as required by Title VI, Title IX and Section 504 and/or any applicable federal statute.

The Boyertown Area School District will assist students who have Limited English Proficiency to participate in all programs, services and activities.

For information regarding civil rights, admissions, grievance procedures, bilingual education and accessibility of programs, services, activities and facilities that are usable by handicapped persons, please contact the building principal or the assistant superintendent by mail at Boyertown Area School District, 911 Montgomery Avenue, Boyertown, Pennsylvania, 19512 or by telephone at 610-369-7548.

Non-Discrimination of Protected Handicapped Students

Annual Notice to Parents

In compliance with state and federal law, the Boyertown Area School District will provide to each protected handicapped student, without discrimination or costs to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped" students are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information about the evaluation procedures and provision of services to protected students, contact the building principal or the directors of special education by mail at 120 N. Monroe Street, Boyertown, Pennsylvania, 19512 or by telephone at 610-473-3610.

Directory Information Notice

The *Family Educational Rights and Privacy Act (FERPA)* is a Federal law that protects the privacy of student educational records. The law requires that Boyertown Area School District ("district") obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. Consent, however, is not required in all instances. The district may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The federal law and the United States Department of Education define directory information as information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill showing your child's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, i.e. such as for wrestling, showing weight and height of team members

Directory information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965 (ESEA)* to provide military recruiters, upon request, with three directory

information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their child’s information disclosed without their prior written consent.¹

If you do not want the district to disclose directory information from your child’s education records without your prior written consent, you must notify the district in writing by September 15th of each school year. The district has designated the following information as directory information:

- Name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Integrated Pest Management (IPM)

The Boyertown Area School District participates in an IPM Program for managing insects, rodents, and weeds. The district communicates information on the program to parents/guardians on an annual basis.

Notification of Rights for Elementary and Secondary School Students

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who reach the age of 18 (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- 1. The right to inspect and review the student’s education records within 45 days of the day the school receives a written request for access.**

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The district is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- 2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading.**

Parents or eligible students may ask the school to amend a record they believe is inaccurate or misleading. Parents should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order

¹ These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation’s armed forces.

to fulfill his or her professional responsibilities. Upon request, the school discloses education records without consent to officials or another school district in which a student seeks or intends to enroll. The additional disclosures the school may make without parent consent are explained in the school's *Student Records Plan* available from the child's principal.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.** The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Notification of Rights Under the Protection of Pupil Rights Amendment

The Protection of Pupil Rights Act (PPRA) affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding the Boyertown Area School District's conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

1. **Written Consent:**

Before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:

- 1.1 Political affiliations or beliefs of the student or student's parent
- 1.2 Mental or psychological problems of the student or student's family
- 1.3 Sex behavior or attitudes
- 1.4 Illegal, anti-social, self-incriminating, or demeaning behavior
- 1.5 Critical appraisals of others with whom respondents have close family relationships
- 1.6 Legally recognized privileged relationships such as with lawyers, doctors, or ministers
- 1.7 Religious practices, affiliations, or beliefs of the student or parents
- 1.8 Income, other than as required by law to determine program eligibility

2. **Receive notice and an opportunity to opt a student out of:**

- 2.1 Any other protected information survey, regardless of funding
- 2.2 Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under Pennsylvania law
- 2.3 Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others

3. **Inspect upon request and before administration or use:**

- 3.1 Protected information surveys of students
- 3.2 Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
- 3.3 Instructional material used as part of the educational curriculum

The district will develop and adopt policies, in consultation with parents regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

The district will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.

The district will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education
- Any non-emergency, invasive physical examination or screening as described above

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Resolving Complaints

In addressing pertinent concerns, parents are urged to use the following guidelines:

- The classroom teacher should be contacted in situations that concern the student/teacher/classroom relationship.
- The school principal should be contacted if the parent cannot resolve a problem with a classroom teacher or in matters dealing with general school policies and district concerns.

School Calendar

	<u>2018</u>	
August	27	First Day for Students
August	31	Labor Day (No School)
September	3	Labor Day (No School)
October	8	No School for Students – Staff Development
November	22-26	Thanksgiving Holiday (No School)
December	24-31	Winter Break (No School)

	<u>2019</u>	
January	1	Winter Break (No School)
January	21	Martin Luther King Day (No School)
February	18	Presidents' Day (No School)
April	17-22	Spring Holiday (No School)
May	27	Memorial Day (No School)
June	5	Last Day for Students

Make-up Days/Possible Snow Days – January 21, February 18, April 22, Additional days, if needed, will be added to the end of the school year.

Early Dismissal Dates

THREE HOURS EARLY (12:30 Dismissal) - On the following dates, elementary schools will dismiss three hours earlier. AM kindergarten will be dismissed one (1) hour earlier and arrive home one to one and a quarter (1 ¼) hours earlier than normal. PM kindergarten students will be picked up approximately two and a quarter (2 ¼) to two and a half (2 ½) hours earlier and arrive home three (3) hours earlier than on a normal day. All elementary early dismissals will occur three (3) hours early.

September 26, 2018	December 21, 2018	May 3, 2019
October 10, 2018	January 30, 2019	May 31, 2019
November 19, 2018	February 13, 2019	June 3, 2019
November 20, 2018	March 20, 2019	June 4, 2019
November 21, 2018	April 16, 2019	June 5, 2019

School Day

Except for kindergarten, the regular elementary school day provides five and three quarters (5 ¾) hours of instruction, excluding lunch and recess, which is thirty (30) minutes per day beyond the state requirement. Kindergarten sessions are two (2) hours and forty (40) minutes in length.

BOARD OF SCHOOL DIRECTORS

Donna L. Usavage – President
Stephen Elsier – Vice President
Rodney W. Boyer
Ruth Dierolf
Jill A. Dennin

Stephen Elsier
David P. Lewis
Christine M. Neiman
Donna L. Usavage

*Mrs. Rebecca Clouser – Secretary
*Non-Members

*Michael Taylor – Treasurer

Administrative and Supervisory Personnel

Dr. Dana T. Bedden..... Superintendent
Mrs. Marybeth Torchia..... Assistant Superintendent of Operations
Dr. Melissa L. Woodard Assistant Superintendent of Academics
Dr. J. Mia Kim..... Chief Human Resource Officer
Mrs. Rebecca A. Clouser Chief Financial Officer
Dr. Sara E. Obarow..... Director of Professional Learning (Federal Programs Director)
TBD Director, Office of Information Technology
Mrs. Dulcie E. Rothermel Director of Special Education (7–12)
Mrs. Kalyn M. Bartman Director of Special Education (K–6)
TBD Assistant Business Manager
Mr. Steven H. Missimer Supervisor of Transportation
Mrs. Cheryl A. Clinton Supervisor of Food Services
Mr. William E. Gasper Facilities Engineer

ADDRESSES AND TELEPHONE NUMBERS

Boyertown Elementary School Mr. Craig R. Kehl, Principal
641 East Second Street, Boyertown 19512-2298 610-369-7462
Colebrookdale Elementary School Mr. Michael R. Stoudt, Principal
1001 Montgomery Avenue, Boyertown 19412-9639 (Cyber-School Coordinator)
..... 610-369-7427
Earl Elementary School Mrs. Rachel Franco, Principal
22 Schoolhouse Road, Boyertown 19512-7926..... 610-369-7504
Gilbertsville Elementary School Mrs. Stephanie Petri, Principal
36 Congo Road, Gilbertsville 19525-9205 610-369-7485
New Hanover-Upper Frederick Elementary School Mr. Brian J. Rohn, Principal
2547 Big Road, Frederick 19435-9701..... 610-754-9580
Pine Forge Elementary School Mrs. Kelly Mason, Principal
8 Glendale Road, Boyertown 19512-9999 610-323-7609
Washington Elementary School Mr. Christopher J. Iacobelli, Principal
1406 Route 100, Barto 19504-8704..... (Home Schooling Coordinator)
..... 610-754-9589
Junior High School East Mr. Andrew C. Ruppert, Principal
2020 Big Road, Gilbertsville 19525-9635 610-754-9550
Junior High School West Mrs. Stephanie L. Landis, Principal
380 S. Madison Street, Boyertown 19512-2299 610-369-7471
Boyertown Area Senior High School Dr. Brett A. Cooper, Principal
120 Monroe Street, Boyertown 19512-1299 610-369-7435
Education Center
911 Montgomery Avenue, Boyertown 19512-9607 610-367-6031
Supportive Services Building
1131 Montgomery Avenue, Boyertown 19512-9606
Facilities Office 610-473-3471
Transportation Office..... 610-473-3472

EMERGENCY SITUATIONS

BASD Information Line

By dialing 610-369-7669 or logging onto the district website (<http://www.boyertownasd.org>), parents/guardians will be informed of current information regarding the status of the district's schedule depending on conditions.

Blackboard Connect®

BASD has implemented the **Blackboard Connect®** service which will be used to convey emergency messages including weather delays or closings to parents and guardians with one recorded phone message. It is important your school has all of your current telephone numbers, so you will not miss any important communications. We are utilizing your phone numbers from our student information system. If you change your telephone numbers anytime throughout the school year, please remember to update them with your child's building secretary.

Delayed Opening

If there is a two-hour delay, AM kindergarten will be bused to school with grades 1-6 and will remain at school until the afternoon kindergarten students arrive (approximately 12:40 PM). The morning kindergarten classes will be transported home approximately 1 hour and 20 minutes later than normal. PM kindergarten will have a regular schedule with dismissal at school's closing time.

On this *modified schedule* (2-hour delay), the AM Kindergarten student will have a very late lunch at home. Parents may wish to send a light lunch with the child. Milk can be purchased by the student. Prices are available on the district website.

