Instructional Affairs Committee Meeting

Tuesday, November 10, 2026 6:00 PM
Board Room, 3000 Donallen Dr, Bensalem, PA 19020

1.	**Call to Order and Roll Call**	**Speaker(s):** Committee Chairperson
2.	**Announcements to the Audience**	**Speaker(s):** Committee Chairperson
3.	**Public Comment #1**	**Speaker(s):** Committee Chairperson
4.	**Instructional Affairs**	
4.A.	Bancroft Tuition Contract - Revised	**Speaker(s):** Dr. Brian Cohen
4.B.	Purchase of Services Agreement - Woods Services, Inc.	**Speaker(s):** Dr. Brian Cohen
4.C.	High Road Agreement	**Speaker(s):** Dr. Brian Cohen
4.D.	Care Solace Service Agreement Amendment	**Speaker(s):** Dr. Brian Cohen
4.E.	University of Pittsburgh Affiliation Agreement	**Speaker(s):** Dr. Donna Minnigh
4.F.	St. Joseph's University Affiliation Agreement	**Speaker(s):** Dr. Donna Minnigh
4.G.	New Club Application - BHS Physics Olympians	
4.H.	New Club Application - Shafer Homework Club	
4.I.	New Club Application - Shafer Dungeons and Dragons Club	
4.J.	New Club Application - Shafer Chess Club	
4.K.	New Club Application - Shafer Debate Club	
4.L.	New Club Application - Shafer Squishy Club	
4.M.	New Club Application - Shafer Anime Club	
4.N.	New Club Application - Shafer Drama Club	
4.O.	New Club Application - Shafer Doodle Dimension	
4.P.	New Club Application - Shafer K-Language and Culture	
4.Q.	New Club Application - Shafer Fishing Club	
4.R.	New Club Application - Shafer Student Awareness	
5.	**Information and Discussion Items**	**Speaker(s):** Committee Chairperson
5.A.	Mind Matters Club	
5.B.	Field Trips	**Speaker(s):** Committee Chairperson
5.C.	Student/Parent Handbook Revisions	**Speaker(s):** Dr. Brian Cohen

5.D.	Secondary Attendance Plans	
5.E.	2026 PSSA and Keystone Student Data	**Speaker(s):** Dr. Donna Minnigh
6.	**Public Comment #2**	**Speaker(s):** Committee Chairperson
7.	**Adjournment**	**Speaker(s):** Committee Chairperson

Specialized Education of Pennsylvania, Inc.
With Bensalem Township School District
for
2026-2027 Regular School Year at High Road School of Bucks County

This Agreement ("Agreement") is dated August 1, 2026 ("Effective Date"), between Specialized Education of Pennsylvania, Inc. ("SESI") that owns and operates High Road School of Bucks County, a private academic school in Pennsylvania and Bensalem Township School District ("District").

WHEREAS, SESI owns and operates High Road School of Bucks County that delivers behavioral, social, emotional and special education services to students (the "School");

WHEREAS, the District desires to refer District eligible students to the School; and

WHEREAS, the parties have agreed to enter into this Agreement for the delivery of the Services (defined below).

WITNESSETH

NOW, THEREFORE, in consideration of the covenants contained herein, the parties agree as follows:

1. Services. The District may from time to time refer students to be enrolled in the School (hereinafter referred to as a "Student" or "Students"). SESI agrees to establish and maintain, in accordance with Exhibit A, one or more of an early intervention behavior modification program, a program for special education classifications including autism spectrum disability, or a program for special education classifications including emotional disabilities and especially students with multiple disabilities (collectively the "Services"), for Students enrolled in the School. The Services shall include providing all personnel, materials and supplies necessary to provide the Services set forth in Exhibit A in accordance with the terms hereof.

2. Applicable Laws. SESI will deliver the Services in accordance with all applicable federal, state, and local statutes, ordinances, resolutions and regulations, including, without limitation, the federal law commonly known as the Individuals with Disabilities Education Act, and regulations promulgated thereunder ("IDEA") (collectively, "Laws").

3. Access. Upon reasonable prior notice to SESI, the District will be granted access to the School to observe and evaluate the Students and provision of the Services. If and to the extent that this Agreement requires SESI to perform any portion of the Services on District premises, the District grants SESI access to District designated facilities, but only to the extent necessary to provide the Services in accordance with this Agreement.

4. Teaching Staff. SESI is responsible for recruiting, training, assigning and supervising teachers in the School who will maintain state required licenses and background checks.

5. No Conflict of Interest. SESI certifies that it has and will not acquire an interest or obligation that conflicts with any provision of this Agreement, or that would preclude SESI from complying with the provisions herein.

6. Guaranteed and Additional Fees. In consideration of the Services to be provided by SESI, the District will pay SESI the Total Guaranteed Fee and any additional fees set forth on Exhibit A.

7. Term and Termination. The term of this Agreement will begin on August 1, 2026 and end on July 30, 2027 ("Term"), unless extended in writing by the parties. If this Agreement is extended, the parties agree that the Tuition and Fees will be increased by 5% unless otherwise negotiated and revised in writing. Either party, upon thirty (30) days written notification to the other party, may terminate this Agreement. Upon termination, SESI will charge Tuition and Fees up to and including the Termination Date.

8. Distance Learning. When due to government or District mandated actions (directly or through its board of education) preventing SESI from conducting in-person classes, SESI may deliver, in consultation with the District, the Services, in whole or in part, via distance learning to the extent practicable, using programs, systems, teaching techniques, diagnostic tests, evaluation, academic courses and materials adapted for distance learning at the level of service reasonably practical under the same circumstances, at the fees, rates and payment schedules as set forth in this Agreement.

9. General Supervision of Services. The District or its designated representatives shall have the right to general supervision of the Services, the right to approve such Services and the right to make changes to the Services in accordance with the terms of a Student's IEP. SESI will maintain records of the Services provided to the Students, invoices issued to the District and payments made to SESI during the term of this Agreement. Such records shall be consistent with any guidance or standards developed by the Department of Education. SESI shall allow the District or the Pennsylvania Department of Education to conduct announced and unannounced site visits and to review all documents relating to the provision of Services to the Students during hours that are least disruptive to the daily operation of the School.

10. Invoicing and Payment. SESI will invoice the District monthly by the 15th day of the following month in which Services were provided. All invoices are due and payable within thirty (30) days of receipt. Any disputed invoice amounts must be raised to SESI within 30 days of receipt of invoice, otherwise, such invoice amounts are deemed to be accepted.

11. Student Identification and Assignment.

    a. Upon a student referral by the District, the District will provide SESI with i) a referral packet for SESI evaluation that includes student data, student record, the academic status or chronic disruptive behavior prompting the referral, and when applicable (ii) the IEP, an established Functional Behavioral Assessment ("FBA") & Behavior Intervention Plan ("BIP"). SESI will evaluate each District-referred student and determine whether the Program can meet the needs of the student, including current IEP, FBA and BIP, when applicable. After such an evaluation, SESI has final discretion to determine if a student is accepted into the Program and may decline acceptance, regardless of advance payment by District, by providing written notification to the District of its reason(s) for decline. Upon acceptance by SESI of a student into the Program, such student's placement must be initiated by written notice from the District and SESI will agree on a commencement date for each student. If after enrollment, SESI determines a Student's placement is no longer in

the best interest of the Student or Student behaviors are a threat to Student, SESI staff or other students in the Program, SESI will notify District in writing and the parties will convene a meeting within thirty (30) days of SESI notification to discuss student transition and alternate placement.

b. The District agrees that each Student enrollment at High Road School of Bucks County shall be reviewed at each semester break and may be extended, as mutually determined by the District and/or the Student's parents and SESI to be in the best interest of the Student.

12. Parent, Guardian or Kinship Caregivers Consent. The District shall assist SESI in obtaining the written consent of Student's parents, guardians, or kinship caregivers for the Student enrollment and participation in the School; release of Student records including the Student's prior rate of attendance, grade level when referred to the Program, number of times retained, academic performance record on all tests administered by the District, and the number of classes passed/credits earned; emergency medical care, drug testing, Student participation in media releases; and any other matter for which consent is required.

13. Student Records.

    a. The District hereby acknowledges that SESI and its employees are considered "other school officials" with a legitimate educational interest such that they are entitled to access to education records under the Family Educational Rights and Privacy Act, ("FERPA"), 20 U.S.C. §1232g.
    b. The District will provide SESI with: attendance, academic and disciplinary records; IEPs (if applicable); previous or current standardized or other test scores and any other pertinent Student information via a secure electronic transmission.
    c. The District shall accept attendance and academic data using electronic file transfer from SESI in a format specified by and acceptable to the District. SESI shall report attendance on a timetable required by the District.
    d. For the academic year following the Student's transition back to the District, the District shall provide SESI the Student's academic, behavioral and attendance records.
    e. To the extent SESI obtains Student records and information, and to the extent that SESI is involved in the survey, analysis, or evaluation of Students incidental to this Agreement, SESI agrees to comply with all requirements of the FERPA and the Protection of Pupil Rights Amendment (PPRA).
    f. To the extent required by law, SESI agrees to comply with the subcontractor business associate provisions of the Health Insurance Portability and Accountability Act of 1996 privacy rule as amended by the Health Information Technology for Economic and Clinical Health Act.

14. Health Records. The District will maintain all Student health and immunization records as well as proof of physical examination for those Students enrolled at the School and such records must be secured prior to Student enrollment.

15. Transportation. The District shall provide, at its expense, bus transportation for eligible Students consistent with the District's transportation guidelines and policies.

16. Compliance with Applicable Laws. SESI represents it complies with applicable laws and regulations governing the Services including student privacy laws including the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). The School is non-public and maintains licenses and certifications as required by Pennsylvania law. SESI employees have the requisite skill, expertise and knowledge necessary to perform the Services required under the terms of this Agreement.

17. Background checks. SESI employees who are assigned to perform the Services meet the hiring requirements for school-based employees as required by Pennsylvania laws governing private school-based employees.

18. Student Progress Reports. SESI shall make available to the District or its representatives those progress and evaluative reports upon request or as required by a Student's IEP.

19. Student Records Access. Subject to such consents from the Student or the Student's parents or legal guardians as may be required, (i) the School agrees to make reasonably available to the District during the School's normal business hours, and to send to the District promptly following the District's reasonable request, copies of reports concerning the Student's programs and process prepared by the School, as follows: Functional Behavioral Assessment (FBA), Behavior Intervention Plan (BIP), Progress Reports, graphs concerning achievement of IEP goals, and assessments prepared pursuant to any consent for reevaluation provided with respect to the Student; (ii) the School shall also provide to the District copies of any psychological and/or psychiatric, medical or educational evaluations which are conducted by the School, or which are provided to the School by third parties, promptly after they are available to the School.

20. Force Majeure. Neither party will be liable to the other party hereunder or in default under this Agreement for failures of performance resulting from acts or events beyond the reasonable control of such party, including, by way of example and not limitation, acts of God, disease outbreak or widespread illness, electronic computer virus, civil disturbances, war, and strike.

21. Indemnification and Limitation of Liability. To the extent permitted under law,

    a. District agrees to indemnify SESI and its officers, directors and employees ("SESI Indemnitees") against and from Claims (defined below) asserted by third parties for direct costs, expenses (including reasonable attorney's fees), damages, injury or loss ("SESI Losses") to which SESI may be subjected by reason of gross negligence or willful misconduct of District, its officers, directors or employees; provided however, SESI Indemnitees may not seek indemnification from District for any SESI Losses caused, in whole or in part, by the acts or omissions of SESI, its officers, directors and employees.

    b. SESI agrees to indemnify District and its officers, directors and employees ("District Indemnitees") against and from Claims (defined below) asserted by third parties for direct costs, expenses (including reasonable attorney's fees), damages, injury or loss ("District Losses") to which District may be subjected by reason of gross negligence or willful misconduct of SESI, its officers, directors or employees; provided however, District Indemnitees may not seek indemnification

from SESI for any District Losses caused, in whole or in part, by the acts or omissions of the District, its officers, directors and employees.

c. Claims. If a claim for indemnification (a "Claim") is to be made by a party entitled to indemnification hereunder against the indemnifying party, the party claiming such indemnification shall give written notice (a "Claim Notice") to the indemnifying party as soon as practicable after the party entitled to indemnification becomes aware of any fact, condition or event which may give rise to damages for which indemnification may be sought under this Section. Such Claim Notice shall specify the nature and amount of the Claim asserted, if actually known to the party entitled to indemnification hereunder. Subject to the limitations of this Section, the failure of any indemnified party to give timely notice hereunder shall not affect rights to indemnification hereunder, except to the extent that the indemnifying party demonstrates actual damage caused by such failure.

d. Notwithstanding any other provision, the total liability of SESI for all claims under this Agreement is limited to the total amount of fees paid to SESI under this Agreement. Neither SESI nor the District shall in any event be liable for any indirect, consequential, or punitive damages, even if SESI or District have been advised of the possibility of such damages.

22. Disputes and Investigations. In the event that any action, suit, proceeding or investigation relating to this Agreement is commenced, the parties hereto agree to immediately notify each other in writing of the pending action, suit, proceeding or investigation, and to cooperate to the extent possible to defend against and respond thereto and make available to each other such personnel, witnesses, books, records, documents or other information within its control that are reasonably necessary or appropriate for such defense. In the event any dispute arises out of this Agreement, the parties will seek to resolve the dispute as expeditiously as possible. Except as may be set forth herein, the interests of the referred Student shall be of the foremost concern in resolving such disputes.

23. Assignment. No assignment of this Agreement or of any duty or obligation or performance or payment hereunder, shall be made by either party, in whole or in part, without the prior written consent of the other party, which consent shall not be unreasonably withheld, except that SESI may assign this Agreement or any duty or obligation or performance or payment hereunder to a subsidiary or affiliate of SESI or any entity acquiring all or substantially all of the stock, equity or assets of SESI.

24. Notice. Any notice required to be given under this Agreement shall be in writing and shall be duly served when it is (i) hand delivered to the addresses set out below, (ii) deposited, duly registered or certified, return receipt requested, in a United States Post Office, or (iii) via overnight delivery, to the party at the following addresses:

For the District	For SESI
Bensalem Township School District 3000 Donallen Drive, Bensalem, Pennsylvania 19020, United States Attention: Brad Fay	Specialized Education of Pennsylvania, Inc. PO Box 444 Elmsford NY 10523 Attention: Dawn Thomas

	With a copy to SESI General Counsel at the address above.

Any party may designate a different address by giving the other party thirty (30) days prior written notice in the manner provided above.

25. Governing Law. This Agreement shall be construed, interpreted, and governed by the laws of Delaware.

26. Academic Assessment. SESI will provide the Student normal and standardized "pre-post" academic assessment each year.

27. Notice of Incidents involving Students.SESI will promptly notify the District of any significant incidents (i.e., restraints) or changes regarding the Student's progress, behavior, or social/emotional issues. SESI will provide the District with a copy of the student handbook and restraint policy.

28. Independent Contractor. The relationship between the District and SESI shall be that of principal to independent contractor, and the employees of one shall not be deemed employees of the other for any purpose whatsoever. Each party shall maintain during the term of this Agreement such disability and worker's compensation insurance for its respective employees and staff as is required by law. Each party shall indemnify and hold harmless the other against any claim or demand made by employees or staff of the indemnifying party against the other based on rights or privileges applicable to employees of the other. Each party shall be solely responsible for the hiring, training, and termination of its own employees and contractors.

29. Entire Agreement. This Agreement includes all exhibits, schedules, attachments attached hereto as well as duly executed Student Enrollment Form(s) incorporated herein by reference. This Agreement constitutes the entire agreement between the parties and supersedes all prior and contemporaneous oral and written agreements and statements, all of which have been fully integrated herein. This Agreement also supersedes any course of conduct, performance or dealing between the parties. No amendment or modification changing this Agreement's scope or terms shall have any force or effect unless executed and delivered in writing and signed by all parties.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be duly executed as of the Effective Date above.

Bensalem Township School District

Name: Dr. Deborah King
Title: .
Date:

Specialized Education of Pennsylvania, Inc.

Dawn Thomas
Dawn Thomas (Oct 14, 2026 10:07:52 CDT)

Name: Dawn Thomas
Title: Division President
Date: Oct 14, 2026

Exhibit A

High Road School of Bucks County Fee Schedule

Rates are in US Dollars

Total Guaranteed Fee: $305,542.80

SERVICE	Daily Fee	Number of Students	Number of Days
Guaranteed Special Ed. Seat	$282.91	6	180
Additional Special Ed. Seat	$311.20	See below	See below

a. Guaranteed Seat Tuition. The District agrees to pay SESI the guaranteed fees set forth above regardless of whether the District refers or enrolls any Students during the Term. Students may not be added to the Guaranteed Seat count after January 15. Students added after January 15 will be subject to the Additional Seat and Additional 1:1 rates noted above.

b. Additional Student Tuition. When the total student enrollment in the prior month exceeds the number of guaranteed seats set forth above, the Additional Special Ed Seat Fee, as set forth above will be charged for each day such overage occurs.

c. Billing. The Guaranteed Seat fees will be invoiced in equal monthly installments, from the first month of service until the end of the Term. Invoices will also reflect Additional Seat fees, if any. SESI PA shall submit an invoice to the District, by the twentieth day of each calendar month following each month of service, for the Fees, if any, to be paid by the District for Services rendered during the previous month. Such invoices shall be due and payable by the District within fifteen (15) days after receipt. Any invoice disputes must be submitted to SESI within 30 days of invoice receipt, otherwise invoice amounts are deemed accepted by the District.

AMENDMENT TO ADD SERVICES TO SERVICE AGREEMENT

This amendment to add Services to the Service Agreement (the "Amendment") is effective as of the date of the last signature between Bensalem Township School District, a Pennsylvani public school district (hereinafter **"School District"**), and Care Solace, Inc. (hereinafter "**Care Solace**"). School District and Care Solace may be referred to individually as "Party," or collectively as "Parties."

RECITALS

WHEREAS, School District and Care Solace have entered into a Service Agreement dated May 21, 2024, with a current term from July 1, 2026, through June 30, 2027 for mental health care coordination services (the "Service Agreement"); and

WHEREAS, the Parties agree that they wish to add new Services to the Service Agreement for the term period beginning on July 9, 2026 and continuing through June 30, 2027; and

WHEREAS, the Parties agree that it is their mutual intention by execution of this Amendment that the Service Agreement and any addenda or amendments thereto shall be hereby amended, subject to the revisions expressly set forth herein, and that the Service Agreement and any addenda or amendments, as modified by this Amendment, shall be binding upon the Parties.