Fire Drills

Complying with state regulations, every school building in the Boyertown Area School District will conduct a fire drill once a month. During a drill, all staff and students will be evacuated from the building, and remain a safe distance from the building until all students and staff are accounted for.

Hazardous Conditions Developing During the Day

When weather conditions warrant doing so, a decision to close schools will be made as soon as possible. Junior high school students will be dismissed first, followed by the senior high school students. Elementary school students will be dismissed as soon as the buses arrive.

In some instances, the school district may reverse this procedure by allowing the elementary students to be dismissed first. In either case, announcements will be made that will detail the plan. Afternoon kindergarten classes will not meet on days when schools are dismissed on the above schedule.

When school is closed, all school and community activities in district buildings are canceled.

Hazardous Conditions Developing During the Night

Heavy snowfall or other serious weather conditions may make it necessary to close schools, delay openings or dismiss early. In such cases, the following media locations will broadcast the information.

RADIO:

93.5	WSBG-FM	Stroudsburg	107.5	WFKB-FM	Reading
95.1	WZZO-FM	Allentown	790	WAEB-AM	Allentown
96	WCTO-FM	Allentown	830	WEEU-AM	Reading
99.9	WODE-FM	Allentown	1060	KYW-AM (Dist #893)	Philadelphia
100.7	WLEV-FM	Allentown	1160	WBYN-AM	Boyertown
102	WRFY-FM	Reading	1230/1320	WEEZ-AM	Easton
104	WAEB-FM	Allentown	1340	WRAW-AM	Reading
105.5	WMGH-FM	Tamaqua	1370	WPAZ-AM	Pottstown
107.1	WWYY-FM	Allentown	1410	WLSH-AM	Lansford

TELEVISION:

CBS3-TV	Philadelphia	WFMZ-TV – Channel 69	Allentown
CW Philly 57-TV	Philadelphia	6ABC ACTION NEWS-TV	Philadelphia
WCAU-TV– NBC 10	Philadelphia	FOX-TV 29	Philadelphia

WEBSITES:

www.kywschools.com	www.6abc.com	www.fox1470.com	www.pottsmmerc.com
www.readingeagle.com	www.myfoxphilly.com	www.NBC10.com	www.wfmz.com
			www.cbsphilly.com/schools

Limerick Generating Station

The Limerick Power Plant has been in operation for over 25 years with an excellent safety record. In the unlikely event of a problem at the power plant, the school district is prepared to deal with an emergency situation whenever students are in school, en route to or from school, or at a school sponsored activity. Communication is sent home annually to all Boyertown parents and guardians providing details of the Limerick emergency plan and seeking permission to transport students in an emergency. Limerick emergency information is provided for residents of Berks, Montgomery, and Chester counties in the front of local telephone books. Please review these pages with your family to be prepared for an event that may occur when school is not in session.

KI (Potassium Iodide) Medicine - The PA Department of Health recommends availability of the KI pill for those living or working within 10 miles of a nuclear power plant (Limerick Generating Station). This has been revised to include students attending schools within this 10-mile limit. Boyertown Area School District guidelines call for parents to provide the school with the necessary medication, parent permission, and doctor’s permission in order for the district to provide for the administration of medication. Necessary forms are distributed to entering students and are available through the school building office for current students.

Parental Responsibility

Parents are expected to anticipate early dismissal due to inclement weather and to make appropriate provisions for their children.

Reminders

1. If there is no announcement from Blackboard Connect, the previously listed radio and television stations or on the district website, parents can be assured the schools will remain open.
2. Please limit phone calls to the school so the telephone lines may remain open for emergency use. The BASD Information Line (610-369-7669) and district website will have current information regarding the schedule for the day.
3. When schools are closed for emergency reasons for one day, they will reopen the next day unless the radio, television stations, and/or district website carry information that schools will remain closed.

ATTENDANCE - REGISTRATION - ENROLLMENT

Absence for Educational Trips

Upon receipt of an Educational Trip Request form submitted more than two days in advance of a proposed educational absence from the parent or guardian of the student(s) involved, students of the Boyertown Area School District may be legally excused from school attendance to accompany a parent or guardian designated by the parents, on a tour or trip during the school term at the expense of the family, when such tour or trip is evaluated by the building principal as being of an educational value sufficient to merit an excused absence. Parents must realize and accept responsibility for any negative impact this absence may have on their child/children’s academic growth. Parents are strongly encouraged to defer trips with their child/children to non-school days. Trips will not be approved during testing periods. (See “Testing Program”)

A cumulative total of ten (10) days of such absence for trips of this nature may be approved during any single school year. A request beyond ten (10) days will require special consideration. The appropriate form requesting the

absence for such trips, regardless of the number of days of the trip, must be completed and submitted for principal approval a minimum of two school days in advance of the trip.

It is understood class **assignments missed** by the student while on trips **will be made up and a brief daily itinerary of the trip may be required** upon the student's return to school.

Absenteeism/Attendance Regulations

Regular school attendance is necessary to ensure students receive the instruction and support needed to demonstrate progress toward their academic, social, and physical development at school. The Pennsylvania Compulsory Attendance Law and Boyertown Area School District policy mandate school attendance for students, with exceptions for illness, approved family trips, religious holidays, healthcare, and other absences approved by the principal.

The following regulations are used by all Boyertown Area School District schools to monitor and address student attendance:

1. Parents/Guardians are requested to provide notification to the school for each day their child is not in attendance. Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.
2. Parents/Guardians will receive written notice of any/all absences that are considered unlawful. An unlawful absence is defined as any student absence not documented by a legitimate excuse for students of compulsory age to age 17.
3. Parents/Guardians, per compulsory attendance laws, will receive written notification from the school after each incident of an unlawful absence. Parent/Guardians and the local magistrate will be notified when a student compiles three (3) or more unlawful absences during one (1) school year.
4. Parents/Guardians may be required to provide excuses from a healthcare provider for additional absences if their child has received ten (10) or more days of absence (excused, unexcused and/or unlawful) during a school year. Absences previously excused through notification by a healthcare provider or approved family trips will not be included in this total.
5. Students who are age 17 or older will be removed from the district's active attendance rolls if ten (10) consecutive school days of unexcused absences are recorded.
6. Principals will attempt to facilitate meetings with students and parents/guardians to explore reasons for absence, determine any additional supports the student may need and offer assistance from the school district in an effort to return the student to a pattern of regular school attendance.

Parents who have questions or concerns with these regulations or the attendance of their child should contact the building principal.

Custody Issues

It is the responsibility of the parents/guardians to notify the school principal of the circumstances regarding custody of the child. A Custody Form should be completed to provide the necessary information.

The position of the school district is as follows:

1. When a Court establishes custody, the school-parent relationship will be maintained consistent with the decision of the Court.
2. When custody is not formally established, the school will presume the parent with whom the child resides is the parent responsible for reports, excuse forms, and authorization of any deviation from the routine transportation arrangements for the child.
3. The non-custodial parent may receive progress reports and/or review the child's permanent record by contacting the building principal.

Deviation of School Assignment

Parents/guardians may request special consideration in the school assignment of their children. Changes in assignment are for a one-year duration and are dependent upon available space at the receiving school. Deviation forms are available in all school offices and must be completed for each school year to receive consideration.

Home Schooling

The Boyertown Area School District believes education is an investment in the future that requires a partnership between schools and the community members they serve. In accordance with Act 169 of 1988, the Boyertown Area

School District works in a cooperative and supportive role with those families that have selected home education as their choice of schooling. The Washington Elementary principal serves as the District Coordinator for home education. Parents wishing to explore the home education option should contact the Homeschool Coordinator at 610-754-9589.

Registration – Kindergarten/New Students

If you are new to the District or if you are the parent/guardian of a school-aged child, the Boyertown Area School District has developed an online registration portal that allows the parent/guardian to complete the registration process. You will be required to create an account the first time you register your child, just once for a family. Information for online registration can be found on the Boyertown Area School District website in the Parents & Community tab /Registration or at the following link <https://www.boyertownasd.org/Domain/49> Registration of transfer students will be accommodated during normal school hours.

When registering a student within the Boyertown Area School District, an original birth record, proof of mandatory immunizations, and appropriate residency verification must be presented.

To be eligible for admission to kindergarten, a child must have attained the age of 5 years, 0 months on or before September 1 of the year of proposed admission. For the child to be enrolled in first grade without having attended kindergarten in the Boyertown Area School District, such child must have attained the age of 6 years, 0 months on or before September 1 of the year of proposed admission or must have been promoted to first grade by a bona fide kindergarten.

Releasing Students During School Hours

Students will be granted permission to leave school for an appointment with a doctor, dentist, or for other important reasons. Seldom should a child be absent for the entire day for one of these appointments. Early release, on a regular basis, for private lessons and instruction will not be granted if the request includes any loss of student instructional time at school. Parents should notify the school in writing, in advance, giving the date and time of the child's release. The parent, or other designated person, must call for the child in person at the school office.

Residency/Transfer Policy/Change of Information

Parents are responsible for reporting to the principal, secretary, or teacher any change in address, telephone number, or other pertinent information, which occurs during the school term.

In order to aid transfer from one school district to another, the parent/guardian should notify the school of the withdrawal date several days in advance, and come to the school office to complete the appropriate form. A transfer form is completed by the school official to be presented to the principal's office at the receiving school. Upon request from the receiving school, the Boyertown Area School District will transfer the authorized records.

When transferring within the boundaries of the district, those who relocate may request to have their child complete the school year at the present school. In this case, the parent/guardian must complete a school deviation form and if approved, the parent/guardian will assume the responsibility of transporting the child to and from school. The following year, the student will be assigned to and will attend the school based upon their residency location. Students who relocate within the boundaries of the school district are required to submit within three (3) school days of relocation, all updated residency verification information to the school building where their child attends.

CLASSROOM/SCHOOL PROCEDURES

Activity Fee

There will be an activity fee in place in the Boyertown Area School District for the 2018-2019 school year for students who participate in extra-curricular activities. Additional information will be provided to students and parents/guardians when students register for these activities.

Animals in the Classroom

Animals/pets may be brought into schools for educational purposes only. They must be appropriately housed in clean areas, humanely cared for, and properly handled. Animals must be vaccinated appropriately and wild animals handled by a professional handler. Persons bringing animals/pets into schools must have prior written approval

from the principal. Approval must identify type of animal/pet, educational purpose, dates, and type of housing at school.

Teacher(s) must assume primary responsibility for proper treatment of all animals/pets in the school. Only the teacher or designated students may handle the animals/pets. Animals/pets are not to be kept in the schools on days when classes are not in session. Arrangements for the care and safety of all animals/pets are the responsibility of the teacher.

Cellular Telephones and Other Devices

Cellular telephones and other devices must be: (1) turned off; (2) kept in the student's book bag upon arrival at school and remain there until dismissal unless the device is approved for student use by an administrator. Repeat offenders must have the parent/guardian retrieve the phone and may be subject to disciplinary measures. The Boyertown Area School District is not responsible for lost or stolen cellular telephones at school.

Elementary Dress Code

Student Dress: Parents should establish standards for and with their children, which will ensure safety, neatness and cleanliness, and which will reflect acceptable dress practices.

The school may restrict the wearing of clothing or other adornment which is disruptive or distracting to school operation and discipline. This also includes adornment or clothing which is destructive to school and/or personal property of others, such as, but not limited to, floors, floor coverings including carpet, and school furniture.

General

1. Torn or ripped clothing is not permitted.
2. Spandex or skin-tight outfits of any type or material are not permitted unless an accompanying top covers the hips, buttocks, and cleavage in an appropriate manner.
3. Clothing that poses a safety hazard is not permitted.
4. Undergarments should not be exposed in any way.

Tops

1. Tops may not be "low cut" or exposing. Bare shoulders, midriffs, and backs are not permitted.
2. The following may be unacceptable school attire:
 - a. Tank tops/muscle shirts
 - b. Spaghetti strap/halter/mesh tops
 - c. See-through blouses or shirts
 - d. Tube tops/crop tops
 - e. Any straps less than 2 inches
3. Any top that is skintight or allows the midriff, cleavage or undergarments to be exposed is not permitted.
4. Coats, jackets or garments designed for protection from the outside weather are not to be worn in school.

Pants/Shorts/Skirts/Skorts

1. Pants, shorts, and skorts must be secured and worn no lower than the hip. Low riding/sag style is not permitted.
2. Length of pants should not extend beyond the bottom of the shoe and should not drag on the floor.
3. Tear-away pants (snap pants) and boxer shorts worn as outerwear is not permitted.
4. All shorts, skirts, skorts and slits in skirts must touch the bottom of the fingertips with arms fully extended.

Offensive Dress

1. Clothing, patches, buttons, pins, jewelry, back packs are not permitted if they:
 - a. have sexually suggestive writing/pictures
 - b. advocate violence
 - c. advertise or promote the use of tobacco, alcohol or drugs
 - d. have double meaning wording or obscene language
 - e. are disrespectful
2. A tattoo must be covered if it:
 - a. has sexually suggestive writing/pictures
 - b. advocates violence

- c. advertises or promotes the use of tobacco, alcohol or drugs
- d. has double meaning wording or obscene language
- e. is disrespectful

Footwear

1. Some sort of shoe must be worn at all times.
2. Any shoe that poses a safety hazard is not permitted (footwear with wheels are not permitted).
3. Shoes with laces must be tied.

Jewelry

1. Spiked jewelry, wallet chains, choker chains, or any jewelry that could cause injury or constitute a hazard is not permitted.

Head Wear

1. Hats, caps, bandannas, sunglasses, visors, sweatbands, and other head coverings are not permitted.

Health and Hygiene

1. Any apparel that is judged unhealthy or unsanitary (e.g., clothing that is dirty and/or gives off a foul odor) is not permitted.
2. Each student is expected to maintain good personal hygiene.

These rules and procedures have been developed according to Board Policy regarding student dress and grooming. However, solutions to situations not specifically covered are the responsibility of building level administrators. Appropriate decisions will be made based on the intent and spirit of Board Policy. Students and parents are expected to exercise careful judgment in the selection of appropriate attire for school.

Gift Giving

School regulations discourage the giving of gifts by students to teachers or other school employees. Gift exchange programs among students in school are prohibited.

Learning Materials

Public funds provide all textbooks and other learning materials. In order to help control these costs and develop a feeling of respect and responsibility for public property, students and parents will be required to pay for any damages, which result from abuse or loss.

Movies/TV

The district observes the movie/TV rating guides as instituted by the Motion Picture Industry. "G" rated films may be shown in the classroom without parental permission. PG rated movies require administrative and parental permission.

Opening Exercises

Opening exercises consist of a brief period of silence and the Pledge to the Flag.

Recess

The twenty (20) minute recess periods are supervised by playground aides. Teachers may take their classes outside at their discretion. All students are required to go outdoors for recess when the weather is suitable. Please note when the wind chill is 18° Fahrenheit or below, students will remain inside. The building principal will determine the location of recess based on all weather conditions. If a child has a cold or should not be outdoors for some other physical reason, a note stating the reason must be sent to the teacher. A doctor's written statement is required if a child is to remain indoors for a period of one week or more. Appropriate footwear must be worn or students may not be permitted to participate in certain playground activities. For example, sandals prohibit a child from running or kicking games and climbing on equipment.

Selling Involving Students

There will be no buying or selling of any kind, either by teachers or students, unless it is directly related to a school-sponsored activity and approved by the principal. All students must have signed parent permission forms to engage

in solicitations. Students in grades K-6 must have the signed parent permission forms prior to beginning any fund-raising activity, including assembly presentations.

Visitation by Other Students

Requests received by teachers or principals for classroom visitation by students other than those who are registered students will be denied. Normally, the school will attempt to accommodate all visitors with a school tour if advance notice is given.

COMMUNITY - VOLUNTEERS - PARENT ORGANIZATIONS

Charitable Solicitations

The raising of money by students is for the sponsoring school organization, not for the individual student or for the student's account. The principle of charitable solicitation is that the student is raising the money for a non-profit, charitable organization, not for the individual herself/himself. The right of withdrawing money can only take place if the sponsoring school organization and principal permits it.

Parent-School Organizations

Parents/Guardians are encouraged to become active members of the parent-school organization at their child's school. Active membership provides opportunities to work with school staff and ensure quality education for all students. Many opportunities to directly assist the parent organization and the school arise throughout the year.

Playgrounds

School playgrounds are closed to unorganized activities after dark. This provision does not apply to those areas lighted for nighttime activity. Restrictions on the uses of playgrounds and parking areas are posted at each school. Requests for group-use of outdoor facilities require completion of forms available at each school office.

Use of School Facilities

Permits for the use of school buildings will be issued in accordance with Board Policy. An individual or group wishing to use a school building/ground should visit that building to review the policy and receive an application.

Volunteers

All schools welcome and encourage parent involvement. There are a variety of volunteer opportunities available within the schools, such as tutoring in reading and math, assisting in the library, and working with students on the computer. The school district has a policy in place regarding volunteers and security. Please contact the building principal for more information if interested in volunteering time and service.

DISCIPLINE

Philosophy

Discipline should begin in the home at an early age. A well-disciplined child will direct his/her interests, efforts and abilities toward greater achievement. Those who are well disciplined take advantage of their individual opportunities and help create a conducive learning environment for themselves and their classmates.

Section 1317 of the School Laws of Pennsylvania states "Every teacher in the public schools shall have the right to exercise the same authority as to the conduct and behavior over the students attending his school, during the time they are in attendance, including the time required in going to and from their homes as the parent..." This law permits the teacher to use reasonable measures to maintain decorum in or around the school. Possession or use of substances prohibited by law (i.e. alcohol, tobacco products, etc.) will be subject to disciplinary action.

Board Policy, following Pennsylvania legislation, now allows a child to be fined for possession of tobacco or tobacco-related products on school property.

District policy determines the approach to discipline and punishment. District employees are prohibited from administering corporal punishment.

Parents should expect to be informed of discipline problems that are serious or persistent. Communication between all persons dealing with the problem is vital if the problem is to be dealt with effectively.

Agency Interview and Police Apprehension

In the event a student is to be interviewed in school by a representative of Children and Youth Services regarding possible child abuse, school officials will encourage the caseworker to contact the parents first. However, the school cannot require the parents be contacted and cannot prevent the interview.

In the event an elementary student is to be interviewed in school by police for the purpose of gathering information, a school official will be present. If, however, the purpose of the interview is accusatory, the school will make all reasonable efforts to contact the parents and attempt to secure their presence.

Assault of a Fellow Student

Students need to be aware fighting with a fellow student may result in charges of aggravated assault. In all instances, the educational and legal consequences may be serious.

Consequences and Punishment

All employees have the responsibility to reinforce the school's standards and expectations for students. Initial disciplinary action can result in a reprimand, loss of privileges, etc. Detention and in-or out-of-school suspension require the school principal's involvement.