NOW, THEREFORE, in consideration of the matters described above and of the mutual benefits and obligations set forth in the Service Agreement and any addenda or amendments thereto, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

A. Modification of Service Agreement Terms

The Parties hereby agree that the below referenced provisions shall be replaced in the Service Agreement and shall be binding upon the Parties:

First Recital. The definition of "**Services**" is hereby amended to be "locating and connecting with mental health treatment providers and community-based social services".

Second Recital. The Second Recital is hereby deleted and replaced with the following:
WHEREAS, School District desires for Care Solace to assist it in connecting students and families with mental health treatment providers and community-based social services.

B. Additional Service Agreement Terms

The Parties hereby agree that the below referenced additional terms shall be incorporated into the Service Agreement and shall be binding upon the Parties commencing as of July 9, 2026:

1.5 Social Services Care Coordination: Care Solace will provide the following care coordination services for referrals to community-based social services:

1.5.1 Care Solace shall facilitate a screening and referral process for social services whereby School District staff provide Care Solace with contact information of a student in need of social services such as free or reduced-cost dental care, medical services, housing, food, etc., available through community providers/organizations (hereinafter, the "**Community-Based Social Services**").

1.5.2 Care Solace shall also provide students' families in need of social services with telephone and email access to a social services coordinator. The social services coordinators are experienced in customer service and are trained to navigate the social services system and community-based resources. The social services coordinators are not licensed mental health or social services professionals and do not diagnose, assess or evaluate. No professional, fiduciary, or other special legal relationship is formed by a social services coordinator's recommendation of social services to an Authorized User. The social services coordinators are not a crisis response team. The social services coordinators are available to work directly with students' families to connect them with Community-Based Social Services. Social services coordinators are available 24 hours per day, 7 days per week.

1.5.3 Care Solace connects Authorized Users with Community-Based Social Services based on criteria that may include but not be limited to geographic proximity, socio-economic status, whether the social services provider provides services on a reduced-cost or cost-free basis, and, in the case of housing/shelter, whether the social services provider provides services to persons of specific ages and/or genders. Care Solace will use reasonable efforts to confirm that each social service provider it refers to Authorized Users is an appropriate fit for each Authorized User's individual needs. The information available on social services providers through the verification process may vary significantly.

11.4 Solely for Services for social services care coordination, there is no additional cost to School District.

C. Incorporation of Service Agreement Terms and Conditions

Other than the Modifications and Additions set forth in Sections A and B above, the Service Agreement and any addenda or amendments thereto are incorporated here by this reference as though fully set forth herein and the Parties agree that all of the Terms and Conditions of the Service Agreement remain in full force and effect.

SIGNATURES ON NEXT PAGE – REMAINDER OF PAGE INTENTIONALLY BLANK

IN WITNESS WHEREOF the Parties hereto have executed this Amendment as of the date of the last signature below.

Care Solace, Inc. (“Care Solace”)

Printed Full Name: Natasha Conahan
Title: Chief Operations Officer

Signature: _____

Date: _____

Bensalem Township School District ("School District")

Printed Full Name: _____

Title: _____

Signature: _____

Date: _____

Accounts Payable Information:

School District Dept: _____

Accounts Payable contact:

Name: _____

Email: _____

Phone: _____

TEACHER EDUCATION AFFILIATION AGREEMENT

BETWEEN

UNIVERSITY OF PITTSBURGH - OF THE

COMMONWEALTH SYSTEM OF HIGHER EDUCATION

AND

BENSALEM TOWNSHIP SCHOOL DISTRICT

THIS AGREEMENT is made and entered into the __th[th] day of __, 2026, by and between **UNIVERSITY OF PITTSBURGH – OF THE COMMONWEALTH SYSTEM OF HIGHER EDUCATION**, (hereinafter referred to as the "UNIVERSITY") and **BENSALEM TOWNSHIP SCHOOL DISTRICT** (hereinafter referred to as the "DISTRICT") by and through their duly authorized administrators.

WHEREAS, the UNIVERSITY conducts a program in Teacher Education and desires to obtain teaching experience for its students enrolled in its curriculum, who will serve as student teachers or interns, hereinafter "STUDENTS";

WHEREAS, both parties intend to foster professional development for student teachers, interns, cooperating teachers or mentors (hereinafter collectively referred to as "mentors") and administrators.

WHEREAS, both parties intend to strengthen the relationship between basic education and higher education in training prospective teachers.

WHEREAS, the DISTRICT recognizes the need for, and desires to aid in, the educational development of STUDENTS and is willing to make its employees and premises available for such purposes.

NOW, THEREFORE, in consideration of the mutual promises and covenants hereinafter set forth below, the parties agree as follows:

I. UNIVERSITY'S RESPONSIBILITIES:

A. The UNIVERSITY shall be responsible for monitoring and evaluating the individual STUDENT'S progress.

B. The UNIVERSITY shall determine the eligibility of STUDENTS to participate in the DISTRICT'S programs and shall be responsible for recommending STUDENTS for State Instructional I certification. The UNIVERSITY will provide the DISTRICT with a listing of names, dates and hours of assignment and other information specified by the UNIVERSITY or DISTRICT prior to the commencement of each STUDENT'S education placement.

C. The UNIVERSITY shall have full responsibility for the conduct of any STUDENT disciplinary proceedings and shall conduct the same in accordance with all applicable statutes, rules, regulations and case law.

D. The UNIVERSITY shall designate a point of contact for communication and coordination of the educational learning experiences.

E. STUDENTS shall not be considered employees or agents of the UNIVERSITY.

II. RESPONSIBILITIES OF HOST DISTRICT

A. The DISTRICT shall provide educational learning experiences, which are planned, organized and administered by qualified staff in accordance with mutually agreed upon educational objectives and guidelines.

B. The DISTRICT will provide an appropriate teaching assignment with a supportive, encouraging, certified mentor teacher with established regular plan time with the mentor each day.

C. The DISTRICT will provide applicable policies and procedures to the UNIVERSITY and the STUDENTS, to which the STUDENTS shall be expected to, adhere to as a condition to being accepted by the DISTRICT, prior to and during periods of assignment and/or while on DISTRICT premises.

D. The DISTRICT shall have the authority to immediately remove a STUDENT who fails to comply with its policies and procedures. If such a removal occurs, the DISTRICT shall immediately notify the University's designated point of contact.

E. The DISTRICT shall facilitate the STUDENT'S professional growth through educational assignments, and shall provide a work space for the STUDENT, needed resources, equipment, supplies and support in collaboration with the University of Pittsburgh to meet the objectives of training and for the STUDENT to be successful and effective.

F. STUDENTS shall perform services only when under the supervision of registered, licensed or certified DISTRICT staff. STUDENTS are trainees, they are not considered employees or agents of the DISTRICT, and are not to replace DISTRICT staff. The DISTRICT shall acknowledge the STUDENT as a professional colleague who is on staff to serve the students while learning and honing their skills as an educator through planning and implementing instruction. If, however, the STUDENT is a certified intern, then such services may be independently performed under the guidance of the assigned mentor.

G. The DISTRICT will phase the STUDENT into teaching duties in a gradual and realistic manner, following the suggestions of the University supervisor, the mentor teacher, and the Program guidelines.

H. The DISTRICT shall communicate with the University as needed to facilitate the program and to ensure the needs of the STUDENT and the needs of the DISTRICT's students are being met. THE DISTRICT shall inform the UNIVERSITY of relevant significant staff or administrative changes in the education program(s).

I. The DISTRICT shall designate a point of contact for communications and coordination of the educational learning experiences.

J. The DISTRICT shall comply with the Family Educational Rights to Privacy Act ("FERPA") as it may apply to the records of STUDENTS, and shall otherwise keep confidential and not disclose to third parties any information provided by the University about STUDENT through the course of this Agreement without the University's prior written consent.

K. The DISTRICT represents that its signatory hereunder has the authority to execute this Agreement for the term specified herein. The DISTRICT shall immediately notify the UNIVERSITY should that authority cease to exist or if a new signatory is required to complete the term of this Agreement.

III. BOTH - UNIVERSITY AND DISTRICT RESPONSIBILITIES

A. Unless otherwise agreed to in a separate agreement, each party agrees that no STUDENT in the education program(s) will be deemed to be an employee of the DISTRICT nor will the DISTRICT be liable for the payment of any wage, salary, or compensation of any kind for service provided by the STUDENTS. Further, no STUDENT will be covered under either party's Retirement, Social Security or Unemployment Compensation or other employment benefit programs.

B. With the exception of certified student interns, it is further understood that STUDENTS shall not at any time replace or substitute for any DISTRICT employee, nor shall the STUDENT perform any of the duties normally performed by an employee for the DISTRICT except such duties that are part of their training and are performed by the STUDENT under the supervision of a DISTRICT employee.

C. In performing this agreement, the parties agree not to discriminate based on race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability and veteran status.

D. The terms and conditions of the Agreement may be amended by written instrument executed by both parties. Educational programs may be added to this Agreement by way of a letter of agreement signed by both parties.

E. This Agreement shall commence as of the __th of __, 20__ and shall continue for 5 years until __th of __, 20__, or until terminated by either party as provided below.

F. Termination for cause (breach of material terms of the Agreement) by either party requires fifteen (15) days prior written notice. If the breach has not been cured within 15 days, then this Agreement may be terminated in the form of notice provided below. Should notice of termination be given, students assigned to the DISTRICT shall be allowed to complete any previously scheduled assignment then in progress at the DISTRICT.

G.. Notices shall be in writing sent first class mail and will be effective two days after they are mailed.

Notices to the DISTRICT shall be directed to:

Dr. Victoria Velazquez
Superintendent
Bensalem Township School District
3000 Donallen Drive.
Bensalem, PA 19020

Notice of termination to the UNIVERSITY shall be directed to:

University of Pittsburgh
School of Education
ATTN: Clinical Placement Coordinator,
5710 Wesley W. Posvar Hall
Pittsburgh, PA 15260

I. Neither party will be liable for any delay or failure in performance due to causes beyond its reasonable control and without its fault or negligence. Such causes include acts of God, acts of a public enemy, acts of a civil or military authority, embargoes, quarantine restrictions, war, terrorist acts, riots, insurrections, fires, floods, earthquakes, hurricanes, epidemics, pandemics, labor strikes or any other circumstances of like character. The party whose performance is delayed shall promptly notify the other party of such force majeure condition, work diligently to mitigate its effects and provide workarounds and fixes, and make reasonable efforts to resume performance as soon as practicable.

J. This Agreement shall be governed in accordance with the laws of the Commonwealth of Pennsylvania. Litigation arising pursuant to this Agreement must be filed within the Commonwealth of Pennsylvania. Notwithstanding any other provision in this Agreement, both DISTRICT and UNIVERSITY preserve all rights, defenses,

privileges, and immunities as provided by law.

K. This Agreement shall supersede any and all prior agreements between the parties regarding the subject matter hereof. This Agreement is for the sole benefit of the DISTRICT and the UNIVERSITY; no STUDENT or other third party shall be a beneficiary of, or have any right to enforce the terms of this Agreement. The *Guide to Student Teaching*, and *Intern Teaching Handbook* (as applicable) shall supplement this Agreement. In the event of conflicting terms between the Agreement and the *Guide to Student Teaching*, or the *Intern Teaching Handbook*, the terms of this Agreement shall control.

L. The Parties agree that STUDENTS must obtain all necessary clearances and background checks required under Pennsylvania law before entering District's buildings. The DISTRICT shall provide STUDENTS with information as to the specific clearances required by the DISTRICT, how to obtain such clearances, and how to submit any required documentation to DISTRICT. The UNVERSITY shall direct participating STUDENTS to timely comply with DISTRCT's requirements.

IN WITNESS WHEREOF, the parties hereto execute this Agreement and warrant that they are officially authorized to do so for the Term stated herein and intend to be legally bound hereby.

THE UNIVERSITY OF PITTSBURGH - OF THE COMMONWEALTH SYSTEM OF HIGHER EDUCATION	BENSALEM TOWNSHIP SCHOOL DISTRICT
BY:_____	BY:_____
TITLE: Dean, School of Education	TITLE: Board President
DATE:_____	DATE:_____

SJU SAINT JOSEPH'S UNIVERSITY

EDUCATOR PREPARATION PROGRAM
AFFILIATION AGREEMENT

Effective Date: _____

School Name:	**School Coordinator Name:**
School Address:	**School Coordinator Email & Phone:**

This Educator Preparation Program Affiliation Agreement (the "**Agreement**") is made as of the Effective Date above, by and between Saint Joseph's University, with a place of business at 5600 City Avenue, Philadelphia, PA 19131 (hereafter, "**SJU**") and the School identified above ("**School**"). SJU and School shall be referred to individually as "**Party**" or collectively as "**Parties**" throughout this Agreement.

WHEREAS, SJU wishes to provide students enrolled in the Educator Preparation Program in its School of Education and Human Development ("**Students**," as further defined below) with clinical experiences in school settings;

WHEREAS, SJU has determined that its Students would benefit from clinical experiences at School ("**Field Experiences**") to supplement the students' education;

WHEREAS, School is able to provide Field Experiences in accordance with SJU's requirements and is willing to accept SJU students for Field Experiences; and

WHEREAS, the Parties desire to set forth their respective duties and obligations relating to Field Experiences at School.

NOW, THEREFORE, in consideration of the mutual promises in this document, and intending to be legally bound, the Parties hereby agree to the following:

1. **Definitions**

   a. "**Cooperating Teacher**" means the teacher at School assigned to direct the work or activities during Field Experiences of Students who are <u>not</u> Student Teachers (as defined below). The Parties may mutually agree that a Cooperating Teacher does not need to hold a professional or proficient license or its equivalent.

   b. "**School Coordinator**" means the School employee responsible for coordinating and approving all Field Experiences at School.

   c. "**School Administrator**" means the School's principal, building-level administrator, and/or other senior administrator (as applicable to School's organizational structure).

d. "**Student(s)**" means, collectively:

i. Student(s) at a pre-Student Teacher level (i.e., observers, tutors, teacher aides, teaching assistants, etc.), whose Field Experiences at School do not involve full responsibility for instruction or instruction-related activities; and

ii. "**Student Teachers**," defined as student(s) whose Field Experiences at School are either (i) a requirement for a teacher preparation degree and/or teaching license, or (ii) a practicum requirement for an endorsement, certificate, or minor being sought in addition to a teacher preparation degree or teaching license.

e. "**Supervising Teacher**" means the teacher at School assigned to direct a Student Teacher's work or activities during Field Experiences. Supervising Teachers must hold a professional or proficient license or its equivalent and must have (i) three years of teaching experience *or* (ii) the recommendation of the School Administrator.

f. "**University Supervisor**" means the SJU employee responsible for a Student's Field Experience at School. The University Supervisor may be a Student's course instructor.

2. **Requests, Assignments, and Scheduling**

a. The Parties agree that the process of requesting, and assigning Students to, Field Experiences shall be a cooperative venture involving both Parties.

b. Requests: All SJU requests for Field Experiences shall be directed to the School Coordinator or their designee and shall include (through an application or otherwise) relevant information, including, but not limited to: Students' educational backgrounds and the type of Field Experience appropriate for that background, as well as SJU's objectives for, and/or suggested activities for, Field Experiences. SJU also may suggest or request a specific Supervising Teacher for a Student Teacher Field Experience.

c. Assignments: School will make specific and/or final Field Experience assignments after consultation (as applicable) with the Coordinating Teacher, Supervising Teacher and/or School Administrator.

d. Scheduling: For Student Teacher Field Experiences, the Parties intend that Student Teachers follow School's calendar and daily schedule. Any changes to a Student Teacher's schedule must be approved in advance by the Supervising Teacher, the School Administrator, and SJU. For all other Field Experiences, schedules shall be as mutually agreed between the Parties.

3. **Responsibilities of School.** School shall:

a. Throughout the term of this Agreement, periodically accept Students for Field Experiences.

b. Provide appropriate and structured Field Experiences for Students in accordance with educational plans developed by SJU, as further detailed in the SJU Educator Preparation Program Student Handbook and SJU Student Teaching Handbook, as they may be updated from time to time.

c. Retain absolute authority and control over the organization, administration, operation and financing of its services.

d. Assume full authority and responsibility for its students and staff; Students will not be assigned to replace School staff nor be responsible for providing services that would otherwise be provided by School and its staff, except as a supervised experience as part of Field Experiences, pursuant to this Agreement.

e. Students shall be subject to the rules and regulations of School and shall be under the supervision, direction and control of the Cooperating Teacher, Supervising Teacher, School Administrator and/or other School supervisory personnel while Students are on the premises of School or acting on behalf of School in locations other than the premises. Specifically:

   i. A Supervising Teacher may leave the classroom with a Student Teacher in charge of the class, but the Supervising Teacher shall, at all times, retain responsibility for control of the class and the program of instruction.

   ii. A Cooperating Teacher shall not leave the classroom with a Student in charge of the class.

f. Not use Students who are not licensed as a substitute for their Supervising Teacher, Cooperating Teacher or any other licensed personnel; however, planned exceptions to this provision may be authorized in advance by both the appropriate School Administrator and SJU.

g. Require Cooperating Teachers and Supervising Teachers to file such reports and/or evaluations as are prescribed by SJU.

h. Provide the University Supervisor or their designee access, at all reasonable times, to visit School, including the classroom(s) to which a Student is assigned, for the purpose of observation and supervision.

i. In the event that School is subject to jurisdictional dispute between a teacher association and School, Students will occupy a position of neutrality, which means:

   i. Students will immediately report any such dispute to the University Supervisor and will and be guided by the University Supervisor's instructions.

   ii. Students will not report to School until such time as directed by the University Supervisor.

   iii. Students will not by any overt action render support to either party to the dispute.

4. **Responsibilities of SJU.** SJU shall:

   a. Assign to Field Experiences at the School only those Students who have:

      i. Satisfactorily completed the academic prerequisites and meet the requirements of Field Experiences;

ii. Obtained and submitted to SJU the results of a limited criminal history check prior to beginning their Field Experience; *provided, however*, that nothing in this Agreement is intended to or shall be construed to relieve School of its statutory responsibility to obtain criminal background checks or to comply with the requirements of applicable state law.

b. Advise Students that, as a condition of acceptance to and ongoing participation in Field Experiences, they must conform to standards of professional decorum consistent with the prevailing standards in the School's community, as well as in the educational profession, generally.

c. Provide School with any applicable educational objectives and evaluation form(s) for Field Experiences.

d. Keep all records and reports of Students' Field Experiences.