Weapons Offenses

The possession of a weapon on school property or on a school bus has been classified as a misdemeanor of the first degree in accordance with Act 167 of 1980. Similarly, assault on a fellow student or school staff member is a misdemeanor of the first degree. Students and parents should be aware of several conditions in this law:

1. A misdemeanor of the first degree is punishable by a fine up to \$10,000 and/or imprisonment up to 5 years.
2. A weapon is defined broadly as any instrument which can do bodily harm.
3. Any attempt to cause bodily injury to a member of the school staff, a school official or a fellow student is classified as aggravated assault and is a misdemeanor of the first degree.

In conjunction with state and federal law requirements regarding weapons on school property or at school activities, Board Policy mandates the immediate suspension of a student who has a weapon in school, at a school sponsored activity, on school grounds, or on a school vehicle. Further, consistent with state law, possession of a weapon on school grounds, for reasons that do not meet the exceptions under the school code, will result in a recommendation for the expulsion of the student.

Board Policy supports the recommendation for expulsion as a consequence of having any weapon in school. Board Policy considers weapons to include guns, knives and "look alike or replica weapons" which are not necessarily operable. Also, local law enforcement departments routinely report weapons offenses to the county juvenile courts, which may result in incarceration while awaiting a preliminary hearing.

These laws and procedures represent substantial changes in dealing with weapons offenses. Any legal charges, which may result from such offenses, are supplementary to the discipline procedures outlined in this handbook. Parents should review this topic with their children and strongly advise them not to carry penknives or any instrument, which may be considered a weapon (any instrument which can do bodily harm) while in school or at school activities. They should further advise their children not to carry any items that can be mistaken for weapons (toy guns, knives, etc.). Those who carry such items will be punished accordingly.

Major Offenses

The violations listed below are considered major offenses and are subject to consequences up to and including out-of-school suspension and/or expulsion. Imposition of these consequences will be done in consultation with the Assistant Superintendent for Student and Administrative Services.

1. Weapons offenses
2. Terroristic threats
3. Extortion
4. Offenses related to controlled substances including illegal drugs, tobacco and/or alcohol
5. Sexual harassment or other violations of a sexual nature
6. Violations of mandatory school attendance laws
7. Assault or related offenses
8. Defiant behavior

9. Theft
10. Vandalism or related offenses

Note: When deemed appropriate, local law enforcement officials may be involved as part of the disciplinary procedures involving these offenses and legal charges may be filed.

Bullying

Per Boyertown Area School District Board Policy #249, bullying is not permitted at school or at any school or district functions. All Boyertown schools offer education for students, training for staff, and information for parents to work toward the elimination of bullying. You may find additional information related to this plan and the work of our Anti-Bullying Task Force on our district website. Students or parents/guardians who have questions or concerns related to bullying should contact their building principal.

HEALTH and SAFETY

School Health

Health service is an important part of our school system which supports school aged students so they can achieve their highest potential to learn and succeed. Parents and guardians have a critical role and responsibility to ensure a student's health for academic learning. During school hours, a certified school nurse or licensed staff nurse will provide health services by assisting students with first aid, administration of authorized medication(s), medical emergencies, notifying parents of illness or injury that may require further medical treatment or continued care at home, mandated health screenings, maintaining health records, and providing education on health related matters. These services are provided for illnesses and/or injuries that occur during the school day. For any illness or injury that occur before and after school or at home, the parent/ guardian should contact their health care provider for further directives regarding treatment and care. Therefore, a student should not be sent to school to be evaluated by the school nurse.

Illness or Injury during school.

Students who become ill or injured during the school day are to obtain a pass from a staff member and report directly to the nurse's office. The nurse will evaluate the illness or injury and provide services according to BASD first aid procedures as written and reviewed by the BASD School Physician. A parent/guardian will be contacted regarding any illness or injury that may require outside medical attention or if the student must be sent home. Students are discouraged from using a cell phone, email, social media, or text message to contact their parent for pickup due to an illness or injury.

Below are guidelines for keeping your child home from school. This information is not meant to replace guidance from your child's health care provider.

1. Persistent cough or difficulty breathing (check with your health care provider immediately).
2. Fever: A temperature equal or greater than 100 degrees without the use of a fever reducing medication. The student's temperature should remain normal without the use of fever reducing medication for 24 hours prior to return to school.
3. Vomiting, diarrhea or nausea
4. Unusual skin eruptions or rash.
5. Redness or drainage from eyes.
6. Excludable conditions: PA Code 27.71- see below

Immunizations

The intent of immunization regulations is to keep children healthy and in school and to minimize the chance of disease outbreaks which can cause death; seriously impair a child's learning ability; cause mental and physical disability; and cost millions of tax dollars for life-time care and special education. 28 Pa. Code, Chapter 23, Subchapter C requires attendance at a grade, or special classes, kindergarten through 12th grade, including public, private, parochial, vocational, intermediate unit and home education students, and students of Cyber and Charter schools must show proof of immunization before they can attend school in the Commonwealth.

The certified school nurse is required to ensure all student's immunizations are in compliance with 28 Pa. Code, Chapter 23, Subchapter C in regard to minimum requirements, scheduling, and proper spacing. All students must have proof of a completed immunization series for entry.

Immunizations: The Pennsylvania Department of Health has issued new immunization requirements for attendance for GRADES K-12:

- 4 doses of tetanus, diphtheria and acellular pertussis(1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after the 4th birthday and at least 6 months after previous dose given)
- 2 doses measles, mumps, rubella (usually given at MMR)
- 3 doses of hepatitis B (properly spaced)
- 2 doses of varicella (chickenpox) or evidence of immunity

For attendance in 7th grade:

- 1 dose of tetanus, diphtheria and pertussis
- 1 dose of meningococcal conjugate vaccine

For attendance in 12th grade:

- 1 dose of meningococcal conjugate vaccine

All students must meet the Pennsylvania School Immunization Regulation and Schedule. If these requirements are not met, your child in grades K-6 must receive the immunization(s) within the first 5 days of school or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical certificate/plan signed by your physician within the first five days of school for obtaining the required immunizations or risk exclusion. Your child in grades 7-12 must have one dose of the required immunization(s) on the first day of school or risk exclusion. Please provide an updated immunization record to the school nurse with the completed immunizations.

Mandated Health Screenings

The Pennsylvania School Public School Code requires the following:

- Growth Screening (Height/Weight/Body Mass Index or BMI Percentile): all students in grades K-12 will have their height and weight measured. Based on these measurements, student's BMI and BMI percentiles will then be calculated and all data will be recorded on their individual health records.
- Hearing Screenings: each year, for students in special education, grades K, 1, 2, 3, 7, and 11.
- Vision Test: all students will be screened for near and far vision on a yearly basis. Additionally, students are tested for color vision and hyperopia in first grade and depth perception in second grade.
- Scoliosis: grades 6 and 7

Annual Screening Notification Letters will be mailed to parents/guardians indicating the results of your child's mandated growth, vision and hearing for his/her grade level. If you have any questions or do not receive your child's screening notification letter by the end of the year, please contact your child's nurse's office.

Dental Examinations

All students in kindergarten/first, third grade, 7th and students with incomplete health records are required to have a dental examination. This mandate can be completed privately or free of charge by a dentist at school.

- If completed by a family dentist, the cost is the responsibility of the parent, it can be completed within one year prior to the start of the school year. The form can be found [here](#)
- If parents choose to have their child examined by the school dentist, please contact the nurse's office for an appointment.

Physical Examinations

All students in kindergarten/first, sixth and eleventh grades, and students with incomplete health records are required to have a physical examination. This mandate can be completed privately or free of charge by a physician at school.

- If completed by a private physician, the cost is the responsibility of the parent, it can be completed within one year prior to the start of the school year. The form can be found [here](#)
- If parents choose to have their child examined by the school physician, please contact the nurse's office.

Medication Policy

The school district has established a medication policy to allow a student to take (or be given) medication at school, on field trips or at extra-curricular activities. For purpose of BASD policy 210 "medication" shall include all prescription, over-the-counter (OTC) medicines, alternative medicines, or any other substance used for medicinal purposes. Medications are defined as:

- Any prescribed medication
- Inhalers
- EpiPens®
- All over-the-counter medications, vitamins and herbal supplements

The BASD medication policy 210 can be referenced [here](#).

Guidelines for Medication Administration:

- Complete a **Medication Authorization form**, which needs to be signed by the **parent/guardian AND the prescribing physician**. Forms are available [here](#).
- All medication must be **hand-delivered** by the parent/guardian or designated adult. Medication will not be accepted without the appropriate documentation.
- All medication, whether over-the-counter or prescription, must be in its original container and labeled with the child's name, drug name, dosage, and time to be given in school.
- It is the responsibility of the student to come to the nurse's office at the time designated for administration of the medication.
- The parent will accept responsibility to provide a physician's note and parent written instructions if the medication is to be changed or discontinued.
- Each time the parent/guardian/adult brings the prescribed medications to school, the number of tablets will be counted and documented by both parent/guardian/adult and school nurse.
- At the end of the school year, a parent/guardian or adult designee must pick up any unused medication. Any unclaimed medication remaining will be discarded on the last day of school.

PLEASE NOTE: Medication Authorization Forms are active for the current school year only. A new Medication Authorization Form must be completed yearly for ALL medication administered in school or on field trips. If the above procedures are not followed, the nurse will not be able to administer the medication at school. For any student participating in a school sponsored event outside the regular school hours, please make arrangements with a building nurse for medication administration.

Standing Order Medications

The school district's physician has authorized the administration of the following medications to secondary students. These medications include: Benadryl, Chloraseptic throat spray, Epi-Pen. In order for the school nurse to administer any of these medications, a parent/guardian must give consent by completing Info Snap Registration.

Guidelines for Students Using Inhalers and EpiPens®

In compliance with the PA Health Bill 1113 (2003), ALL students at the elementary and secondary level, may carry and use his/her prescribed inhaler or EpiPen® during the school day and after hours. For your child to carry and administer these medication the following steps are also required:

- An asthma and/or allergy emergency care plan must be completed and returned to the nurse.
- The physician and parent must agree the student is able and responsible to carry and self-administer his/her inhaler/EpiPen® during school activities.
- The school nurse will assess the health status of the student, document the use of the medication, and arrange for further medical attention as needed.
- If a student uses his/her inhaler or EpiPen® during the school day, the student must notify the school nurse as soon as possible.
- Emergency Epi-pen is used to counteract anaphylaxis, a rapid, severe, life-threatening allergic reaction that can cause skin itching and hives, throat tightness, wheezing, and inability to breathe, and may result in death. Common allergens that can cause anaphylaxis include food, bee sting venom, medications and latex. A life-threatening reaction can occur within minutes or hours after exposure to an allergen. The treatment for anaphylaxis is prompt administration of epinephrine and transport by emergency medical services (EMS) to the nearest hospital emergency department.

*Under section 1414.2 of The Pennsylvania Public School Code, allows a parent to exemption their student from receiving the epinephrine auto injector in the case of anaphylaxis, please contact the Certified School Nurse to complete the Emergency Epinephrine Opt- Out form. This form must be completed at school and witnessed by a nurse or administrator.

Guidelines for Students Taking Medication on Field Trips:

Medication taken by a student during a field trip or an extra-curricular activity will only be permitted when:

- Failure to take such medication would jeopardize the health of the student.
- The student would not be able to participate in the field trip or extra-curricular activity if the medication was not made available.
- If your child requires medication on a field trip, please check the appropriate box on the Field Trip Permission Form given to your child by the teacher. The completed Field Trip Permission Form requires:
 - A parent/guardian signature
 - Emergency contacts
 - Medical concerns
 - Medications which if not given, would jeopardize the health of the student.

If your child needs a particular medication that is NOT currently on file, then an Authorization for School Medication Administration. MUST be completed and submitted prior to the field trip (see above procedure for completing Authorization for School Medication Administration). The medication must be hand delivered to school by the parent/guardian in the original container. All medication must be stored in the nurse's office prior to departure for the field trip.

In certain situations for field trips or extra-curricular activities, the student may self-administer his/her prescription or over-the-counter medication with approval of parent, physician, and the Certified School Nurse in compliance with the BASD medication policy. The Authorization for School Medication Administration **must** be signed by the **parent/guardian AND the prescribing physician**. A copy will be kept on file. The physician and parent will indicate on the form if the student is responsible and able to self-administer the medication. The District bears no responsibility for ensuring that the medication is taken.

School Exclusion

According to PA Code 27.71, students may be excluded from school for these specific diseases and infectious conditions until deemed non-infectious by a physician.

Impetigo	Scabies	Whooping cough (Pertussis)
Chickenpox	Meningitis	Scarlet fever
Conjunctivitis (pink eye)	Measles	Shingles
Diphtheria	Mumps	Strep throat
Haemophilus influenza	Ringworm	Trachoma
Head Lice*	Rubella/German measles	Tuberculosis

BASD Lice Procedure:* If the school nurse detects head lice or nits (eggs) on a student, the parents/guardians will be contacted immediately and the student will be excluded from school and riding the bus until they have received proper treatment with an approved pediculicide and are deemed non-contagious by the school nurse. Parents must provide proof of the pediculicide used for the treatment (empty box or receipt). Prevention and control of head lice begins in the home: parents should routinely check their children for head lice and not allow them to share hats, clothing, brushes, combs or sleeping bags with other children. Parents/guardians are to contact the school if their child is found to have head lice so the school nurse can discuss proper treatment to allow the student to return to school. Head lice procedures can be found [here](#) or from the school nurse. The school nurse will discuss second treatment procedures with the parent/guardian. Students who do not return to school within 3 **calendar days will be deemed unlawfully absent. Unless at that time, the parent/guardian brings their child in on a daily basis to be checked by nurse until deemed non-infectious by the school nurse.

Reportable Diseases

School and day care center staff are required to report some diseases to the Pennsylvania Department of Health by contacting their county State Health Center, County Municipal Health Department or by calling 1-877-PA-HEALTH. The school nurse will notify the parent, the building principal, and local Health Department as required by PA Code Title 28, Chapter 27. The report will contain the student's name, date of birth, parent/guardian contact information. The local health department staff may contact the student's family to do further follow-up and investigation. A list of the PA reportable Diseases is listed [here](#).

Child Abuse Reporting

Whenever there is reasonable cause to suspect child abuse, school officials are required by law to report these cases to county and state agencies. These agencies have the legal right to interview students at school without parental consent.

Confidentiality of Medical Information

Student medical information is only shared with school district personnel directly involved with your child's education. Due to the enactment of the Health Insurance Portability and Accountability Act (HIPAA) in April 2003, many medical offices will not fax forms and medical information to the school. It will be the parent's responsibility to bring it to the school.

Excusal from Fitness Classes and/or Recess

Students who are to be excused from fitness classes and recess, for medical reasons, must bring a note from the parent/guardian stating the reason for the exclusion. The note must be taken to the classroom teacher and the fitness instructor. In cases involving excusal for more than one fitness period or one week of recess, a physician's excuse with the reasons stating the level of activities and the length of exclusion must be provided to the school nurse. Physical restrictions for physical education class are also applied to recess. Normal activity cannot be resumed without a physician's written order. If an injury has occurred and no physician's note is received, the most conservative activity level will be implemented for the health and safety of the student. The school nurse will notify the classroom teacher and the fitness instructor of the student's physical restriction. Even though excused from participation, the student will be required to attend the fitness class unless otherwise stipulated by a physician.

Student Insurance

A group plan for accident insurance for BASD students is available. Parents/guardians who wish to have or supplement existing insurance plans are encouraged to participate with this program. In many cases, school insurance covers medical costs not covered by a student's primary insurance plan.

Each year the Board of School Directors designates an insurance company to underwrite a group policy for BASD students. Literature on the plan, features of the plan, cost and procedures for filing claims are available in each school office. While the school district is not liable for accidents that occur during the regular operation of school, all student accidents that occur at school need to be reported to the school nurse.

Safety Concerns

If there is a concern or observation of something that may affect the safety of the students, please notify the school principal.

Safety in Fitness Class

There are several areas of safety to be considered in fitness class:

1. All students are required to wear sneakers with tied laces. If jewelry is worn to school, the students will be asked to remove it.
2. The wearing of jewelry, which includes earrings, necklaces, watches, rings, bracelets and other body piercing accessories, during physical activity is a safety hazard for those wearing them and for those who may come in contact with those wearing such items. It is the position of the National Association for Sport and Physical Education that jewelry is to be removed before participation in fitness classes, interscholastic and intramural sports.
3. Students who wear eyeglasses and need them for fitness class will be required to wear protective goggles unless the parent signs a waiver form which is available from the fitness teacher.

School Security

All Boyertown Schools have implemented the Raptor Identification System. This system is located in each school office. All visitors are required to report immediately to the school office using the designated entrance. Upon entering the school, all visitors will be required to provide a driver's license or other government issued identification card. School personnel will swipe the card through the Raptor Identification System. In most cases the visitor will be given a temporary badge and will be able to proceed into the school as planned. Individuals who need to drop off or pick up materials in the school office will not be required to use the system. Parents/Guardians are expected to meet their children for appointments or at dismissal at the office or other designated areas and not at the classroom. All school employees will be enforcing these regulations. Doors are locked for security.

INSTRUCTIONAL PROGRAMS AND PROCEDURES

Chapter 4

The Pennsylvania State Standards and Assessment Regulations were developed by the Pennsylvania Department of Education assisted by various representatives, including parents, business and community leaders, teachers, higher education professors, school administrators, and Department of Education staff. National benchmarks, state academic standards and international academic standards were reviewed and adopted.

Chapter 4, which was ratified by the Pennsylvania State Legislature in January 1999, replaces Chapters 3, 5, and 6 along with the 53 learning outcomes. Chapter 4 establishes rigorous academic standards and assessments to facilitate the improvement of student achievement and to provide parents and communities a measure by which school performance can be determined. Chapter 4 provides a single, clear, concise, and comprehensive regulation to govern the educational offering of the public schools of the Commonwealth.

Curriculum Review by Parents and Students

The Board of School Directors has established a policy that ensures parents have access to curriculum information. It is the philosophy of the district to cooperate with parent requests for information. However, to ensure requests are handled in an organized manner, the following guidelines have been established:

1. To assist the district in providing the correct records to meet the needs of the requesting party, the request must be in writing setting forth the specific material being sought for review.
2. The district will not limit access to materials, but it reserves the right to establish guidelines if requests become unreasonable in terms of number of requests or quantity of information requested. These guidelines will be established to avoid placing an excessive burden on district personnel, which interferes with their regular duties.
3. The written request shall be sent to the building principal.
4. The district will respond to the parent or student within ten (10) days by providing photocopies of the material requested. The district reserves the right to charge a reasonable fee for the preparation and copying of requested material.