5. **Student Discipline**

a. An individual Student's disciplinary issues shall be evaluated jointly by SJU and School in conference. Any corrective action shall be undertaken consistent with the policies of SJU.

b. In its sole discretion, School may remove from School's premises any Student, SJU employee or University Supervisor, whose unsatisfactory performance, health status or behavior or failure to comply with School policies might jeopardize School's operations, students or staff, themselves or others. Such removal shall, where practical in the opinion of School, be discussed in advance with SJU; however, School reserves the right to immediately remove, without prior notice, a Student from School's premises when it deems appropriate and shall immediately advise SJU of that removal.

c. SJU reserves the right to remove any Student from a Field Experience if SJU in its sole discretion believes such removal to be in the best interest of the Student. In such case, SJU will promptly notify School.

6. **Insurance.** Each Party shall maintain comprehensive general liability and professional liability insurance, including via one or more excess liability policies, covering its employees and Students (if applicable) in an amount not less than $1,000,000 per occurrence and $3,000,000 aggregate. Each Party shall also maintain any other legally mandated coverages for its employees in such amounts as may be required by law. If requested, certificates of insurance evidencing such coverages shall be provided by each Party to the other.

7. **Indemnification and Risk Management.** Each Party shall defend, indemnify and hold harmless the other Party and its respective directors, officers, trustees, members, agents, employees, representatives, affiliates and subsidiaries from any and all claims for losses or damage to property or injury or death to persons related to or in connection with the activities conducted pursuant to this Agreement or any act or omission of the Party, its employees and, if applicable, Students, including but not limited to any claims arising from the negligent or wrongful acts or omissions of the Party, its employees and, if applicable, Students, or any breach of this Agreement by the Party, inclusive of reasonable costs, expenses and attorneys' fees. This Section shall survive the termination or expiration of this Agreement.

8. **Independent Contractors**

   a. The Parties hereby acknowledge that they each are independent parties contracting solely for the purpose of effectuating this Agreement and neither Party nor any agents, representatives or employees of that Party shall be considered agents, representatives or employees of the other Party. In no event shall this Agreement be construed as establishing a partnership or joint venture or similar relationship between the Parties

   b. The Parties acknowledge and agree that Students are not the employees or agents of either SJU or School. Except as permitted in writing by both Parties, Students may not be compensated for their participation in, or for performing any activities or responsibilities that are requirements of Field Experiences.

9. **Non-Discrimination.** The Parties agree there shall be no unlawful discrimination on the basis of race, national origin, religion, creed, sex or sexual orientation, age, veteran status or disability in either the selection of Students for participation in Field Experiences or as to any aspect of Field Experiences; provided, however, that with respect to disability, the disability must not be such as would, even with reasonable accommodation, in and of itself preclude the Student from performing the essential functions of a Student in Field Experiences.

10. **Student Records and Data.** For purposes of this Agreement, pursuant to FERPA, SJU hereby designates School as a school official with a legitimate educational interest in the education records of Students who participate in Field Experiences to the extent that access to the records is required by School to carry out Field Experiences. School agrees to maintain the confidentiality of the education records in accordance with the provisions of FERPA. School shall comply with all applicable laws regarding privacy and security protections for Student and SJU data.

11. **Term; Termination**

   a. The initial term of this Agreement shall commence on the Effective Date and shall continue for a term of three (3) years with automatic extensions of three (3) additional one (1)-year terms unless and until terminated pursuant to the terms and conditions of this Agreement.

   b. Either Party may terminate this Agreement at any time with or without cause upon at least ninety (90) days prior written notice to the other Party; provided that, regardless of cause, all Students currently participating in a Field Experience at School at the time of notice of termination shall be given the opportunity (at the discretion of SJU) to complete their Field Experience at School.

   c. Either Party may immediately terminate this Agreement upon a breach by the other Party of any provision of this Agreement, provided that the terminating Party shall have provided the other Party with written notice specifying the breach, and the breach shall not have been cured to the reasonable satisfaction of the terminating Party within ten (10) days after the giving of such notice.

12. **Cooperation and Dispute Resolution**

a. Either Party may, at any time and without terminating this Agreement: (i) change the nature of a Student's Field Experience or (ii) terminate a Student's Field Experience. The Parties agree, however, that they shall make meaningful efforts to consult each other before making any such change or termination.

b. The Parties will meet as necessary to discuss and evaluate Field Experiences at School. The Parties agree that, to the extent compatible with the separate and independent management of each, they will maintain effective liaison and close cooperation. If a dispute arises related to the obligations or performance of either Party under this Agreement, representatives of the Parties will meet in good faith to resolve the dispute; provided, however, that nothing in this Section shall impair or affect any rights of the Parties pursuant to Section 11 hereof.

13. **Entire Agreement; Amendment.** This Agreement contains the entire agreement of the Parties with respect to the subject matter hereof and supersedes all prior agreements, oral or written, and all other communications between the Parties relating to such subject matter. This Agreement may not be amended or modified except by mutual written agreement.

14. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, without regard to conflicts of laws principles.

15. **Assignment.** Neither Party shall assign or transfer, in whole or part, this Agreement or any of its rights, duties or obligations under this Agreement without the prior written consent of the other Party. Any assignment or transfer without such consent shall be null and void.

16. **Marketing Materials.** Neither SJU nor School will use the other's name, (alone or as part of another name, and in any language) or any logos, seals, insignia, or other words, names, symbols, images, or devices that identify either Party in any publicity or advertising material without prior written consent of the other Party.

17. **Headings.** Headings and captions used in this Agreement are for convenience and ease of reference only and will not be used to construe, interpret, expand or limit the terms, conditions or other provisions of this Agreement.

18. **Third Parties.** Nothing in this Agreement, express or implied, is intended to confer any rights, remedies, claims or interests upon any person not a Party to this Agreement.

19. **Notices**

a. Any notice required or permitted to be given pursuant to the terms and provisions of this Agreement shall be in writing and shall be sent by hand delivery, certified mail, return receipt requested, postage prepaid, or nationally recognized overnight courier service, addressed as follows:

To SJU:	*With a copy to:*
Saint Joseph's University 5600 City Avenue Philadelphia PA 19131 Attn: Provost	Office of the General Counsel Saint Joseph's University 5600 City Avenue Philadelphia PA 19131

To School: At that address and to the contact person listed on the first page of this Agreement.

b. Notices given by hand delivery shall be deemed effective upon receipt; notices given by certified mail shall be deemed effective three (3) business days after being deposited in the U.S. Mail; and notices given by overnight courier service shall be deemed effective one (1) business day after being deposited with the overnight courier service.

20. **Binding Effect.** This Agreement is binding upon, and inures to the benefit of, the Parties to this Agreement and their respective successors and permitted assigns.

21. **Counterpart Execution.** This Agreement and any amendments hereto may be executed in multiple counterparts and by the Parties on separate counterparts, all of which together shall constitute one and the same instrument. Signatures on this Agreement may be exchanged by facsimile or other means of electronic transmission, such as e-mail.

[Signature Page to Follow Next]

IN WITNESS WHEREOF, the Parties have executed this Educator Preparation Program Affiliation Agreement as of the Effective Date, and the persons whose signatures appear below certify that they are authorized to sign on behalf of the respective Party.

SAINT JOSEPH'S UNIVERSITY

By: _____

Name: Jean McGivney-Burelle PhD

Title: Provost

Date: _____

SCHOOL

By: _____
[*Signature*]

Name: _____
[*Person authorized to sign for School*]

Title: _____

Date: _____

THE BENSALEM TOWNSHIP SCHOOL DISTRICT

RECEIVED
OCT 0 7 2026
LEARNING

NEW CLUB APPLICATION FORM

Today's Date: 9/21 **Proposed New Club Name:** Physics Olympians

Name of Advisor Running the Club (Print): Robert Blaszczyk

Signature of Club Advisor: [signature]

Name of Student Leaders: Dale Jacobe Rays; Ishaan Patel

Purpose and Description of the Proposed New Club: To help students develop advanced physics problem-solving skills by preperation for olympiads like the F=ma & Quiz Bowl Olympiads. The club will recieve assistance on the instruction of these topics from the physics department at BCCC, specifically Dr. Aaron Burger.

Months/Season the Club Will Run: October - May

Meeting/Practice Days Club will be in session: Tuesdays

Will There Be Fundraising for the Club? YES ☑ or NO ☐

Will There Be Trips Planned for the Club? YES ☐ or NO ☑

Please provide an explanation for the Fundraising and/or the Trip: We will need fundraising to alleviate the cost for olympiad & exam registration.

Is District Transportation Required/Needed? YES ☐ or NO ☑

Please provide details on the need for District transportation: NA (Not Applicable)

Date Submitted to School Office: 9/12 **Date Submitted to the Board:**

APPROVED OR **DENIED**

Comments:

THE BENSALEM TOWNSHIP SCHOOL DISTRICT

NEW CLUB APPLICATION FORM

Today's Date: 10/8/26 **Proposed New Club Name:** Homework Club

Name of Advisor Running the Club (Print): Bridgette Schultz

Signature of Club Advisor: Bridgette Schultz

Name of Student Leaders: N/A

Purpose and Description of the Proposed New Club: Shafer staff will stay after school Tues-Thurs to support students through tutoring, HW help, classwork, etc.

Months/Season the Club Will Run: Oct-June

Meeting/Practice Days Club will be in session: Tues-Thurs

Will There Be Fundraising for the Club? YES ☐ or NO ☒

Will There Be Trips Planned for the Club? YES ☐ or NO ☒

Please provide an explanation for the Fundraising and/or the Trip: N/A

Is District Transportation Required/Needed? YES ☑ or NO ☐

Please provide details on the need for District transportation: After school activities bus - 4:20 pm

---

Date Submitted to School Office: _____ **Date Submitted to the Board:** _____

APPROVED OR DENIED

Comments: _____

THE BENSALEM TOWNSHIP SCHOOL DISTRICT

NEW CLUB APPLICATION FORM

Today's Date: 10.8.26 **Proposed New Club Name:** DUNGEONS & DRAGONS CLUB

Name of Advisor Running the Club (Print): MR. REPPENHAGEN

Signature of Club Advisor: [signature]

Name of Student Leaders: COLE MOONEY, EVAN LIN, OWEN ROBSON

Purpose and Description of the Proposed New Club: TO PROMOTE CREATIVITY, CRITICAL THINKING, & COLLABORATION THROUGH INTERACTIVE STORY-TELLING AND GAMEPLAY. TO HELP STUDENTS GROW SOCIALLY & INTELLECTUALLY WHILE HAVING FUN IN A SUPPORTIVE ENVIRONMENT.

Months/Season the Club Will Run: OCT – MAY

Meeting/Practice Days Club will be in session: TUESDAYS

Will There Be Fundraising for the Club? YES ☐ or NO ☒

Will There Be Trips Planned for the Club? YES ☐ or NO ☒ NO

Please provide an explanation for the Fundraising and/or the Trip: N/A

Is District Transportation Required/Needed? YES ☑ or NO ☐

Please provide details on the need for District transportation: 4:20 - after school activities bus

Date Submitted to School Office: _____ **Date Submitted to the Board:** _____

APPROVED OR DENIED

Comments: _____

THE BENSALEM TOWNSHIP SCHOOL DISTRICT

NEW CLUB APPLICATION FORM

Today's Date: 10.8.26 **Proposed New Club Name:** CHESS CLUB

Name of Advisor Running the Club (Print): MR. REPPENHAGEN

Signature of Club Advisor: [signature]

Name of Student Leaders: RIANN PATEL, FRANCIS TYLER

Purpose and Description of the Proposed New Club: TO GIVE STUDENTS A FUN + ENGAGING WAY TO BUILD CRITICAL-THINKING SKILLS, PROBLEM SOLVING, CONCENTRATION, + STRATEGIC PLANNING SKILLS IN A SAFE, WELCOMING ENVIRONMENT.

Months/Season the Club Will Run: OCT - MAY

Meeting/Practice Days Club will be in session: THURSDAYS

Will There Be Fundraising for the Club? YES ☑ or NO ☒

Will There Be Trips Planned for the Club? YES ☐ or NO ☒ NO

Please provide an explanation for the Fundraising and/or the Trip: N/A

Is District Transportation Required/Needed? YES ☑ or NO ☐

Please provide details on the need for District transportation: ~~N/A~~ 4:20 BUS

Date Submitted to School Office: _____ **Date Submitted to the Board:** _____

APPROVED OR DENIED

Comments: _____

A student Led

THE BENSALEM TOWNSHIP SCHOOL DISTRICT

NEW CLUB APPLICATION FORM

Today's Date: 10/8/26 **Proposed New Club Name:** Debate Club

Name of Advisor Running the Club (Print): Sarah Kelly

Signature of Club Advisor: X Sarah Kelly

Name of Student Leaders: Veer Chopra

Purpose and Description of the Proposed New Club: learn how to argue through debate, use evidence to support arguments, start Shafer debate competitions.

Months/Season the Club Will Run: Year round

Meeting/Practice Days Club will be in session: Homeroom - Tuesdays

Will There Be Fundraising for the Club? YES ☐ or NO ☑

Will There Be Trips Planned for the Club? YES ☐ or NO ☑

Please provide an explanation for the Fundraising and/or the Trip: N/A

Is District Transportation Required/Needed? YES ☐ or NO ☑

Please provide details on the need for District transportation: N/A

Date Submitted to School Office: _____ **Date Submitted to the Board:** _____

APPROVED OR DENIED

Comments: _____

★ student led

THE BENSALEM TOWNSHIP SCHOOL DISTRICT

NEW CLUB APPLICATION FORM

Today's Date: 10/8/26 **Proposed New Club Name:** Squishy Club

Name of Advisor Running the Club (Print): Matthew Segal

Signature of Club Advisor: Matt Segal

Name of Student Leaders: Taylan Lewis

Purpose and Description of the Proposed New Club: create squishys in an inclusive environment + learn about materials, production, etc.

Months/Season the Club Will Run: year round

Meeting/Practice Days Club will be in session: Homeroom - Tuesdays

Will There Be Fundraising for the Club? YES ☐ or NO ☑

Will There Be Trips Planned for the Club? YES ☐ or NO ☑

Please provide an explanation for the Fundraising and/or the Trip: N/A

Is District Transportation Required/Needed? YES ☐ or NO ☒

Please provide details on the need for District transportation: N/A

Date Submitted to School Office: _____ **Date Submitted to the Board:** _____

APPROVED OR DENIED

Comments: _____

* Student led

THE BENSALEM TOWNSHIP SCHOOL DISTRICT

NEW CLUB APPLICATION FORM

Today's Date: 10/8/26 **Proposed New Club Name:** Anime Club

Name of Advisor Running the Club (Print): Bridgette Schultz

Signature of Club Advisor: Bridgette Schultz

Name of Student Leaders: Cassidy Stephens

Purpose and Description of the Proposed New Club: Enjoy anime & manga in a safe space while learning about Japanese culture.

Months/Season the Club Will Run: Year round

Meeting/Practice Days Club will be in session: Tues or Thurs

Will There Be Fundraising for the Club? YES ☐ or NO ☒

Will There Be Trips Planned for the Club? YES ☐ or NO ☒

Please provide an explanation for the Fundraising and/or the Trip: N/A

Is District Transportation Required/Needed? YES ☑ or NO ☐

Please provide details on the need for District transportation: After school activities bus - 4:20 pm

Date Submitted to School Office: _____ **Date Submitted to the Board:** _____

APPROVED OR DENIED

Comments: _____

*student led

THE BENSALEM TOWNSHIP SCHOOL DISTRICT

NEW CLUB APPLICATION FORM

Today's Date: 10/8/26 **Proposed New Club Name:** Drama Club

Name of Advisor Running the Club (Print): Bridgette Schultz

Signature of Club Advisor: Bridgette Schultz

Name of Student Leaders: Jaxon Hollingsworth

Purpose and Description of the Proposed New Club: provide an inclusive environment for students to explore elements of drama + develop skills

Months/Season the Club Will Run: year round

Meeting/Practice Days Club will be in session: Tuesdays

Will There Be Fundraising for the Club? YES ☐ or NO ☒

Will There Be Trips Planned for the Club? YES ☐ or NO ☒

Please provide an explanation for the Fundraising and/or the Trip: N/A

Is District Transportation Required/Needed? YES ☑ or NO ☐

Please provide details on the need for District transportation: After school activities bus – 4:20 pm

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Date Submitted to School Office: _____ **Date Submitted to the Board:** _____

APPROVED OR DENIED

Comments: _____

Student Led

THE BENSALEM TOWNSHIP SCHOOL DISTRICT

NEW CLUB APPLICATION FORM

Today's Date: 10/8/26 **Proposed New Club Name:** Doodle Dimension

Name of Advisor Running the Club (Print): Bridgette Schultz

Signature of Club Advisor: Bridgette Schultz

Name of Student Leaders: Vincent Kates

Purpose and Description of the Proposed New Club: drawing club with an interest in comic strips that will be displayed around shafer.

Months/Season the Club Will Run: year round

Meeting/Practice Days Club will be in session: Tuesdays

Will There Be Fundraising for the Club? YES ☐ or NO ☒

Will There Be Trips Planned for the Club? YES ☐ or NO ☒

Please provide an explanation for the Fundraising and/or the Trip: N/A

Is District Transportation Required/Needed? YES ☑ or NO ☐

Please provide details on the need for District transportation: After school activities bus - 4:20 pm

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Date Submitted to School Office: _____ **Date Submitted to the Board:** _____

APPROVED OR DENIED

Comments: _____

* Student led

THE BENSALEM TOWNSHIP SCHOOL DISTRICT

NEW CLUB APPLICATION FORM

Today's Date: 10/8/26 **Proposed New Club Name:** K-Language + Culture

Name of Advisor Running the Club (Print): Bridgette Schultz

Signature of Club Advisor: Bridgette Schultz

Name of Student Leaders: Charlotte Myers

Purpose and Description of the Proposed New Club: Expand student knowledge on foreign language + culture — with specific interest in Korean culture.

Months/Season the Club Will Run: year round

Meeting/Practice Days Club will be in session: Thursdays

Will There Be Fundraising for the Club? YES ☐ or NO ☒

Will There Be Trips Planned for the Club? YES ☐ or NO ☒

Please provide an explanation for the Fundraising and/or the Trip: N/A

Is District Transportation Required/Needed? YES ☑ or NO ☐

Please provide details on the need for District transportation: After school activities bus — 4:20 pm

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Date Submitted to School Office: _____ **Date Submitted to the Board:** _____

APPROVED OR DENIED

Comments: _____

Student Led

THE BENSALEM TOWNSHIP SCHOOL DISTRICT

NEW CLUB APPLICATION FORM

Today's Date: 10/8/26 **Proposed New Club Name:** Fishing Club (Student Led)

Name of Advisor Running the Club (Print): Bridgette Schultz

Signature of Club Advisor: Bridgette Schultz

Name of Student Leaders: Oleksandr Zvarych, Ben Hua + Matsvei Bandarch

Purpose and Description of the Proposed New Club: Explore marine life, study fish migration, knot tying, etc.

Months/Season the Club Will Run: Year round

Meeting/Practice Days Club will be in session: Thursdays

Will There Be Fundraising for the Club? YES ☐ or NO ☒

Will There Be Trips Planned for the Club? YES ☐ or NO ☒

Please provide an explanation for the Fundraising and/or the Trip: N/A

Is District Transportation Required/Needed? YES ☑ or NO ☐

Please provide details on the need for District transportation: After school activities bus - 4:20 pm

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Date Submitted to School Office: _____ **Date Submitted to the Board:** _____

APPROVED OR DENIED

Comments: _____

THE BENSALEM TOWNSHIP SCHOOL DISTRICT

NEW CLUB APPLICATION FORM

Today's Date: 10/8/26 **Proposed New Club Name:** Student Awareness

Name of Advisor Running the Club (Print): Bridgette Schultz

Signature of Club Advisor: Bridgette Schultz

Name of Student Leaders: Krishika Narielwala

Purpose and Description of the Proposed New Club: Spread awareness on various topics that students feel concerned with. Brainstorm solutions and projects that benefit each topic (Humanity, nature, etc.)

Months/Season the Club Will Run: Year round

Meeting/Practice Days Club will be in session: Thursdays

Will There Be Fundraising for the Club? YES ☐ or NO ☒

Will There Be Trips Planned for the Club? YES ☐ or NO ☒

Please provide an explanation for the Fundraising and/or the Trip: N/A

Is District Transportation Required/Needed? YES ☑ or NO ☐

Please provide details on the need for District transportation:
After School activities bus – 4:20 pm

Date Submitted to School Office: _____ **Date Submitted to the Board:** _____

APPROVED OR DENIED

Comments: _____

RECEIVED
OCT 22 2026
TEACHING & LEARNING

Bensalem Township School District
Field Trip Preliminary Approval Form

In order for this field trip form to be processed, the following must be attached:

- ◀ *A preliminary list of students attending*
- ☐ *Fundraising plan if used*
- ◀ *A preliminary list of staff attending*
- ◀ *A preliminary list of chaperones, if known*

School: Snyder MS, Shafer MS, Bensalem HS	**Today's Date:** 10/15/26
Requesting Staff Member: Kate Liese, Engineering Curriculum Coordinator	**Classrooms/Grades Attending:** 8 students from Shafer FY STEM, 4 students from Snyder FY STEM, and 8 students from BHS Engineering 102 class
Title of Activity: PA Keystone Competition in Bucks County (Bucks County IU)	**Brochure/Itinerary Attached:** ◀ yes ☐ no
Destination (complete address): One Ivybrook Blvd Suite 190, Warminster, PA 18974	

Educational Objective (Must include multiple PA Common Core Standards and detailed rationale):

Educational Objective:
Students in grades 7–12 will participate in a one-day, team-based STEM Challenge in a hackathon format at the Bucks County IU Fab Lab. Working in teams of 4–5, students will apply the engineering design process to analyze a real-world problem revealed on the day of the competition, collaboratively generate and evaluate possible solutions, develop a prototype or conceptual model using provided materials, and communicate their design rationale and results. Through this experience, students will strengthen critical thinking, problem-solving, collaboration, mathematical reasoning, and technical communication skills aligned with Pennsylvania Common Core Standards.

Aligned Pennsylvania Common Core Standards

English Language Arts – Speaking, Listening, and Informational Text

- CC.1.5.7.A / CC.1.5.9.A – Engage effectively in a range of collaborative discussions, building on others' ideas and expressing one's own clearly.
- CC.1.5.7.B / CC.1.5.9.B – Delineate a speaker's argument and evaluate reasoning and evidence during team discussions and solution critiques.
- CC.1.4.7.V / CC.1.4.9.V – Conduct short research projects and present information using appropriate facts, details, and technical vocabulary.
- CC.1.2.7.C / CC.1.2.9.C – Analyze interactions among ideas in informational contexts, including cause-and-effect relationships relevant to design constraints and outcomes.

Mathematics – Mathematical Practices

- CC.2.1.7.A.1 / CC.2.1.HS.A.1 – Apply mathematics to solve real-world and mathematical problems using numerical and algebraic reasoning.
- CC.2.1.7.E.1 / CC.2.1.HS.E.1 – Solve problems involving ratios, proportions, measurement, and quantitative constraints relevant to design solutions.
- CC.2.1.7.D.1 / CC.2.1.HS.D.1 – Analyze data and use logical reasoning to evaluate solution effectiveness and make improvements.

Science & Technical Literacy (Integrated through ELA Standards)

- CC.1.2.7.G / CC.1.2.9.G – Compare and contrast information from multiple sources and media formats to inform design decisions and solution refinement.

Detailed Rationale

Participation in the PA Keystone STEM Competition provides students with an authentic, high-engagement learning experience that mirrors real-world engineering and innovation practices. The hackathon format requires students to think critically under time constraints, collaborate effectively with peers, and adapt their thinking as new information becomes available. Because the challenge is announced on the day of the event and no prior preparation is required, students must rely on transferable skills—such as problem decomposition, brainstorming, testing ideas, and clear communication—rather than memorization or pre-planned solutions.

This experience directly supports Pennsylvania Common Core expectations by integrating mathematical reasoning into real-world problem solving, requiring students to justify decisions with evidence, measurements, or data, and by emphasizing communication skills through team discussions and presentations. Students practice articulating ideas using appropriate technical vocabulary, listening to and incorporating peer feedback, and defending design choices based on constraints and criteria.

Additionally, the competition promotes equitable access to STEM learning by removing financial and preparatory barriers, allowing all students—across grades 7–12 and two grade bands—to engage meaningfully in hands-on innovation. Exposure to a professional Fab Lab environment further supports college and career readiness by connecting classroom learning to modern engineering tools, collaborative workflows, and STEM career pathways. This field trip reinforces district engineering goals while motivating students to see themselves as capable problem solvers and future innovators.

Class Preparation for Trip: Prior to the field trip, students will review the **engineering design process** (problem identification, brainstorming, prototyping, testing, and iteration) and norms for effective teamwork, including communication, role sharing, and respectful collaboration. Teachers will discuss expectations for professional behavior in a lab setting and briefly review how math, science, and communication skills are applied in real-world STEM challenges. No specific content preparation is required, as the challenge is revealed on the day of the event.

Class Follow Up of Field Trip: After the field trip, students will reflect on their experience through a class discussion or short written reflection addressing the problem they were given, their team's solution, and what they would improve with additional time. Students will connect the competition experience back to classroom learning by identifying how the engineering design process, collaboration, and problem-solving strategies were used. Where appropriate, students may extend the experience by redesigning or improving their solution, analyzing constraints, or presenting lessons learned to peers.

Departure Date: 11/4/2026	**Return Date:** 11/4/2026	**Transportation Mode:** **District Bus__X_____** **Charter Bus_____** **# of Buses_____**

Student Chaperone Ratio: MS 1:4 & HS 1:8	**Number of Chaperones Attending: (Attach List of Chaperone Names)** **# of District Staff__3_____** **# of Non-District Staff__0_____**

Nurse Needed: Yes_____ No_X_____

Trip to be financed through:

_____Student Payments _____ PTG _____ Fundraiser _X_____ Other

Food needed: ___X__ Yes _____ No If yes, how will it be provided? (Must notify school cafeteria) Students will pack their lunch
Housing needed: _____Yes __X___ No If yes, what type and where:
Cost of transportation for trip (per student): _____ Cost of Admission (per student): _____ Cost of meals (per student):_____ Other expense (specify) _____ **Total Cost Per Student: $390.00** Cost for substitute teacher ($130 per sub) _____
Principal Approval: Nicole Bourque **Date:** 10-15-26
Superintendent/Designee Approval: [signature] **Date:** 10/23/2026
Board Action: ☐ Approved ☐ Denied [signature] Date

Preliminary List of Staff & Students Attending:

- Kelly McGonagle & 8 students from her Engineering 102 course (BHS)
- Anthony Giunta & 4 students from his FY Stem Class (Snyder MS)
- Russ Grayson, Nick Aninsman & 8 students from his FY STEM Class (Shafer MS)

BTSD Field Trip Description and Itinerary Form

Lead Planning Teacher: Kate Liese	**School and grade:** 8th Grade Snyder & Shafer, BHS Eng 102
Date and times of trip: November 4, 2026 8:30am – 1:30pm	
Departure Date: November 4, 2026	**Return Date:** November 4, 2026
Departure Time: 8:30am	**Return Time:**1:30pm
Description of Activities: See Itinerary on Reverse from BCIU	
Number of students attending: 20	
Number of certified district teachers attending: 4	
Number of non-certified district staff attending:0	
Number of parent chaperones attending:0	
Transportation provided by: Bensalem Transportation	
Food/drinks/snacks provided by: Students will pack their lunch	
Where they will eat: At their Competition Table	
Housing: N/A	
Students "what to bring" list: Packed lunch; School T-Shirt	
Appropriate dress: School T-Shirt; sneakers; school appropriate dress code	
Potential hazards: None	
Emergency Medical Plan (if applicable): N/A	
Special needs for students or adults on trip: N/A	

2026 Bucks County PA Keystone Competition, Grades 7-12

Date: Wednesday, November 4, 2026
Location: Fab Lab Center, Suite 190, One Ivybrook Boulevard, Warminster, PA
Time: 8:30-1:30

Schedule (subject to minor changes)

- 8:30-9:15 Team check-in and introductions; challenge is announced; review of available materials, tools, and judging rubric
- 9:15-12:30 Teams brainstorm ideas, choose their solution, and collaborate to design their solution using materials and tools available. Students should make full use of this time block to thoroughly discuss and create their solution. Teams also develop and practice their 3-minute Shark Tank style pitch. *During this time, students should also have their lunch break.*
- 12:30-1:00 Judging. Teams will have 3 minutes to present their idea to the judges.
- 1:00-1:20 Winners announced; all teams are recognized for their work; team photos
- 1:20-1:30 Clean up and departure

Other Info:

- Teams will be provided with materials to create their solutions. The Fab Lab has laptops and iPads. Students will have access to some of the computer and iPad applications to use for their projects and pitches.
- Students are permitted to bring their own computers, Chromebooks, or tablets. They do not need to bring any other materials or tools.
- Students and chaperones should bring their lunches and water bottles. We have a refill station at the Fab Lab. There will be some light snacks provided.
- As with field trips, chaperones should bring or have access to emergency information and parent/guardian contact information.
- Students should be familiar with the design process and understand that they will be working with their team on one solution that the team agrees upon.
- We have 18 teams registered for grades 7-12, so it will be a full house!
- If you have any questions, please contact Maryann Molishus at mmolishus@bucksiu.org or my cell is 2

Bensalem Township School District
Field Trip Preliminary Approval Form

RECEIVED
OCT 22 2026
TEACHING & LEARNING

In order for this field trip form to be processed, the following must be attached:

☑ *A preliminary list of students attending* NA ☑ *Fundraising plan if used*

☑ *A preliminary list of staff attending* ☑ *A preliminary list of chaperones, if known*

School: BHS

Today's Date: 9/25/26

Requesting Staff Member: Alyssa Porr (Mihalik)

Classrooms/Grades Attending: Treble & Concert Choir Students

Title of Activity: Choir tours to elementary schools

Brochure/Itinerary Attached: ☑ yes ☐ no

Destination (complete address): 2/18: Valley/Rush, 2/19: Struble/Faust, 3/23: Belmont/Cornwells

Educational Objective (Must include multiple PA Common Core Standards and detailed rationale): 9.1.12A, 9.1.12B, 9.1.12G, 9.1.12I, 9.3.12C 9.4.12C Students in BHS Choirs are performing for elementary school students. Demonstrating the progression of musicianship from elementary

Class Preparation for Trip: Students are rehearsing rep. for choir tours (

Class Follow Up of Field Trip: Students will reflect on/critique performance

Departure Date:	Return Date:	Transportation Mode:
2/18/27	2/18/27	District Bus X
2/19/27	2/19/27	Charter Bus
3/23/27	3/23/27	# of Buses 3

Student Chaperone Ratio: 32:1

Number of Chaperones Attending: (Attach List of Chaperone Names)
# of District Staff 3
# of Non-District Staff 0

Nurse Needed: Yes___ No___ **Nurse Signature** Pending review of medical forms.

Trip to be financed through:
_____ Student Payments _____ PTG _____ Fundraiser NA Other

Food needed: X Yes ____ No If yes, how will it be provided? (Must notify school cafeteria)
Students can pack lunch or purchase it at the mall.

Housing needed: - ____ Yes X No If yes, what type and where:

Cost of transportation for trip (per student): 0 Cost of Admission (per student): 0
Cost of meals (per student): Varies Other expense (specify/nursing cost)

Total Cost Per Student: $ Varies based on lunch

Cost for substitute teacher ($130 per sub) Cost for nurse ($60 per hour)

Principal Approval: [signature] **Date:** 10/19/26

Superintendent/Designee Approval: [signature] **Date:** 10/23/2026

Board Action: ☐ Approved ☐ Denied Date

10/18/2023

to high school is an important part of vertically aligning our music curriculum from K-12.

BTSD Field Trip Description and Itinerary Form

Lead Planning Teacher: Alyssa Porr (Mihalik)	**School and grade:** BHS Choirs 9-12
Date and times of trip: 2/18 Valley & Rush, 2/19 Struble & Faust, 3/23 Belmont & Cornwell	
Departure Date: 2/18, 2/19, 3/23	**Return Date:** 2/18, 2/19, 3/23
Departure Time: 8AM each day	**Return Time:** 3:30PM Each day

Description of Activities: Students in BHS Choirs are performing for elementary school students. Demonstrating proficiency in music and from elementary to high school is an important part of vertically aligning our music curriculum from K-12.

Number of students attending: 96

Number of certified district teachers attending: 3

Number of non-certified district staff attending: 0

Number of parent chaperones attending: 0

Transportation provided by: In the process of coordinating district busses w/ admin/ activities

Food/drinks/snacks provided by: Students will bring snacks/ drinks.

Where they will eat: Purchase lunch at mall or pack lunch

Housing: NA

Students "what to bring" list: Music, water bottle, money for lunch, packed lunch.

Appropriate dress: Jeans, sneakers, BHS Choir/BHS apparel. Blue, gray, or black shirts also approved.

Potential hazards: NA

Emergency Medical Plan (if applicable): NA

Special needs for students or adults on trip: NA

Choir Tour Dates and Itinerary 2027

Thursday, 2/18/27

- 8:50-9:05AM Depart BHS for Valley
- 9:10-9:25AM Choir Warm-ups
- 9:30-10:15AM: Choir performance for Valley
- 10:20AM: Depart Valley for Oxford Valley Mall
- 10:40AM: Arrive at Oxford Valley Mall for Lunch
- 10:45AM-1:30PM Lunch
- 1:35PM: Depart Oxford Valley Mall for Rush
- 2:00PM Arrive at Rush
- 2:05-2:25PM: Choir Warm-ups
- 2:30-3:15PM: Choir performance for Rush
- 3:25PM: Depart Rush for BHS
- 3:30PM: Arrive at BHS

Friday, 2/19/27

- 8:45-9:00AM Depart BHS for Struble
- 9:05-9:25AM Choir Warm-ups
- 9:30-10:15AM: Choir performance for Struble
- 10:20AM: Depart Struble for Oxford Valley Mall
- 10:45AM: Arrive at Oxford Valley Mall for Lunch
- 10:45AM-1:35PM Lunch
- 1:35PM: Depart Oxford Valley Mall for Faust
- 2:00PM Arrive at Faust
- 2:05-2:25PM: Choir Warm-ups
- 2:30-3:15PM: Choir performance for Faust
- 3:20PM: Depart Faust for BHS
- 3:35PM: Arrive at BHS

Tuesday, 3/23/27

- 8:45-8:50AM Depart BHS for Belmont
- 9:05-9:25AM Choir Warm-ups
- 9:30-10:15AM: Choir performance for Belmont
- 10:35AM: Depart Belmont for Oxford Valley Mall
- 10:40AM: Arrive at Oxford Valley Mall for Lunch
- 10:40AM-1:15PM Lunch
- 1:20PM: Depart Oxford Valley Mall for Cornwells
- 1:45PM Arrive at Cornwells
- 1:50-2:10PM: Choir Warm-ups
- 2:15-3:00PM: Choir performance for Cornwells

Bensalem Township School District
Field Trip Preliminary Approval Form

RECEIVED
OCT 22 2026
TEACHING & LEARNING

In order for this field trip form to be processed, the following must be attached:

☑ *A preliminary list of students attending* ☐ *Fundraising plan if used* NA

☑ *A preliminary list of staff attending* ☑ *A preliminary list of chaperones, if known*

School: BHS	**Today's Date:** 10/13/26
Requesting Staff Member: Alyssa Pour (Mihalik)	**Classrooms/Grades Attending:** Treble Choir & Fem students
Title of Activity: Choir perf. at PA State Capitol.	**Brochure/Itinerary Attached:** ☑ yes ☐ no

Destination (complete address): PA State Capitol, 501 N 3rd St., Harrisburg PA 17120

Educational Objective (Must include multiple PA Common Core Standards and detailed rationale): 9.1.12A, 9.1.12B, 9.1.12G, 9.1.12I 9.3.12C, 9.4.12C Students were selected to sing at the PA State Capitol during Music in our Schools Month.