Exemption from Specific Instruction

Parents may have their children excused from specific instruction which conflicts with their religious beliefs. The following guidelines for requesting this exemption are part of a Board Policy:

1. To assist the district in ensuring that the student is excused from the correct specific instruction, the request must be made in writing and must detail the specific instruction with respect to which the student is to be excused.
2. The written request to be excused shall be sent by the qualifying parent or student to the building principal. One copy shall be retained in the student's permanent school records, a copy shall be kept by the school principal, and a copy shall be submitted to the teacher from whose instruction the student is to be excused.
3. The written request must contain a statement that the specific instruction described in the written request conflicts with the religious beliefs of the student or of the parent/guardian.
4. The parent and/or student shall designate on the request to be excused, replacement educational activities in which the student shall engage during the time the student is excused. The only permissible educational activity for this purpose shall be in the nature of replacement instruction that is consistent with the goal set for the course and does not require the provision of any extra resources by the district.
5. The building principal shall determine where the student shall report during the time the student is excused.
6. All students excused from specific instruction shall be required to achieve the learning outcomes necessary for graduation as established by the district.
7. Parents/Guardians have the right to have their children excused from state assessments upon receipt by the school district of a written request from the parents/guardians. The request shall be sent to the appropriate building principal.

Field Trips/School Trips

Teachers are encouraged to broaden the educational experience of students by taking them on appropriate study trips. Depending upon the nature of the trip, students may be responsible for paying a portion of the cost of these trips. Permission slips signed by parents must be returned to the teacher before the day of the trip.

Generally parents will not be permitted to transport children in personal vehicles as part of a school trip. Medical conditions may necessitate an exception to this rule.

Teachers planning the field trip are responsible for informing parents of field trips. For out-of-district trips, this notification will require formal written parent permission. For in-district trips, notification will be limited to written communication to parents that a field trip is scheduled. This written communication may be accomplished through inclusion in classroom newsletters or through a separate letter to parents. Announcement of field trips in the school newsletter will not suffice to meet the notification responsibility.

Security Guidelines

These guidelines are for any school-sponsored trip.

Trip Arrangements

- If possible, trips are to be arranged with a guarantee that monies will be refunded if the trip is cancelled.
- Parents will be notified in writing if there may be a loss of money due to trip cancellation.

Homeland Security Alert System

- If Homeland Security issues an imminent threat alert for the nation, all field trips will be cancelled.
- If a city in the United States is placed on imminent threat alert status, all field trips to that city will be cancelled.
- If a country on a field trip itinerary is placed on the Department of State website as a risk to United States travelers, the itinerary will be rearranged to exclude that country or the trip will be cancelled.
- If Homeland Security issues an elevated threat alert, Administration will consider each trip individually based on grade, destination, and current situation.
- Depending on circumstances, trips to the metropolitan areas from Boston to Washington, D.C., may be cancelled.

Homework

The following principles guide the homework practices of the elementary schools.

- The teaching of self-discipline and the assigning of homework should be hand-in-hand.
- The purpose of homework should be to help a child, not to punish him/her. Homework is not assigned as a disciplinary measure, nor is it assigned in every grade every night.
- Good work habits require the budgeting of time and a continual concentrated effort toward the accomplishment of an objective.
- The value of homework is to help students acquire good work habits and practice in needed skills.

BASD Cyber Program

Students enrolled in the BASD Cyber Program must adhere to all components of this handbook where applicable when participating in district/school programs, services, and/or events. An additional handbook will be shared with students enrolled in this program.

INSTRUMENTAL MUSIC

Orchestra Instruments

At the beginning of each school term, the orchestra program opens enrollment to all interested students in grades three, four, five and six. Instructors will help students select an appropriate instrument for instruction. Instruments include violin, viola, cello and bass. A lease program is available for parents wishing to rent instruments. The school district owns a limited number of the larger and more expensive orchestra instruments and provides them for student use, depending upon availability.

Group lessons are scheduled once per week during the school day. All orchestra students will also participate in district-wide orchestra rehearsals that are held at a central location before the school day begins. Parents are only responsible for providing transportation to the rehearsal. Because of space limitations, very large instruments will not be permitted on the school bus. Parents are requested to transport those instruments to and from school. School

lessons are geared to the development of skills for large group performance. Private music lessons are encouraged for students to further their proficiency.

Band Instruments

At the beginning of each school term, the band program opens enrollment to all interested students in grades four and five. Instructors will help students select an appropriate instrument for instruction. Instruments include flute, oboe, clarinet, saxophone, trumpet, french horn, trombone, baritone, drums, and bells. A lease program is available for parents wishing to rent instruments. The school district owns a limited number of the larger, more expensive band instruments and provides them for student use, depending upon availability.

Group lessons are scheduled once per week during the school day. All band students will also participate in district-wide band rehearsals that are held at a central location before the school day begins. Parents are only responsible for providing transportation to the rehearsal. Because of space, very large instruments are not permitted on the school bus. Parents are required to transport those instruments to and from school. School lessons are geared to the development of skills for large group performance. Private music lessons are encouraged for students to further their proficiency.

Summer Music Programs

Elementary band and orchestra students are afforded an opportunity to participate in a summer instructional program in instrumental music. All eligible students are notified of scheduling prior to the end of school. A participation fee is charged.

Internet

The Boyertown Area School District provides internet access to all students as part of its Curriculum and learning process. When used properly, the district recognizes the Internet as a valuable tool for communication, research, and instruction. An *Acceptable Use Policy* has been developed to help students and parents understand what is considered to be acceptable Internet practice. This policy is provided to students and parents as part of the Annual Student Information Verification process prior to the start of the school year. This policy is published in a public area of the district web site. Students who fail to abide by the policy shall be subject to disciplinary action as determined by the discipline code of the district. If desired, parents have the option to deny independent Internet use by their children.

Kindergarten

In accordance with school district policy, all students who attain the age of five on or before September 1 of that year may be admitted to kindergarten at the beginning of the school term. An official document, stating the child's date of birth is required either at registration or before student begins kindergarten. A student and parent orientation program is scheduled to familiarize parents and children with the kindergarten program.

The purpose of the kindergarten experience is:

- a. To help children learn to work, play and to share with others
- b. To teach children to act as independent individuals
- c. To establish basic patterns of behavior necessary for school success
- d. To provide a combination of activities to help children be ready for first grade work

Library

Library facilities are available to all students. The libraries include books and other types of media. Circulation procedures follow standard practices. Books are checked out for one week. Students may renew them. If the student has a book that is overdue, they may not take others from the library. Should some damage occur to the book while it is in the child's possession, it must be reported to the librarian who has special tapes and glues for making repairs. The student or his/her parents must pay for book(s), which are lost or ruined so the book may be replaced.

Volunteers assist with circulation of materials, helping students find materials, and contribute time to process new books. This support is of utmost importance to the library program because it enables the librarian to do those things which are necessary for a successful program – instruction in library skills, selection of new books and materials, development of units of study and assistance to students and teachers.

Reporting Student Progress

Student progress is reported through report cards and parent conferences. In grades kindergarten through fifth grade, a report card conference will be held at the conclusion of the first marking period. Report cards are issued at the end of each marking period. Spring conferences are scheduled as needed for grades kindergarten through fifth. Parents may request a conference at any time during the school year. The report card serves as a major communication tool of the teacher. The purpose of our standards based report card is to inform parents/guardians about their children's progress toward specific learning standards set forth by the Pennsylvania Department of Education and adopted by the district. These standards serve as the basis for the Boyertown Area School District's model of curriculum, instruction, and assessment. As such, the report card lists the state standards along with descriptions of what specific skills/content students should know and demonstrate by the end of their specific grade levels.

The scoring system, along with the criterion reflects the students' levels of achievement of each standard and related skill. Report cards for kindergarten through fifth grade use a number system for all trimester scoring and end-of-year standards achievement. The teacher will schedule parent-teacher report card conferences at a time convenient to both parties. The conference will provide the teacher and the parents the opportunity to discuss the child's academic progress. Parents are encouraged to attend conferences.

Any or all of the following activities may be included in the evaluation leading to grades: tests, homework, class participation, logs/journals, demonstrations, oral presentations, projects, reports, notebooks, and applications in other class work.

Testing Program

In addition to tests that teachers ordinarily give to their students, the school district may use certain group tests in the elementary schools. The results of these tests indicate how a school compares with other schools on a state or national average. A student's performance on the tests serves as an aid in planning his/her school program. A standardized achievement test administered in several grades is an example of this type of testing. Parent notification occurs prior to testing.

In some instances, certain reading tests are used to assist in diagnosing the strengths and weaknesses in a child's reading development and aid in establishing the reading group placement for the student. Students will not be excused for "educational trips" during established testing periods.

English Learners (EL)	ESL students	January 2019
PSSA ELA Assessment	3 - 5	April 2019
PSSA Math Assessment	3 - 5	April 2019
PSSA Science Assessment	4	April 2019
DIBELS Reading Assessment	K - 1	May 2018
Guided Reading Level Assessments	K - 5	May 2018

Title I

Title I is a federally funded program which serves children in eligible elementary schools. It provides supplemental instruction for students who are achieving below expected levels in reading. Other buildings will receive similar support services through non-Title I funding.

PERSONNEL AND STAFFING

Paraprofessional Assistance

Instructional aides are employed on a part-time basis to assist in classrooms or to support specific students. These paraprofessionals work with students under the direct supervision of the teachers, usually in the areas of reading and mathematics. They also serve on playgrounds during recess and in lunchrooms.

Reading Specialists

A reading specialist serves each school. In addition to providing remedial help to students, the reading specialists coordinate the reading program of the school, assist classroom teachers in assessment, and program placement. This professional is also available to confer with parents.

School Counselors

Each school has the services of a certified school counselor who encourages all students' academic, career, and personal/social development by working together with the students, parents, school staff, and community resources. Through collaboration, guidance programs, and individual contact, school counselors promote student achievement and a positive learning environment. School counselors encourage parents to contact them with questions or concerns.