Class Preparation for Trip: Choirs are rehearsing music for perf.

Class Follow Up of Field Trip: Students asked to reflect on perf.

Departure Date:	**Return Date:**	**Transportation Mode:**
3/11/27	3/11/27	**District Bus** 2 **Charter Bus** 0 **# of Buses** 2

Student Chaperone Ratio:	**Number of Chaperones Attending:** (Attach List of Chaperone Names)
36:1	**# of District Staff** 2 **# of Non-District Staff** 0

Nurse Needed: Yes___ No___ **Nurse Signature** Pending form review

Trip to be financed through: NA

_____**Student Payments** _____ **PTG** _____ **Fundraiser** _____ **Other**

Food needed: _____ Yes ✓ No If yes, how will it be provided? (Must notify school cafeteria)

Housing needed: _____ Yes ✓ No If yes, what type and where:

Cost of transportation for trip (per student): 0 Cost of Admission (per student): _____

Cost of meals (per student): Varies Other expense (specify/nursing cost)

Total Cost Per Student: $ Varies based on lunch

Cost for substitute teacher ($130 per sub) _____ Cost for nurse ($60 per hour) _____

Principal Approval: _____ **Date:** 10/22/26

Superintendent/Designee Approval: _____ **Date:** 10/23/2026

Board Action: ☐ Approved ☐ Denied Date

10/18/2023

Performance opportunities outside of school are a great chance for our students to gain feedback.

BTSD Field Trip Description and Itinerary Form

Lead Planning Teacher: Alyssa Porr (Mihalik)	**School and grade:** BHS Treble / Fem Choirs
Date and times of trip: 3/11/27 9:30am-4:30pm	
Departure Date: 3/11/27	**Return Date:** 3/11/27
Departure Time: 9:30am	**Return Time:** 4:30pm

Description of Activities: Students were selected to perform at the PA State Capitol Building

Number of students attending: 72

Number of certified district teachers attending: 2

Number of non-certified district staff attending: 0

Number of parent chaperones attending: 0

Transportation provided by: Coordinating busses w/ admin.

Food/drinks/snacks provided by: Students will pack drinks / snacks

Where they will eat: Food Court across from capitol.

Housing: NA

Students "what to bring" list: Music, water bottle, money for lunch, or packed lunch.

Appropriate dress: Jeans, sneakers, BHS Choir or BHS apparel.

Potential hazards: NA

Emergency Medical Plan (if applicable): NA

Special needs for students or adults on trip: NA

3/11/27 PA State Capitol Itinerary (Thursday)

- 9:15-11:45AM: Travel from BHS to PA State Capitol Building
  - 501 N 3rd St, Harrisburg, PA 17120
- 11:45AM: Arrive and warm up at the PA State Capitol Building
- 12:00-1:00PM: Perform at the PA State Capitol Building
- 1:00-1:10PM: Depart PA State Capitol Building for Lunch at Strawberry Square
  - 320 Market St, Harrisburg, PA 17101
- 1:20-2:20PM: Arrive at Strawberry Square for Lunch
- 2:30-4:30PM: Travel from Strawberry Square to Bensalem High School
  - 4319 Hulmeville Rd, Bensalem, PA 19020

BENSALEM TOWNSHIP SCHOOL DISTRICT

STUDENT/PARENT HANDBOOK 2026-2027

ENGAGED · CONNECTED · STRONG

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Victoria Velazquez, Ed.D., Interim Superintendent
Carolyn Riley, School Board Secretary
John Steffy, School Board Treasurer
David J. Truelove, Esq., Solicitor

Non-Discrimination Statement

Bensalem Township School District is an equal opportunity education facility and employer. It does not discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy, handicap/disability, and any other protected classification. The following individuals have been designated to handle inquiries regarding non-discrimination policies and serve as the District's Title IX Coordinator: Director of Human Resources for employment-related discrimination matters and the Assistant to the Superintendent of Special Services for student-related discrimination matters. Both are located at the District Administration Building at 3000 Donallen Drive, Bensalem, Pennsylvania. The Human Resources Office and the Special Services Office can be contacted at 215-750-2800, ext.4002 and 4010, respectively.

In addition, it is the policy of the school district to provide an education and employment environment free from all forms of intimidation, abuse, hostility, offensive behavior, sexual harassment, and unlawful discrimination. For questions or a copy of these policies and the complaint process, contact the Office of the Superintendent at 215-750-2800, ext. 4100.

Additional information concerning non-discrimination may be obtained via the Office for Civil Rights (OCR) @ www.ed.gov. The address and phone number for the office that serves your specific area may be obtained at 1-800-421-3481.

BENSALEM TOWNSHIP SCHOOL DISTRICT
STUDENT/PARENT HANDBOOK

The Student/Parent Handbook is made available to all families through the school district website. Parents/guardians understand that it is their responsibility to review the handbook. Continued enrollment and participation in school activities serve as implied acknowledgement that the parent/guardian agrees to follow all policies, procedures, and expectations outlined in the handbook.

In order to alleviate the number of forms parents/guardians are asked to sign in the beginning of the year, we want you to know:

- If you **DO NOT** grant permission for pictures, videotapes, or other images of your child to be released to local newspapers, television, or other media such as school district web pages or newsletters, please make the request in writing to your building principal.

- If you would like prior notification of any pesticide application in your child's school, please make the request in writing to your building principal.

- Parents/guardians of juniors or seniors, who **DO NOT** want student information disclosed to military recruiters, please put your request in writing and send it to the high school principal.

- If you **DO NOT** want directory information released, please put your request in writing to your building principal.

- It is important that your student's emergency medical information card be completed in its entirety and returned immediately. Should your student have an accident, this information is necessary to reach parents/guardians. Failure to return cards will result in student's loss of privileges.

- There may be an opportunity for your student to take a local/county/state survey during the school year. If you **DO NOT** wish your student to participate, please notify your school principal.

Thank you for your cooperation.

Any changes necessary to the Student/Parent Handbook during the course of the school year will be posted on the district website in order to inform the community and take effect immediately.

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Dear Bensalem Parents, Guardians, and Students:

Welcome to the 2026–2027 school year. On behalf of Bensalem Township School District, I am pleased to welcome both our returning families and those joining us for the first time. We are committed to providing a safe, supportive, and inclusive learning environment where every student has the opportunity to grow, achieve, and reach their full potential.

Our students continue to make us proud through their accomplishments in academics, the arts, athletics, and community service. Beyond their achievements in the classroom and extracurricular activities, they demonstrate kindness, compassion, and a commitment to making a positive difference in the lives of others.

Bensalem Township School District is dedicated to academic excellence, character development, and preparing students for success in an ever-changing world. We recognize that student success is built through a strong partnership among families, educators, students, and the community. By working together, we can provide meaningful learning experiences that support the growth of every child.

This Student/Parent Handbook contains important information regarding district policies, procedures, and student expectations. We encourage families to review the handbook carefully and discuss its contents with their child. If you have questions regarding any of the information contained in this handbook, please contact your child's principal.

Thank you for your continued support and partnership in your child's education. We look forward to a successful school year filled with learning, growth, and achievement for all students.

Respectfully,

Victoria Velazquez

Victoria Velazquez, Ed.D.

BENSALEM TOWNSHIP MISSION STATEMENT

Bensalem Township School District is a premier educational institution in Bucks County. We provide a first class education for the whole child that challenges and supports each student to discover a passion for learning while designing and achieving a personal vision of success.

Shared Values of the Bensalem Township School District:

- Each child has unique learning needs
- All students can learn and be successful
- Success in school can be defined in multiple ways
- Our success requires the collaborative support of the entire community
- Each member of our school community deserves mutual respect in a safe and healthy environment
- While the District maintains fiscal responsibility, decisions should be driven by students' needs and interests

You are encouraged to review school board policies by visiting www.bensalemsd.org, as this handbook does not include all policies or language.

GENERAL INFORMATION

School Closing Information (Emergency Closing #758)

Emergencies and inclement weather information is posted on our website at www.bensalemsd.org, on Facebook: @BensalemTownshipSchoolDistrict, on Twitter: @BensalemSchools, and on Bensalem Township School District's Education Channel, Comcast Cable Channel 28 and Verizon Fios 32.

School District Information

Information about our schools is available on our website at www.bensalemsd.org, on the District's Education Channel, Comcast Cable Channel 28, and Verizon Fios 32. The Informa-Line is also available for school district information by dialing 215-750-2800, option #6.

Have a Safety Concern? Safe2Say Something

Safe2Say is an anonymous tip line through the Office of the Attorney General in Harrisburg. A student/parent can contact the tip line anonymously to report a life safety concern. The tip will be triaged through the Harrisburg Crisis Center and dispersed to School District/Police Department where needed. Calling 911 should always be the first option in an immediate life safety event. Please call 1-844-723-2729.

Daily School Schedules (School Board Policy 804)

If your child arrives after his/her start time, they will be marked late.

High School	7:20 a.m. to 2:14 p.m.
Middle Schools	8:10 a.m. to 2:56 p.m.
Elementary Schools	9:00 a.m. to 3:41 p.m.

When a delayed school opening is declared, bus pickup and starting time will be delayed by one or two hours:

	1-hr. delay	2-hr. delay
High School	8:20 a.m.	9:20 a.m.
Middle Schools	9:10 a.m.	10:10 a.m.
Elementary Schools	10:00 a.m.	11:00 a.m.

Emergency Dismissal Times:

High School	11:15 a.m.
Middle Schools	12:00 p.m.
Elementary Schools	1:00 p.m.

Students are not to arrive on school property more than 15 minutes before school starts unless they are engaged in a scheduled school activity. There is no adult supervision before school starts.

The information below provides excerpts from School Board Policies. To view policies in their entirety, please visit the website, www.bensalemsd.org.

Volunteers (School Board Policy 916)
Bensalem Township School District recognizes that volunteers make valuable contributions in our schools. This policy requires background checks to be completed for specific levels of volunteerism and is intended to strengthen the safeguards we have in place for anyone whose service puts them in contact with our students. It is essential that we create and maintain the safest possible environment for our students, and this policy is part of that assurance and in full compliance with laws and guidelines mandated by the Commonwealth of Pennsylvania and the Pennsylvania Department of Education.

Food Services (School Board Policy 808)
A well-balanced breakfast and lunch are served daily in all of the school cafeterias. The monthly lunch and breakfast menus are on the website. Also, parents can download the SchoolCafe App on Apple & Android devices.

The district utilizes a streamlined system called School Cafe for families to:

- Apply for the free and reduced meals program
- Deposit monies and view student purchases
- View menus and nutritional information
- Access barcodes via the app at terminals

If a child's parents are out of work, laid off, or are having financial difficulties, they may apply for free or reduced priced lunch and breakfast at any time by filling out an application online at https://www.schoolcafe.com. You will need to set up an account with your child's student ID number. A new application needs to be completed every school year to continue benefits.

All Bensalem Township School District students have access to free breakfast and lunch everyday under the Community Eligibility Provision. All enrolled students at Bensalem Township School District that attend a Bensalem Township District school are eligible to receive a nutritional breakfast and lunch each school day at no charge. This covers one free breakfast and one free lunch per day. If the student would like to purchase a second meal they may do so at the following prices:

- Breakfast is $2.00 for all students
- Lunch is $3.00 for elementary students and $3.50 for secondary students.

Meal Charge Procedure

Any student that requests a breakfast or lunch must be provided one, regardless of whether or not they have funds either in hand or in their account.

Communications regarding money owed by a student for school meals shall be made to the student's parent/guardian through emails, text alerts, or phone calls. School staff may communicate directly to students in grades 9-12 who have a meal obligation. Such communication shall be made to the individual student in a discreet manner, in addition to communication with the parent/guardian.

- Charging a la carte items will not be permitted for any reason.
- Students may not purchase an a la carte item if they have a negative balance, even if they have cash for the item.
- Schools may only withhold meals from a student if they receive written direction from a parent or guardian.
- If a student qualifies for free or reduced meals, this pricing will *not* be retroactive. Any balance previously incurred prior to being approved for the Free or Reduced Meal Program will remain the responsibility of the parent or guardian and will be an obligation to the district.
- The district may restrict privileges or activities of students who owe money for student meals. The district may also use a collection agency if needed.
- It is a violation of the National School Lunch program to continue to provide free meals to students who are not eligible for free meals. If assistance is needed to complete applications, please call the Food Services Office.
- Gifts or donated funds are accepted by the Food Services Department for the purpose of offsetting delinquent student meal accounts.

PLEASE REMEMBER IT IS THE PARENT'S/GUARDIAN'S RESPONSIBILITY TO PROVIDE A CHILD WITH A MEAL OR THE MONEY TO PURCHASE A MEAL.

Release of Eligibility Information

Student meal status of Free, Reduced, or Paid will not be shared with any employee of the school district unless specific permission is given via a Disclosure Waiver Form. This form must be completed in its entirety, and the name or names of those you wish information to be given to must be listed on the form. The form is available on the website and completed forms must be submitted to the Food Services Department. If the form is not fully completed, it will be returned.

Student Wellness (School Board Policy 246)
The school district recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, and readiness to learn. The Food Services Department will encourage healthy choices by offering a variety of foods to students and staff.

Parents and staff are encouraged to offer a choice of healthy snacks during the school day. School day is defined as midnight prior to the start of school until thirty minutes after school dismisses. It is recommended for classroom parties/holiday celebrations that fresh fruits and vegetables, water, 100% fruit juice, or milk be provided as a choice, along with the standard party celebration foods. All food items sold as fundraisers on school property and available for sale during the school day must meet the district's wellness guidelines and will be reviewed by the principal of the school. The district's Food Services Coordinator shall assist the principal in determining the suitability of fundraising items in accordance with the guidelines.

School District and Township Collaboration
To ensure that both students and parents are aware of the required relationship between Bensalem Township School District and Bensalem Township Department of Public Safety, the Memorandum of Understanding between the two agencies is available for review at the Administrative Office.

Video Surveillance (School Board Policy 709.1)
Bensalem Township School District supports the use of video cameras throughout the district for the purpose of enhancing school safety and security. Our goals are to promote and foster a safe and secure teaching and learning environment for students and staff, to ensure public safety for community members who visit or use our school property and diminish the potential for personal and district loss or destruction of property.

School Visitors (School Board Policy 907)
Parents/guardians, adult residents, community agency personnel, and interested educators are welcome and encouraged to visit the schools. In order not to disrupt the teaching and learning process and to ensure student safety, all visitors must report to the office upon arrival at the building. Bensalem Township School District uses an electronic technology visitor identification program. This system enables building principals to gain a better understanding of who is attempting to gain access to the school, as well as to track those visitors and volunteers who routinely visit their building. Most notably, this system tracks all Registered Sexual Offenders (RSO) in the United States and alerts district/building administration when and if an RSO attempts to gain entry. Anyone not reporting to the office will be considered in violation of the trespass laws and may be reported to the authorities.

If any RSOs should attempt access into our schools, the system will identify them. Our protocol calls for an administrator to speak with the person. If the person has legitimate business in the school, escorted and limited access may be granted.

Upon entering a school, a visitor will proceed to the main office. The staff member will take the ID (acceptable photo ID cards are any state-issued driver's licenses or state-issued identification cards) and scan it into the system. The ID is compared to the RSO database. Once completed, a

visitor's badge will be issued with the person's name and photo, the date, the time, and the destination in the building for the visit. Before the visitor leaves the building, they must return the badge to the main office and an entry will be made.

STUDENT SERVICES

Home Education Program (School Board Policy 137)

The district follows all regulations regarding home schooling pursuant to Section 13-1327.1 of the Pennsylvania Public School Code.

Library Services

Librarians provide reference services, classroom support, and teach lessons concerning information literacy skills, literature appreciation, and the ethics of information technology. The district's libraries provide appropriate books, magazines, audio-visual, and online materials related to the curriculum and student interests. Students are encouraged to use the library for recreational and informational reading, research, and cultural enrichment. Students are responsible for using library technology responsibly, returning library materials on time, paying for lost materials, and paying library late fees on the secondary level.

School Counseling Services (School Board Policy 112)

School counselors are certified and hold at least a master's degree. They provide a myriad of services to students. These services are related to academic, vocational, or personal issues, and may include the following:

- Counsel students individually or in groups
- Consult with teachers, parents, and administrators
- Attend parent-teacher conferences
- Help teachers with classroom concerns
- Coordinate classroom activities
- Provide crisis intervention
- Assist in the development of positive self-concept
- Help students learn to make good decisions
- Connect parents and students with school and community resources
- Develop career awareness
- Facilitate transitions between elementary/middle/high school levels
- Communicate with parents about program opportunities for their children
- Identify academic remediation or acceleration needs
- Assist with parenting issues
- Arrange for homebound instruction
- Coordinate school-wide testing programs
- Interpret standardized testing results
- Refer students for special education evaluations
- Recognize students for academic accomplishment

Secondary counselors are also involved with course selection, scheduling concerns, and applications to the Bucks County Technical High School as well as applications to private

schools and colleges. School counselors are usually the best first contact to resolve a problem or concern.

Child Abuse (School Board Policy 806)
All school staff are mandated reporters and must notify Childline if they suspect that a child is being abused or neglected.

Social Work Services
School social workers provide services to students, families and communities in order to help students attain maximum benefits from the educational setting. The primary role of the social worker is to provide case management services to students and their families. They also do home visits, refer students/families to community agencies for additional resources, provide supportive counseling for individuals/families, and function as the liaison between school, home, and community resources. They receive their referrals from school counselors, nurses, administrators, and the Magisterial District Judge, and deal with the following issues:

Mental Health	Substance Abuse
Bereavement	Domestic Violence
Child Abuse/Neglect	Behavior Difficulties
Inadequate Health Care	Absenteeism
Pregnancy	Homelessness

Bullying (School Board Policy 249)
Bensalem values the safety of every student; therefore, district staff encourages and supports appropriate peer interactions through our bullying prevention initiative. Bullying occurs when one child or a group of children repeatedly hurt another child through words and/or actions. Bullying may involve physical aggression, such as fighting, shoving, or kicking; verbal aggression, such as name-calling and rumor spreading; and/or non-verbal aggression, such as intimidation, threatening gestures, and deliberate exclusion from a group or activity.

Bullying may include conduct based on bias or prejudice, including the use of slurs, derogatory language, symbols, gestures, written messages, images, or electronic communications that target an individual's protected characteristics. Such behavior will be addressed through the District's bullying prevention and disciplinary procedures.

Student Assistance Program (SAP) (School Board Policy 236)
Specially trained school counselors, social workers, teachers, nurses, and administrators participate as a team to aid in the prevention of alcohol and other drug use or abuse among students. Also, the team works to identify and refer students with mental health issues. Behavior problems, absenteeism, a drop in grades or changes in friends are indicators that students *may* have problems related to substance abuse or mental health issues.

Referrals to the team come from anyone who is concerned about a student: teachers and other school staff, friends, parents, and also from students. **Students who violate our district drug and alcohol policy are always referred for an assessment.**

Mental Health Team

The mental health team is comprised of school counselors, nurses, social workers, and school psychologists and is chaired by the supervisor of pupil services. The team's purpose is multifaceted. In an emergency situation, they respond immediately as the crisis response team. On a daily basis, they serve as specialists in mental health, drug and alcohol, emotional or behavioral issues.

CHIP Insurance
Free and low-cost health insurance is available for children, newborn to age 19, through Pennsylvania's Children's Health Insurance Program (CHIP). For local assistance, call Children First at 215-563-5848.

Health Services
There is a nurse assigned to every Bensalem school. The nurse is prepared to treat minor ailments that occur during the current school day and do not require a Licensed Health Care Provider's attention. Injuries that occur outside of school should not be sent to the school nurse. The following symptoms *may* indicate a contagious illness, and you should consider keeping your child home if any of the following occur:

- Headache unrelieved by Tylenol or Motrin or any other headache relief medication
- Vomiting and/or diarrhea within the past 24 hours. Students should be vomit/diarrhea free for 24 hours before returning to school
- Sore throat lasting 2-3 days
- Yellow or green drainage from eyes or nose
- Rash
- Dizziness/chills/body aches

If a child has a temperature greater than 100.4, the student will be sent home and must remain home until fever free and symptom free for 24-hours without fever reducing medication. If the student presents with ill-like symptoms, it is at the nurse's discretion if they will be sent home.

If a child has head lice, a child can be readmitted to school after they have been treated and remain lice/nit free. It is the parent's responsibility to provide the name of the product used and date used to the school nurse. The parent should bring their child to the school nurse upon the child's return to school, prior to reporting to the classroom. The school nurse shall re-examine the child as needed for further infestation. To ensure that nits are killed after hatching, a second treatment is recommended 8-10 days after the first treatment.

Emergency Contact
All students MUST have an emergency card (either physical or electronic version) on file in the nurse's office with telephone numbers where a parent/guardian and family health care provider can be reached. It is very important that the card be filled out completely on both sides and signed. This information is used in case of emergency or illness and accompanies a child to the hospital if necessary. Special needs or health problems should be listed on the card. The card must also include a telephone number of a reliable friend, neighbor, or relative in the area who will be available in the event of an emergency and must be 18 years of age or older. **A student**

can only be released to people listed on the emergency card. Individuals will be asked to show a valid photo ID. These numbers must be kept up to date.

Accidents/911 Calls
Should a student or staff member need ambulance/hospital services, a 911 call will be placed by the nurse/school administrator. When the ambulance is dispatched, a designated person from the school will accompany the ambulance and wait in the hospital until the student/staff member's family member arrives.

Immunizations
Proof of immunization must be presented at the time of registration. All immunizations must include the month, day, and year of administration. According to Pennsylvania State Law, all children are required to have the following immunizations before they enter school:

DIPHTHERIA AND TETANUS: Four (4) or more properly spaced doses of DTP, DtaP, Td or DT, or any combination of the three with one (1) dose administered on or after the fourth birthday

POLIO: Four (4) properly spaced doses of polio vaccine (4^{th} dose on or after the fourth birthday and at least 6 months after previous dose given

MEASLES (Rubella): Two (2) properly spaced doses of measles vaccine (preferably MMR) with the first dose administered at twelve (12) months or older

GERMAN MEASLES (Rubella): One (1) dose of rubella (preferably MMR) administered at twelve (12) months or older

MUMPS: Two (2) doses of mumps (preferably MMR) administered at twelve (12) months or older

HEPATITIS B: Three (3) properly spaced doses of Hepatitis B vaccine

VARICELLA (Chicken Pox): Two (2) doses of Varicella administered at twelve (12) months or older, laboratory evidence of the disease, or signed immunity statement

Children attending 7^{th} grade need the following: One (1) dose of tetanus, diphtheria, acellular pertussis (Tdap) (must be at 11-12 years of age); one (1) dose of meningococcal conjugate vaccine (MCV)

Children attending 12^{th} grade need the following: One (1) dose of meningococcal conjugate vaccine (MCV) on the first day of 12^{th} grade. If one dose was given at 16 years of age or older, that shall count as the twelfth grade does.

The vaccines required for entrance, 7th grade and 12th grade continue to be required each succeeding school year.

If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose prior to attending school or risk exclusion. If the dose is not the final dose of the series, the child must also provide a medical plan (red and white card) for obtaining the required immunizations or risk exclusion.

Free immunizations are available at the Bucks County Department of Health during their immunization clinic which is held most Mondays throughout the year. For further information, please contact the Department of Health at 267-580-3510 or the school nurse at your child's school. **Immunizations subject to change per PA State Law.**

Physical and Dental Examinations

The Pennsylvania School Code requires physical and dental examinations. Physicals are state mandated in kindergarten, sixth and eleventh grades. Dental examinations are done in kindergarten, third and seventh grades. New students without examinations from previous schools will be required to have a physical and/or dental. Forms for private physical and dental examinations are mailed home and are given to parents at registration. Examination forms can be found on the district website.

- Physical forms must be signed and dated within one year of September 1 in the year the physical is due.
- Dental forms must be signed and dated within one year of September 1 in the year the dental is due.
- In mandated grades, if private physicals and dentals are not received by October 1st of the year they are due, students will receive school exams unless written documentation is received from the parent/guardian stating they only want private exams. Students requiring private exams may be excluded from all school activities, including trips, sports, extracurricular, activities, dances, etc., after October 1st until the mandated exams are received.

Health Screenings (School Board Policy 209)

Health screenings are required by the Pennsylvania School Code and are done by the health room staff. Parents who do not want their child screened by the nurse **must notify the nurse in writing each year.**

- Vision: every year, all grades
- Hearing: K, 1st, 2nd, 3rd, 7th, 11th (every year on students who have a previous history of ear problems)
- Height, weight and BMI (Body Mass Index): yearly
- Scoliosis: 6^{th} and 7^{th}
- Blood pressure: as needed
- Blood sugar: as needed
- Pulse Ox: as needed
- Peak flow monitoring for asthma students: as needed
- You will receive a referral letter if your child does not pass a screening.
- Students with medical conditions such as asthma, severe allergies, seizures, or diabetes are required to submit the district health update by October 1 of each new school year. Medication permission forms are required for all students with asthma and/or a severe allergy which requires an epi-pen by the October 1 deadline. Students who do not submit these forms by October 1 will not be permitted to participate in any school activities until the appropriate documentation is received.

Medications (School Board Policy 210)
The district shall not be responsible for the diagnosis and treatment of student illness. Administration of prescribed medication to a student during school hours in accordance with the direction of a parent or family health care provider will be permitted only when:

- Failure to take such medicine would jeopardize the health of the student.
- The student would not be able to attend school if the medicine was not available during school hours.
- For a child to receive medication while in school, or in school-sponsored activities, the following procedures must be followed:

    - An adult must bring all medications that are controlled by the federal narcotic act to school. If you have any questions about which medications fall under these guidelines, please contact the school nurse.
    - All medication must be brought to the health office. **IT IS A VIOLATION OF THE DISTRICT DRUG POLICY FOR STUDENTS TO CARRY, DISPENSE, OR SELF-ADMINISTER MEDICATION WITHOUT THE APPROPRIATE WRITTEN PERMISSIONS IN THE HEALTH OFFICE**.
    - Elementary: Parent/guardian or designee must bring medication to the school/health room nurse. Medication cannot be sent home with students.
    - Secondary: Student may bring medication (except controlled substances), along with the written permissions, to school. Student must take the medication to the health office upon arrival at school. Parent/guardian must sign a medication permission slip or send in a note giving school personnel permission to give the medication.
    - Prescription medication must be in a labeled pharmacy bottle with the child's name, medication, dose, and interval.
    - Non-prescription medication (over the counter) must be accompanied by written and signed instructions from a health care provider in addition to the parent permission slip.
    - Students may carry throat lozenges with a written parent permission slip co-signed by the nurse.
    - Students may carry self-administered asthma inhalers and/or Epi-Pens with written permission from the parent and health care provider.

- All medication/medical supplies must be picked up from the nurse's office at the end of the school year. If medication is not picked up, it will be disposed of.
- **Medications will NOT be given unless the required permissions are obtained.**

<u>Administration of Ibuprofen (Advil)/Acetaminophen (Tylenol)</u>:
Bensalem school nurses are able to give acetaminophen or ibuprofen at their discretion to students in school under the following conditions:

- Parents need to give authorization by initializing the back of the emergency card each year.
- The student is not allergic or had an adverse reaction to acetaminophen and/or ibuprofen.

- Acetaminophen or ibuprofen will not be administered following a head injury, during pregnancy, or to control temperature of 100.4 or higher.
- Acetaminophen or ibuprofen is not routinely administered during the 1st or last hour of the school day. The following doses of acetaminophen will be given only once during the school day:
    - Students under 12 years old – 325 mg (1 tablet)
    - Students 12 years or older – 650 mg (2 tablets)

Should a student not be able to participate in class and/or any activity, medical documentation may be required.

Administration of TUMS:
Bensalem Township School District nurses are able to administer TUMS at their discretion to students in school under the following conditions:

- Parent/guardian provide authorization by initialing the appropriate section on the emergency card each year.
- The student is not allergic or has had an adverse reaction to TUMS in the past.

Automatic External Defibrillator (AED) (School Board Policy 822)
Bensalem Township School District has purchased AEDs (defibrillators) for each school as part of the emergency system. The AEDs must be readily available and are kept in unlocked storage units. The storage units are clearly marked and are connected to an alarm system that will go off when the door is opened.

Unauthorized opening of the AED storage boxes will result in an automatic suspension of the student. Entry, theft, or damage to the defibrillators, emergency phone, or storage unit will be treated as a criminal offense and the police will be summoned immediately.

STUDENT RIGHTS AND RESPONSIBILITIES (School Board Policy 235)
NOTE: Students and Parents should be aware that RIGHTS and PRIVILEGES are two separate entities that should not be taken for granted. Students are required to fulfill certain responsibilities for their own education, which includes maintaining an acceptable attendance rate. Failure to do so could preclude them from such privileges, such as participation in field trips and field day events, proms, dances, Blue-Gray Night, and other extracurricular events.

Student Parking Passes
Parking on campus is a privilege extended to students who meet school expectations. Student drivers must secure a valid parking pass in order to park on campus. Parking passes may be revoked for attendance concerns, discipline concerns, or other violations of school expectations. The annual fee for a standard student parking pass is **$10**, and the fee for a **senior painted parking space is $50.** Fees will be assessed annually and are subject to change.

Student Dress and Grooming (School Board Policy 221)
All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance.

Care of Textbooks/School Property (School Board Policy 224)
It is the responsibility of every student to care for textbooks and school property. If any school property is damaged or lost, students will be charged for the replacement. NOTE: Unpaid obligations may result in the retention of report cards, transcripts and schedules. At the secondary level, students with outstanding obligations may lose the opportunity to participate in certain school activities.

Student Expression/Distribution and Posting of Materials (School Board Policy 220)
This policy addresses student expression in general and distribution and posting of materials that are not part of district-sponsored activities. Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the district shall be regulated as part of the school district's educational program.

Electronic Devices (School Board Policy 237)
This policy was adopted to support an educational environment that is orderly, safe and secure for District students and employees, while also recognizing that electronic devices may provide a positive contribution.

Electronic devices include ALL devices that can take photographs; record, play or edit audio or video data; store, transmit or receive calls, messages, text, data or images; operate online applications; or provide a wireless, unfiltered connection to the Internet. Use is strictly prohibited in locker rooms, bathrooms, health suites and other changing areas at any time. Additional examples could be wearable devices such as glasses, pins, or rings.

Dating Violence (School Board Policy 252)
The purpose of this policy is to maintain a safe, positive learning environment for all students that is free from dating violence. Dating violence is inconsistent with the educational goals of the district and is prohibited at all times.

Definitions
Dating partner shall mean a person, regardless of gender, involved in an intimate relationship with another person, primarily characterized by the expectation of affectionate involvement, whether casual, serious or long-term.[1]

Dating violence shall be defined as behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control the person's dating partner.[1]

Complaint Procedure
When a student believes that they have been subject to dating violence, the student is encouraged to promptly report the incident, orally or in writing, to the:

- Building principal
- School counselor
- Classroom teacher

Searches (School Board Policy 226)

The school district acknowledges that students have the right to be secure in their person and property against unreasonable search and seizure. However, in order to maintain order and discipline, on occasion, the school authorities will search a student's person, locker, desk, or vehicle and will seize illegal, unauthorized, or contraband material discovered in the search. Student lockers will, from time to time, be randomly searched without prior notice to student upon the direction of the Superintendent or designee. Any illegal items found during the course of the search will be turned over to local law enforcement. In addition, random dog searches can be conducted at the secondary grade level without prior notice to students or parents upon the direction of the Superintendent or designee.

Tobacco and Vaping Products (School Board Policy 222)
The Board recognizes that tobacco and vaping products, including the product marketed as JUUL and other electronic cigarettes, present a health and safety hazard that can have serious consequences for users, non-users and the school environment. The purpose of this policy is to prohibit student possession, use, purchase and sale of tobacco and vaping products, including JUULs and other electronic cigarettes.

Controlled Substances/Paraphernalia (School Board Policy 227)
Situations and Responses
In any situation wherein a student demonstrates symptoms of possible drug/alcohol use (e.g. staggering, slurred speech, dazed appearance, incoherence, inability to respond) the following may occur:

Immediate Action
All standard health and first aid procedures will be followed. The student shall not be left alone. The school nurse and administrator shall be summoned immediately. If the student must be taken to a medical facility, student may be accompanied by the school administrator or authorized designee.

Notification of Parent/Guardian and SAP Team
Attempts will be made to contact the parent/guardian immediately by the principal or designee. A record of contacts shall be maintained by the principal or designee. The contact will include a description of the situation and symptoms. If the parent/guardian cannot be contacted, a decision to get medical attention for the student or to isolate the student from other students will be made by a school nurse and/or an administrator. The parent/guardian will be given the phone number of the approved outside agency/private consultant to schedule an assessment.

Investigation
If alcohol/drug use is indicated, the school administrator or designee shall be responsible for conducting a thorough investigation which may include a search according to policy.

Discipline
An informal hearing shall be conducted. If the student is found in violation of this policy, disciplinary action shall be applied in accordance with this policy. A confirmed drug/alcohol involvement will result in a mandated assessment.

Notification of Police
Refer to the current Memorandum of Understanding between Bensalem Township School District and Bensalem Township Department of Public Safety.

Discrimination/Title IX Sexual Harassment Affecting Students (School Board Policy 103)
The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The District prohibits hate speech, bias-motivated conduct, and discriminatory harassment directed toward an individual or group based on actual or perceived race, color, religion, ancestry, national origin, ethnicity, sex, sexual orientation, gender identity, disability, or any other protected characteristic. Such conduct is inconsistent with the District's commitment to providing a safe, respectful, and inclusive learning environment and may result in disciplinary action.

Hazing (School Board Policy 247)

For purposes of this policy, hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization.

Student Records (School Board Policy 216)

NOTICE OF IMPORTANT RIGHTS: Concerning the maintenance, access to, amendment, and disclosure of education records by Bensalem Township School District.

The full text of the Education Records Policy 216 of Bensalem Township School District is found on the district website and in the electronic district policy manual. This policy contains information of importance to students attending public schools and public school-sponsored programs. Several provisions of this policy warrant careful attention:

Designation of certain records containing personally identifiable information as "directory information." In Section 1.1 of this policy, the district designates certain kinds of information as "directory information." The district will provide this information to any interested person, including armed forces recruiters who request it without seeking consent from parents/guardians of the student or the student. If you do not want the district to disclose such information, you must notify the district in writing by the fifth day of the school term. Examples are:

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

Your written notice must identify the specific types of directory information that you do not want the district to disclose without consent. If you fail to notify us in writing by the fifth day of the school term, we may release directory information upon request and without consent.

Disclosure of records containing personally identifiable information to other schools and institutions. Section 4.8(a) of this policy allows the district to disclose personally identifiable information concerning a student to an educational agency or institution at which the student seeks to enroll, intends to enroll, or is enrolled, or from which the student receives services, when that agency or institution requests such records, as long as the disclosure is for purposes related to the student's enrollment or transfer. Bensalem Township School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received

The most recent educational agency or institution attended, student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records with a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Access to records by school officials with a "legitimate educational interest." Section 4.6 of this policy allows school officials with a legitimate educational interest to have access to personally identifiable information without parent/guardian or student consent. In Section 1.8 of this policy, the district designates those persons who have a "legitimate educational interest" that would allow access to education records.

Complaints concerning alleged failure of the district to comply with the requirements of the Family Educational Rights and Privacy Act may be addressed to the United States Department of Education as follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, DC 20202-4605

Student records that are no longer educationally relevant will be destroyed on an annual basis. For additional information regarding student records, please refer to school board policy 216.

Corporal Punishment (School Board Policy 218)
Corporal punishment may not be administered to any student in Bensalem Township School District. School authorities and teachers may use reasonable force:

- To quell a disturbance
- To obtain possession of weapons/dangerous objects
- For the purpose of self-defense
- For the protection of persons or property

Due Process

Bensalem Township School District recognizes the student's right to a free public education which may not be taken away without good cause. Students have the rights given to every citizen by the U.S. Constitution. These rights are protected through a procedure called "due process." This section defines due process and the procedure for filing a grievance.