Student Teachers

The Boyertown Area School District cooperates with colleges and universities in the area by offering opportunities for the training of students who will become teachers. They are given the opportunity to do actual classroom teaching under the observation and supervision of the teacher who reports to the student teacher's college supervisor. The usual period of practice teaching for these students is nine weeks. Students are expected to give student teachers cooperation and respect. Any question concerning this relationship should be discussed with the child's regular classroom teacher.

SCHOOL SERVICES

Book Clubs

Since good reading habits are of the utmost importance, book clubs are sponsored by some of the teachers. Participation is voluntary. The teacher assumes the responsibility of collecting the money and ordering the books. Participation in the clubs is not required, but encouraged.

Lunch – Cafeteria – Elementary

Boyertown Area School District participates in the National School Breakfast and Lunch program administered by the United States Department of Agriculture ("USDA"). A household letter will be emailed/mailed to parents/guardian at the start of the new school year with information on applying for free or reduced meals. The information is also available at the BASD web site. It is the parent/guardian's responsibility to apply for free or reduced price benefits through paschoolmeals.com.

The following procedure will be implemented in coordination with School Board Policy 808.

- No student who requests a meal will be denied a main lunch option, unless the student's parent or guardian has provided written permission to withhold a school lunch.
- A student's tray is to never be taken away from them after being served due to the student's inability to pay for the meal or the amount owed. The meal will be charged to the student's account.
- Ala cart sales will not be allowed if a student carries a negative balance. A student will be informed that they can only purchase a meal. An ala cart item will be removed from a student's tray at the register if they carry a negative balance.
- Parents are strongly encouraged to enroll in Ezschoolpay.com to set up notification alerts and view their child's account. Emails can be set to notify a low or negative balance. It is recommended to be set at \$5.00. If you prefer, you have the option to make online payments through this website with a fee of \$1.35 per transaction. We will still accept checks and cash in an envelope marked with your child's name, homeroom and ID number. You also have the option to make restrictions or limits on ala cart purchases. Requests must be made in writing or emailed to your child's building Food Service Manager.
- A student will not be used as a communication channel to the parent/guardian. All communications must be directed to the parents or guardian, NOT the students regarding negative accounts.
- Communication such as emails or letters will be sent to the parent/guardian when a student's account reaches \$ 5.00 or less.
- If a child's account falls into the negative, a balance notification email will be sent daily, if a parent/guardian does not have access to email a written notification will be mailed weekly.
- Building Principal will be informed by the food service manager when a student's account reaches a negative balance of \$25.00. When a negative balance of \$25.00 or greater exist the

building principal will contact the parent /guardian and will follow up with a written letter/email.

- If there is a non-response to the principal, the Chief Financial Officer will be informed and additional collection measures will be pursued.
- Employees cannot charge meals or al a cart items.
- All debts must be paid off at the end of the school year.
- Any negative balance left at the end of the school year will be considered an obligation and are to be paid.
- Food Service Staff will be trained annually on the guidelines of Policy 808 and the meal charging procedure.
- No student who owes money or does not have money for a school meal will be publically identified, stigmatized or required to do work or chores.

Insufficient Funds Fee: There is a **\$45.00 charge** for Checks returned for insufficient funds.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This is an equal opportunity provider and employer.

See page below for Boyertown Area School District Meal Account information.

Student Pictures

Individual pictures are taken of students each year. Group, composite or school yearbooks may also be made available. Parents wishing to have a pictorial record of their students may purchase these photographs on a prepaid basis. The individual school benefits by the profits realized from the sale of these pictures.

SPECIAL EVENTS

Parties and Social Observances

The elementary schools permit certain social functions for kindergarten students and some limited activities in connection with the observance of certain holidays for the other grades.

Religious Holidays

School law provides that students may be legally absent for certain religious observances. The district maintains a list of holidays of various faiths and will recognize the child's absence for observance of them. The school should be notified prior to an absence of this type, and the parent should receive permission for the child to be excused

Visiting Day for Parents/Guardians

All schools will observe a visiting day during the first quarter of the school year. Parents/Guardians are invited to visit their child's classroom to observe the learning environment in the school.

SPECIAL INSTRUCTIONAL SERVICES

Adaptive Physical Education

Students who cannot participate in regular physical education classes because of a medically verified physical condition may be provided with an adapted physical education program. This program will provide these students with the benefits of physical education even though they are limited in their ability to participate. The building principal is responsible for the approval of an adaptive physical education program.

Homebound Instruction

When a child is temporarily unable to attend school for an extended period because of illness or injury but is able to benefit from instruction, a district-supplied teacher in the home may provide limited instruction. A special form for use by the physician to recommend homebound instruction is available through the office of the principal.

Remediation Plan

School districts in Pennsylvania must develop a remediation plan that will assist the students in acquiring the knowledge and skills necessary to achieve at the proficient level. Our school district provides this additional instruction through various resources.

The Boyertown Area School District provides remediation assistance in each building during the school day for kindergarten through fourth grade students and time before and after school for fifth and sixth grade students.

- Remediation focuses on students in grades kindergarten through sixth grade who are not successfully meeting the district's identified proficient skills in the areas of reading, writing, and/or math.
- The classroom teacher first consults with the remediation teacher to determine if remediation services are appropriate. The classroom teacher then completes a student referral form and submits the form to the remediation teacher.
- Multiple sources of evidence determine student eligibility for remediation.
- Remediation teachers will collaborate with the reading specialists and/or literacy first teachers (if appropriate) to develop a plan that best meets students' academic needs.
- When a child with an IEP is not meeting academic standards in an area not identified in their IEP, the IEP team will meet to determine if additional special education services are needed. If it is determined additional special education services are not appropriate, then remediation services may be provided.
- Classroom teachers notify parents by phone of students being recommended for remediation. Parents will receive a follow-up confirmation letter.
- The length of remediation services varies depending on the needs of the student.
- In addition to the regular report card, students in kindergarten through fourth grade receive a quarterly report completed by the remediation teacher.
- Parents who decline remediation services for their child must send a letter of refusal to the building principal.

Screening or Evaluation Procedures (District) for Possible Child Find

Parental concerns should be discussed with the student's teacher(s) and then, where necessary, a written request should be directed to the principal of the building where the student is enrolled. Requests for screening or informal evaluation of a student may be initiated by the student's teacher, school counselor or other professional staff, or by the parent. The student's classroom performance, the results achieved on standardized educational and physical development tests, behavioral conduct, demonstrated concerns relating to sensory development (hearing, vision, speech and language, or motor skills), or a combination of these may be used as rationale for requesting intervention.

Parents may also request a formal evaluation, if they believe their child has a disability or is gifted. To obtain a formal evaluation, parents should submit a request in writing to the principal.

No student may receive a formal evaluation for the purpose of determining eligibility for special education services without the written authorization of the parents. A referral to a multidisciplinary evaluation does not constitute eligibility for special education services or assurance that special education services will be provided. Eligibility for services is based on fulfilling the criteria for specific special education exceptionalities established by the Pennsylvania Department of Education.

SPECIAL EDUCATION

The Boyertown Area School District has responsibility for educating all student residents. Because of physical or learning disabilities, some students need special instruction or supplemental services in order to succeed. A brief review of the district's commitment to meet the needs of all students is reviewed here. Detailed materials regarding available special education services and programs and the rights to due process are provided, upon receipt of inquiry, by the building principal in each school building, as well as in the district's administration office. For additional information contact the Special Education Office at 610-473-3610.

Special Education Services

The following special education services are provided for eligible students:

- Gifted Support (GS) Program** - for exceptional students identified as mentally gifted
- Emotional Support (ES) Program** - for exceptional students whose primary identified need is for emotional or behavioral support
- Learning Support (LS) Program** - for exceptional students whose primary identified need is academic learning
- Life Skills Support (LSS) Program** - for exceptional students who require services primarily in the areas of academic, functional, vocational skills, and community-based instruction necessary for independent living.
- Deaf/Hearing Impaired Support (D/HIS) Program** - for exceptional students who are deaf or hearing impaired
- Blind or Visually Impaired Support (B/VIS) Program** - for exceptional students who are blind or visually impaired
- Speech and Language Support (SLS) Program** - for exceptional students who are speech and language impaired
- Physical Support (PS) Program** - for exceptional students where the special education program is modified primarily to meet the needs of the physically disabled student
- Autistic Support (AS) Program** - for exceptional students characterized by impaired social interaction, verbal and non-verbal communication, and restricted and repetitive behavior.
- Multi-handicapped Support (MHS) Program** - for exceptional students who demonstrate a need for this program

Child Study/Intervention

All Boyertown elementary schools provide a Child Study/Intervention Team. Parental participation is an important component of this process. Students who are having difficulties in school may be referred to this team. Early detection of learning problems, resulting in effective remediation, can greatly enhance the student's future educational success. This is especially important for students who may be eligible for special education services. Remedial services (regular education interventions) are generally a prerequisite to entry into special education programs. Guidelines for these teams have been established to:

- Assure that a continuum of services is available and used effectively in each public school building
- Provide peer support for teachers and other staff members to assist them in working effectively with students
- Provide initial screening and direct intervention for students prior to referral for a multidisciplinary evaluation

Elementary Student Assistance Program

The Elementary Student Assistance Program (ESAP) is designed to provide help when a student's behaviors exceed the parameters of school-based interventions or where other interventions may be needed to enable the student to succeed in school. In these cases the student's parents are notified, the ESAP program is explained, and parent

permission is obtained in order for the student to become involved in the program. ESAP is designed to work with parents to find services and assistance to help the student succeed in the school setting. The teams do not diagnose, treat, or refer students for treatment. Rather, they provide parents with information and the parents make the choices. The goal of ESAP is to connect parents and students with school-based or community-based services that will benefit the child in becoming a successful student.