Due Process ensures that a student has the right:

- To know the rules of the district and the consequences for violating those rules
- To know, prior to being suspended or expelled, the reason for such action
- To know the nature of the evidence against him/her
- To tell his/her side of the story
- To appeal through the grievance procedure

Grievance Definition

A grievance is another name for a complaint. A student grievance must be filed within ten (10) school days from the time of the alleged infraction. The grievance procedure may be used where it is alleged that any student or group of students:

- Is being denied access to an appropriate educational opportunity
- Is being denied participation in any school activity for which the student is eligible
- Is being denied the opportunity to compete for a position in an activity where the selection is limited
- Is being subjected to arbitrary or unreasonable regulation, procedure, or standard of conduct
- Is being subjected to sexual harassment (Skip Step 1 of grievance procedure if a teacher is involved)
- Has not been afforded due process

Grievance Procedure (School Board Policy 219)

When the grievance procedure is used, these steps shall be followed:

- The grievant shall request a conference with the teacher or person(s) who allegedly treated the student unfairly.
- If the conference does not resolve the complaint, the grievant shall talk with the department chairperson, a school counselor, or an assistant principal about resolving the complaint.
- If the conference fails to resolve the issue, the grievant shall file a written grievance with the principal.
- The principal or designee will investigate the problem and render a written decision within ten (10) school days of receipt of the written grievance.
- A grievant wishing to appeal the principal's written decision must file a written appeal with the Superintendent not later than ten (10) school days from the date of receipt of the principal's written decision.
- The Superintendent or designee shall investigate the problem.
- If the decision of the Superintendent is not acceptable to the grievant, the latter has the right to appear before the Bensalem Township Board of School Directors. The grievant may then proceed by submitting in writing to the Superintendent a request to go before the board at the next board meeting. This appeal on the part of the grievant must be submitted within ten (10) days after the student receives a written decision from the Superintendent.

Complaints alleging sexual harassment, discrimination based on sex, dating violence, sexual assault, domestic violence, or stalking should be made promptly to the building principal. If the building principal is subject of the complaint, the complaint should be reported to the Title IX Coordinator. The Title IX Coordinator for student-related matters is the Assistant to the Superintendent Special Services. Alleged conduct that could fall within the Title IX regulations will be reviewed subject to legal regulations and administrative processes specific to Title IX complaints.

Suspension from School (School Board Policy 233)
Prior to a suspension from school, written notification will be sent to the parent that will state the cause and duration of the suspension. The administrator will make every reasonable effort to investigate all aspects of the discipline problem, including a conference with the student at which time the student will be informed of the policy violation and the student will be given the opportunity to tell his/her side of the story. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. If possible, this conference shall be held prior to the student's suspension. An attempt shall be made to notify the parents of the suspension by telephone and to pick the child up if necessary. When parents cannot be reached by telephone, students will be retained at school until the end of the school day.

When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension. Informal hearings under this provision shall be conducted by the building principal. The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses. In the case of students with disabilities (as defined in the Individual with Disabilities Education Improvement Act), all of the above procedures do apply with additional considerations as follows:

A suspension from school for more than ten (10) days, either consecutively or cumulatively, is considered a change of placement if the conduct is related to the student's disability. The IEP team will meet to determine the relationship between the conduct and the student's disability.

Expulsion
Expulsion is exclusion from school by the board for a period exceeding ten (10) consecutive school days. The board may permanently expel from the district rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before a duly authorized committee of the board, and upon action taken by the board after the hearing.

When a student commits a violation which may result in a recommendation for expulsion, these are the steps to follow:

Step I
The student shall be suspended for ten (10) days.

The administrator will make every reasonable effort to investigate all aspects of the discipline problem, including a conference with the student at which time the student will be informed of the policy violation and the student will be given the opportunity to tell his/her side of the story. If possible, this conference shall be held prior to the student's suspension. An attempt shall be made to notify the parents of the suspension by telephone and to pick the child up if necessary. When parents cannot be reached by telephone, students will be retained at school until the end of the school day. There will be a written notification sent to the parent that will state the cause and duration of the suspension.

The principal/designee shall complete the investigation within two (2) school days of the incident under investigation where possible.

If at the conclusion of the investigation, the principal/designee concludes that the student committed the offense, and that the nature of the offense warrants recommendation for expulsion, the principal/assistant principal shall submit the recommendation to the Superintendent. The recommendation must be accompanied by a summary of the principal's investigation.

If the Superintendent concurs with the recommendation for expulsion, the student's suspension shall be extended pending a recommendation by the hearing officer following the Step II formal hearing. If the Superintendent does not concur with the recommendation for expulsion, assignment to educational alternatives may be considered.

Step II
If the Superintendent concurs with the recommendation from the principal/assistant principal, the Superintendent or designee shall notify the student and the student's parents/guardians of intent to expel and of the date, time and location for a formal hearing on the recommendation for expulsion. The notice of intent to expel shall be sent by certified mail or hand delivered and shall state the reasons for the expulsion and the time and place of the hearing. In addition, the notice shall be accompanied by a copy of the rules of procedure for the conduct of the expulsion hearing.

A formal hearing shall be required in all expulsion actions. The formal hearing shall observe the due process requirements of:

- Notification of the charges sent in writing by certified mail to the student's parent/guardian.
- At least three (3) days' notice of the time and place of the hearing, which shall include a copy of School Board Policy 223, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of a hearing when the student demonstrates good cause for an extension.
- A private hearing unless the student or parent/guardian requests a public hearing.
- Representation by counsel at the parent/guardian's expense and parent/guardian may attend the hearing.
- Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.

- The right to request that witnesses against the student appear in person and answer questions or be cross-examined.
- The right to testify and present witnesses on the student's behalf.
- A written or audio record kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.

The hearing held within fifteen (15) school days of notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:

- The need for laboratory reports from law enforcement agencies
- Evaluations or other court administrative proceedings are pending due to a student's invoking his/her rights under the Individuals with Disabilities Education Improvement Act (IDEA)
- The condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury

Notification of a student's right to appeal the results of the hearing provided with the expulsion decision.

A written adjudication issued after the board has acted to expel a student. The adjudication may include additional conditions or sanctions.

Step III

Following the conclusion of the formal hearing, the hearing officer shall prepare a written report for the Superintendent. The report shall summarize the evidence, state conclusions of fact, and make a recommendation as to whether the board should expel the student. The Superintendent then makes a recommendation to the board. If expulsion is not recommended, assignment to educational alternatives may be recommended if appropriate.

If the Superintendent does not recommend expulsion, the student shall be permitted to return to school pending a review of the report by the Superintendent.

If expulsion is recommended by the Superintendent, the board shall decide whether to expel the student following a review of the report of the formal hearing at the next scheduled school board meeting.

The duration of an expulsion is within the discretion of the board based upon the circumstances of each case. Written notification of the disposition of the case would be given to the building administrator.

Follow-Up to Expulsion

The student and family will be given exit advice on the educational options and rehabilitative counseling that may be available during the expulsion period. Upon request for re-admittance, an investigation will be made regarding progress of the student during the expulsion period.

Parents may petition the board for the re-admission of the expelled student thirty (30) calendar days prior to the expiration of the expulsion period designated by the board. The board shall then decide whether the student shall be re-admitted upon the expiration of this period. Upon re-admission to school following an expulsion: Condition of the re-admission should be established through a written behavioral contract designed by appropriate school personnel and signed by the student and his/her parent. Violation of the contract during the probationary period will result in recommendation for expulsion. A student shall be placed on probation for one (1) calendar year following the date of re-admission.

RESIDENCY

Eligibility of Nonresident Students (School Board Policy 202)

A child shall be considered a resident of Bensalem Township School District if either his/her parents or the legal guardians of his/her person reside in the district. If a child's parents or legal guardians are divorced or separated, he/she shall be allowed to attend district schools if his/her custodial parent or legal guardian resides in the district and he/she resides with the custodial parent or legal guardian. A resident shall be defined as one having lodging and an actual physical presence in the district. The Superintendent or designee shall have the power to require proof of residence by a sworn statement and by other criteria. School Board Policy 202: "Residence shall mean the domicile or place where a student lives or has his/her home with the intention that it is his/her home permanently or indefinitely. It is the place to which, whenever he/she is absent, he/she has the intention of returning. Ownership of a property in and of itself does not constitute residency.

***If you or your child has moved or will be moving at any time to a different location within Bensalem Township or outside of Bensalem Township, you must immediately notify the Centralized Registration Office at 215-750-2800 ext. 4047 in order to determine continued eligibility to attend Bensalem schools. Failure to do so may result in your child's withdrawal from school and legal proceedings against you to recover tuition and other associated fees regarding your child's removal from school.**

If you or your child(ren) have moved due to housing instability and are homeless, please contact your child's school counselor.

McKinney-Vento Homeless Assistance Act

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. § 11431 et seq.). Originally enacted in 1987, the Act was most recently reauthorized in December 2015 through the Every Student Succeeds Act (ESSA).

The McKinney-Vento Act aims to address the challenges that homeless children and youth face in enrolling, attending, and succeeding in school. It requires that all homeless students have equal access to the same free, appropriate public education—including public preschool—as other students.

Homeless children and youth must be provided with the educational and related services necessary to meet the same challenging state academic standards as their peers. They may not be segregated from the mainstream school environment.

Local Educational Agencies (LEAs) are responsible for reviewing and removing any laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success of homeless students. Additionally, LEA liaisons must ensure that all homeless children, youth, and families are identified through coordinated efforts with other community entities.

ATTENDANCE RESPONSIBILITIES (School Board Policy 204)

Definitions:

Compulsory school age shall mean the period of a child's life from the time the child's parents/guardians elect to have the child enter school and which shall be no later than six (6) and until the child reaches eighteen (18) years of age. The term does not include a child who holds certificate of graduation from a regularly accredited, licensed, registered or approved high school. Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

Tardiness shall be defined as "the occurrence of a student arriving after the bell rings signifying the beginning of the official school day."

Excused/Lawful Absence

The following conditions or situations constitute reasonable cause for absence from school:

- Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.
- Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
- Quarantine.
- Family emergency.
- Recovery from accident.
- Court attendance.
- Death in family.
- Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4- H and FFA group, upon prior written request.
- Observance of a religious holiday observed by bona fide religious group, upon prior written parental request.
- Non-school sponsored educational tours or trips, if the following conditions are met:
    - The parent/guardian submits a written request for excusal prior to the absence.
    - The student's participation has been approved by the Superintendent or designee.
    - The adult directing and supervising the tour or trip is acceptable to the parent/guardian and the Superintendent.
- College or post-secondary institution visit, with prior approval.
- Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.

The district may limit the number and duration of:

- Non-school sponsored educational tours or trips.
- College or post-secondary institution visits for which excused absences may be granted to a student during the school year.

Parental Notice of Absence

Absences shall be treated as unlawful until the district receives a written excuse note explaining the absence which must be submitted within three (3) days of the student's return to school. Written excuse notes may be submitted to the main office or via email to the school's attendance office. Please note that only notes sent to the main office or emailed directly to the school's attendance email will be accepted. Notes emailed or TalkingPoints messages to other staff in the building will **not** be accepted. Please check with your student's building for the email address of the attendance office.

Once a student accumulates ten (10) absences covered by a parental written excuse, and/or unexcused absences, all subsequent absences shall require an excuse from a medical provider or licensed practitioner of the healing arts. If a student is sent home by the nurse and is absent the following day, a parent's note will be required for that day; a doctor's note will not be necessary. Absences due to approved requests for an educational trip are not counted towards the ten (10) cumulative days.

Unexcused/Unlawful Absence or Tardies

Absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence.

Students will only be considered present for the day, if they are present for fifty (50) percent or more of the school day. Habitual tardiness and early dismissals without a valid excuse will be treated as seriously as unexcused or unlawful absences and will carry similar consequences. ~~The time from unexcused late arrivals and early dismissals will be tracked, and once the accumulated minutes exceed half a school day, it will be counted as an unexcused absence.~~ Proposed elimination.

**Please note that the above information is just a portion of school board Policy 204. You are encouraged to read the policy in its entirety by visiting the school district's website.*

Consistent attendance and punctuality are essential to student success. Students are expected to attend school regularly and arrive on time each day. Excessive absences and/or tardies may result in the loss of school-related privileges. These privileges may include, but are not limited to parking passes, Owls passes, eligibility for school trips and events, dances and other extracurricular activities.

Make Up Work Due to Legal Absences

A student shall be permitted to make up work and/or examinations missed while legally absent from school. Arrangements for making up work shall be made between the individual student and his/her teacher(s) in consultation as needed with the building principal or designee. It shall be the building principal's responsibility to ensure that an effective procedure is established for making up work between the student and teachers.

Absences Due to Educational Trips During the School Year
Requests by parents for permission to have children absent from school for educational trips should be made in writing and processed by the principal or designee. The request must be received by the principal at least ten (10) days prior to the anticipated absence. Absences approved by the principal will be considered an "excused absence." Up to five (5) days will be approved. Please check with your student's school for the educational trip request form.

Before approving the absences for an educational trip, the principal or designee will review the current academic and attendance status of the student. Educational trips may be denied if the attendance concerns are present and/or a Student Attendance Improvement Plan is in place. No student will be granted approval during PSSA testing.

The student shall be held responsible for making up missed assignments and tests. Students will be allowed the same amount of days they were out of school to make up their work once they return from the trip.

Student Withdrawal for Unapproved Trip
If a student goes on a trip for more than ten (10) school days, they will be withdrawn from Bensalem Township School District.
Upon withdrawal or departure for unapproved trip, parents and students should be aware of the following:

- The student's current schedule will not be held in his/her absence. If the student returns to the building in the same school year, the student will be assigned to the most appropriate schedule available at the time of return. The student may have different courses and different teachers with the new schedule.
- The student is subject to course(s) failure for all courses on his/her schedule at the time of withdrawal. If the student is absent during standardized testing (PSSA/Keystone), the tests and related course work may be rescheduled for the following year. This may prevent a student from graduating at the expected graduation year.
- Student withdrawal, for any period of time, may prevent a student from graduating at the expected graduation year.
- Parents may be cited for attendance violations (truancy) as a result of withdrawing students and not enrolling them in another district within 10 days.
- When a student returns to the district, he/she is subject to any/all new policies.

Request for Early Dismissal
All cases of early dismissal should be preceded by a note from the parent/guardian stating the time, date, and reason for dismissal. The parent or guardian may report to the school office to request that his/her child be dismissed. When the parent or guardian comes to the school office for his/her child, the parent/guardian must sign a registry stating the reason for dismissal and the date and time of dismissal. A signature must be placed on the registry. If the student legally drove to school, the student must report to his/her grade level office and sign out.

*If no reason is stated, the dismissal will be considered unexcused. ~~The time of unexcused early dismissal will be recorded and once the minutes add up to a full school day, that will constitute~~

~~an unexcused absence.~~ Proposed elimination Early dismissals due to illness must go through the nurse's office or will be considered unexcused.

Homebound Instruction (School Board Policy 117)
Students whose absence due to illness or injury is anticipated to be *longer than* three (3) weeks may request homebound instruction. This service is initiated by a medical doctor's note certifying the reason and expected length of absence. The request should be submitted to the school counselor.

ACADEMIC RESPONSIBILITIES (School Board Policies 212 and 213)

- Grades shall reflect a student's progress in meeting the objectives of a course/curriculum through a variety of evaluative measures, such as text assignments (both oral and written), class participation, special assignments, research, activities of various kinds/types, projects, and tests/quizzes.
- Grades shall be used to inform students of their progress in achieving course and curriculum objectives. Grades shall not be used to impose personal bias nor shall they be influenced by pressure.
- Teachers shall maintain accurate records that reveal how they determine each student's grades.
- Teachers shall notify parent/guardian of D's or F's.

Homework (School Board Policy 130)

- Teachers assign homework in order to encourage each student to master skills, learn new ideas, understand what is being taught, and develop a sense of responsibility and independence. Homework promotes good study habits and motivation and acquaints parents with what their child is learning in the classroom.
- Homework will be relevant to the area of study and be appropriate to the maturity and ability level of the student.
- Teachers will acknowledge completion of homework assignments and/or provide feedback on all homework activities.
- Each student has responsibilities to meet in carrying out homework assignments made by the teacher. Failure to do so may subject the student to a lower grade for that assignment.
- Parents are encouraged to examine homework assignments and to offer advice toward the successful completion by the student.

Review of Instructional Materials by Parents/Guardians and Students (School Board Policy 105.1)
The Board adopted this policy to ensure that parents/guardians and students have an opportunity to review instructional materials and have access to information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.

Exemption From Instruction (School Board Policy 105.2)
The board adopted this policy to ensure that parents/guardians have the right to have their children excused from specific instruction that conflicts with their sincerely held religious and/or moral beliefs.

Program of Student Assessment
Bensalem Township School District utilizes a number of norm and criterion referenced assessments to monitor the progress of all students in the district. These assessments are in addition to various classroom assessments such as unit and chapter tests and quarterly exams. The district administers all mandated state assessments; Keystone Exams, PSSA, PASA and WIDA (ELL students only). Additionally, the district has selected a number of measures that allow us to better understand the academic strengths and needs of each student in the district.

The quality of a district's educational program is strongly influenced by its level of meaningful data analysis and interpretation. Careful examination of the alignment between academic standards, instruction, and assessment provides educators with the critical information needed to upgrade and improve effectiveness in meeting student needs.

Bensalem Township School District utilizes a data warehouse program developed by Sapphire. This application provides a centralized storage location for data extracted from multiple student assessments and curriculum processes. Additionally, it allows us to analyze connections between state and national standards, our K-12 curriculum, the related instruction, and student performance at all levels across time. By bringing together and organizing previously disconnected bodies of critical information, we can more effectively discover those areas within our curriculum and instructional programs that may require revision and improvement.

Graduation and Promotion Policy (School Board Policy 217)
For the current school year, the requirements for a Bensalem Township School District diploma are as follows:

English	Elements of Literature, Survey of Literature, Literature Studies/American Literature & World Literature	4
Social Studies	World History, American History & American Government	3
Mathematics	Algebra I, Geometry	3
Science	Biology	3
Arts and/or Humanities	District recommends that students take at least two years of a World Language	2
Wellness/Fitness	Students must take a ½ credit Health course Students must take a ½ credit Physical Ed	1

Future Ready Seminar		.5
Electives (minimum # for graduation)	2 Pathway Strands recommended **Minimum number of electives will change with the addition of Personal Financial Literacy see below:*	7
Personal Financial Literacy	Aligned with the Pennsylvania Academic Standards for Personal Finance, Personal Financial Literacy is a required half-credit course for graduation. This course is open to students in grades 11 and 12. (Mandatory: Beginning for the class of 2027)	.5
	Total Credits	24

***These requirements may be subject to change due to revised Pennsylvania Department of Education regulations.**

Each student and/or his/her parent/guardian along with the school professional share the responsibility to see that each student is properly scheduled for all courses necessary to complete minimal graduation requirements. Notification of student performance through progress reports and/or report cards will be issued by the high school to enable students and their parents/guardians to effectively plan and carry out the required program. All students are required to take the Keystone Exams associated with their scheduled courses. Students not demonstrating proficiency will be offered supplemental instruction and will be required to retake the Keystone exams they did not pass. Beginning with the class of 2022, students must demonstrate proficiency on the Algebra I, Biology and Literature Keystone Exams in order to graduate.