TRANSPORTATION

The Transportation Office uses Infofinder I for bus stop information for every student using District transportation. To access Transportation information, parents/guardians should go to the District's website, click on Departments, and then Transportation. Click on the link to Infofinder I to look up student information. On the Infofinder I page, select Pennsylvania and Boyertown Area School District, and fill in the following fields: Student's address (St, Dr, Rd, Ln, Ave, Blvd), zip code. Use options to narrow your search: school (drop down arrow) and grade (drop down arrow), click search. Any questions or concerns should be directed to the Supervisor of Transportation at 610-473-3473.

Modified Kindergarten Schedules

SCHEDULED 12:30 EARLY DISMISSAL:

- A.M. Kindergarten dismisses at 10:30
 - Normal morning pick-up time
 - Drop-off is approximately 1 hour earlier than normal
- P.M. Kindergarten is in school at 10:30
 - Pick-up is approximately 2.5 hours earlier than normal
 - Drop-off is approximately 3 hours earlier than normal

2-HOUR DELAY:

- A.M. Kindergarten dismisses at 12:50
 - Morning pick-up is 2 hours later than normal
 - Drop-off is approximately 1 hour 20 minutes later than normal
- P.M. Kindergarten is in school by 12:50
 - Mid-day pick-up is approximately 10 minutes earlier than normal
 - Drop-off is at normal time

Transportation Deviation Requests

Parents needing child care for their children in the school's attendance area must fill out a Transportation Deviation form. This document is submitted to the student's building principal. The building principal, or designee, must authorize the transportation of the student to the childcare provider. The document is then submitted for final approval to the Supervisor of Transportation. There is a four (4) day waiting period for this document to be processed.

Transportation Deviation Policy

All deviation requests must arrive in the district's transportation office by July 1 for processing prior to the start of the new school year. All deviation requests must be submitted annually. No deviation will automatically roll over to the next year.

- The childcare provider must be in the same attendance area as the student's school.
- All childcare arrangements will be daily, five days a week, every week throughout the school year.
- Students may board (AM) at their assigned bus stop from home and depart (PM) at their deviated bus stop. The assignment must be five days a week.
- Students may board (AM) at the daycare provider and depart (PM) at the day care provider. The assignment must be five days a week.
- Examples of deviation requests that will not be approved include, but are not limited to, the following: "as needed," "every other day," "every other week," "as my child tells the driver," "based on my varying work schedule," "if the weather is bad," "as per my personal schedule," a request containing numerous dates, etc.

- A parent’s note to the bus driver will not be approved until submitted to the school building principal or designee.

Emergency Bus Pass

A parent or guardian may request their child board or depart from a transportation vehicle at a designated stop other than the student’s designated stop in a family emergency. An emergency is defined as an unforeseen circumstance that occurs within 24 hours of the need. Emergency situations will be handled on a case-by-case basis. The Supervisor of Transportation must approve, with the building principal, or designee, all emergency bus passes. Examples of emergency bus pass requests that will not be approved include, but are not limited to, the following: “as needed,” “every other day,” “every other week,” “as my child tells the driver,” “based on my varying work schedule,” “if the weather is bad,” “as per my personal schedule,” a request containing numerous dates, after school family/personal activities, convenience for time, school projects or events, etc.

District bus stop times can vary up to 10 minutes depending on student activities, traffic, and arrival times at schools.

Process of Appeal

Parent(s) or guardian(s) requesting an explanation because a deviation request was denied should contact the Supervisor of Transportation at 610-473-3473. In the event a parent or guardian is not satisfied with the Supervisor’s explanation, appeals may be taken to the Assistant Superintendent. If satisfaction is not received, the Assistant Superintendent’s decision may be appealed to the Superintendent of Schools. The decision of the Superintendent of Schools shall be final.

Private Vehicles

Although not encouraged, parents may transport their children to and from school. Each school has its own regulations regarding parking areas and other details. No student is to arrive at school more than 15 minutes before school begins unless the permission of the principal has been secured. All schools also require parents to meet and sign out their children in the office or other designated areas at the end of the day.

Release of Health Care Information

Due to current federal privacy laws, it is the parent’s discretion and responsibility to share any medical information concerning their child with their child’s bus driver. The school district personnel cannot release any information without the parent’s written consent. A copy of each school building’s student confidential medical information is on file with the district’s Supervisor of Transportation.

Rules and Regulations

Students are expected to conduct themselves in an orderly manner while waiting for and riding on the school bus. Student transportation is a privilege which can be denied to students whose behavior becomes a safety issue. The driver is in charge of the vehicle and is expected to take initial disciplinary action. Serious or persistent violations of transportation rules will result in a report to the school principal, who has the right to suspend transportation privileges.

The following bus rules and regulations are in effect for students in the Boyertown Area School District:

1. Students need to be in sight of the bus driver at the bus stop, not watching and waiting from the house.
2. Students should be at the authorized school bus stop five minutes before designated time and wait one-half hour after designated time. They should be careful when walking to and from the school bus stop and must stay OFF the road at all times while waiting for the school bus.
3. Students must wait until the school bus comes to a complete stop before attempting to enter the bus.
4. Students are not permitted to walk across a road to get onto a school bus until receiving a hand signal from the school bus driver.
5. The school bus driver will not pick up students at places other than authorized bus stops.
6. School bus drivers will permit their assigned students to enter and/or to leave the bus at a bus stop other than their assigned stop ONLY upon presentation of an approved deviation request form or an emergency bus pass.
7. Only authorized district students may ride school vehicles.

8. After entering the school bus, students should take their assigned seat right away. They are not permitted to leave the school bus after boarding.
9. All parts of the body must be kept inside the school bus at all times.
10. Windows should not be adjusted without the driver's permission.
11. Students are to assist in keeping the school bus safe, sanitary, and litter-free at all times. The following are examples of activities which will not be tolerated on school buses:
 Throwing articles out windows, loud talking, yelling, eating, chewing gum, singing, stomping of feet, standing, changing of seats, throwing of objects, fighting, bringing drinks on the bus, illegal use of emergency door, profane or vulgar language, discarding paper, laying down, or any other distraction to the school bus driver.
12. Parents will be held responsible for any willful damage by the student to the school bus.
13. No books, lunches or other articles should be left on the school bus. The district, all school personnel and all its contracted services, shall not be held responsible for articles remaining on, or damaged on, the school bus.
14. In case of a road emergency, students are to remain on the school bus and stay in their assigned seats.
15. Radios or similar devices **without headphones or earbuds** are not permitted to be played on the school bus.
16. No weapons of any kind shall be carried on the school bus.
17. Students shall be courteous to fellow students, school bus drivers, and school bus drivers' assistants. The school bus drivers shall be addressed with respect.
18. Aisles must be kept clear.
19. Musical instruments shall be held by the student or transported by parent if the instrument is too large to hold. (Instrument must be able to be held in child's lap and must not impede aisle walkway.)
20. Upon arriving at school, students must report immediately to the school building or assigned area and remain there.
21. Students are not permitted to approach the school bus at the school-loading zone until the school buses have been brought to a complete stop.
22. Students must board the school bus immediately after leaving the school building. Students are not permitted to leave the school bus after boarding.
23. Students shall leave the school bus only after receiving permission from the school bus driver. They should cross the road at least five feet in front of the school bus, but only after looking to be sure no traffic is approaching from either direction. They should be alert to the danger signal from the school bus driver.
24. The school bus driver will not discharge at places other than the authorized school bus stops.
25. At any time that the bus/van cannot drop your student off at their regularly assigned bus stop due to road closure of any kind, your student will be brought to the closest elementary school when the run is completed. Someone at the school will be there to assist your student to call a parent or guardian. If you happen to be aware of the road closure beforehand, you can notify your student's school with a note to have your student dropped off at another existing stop within your attendance area. Your student will be issued an emergency bus pass to give to the driver of the bus/van.
26. The school bus driver is in charge of the school bus and students and, therefore, has the authority to take initial disciplinary action in response to students' actions.
27. Should any student violate any of these rules, the school bus driver may report it to the appropriate principal.
28. The administration of each school has the authority to determine the appropriate additional disciplinary action, including suspending the school bus privileges of any student who violates school bus rules.
29. School bus stop locations are designated by the Supervisor of Transportation and approved by the School Board. All school bus stop locations are selected for safety, efficiency, and convenience. If any student causes harm to another student or property damage at the school bus stop, this is a local police matter.

These above rules and regulations apply to any trip under school sponsorship. Students also must comply with any additional regulations established by the chaperone.

Student Departure

Kindergarten students will not be permitted to leave a school bus or van without a parent/guardian or designated person for said student at the specified stop. Each elementary school in our district uses the Kindergarten

Transportation form (green paper). Parents fill out this form for their kindergarten student. It shows the school bus driver who will be at the school bus stop to receive the kindergarten student. If someone else is at the stop and is not listed on the green paper, per board policy, the school bus driver will not allow the student to depart the school bus and will return the student to his/her school. Forms may be picked up at the child's school. Students in first grade and above will be permitted to leave a school bus or van at a designated stop without the presence of an adult to accompany the child. No other arrangements will be made for students in first grade or higher.

Video Recording

To provide for the safety of students and staff and to reduce discipline issues, Boyertown Area School District may place video equipment on district vehicles in accordance with Board Policy 810.2.