Successful completion, as a regularly enrolled, full-time student in the high school, of a specified number of credits is defined by Chapter 4 of the Pennsylvania Curriculum Regulations on Standards and Assessment. **For specific information regarding graduation requirements, please refer to the Program of Studies Guide and talk to your child's school counselor.**

Special education students may also work toward graduation by meeting IEP goals established by the IEP team.

Beginning in the 2027–2028 school year, the STEM Guitar elective will require a $100 course fee due to increased material costs. Students will have five days after the first day of class to pay the fee in full. Those who do not pay within this timeframe will be removed from the course and scheduled into a different elective.

<u>ACT 158 Graduation Requirements</u>

In addition to our local, credit-based graduation requirements, Pennsylvania Act 158 states that beginning with the Class of 2023, all students must satisfy the requirements of one of five pathways to graduation:

1. Keystone Pathway
2. Keystone Composite Pathway
3. CTE Pathway (Tech school students only)
4. Alternate Assessment Pathway
5. Evidence-Based Pathway

Information on these pathways will become available to students beginning in their 9th grade year. Students in need of special education services can also meet Act 158 through their IEP goals. Certain students with extenuating circumstances (first year in the country, recent family trauma, frequent school changes, etc.) can request to have their Act 158 requirements waived by the Superintendent.

Promotion

At the elementary level, promotion issues are discussed as a team of appropriate staff and parents, with principals making the final decision based on the success of interventions attempted.

For the purposes of this section, at the high school level, all grade level completion is in accordance with the "approved program of study" to include special education procedures and guidelines and does not include a home education program.

- Promotion to grade 9: Successful completion of grade 8
- Promotion to grade 10: Successful completion of 5 units of credit
- Promotion to grade 11: Successful completion of 11 units of credit
- Promotion to grade 12: Successful completion of 17 units of credit

Should a student fail to complete the prerequisite number of credits to move to the next grade level, she/he may be assigned to a previous grade level homeroom and may not be eligible to participate in certain grade level events, including but not limited to, things such as proms, class trips or other grade level specific activities.

*Students may apply up to one credit towards a Math graduation credit requirement upon successful completion of Intro to Programming, Java, C++, AP Computer Science or Finance.
** Students may apply up to one credit towards a Science graduation credit requirement upon successful completion of Intro to Programming, Java, C++, AP Computer Science.
***Including required designated Keystone courses.

BEHAVIORAL RESPONSIBILITIES/STUDENT CODE OF CONDUCT VIOLATIONS AND DISCIPLINARY ACTION

Bensalem Township School District School Board believes that order and discipline are essential to an effective, educational environment. A structured atmosphere of order and discipline allows constructive individual expression which can benefit the entire school community. The district believes that everyone in the school community must play a role in contributing to an orderly environment and also believes that an orderly school environment requires a code of conduct. This code must clearly define individual responses, categorize unacceptable behaviors, and

provide for appropriate disciplinary options and responses. This code, to be effective, must include provisions to accomplish the following:

- Be preventive/proactive in nature
- Promote self-discipline
- Concern itself with the welfare of the individual as well as that of the school community as a whole
- Promote a learning environment that assures the uninterrupted right to an education for those who observe the behavioral restraints of the school community
- Promote a close working relationship between parents/guardians and the school staff
- Differentiate between minor and serious offenses as well as between first time offenses and multiple offenses

In order to achieve these goals and objectives, we have implemented School Wide Positive Behavior Support practices in all schools.

School Wide Positive Behavior Support is a system designed to improve student academic and behavior outcomes, ensuring all students have access to the most effective and accurately implemented behavioral practices and interventions possible. SWPBS is designed to teach and reinforce appropriate behavior and to support students when they do not behave as expected.

The following list is not all-inclusive, and a student committing an act of misconduct not listed will still be subject to the authority of the principal/designee.

To the extent possible, similar/comparable infractions of the school district shall be dealt with in a consistent manner. Before submitting student disciplinary referral forms to the administration, teachers are expected to be the first line in the process of a safe learning environment free from disruption. Building principals shall utilize their respective professional judgment in determining the appropriate disciplinary action to be taken.

At the secondary level, three (3) instances of out-of-school suspension during the course of the academic year may prevent a student from participating in any/all extra-curricular activities, including proms, Blue-Gray Night, all athletic competition, and school sponsored activities.

General Disruption(s) of the School Day

Behavior which disrupts any school activity or the orderly operation of the school.

Level I (Minor Offenses)	**Consequences** (*may include)*
Unexcused lateness to school (3)	Conference
Unexcused lateness to class (3)	Lunch Detention
Not reporting to detention	In-School Suspension
Possession/use of personal technology	Loss of Privileges
Device in violation of Policy	After School Detention
Disrespect to faculty or staff	
Disrespect to peer(s) e.g. teasing	
Other infractions of unacceptable behavior	
Violation of dress code	
Bus offense	
Public Display of Affection (PDA)	

Level II (Major Offenses)	**Consequences** (*may include)*
Cutting class/homeroom/signing in	Detention
Leaving school or class without permission	Saturday School
Tobacco use/Loss of Privileges	In-School Suspension
Truancy	Out-of-School Suspension (1 to 5 days)
Insubordination	Restitution/Restoration
Unwanted contact	After School Detention
Defacing school property	
Violation of student acceptable user policy	
Verbal assault	
Foul or abusive language	
Hate speech/bias based harassment	
Forgery	
Peer conflict/disrespect/disturbance	
Harassment	
Possession/use of personal technology	
Devices in violation of policy (3 violations): More than 3 Level 1offenses of the same type	
Non-medical electronic inhalation devices	

Level III (Major Offenses)	**Consequences** (*may include*)
Theft	In-School Suspension (3 to 10 days)
Physical assault	Out-of-School Suspension
Willful fighting	Loss of Privileges
Possessing a weapon	Police Referral
Arson, false alarm, or 911 call	Restitution/Restoration
Bomb threats	Expulsion
Vandalism	Saturday School
Controlled substance abuse (drugs and alcohol)	
Extortion	
Harassment/intentional contact/terroristic threats	
Hate speech/bias based harassment	
Lewd and lascivious behavior/sexual misconduct	
Commission of any other act punishable under the Pennsylvania Crimes Code	
Other most serious infractions of unacceptable behavior in or on school property, or while under school supervision or jurisdiction	
Kidnapping/interfering with child custody	

Academic Integrity (School Board Policy 243)

Bensalem Township School District understands that to achieve a personal vision of success, students need to exercise ethical behavior and responsible decision making both in and out of the academic setting. In support of Bensalem Township School District mission statement to educate the whole child, the district requires adherence to specific standards of conduct in academic affairs to create a climate of academic integrity.

RESPONSIBLE USE OF TECHNOLOGY (School Board Policy 815)

The district supports the use of the internet and other computer networks in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration. For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

Students will be issued a password to access the internet. Parents who do not want their student to have access to the internet must make this request in writing to the building principal.

Students are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law.

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

The school district reserves the right to track internal use of the internet and activate recovery software when items are reported lost or stolen.

District Social Media (School Board Policy 816)
This policy establishes the process and standards for approval and operation of district-owned social media accounts, and to identify the differences between personally owned social media accounts and those maintained by the district.

Technology Fee
School-issued Chromebooks are provided to support student learning and must be used responsibly. Students and families are expected to care for devices at all times. A technology fee of $40.00 will be required yearly for each Chromebook provided to a student in grades 3 through 12. Additionally, in the event the student's Chromebook is damaged, lost or stolen, families will be charged repair or replacement fees.

CO-CURRICULAR RESPONSIBILITIES

Philosophy
The district recognizes the importance of well-rounded individuals. Participation in co-curricular activities is encouraged for all students who meet eligibility requirements.

Eligibility
Athletic eligibility follows PIAA guidelines. Eligibility for other co-curricular activities is based on regular attendance and academic proficiency. Infraction of discipline or attendance could result in a student being removed from these activities. All students must be in school the day of the activity at the required time in order to participate. Any student reporting after the required time must present a doctor's note upon entering school. The required time for middle school is 12:00 p.m. and 11:15 a.m. for the high school.

Code of Conduct
Students in Bensalem Township School District must keep in mind they are in the public eye and their personal conduct will always be the subject of scrutiny by their fellow students, fans, opponents, and the media. They have an obligation to serve as positive role models. It should be clearly understood that Bensalem students are expected to maintain the same level of behavior whether in school or in a co-curricular activity. Any violations of the school board policy may result in forfeiture of the privilege to participate in a school activity.

Students participating in any club or activity after school will be required to pay an Activity Fee of $40.00 per year. There are no additional fees for participating in more than 1 club or activity.

TRANSPORTATION (School Board Policy 810)

Elementary school students: If you would like your child to go to a friend's house after school just for the day, both parents/guardians must send a note to the principal.
Parents/guardians must fill out a Bus Stop Change Request Form when an adjustment is needed to transportation service.

School Bus Behavior

The safety and well-being of students riding to and from school is the responsibility of the school district and the primary job of the bus driver. Safety adherence requires the full cooperation of all students. Drivers are to report any discipline or safety concerns in writing to the transportation department which will be shared with school administration for discipline of students. The district reserves the right to revoke transportation services from any student for just cause. Buses may have cameras or other recording devices (School Board Policy 810.1 and 810.3) which will be used to promote bus safety and for resource in disciplinary action. The contents of the tapes are confidential student records and will be safeguarded.

- All kindergarten students must be met at the bus stop by a parent, guardian or a responsible older sibling (a note may be required). If a parent, guardian, or a responsible older sibling is not available, students may be returned to school.
- Activity buses are offered for secondary school students. Students remaining after school for a late bus must be involved in a school activity.
- The transportation contact for questions or concerns is:
    - Email: transportation@bensalemsd.org
    - Phone: 215-750-2800 x 4400

Transporting Musical Equipment and Other Large Items

Musical instruments, sports equipment, school projects and book bags must be able to fit on the student's lap without endangering the safety of other students. No item will be permitted to be in the aisle, behind the driver's seat, blocking any type of emergency exit, or taking up any part of a seat designed for students. This policy is regulated by the Vehicle Law of Pennsylvania.

Policy for Cell Phone Usage on Bus

All cell phones are to be muted when riding the bus as it is a distraction to the driver to hear sounds coming from the phone such as ringtones, music, or other noises. Loud conversations on the phone should also be refrained from and wait until the student exists the bus.

The driver will warn the student if he/she breaks the above rule. A second occurrence will result in the driver submitting a "Bus Driver Conduct Report" to the Transportation Department which will be faxed to the appropriate principal.

Additionally, students are at all times prohibited from using camera phones or any videotaping device to photograph, capture an image of, or videotape another student or staff member on school buses without the student's knowledge and expressed consent. Students who use their cell phone or any other electronic device that violates this policy may be disciplined as determined by the assistant principal or principal in accordance with school board policy.

Surveillance (School Board Policy 810.3)
Bensalem Township School District School Board has authorized the use of video/audio cameras on school district buses and vans. These cameras can record both what is said and what is done on the buses. The video/audio cameras will be used to monitor student behavior, to maintain order on the school buses, and to promote and maintain a safe environment. Students and parents are hereby notified that the contents of the tapes may be used in a student disciplinary proceeding. The contents of the tapes are confidential student records and will be safeguarded. Tapes will be retained only if necessary for use in a student disciplinary proceeding or other matters as determined necessary by the school administration. Parents and guardians may request to review tapes of their child, if the tapes are used in a disciplinary proceeding involving their child. Tapes may be turned over to law enforcement.

Field Trips
Trips away from school buildings, during regular school hours, are considered part of the regular educational program. All pupils participating in field trips, both in and out of district shall have permission from their parents or guardian prior to the trip. Transportation by private automobile is not allowed.

When selected as a chaperone, all parents/guardians must comply with school, district, or Department of Education mandates regarding appropriate clearances to be placed on file prior to the trip. Chaperones will be selected at the building level.

Activity Buses
Late activity buses are offered for secondary school students. Students remaining after school for a late bus **must** be involved in a school activity. Parents picking up students must arrive prior to the dismissal of the activity bus, otherwise students are required to ride the activity bus home.

<u>SPECIAL EDUCATION</u> (School Board Policy 113)
Confidentiality
All information gathered about your child is subject to the confidentiality provisions contained in state and federal law (FERPA). The district has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. These requirements are delineated in School Board Policy 216.

Child Find (Special Education, Chapter 15, Gifted Education)
In compliance with state and federal law, Bensalem Township School District conducts ongoing Child Find activities for the purpose of identifying students who may be in need of special education and/or related services, gifted education and/or a 504 Service Plan. A comprehensive evaluation is completed by the district at no extra expense to residents to determine the specific needs of each student. If you feel your child may be in need of any of these services, please contact your child's school guidance counselor or the special education office to discuss your concerns and the evaluation process.

Special Education

- Autism
- Emotional Disturbance
- Traumatic Brain Injury
- Deafness/Hearing Impairment
- Specific Learning Disability
- Intellectual Disability
- Multiple Disabilities
- Other Health Impairment
- Orthopedic Impairment
- Speech & Language Impairment
- Blindness/Visual Impairment
- Deaf-Blindness

The district provides a continuum of services to support eligible students in their educational program from K-12. Students may receive services ranging from supplemental aids and services in a general education class to a full-time replacement program in a special education setting by certified special education teachers.

If your child is determined to be eligible for such services, you will be notified of the need to develop an Individual Educational Program (IEP) and the related procedures.

Annual Public Notice of Special Education Services and Programs, Services for Gifted Students, and Services for Protected Handicapped Students (Revised May 20, 2009)

Notice to Parents

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled, "Implementation of Chapter 15." Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code, Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code, Chapter 16. If a student is both gifted and eligible for special education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit, and charter school shall publish written information in the handbook and on the website. Children ages three through twenty-one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the appropriate staff member identified at the end of this public notice.

Children ages three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need special education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least three years of age, and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas. (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information, you may contact Early Childhood Services at the Bucks County Intermediate Unit, 1-800-770-4822, ext. 1716.

Evaluation Process
Each school district, intermediate unit, and charter school has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school which your child attends. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children, ages three through five, may request an evaluation in writing by addressing a letter to Early Childhood Services, Bucks County Intermediate Unit, 705 N. Shady Retreat Road, Doylestown, PA 18901.

Consent
School entities cannot proceed with an evaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to The Procedural Safeguards Notice which can be found at the PaTTAN website, www.Pattan.net. Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

Program Development
Once the evaluation process is complete, a team of qualified professionals and parents determine whether the child is eligible. If the child is eligible, the individualized education program team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff, intermediate unit staff, or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

Confidentiality of Information
The SDs, IUs, and CSs maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under state law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable

information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA). This notice is only a summary of the special education services, evaluation, and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact the responsible school entity listed below. For preschool age children, information, screenings, and evaluations requested, may be obtained by contacting the intermediate unit. The addresses of the schools are as follows:

Bucks County Intermediate Unit #22
Early Intervention Services
705 North Shady Retreat Road
Doylestown, PA 18901-2501
215-348-2940 or 800-770-4822

Bensalem Township School District
Dorothy D. Call Administrative Center
3000 Donallen Drive
Bensalem, PA 19020
215-750-2800

School Lane Charter School
2400 Bristol Pike
Bensalem, PA 19020
(215-245-6055)

The school entity or charter school will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status, or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district, intermediate unit, or charter school program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status, or financial hardship.

Chapter 15 – Protected Handicapped Students/504

In compliance with state and federal law, Bensalem Township School District will provide those related aids, services or accommodations that are needed for each protected handicapped student, an 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 needs. These related aids, services or accommodations will be provided without discrimination or cost to the student or family. 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.

For further information regarding the evaluation process and provision of services under a 504 Service Plan, contact your building principal or school counselor.

Gifted Education
Bensalem Township School District offers both horizontal enrichment and vertical acceleration programs to eligible gifted students. Programs include the elementary Special Interest Program (SIP), middle school Humanities and Science Programs, and the high school Humanities Program.

If your child is determined to be eligible for such services, you will be notified of the need to develop a Gifted Individual Education Program (GIEP) and related procedures, as required by Pennsylvania Chapter 16.

Early Intervention Programs
The Bucks County Intermediate Unit (BCIU) offers Early Intervention (EI) programs to eligible children from 3 to 5 years of age. Contact the BCIU at 215-757-0227, Ext. 1711, 1716, or 1717.

Usually starting in December, the district coordinates with parents and the BCIU staff to help determine the needs of students transitioning from EI to develop an appropriate school-age IEP.

ASBESTOS MANAGEMENT PLAN ANNUAL NOTIFICATION REQUIREMENT
Bensalem Township School District has engaged Eagle Industrial Hygiene Association, Inc. to fulfill the requirements of the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR Part 763, and Subpart E. This law requires that each Local Education Authority (LEA) engage EPA accredited individuals to initially inspect and subsequently re-inspect every three years all student and staff accessed areas for the presence of both friable and non-friable asbestos containing materials (ACM) and to develop an Asbestos Management Plan from the information developed from the building inspections.

Eagle Industrial Hygiene has reported that all accessible areas of each facility were inspected for asbestos-containing materials. The Management Plan provides a description of the amount, type, location, and condition of all ACM found in these areas. The Plan also contains a detailed schedule of responses and activities for handling the ACM. The Management Plan is available for review by parents, teachers, employee organizations, short-term workers or other applicable interested parties in the school Principal's offices during business hours.

SCHOOL CALENDAR & ASSESSMENT DATES
Please refer to the Bensalem School District website for updated information.

BENSALEM TOWNSHIP SCHOOL DISTRICT
2026-2027 CALENDAR

JULY 2026

S	M	T	W	T	F	S
			1	2	H	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2026

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	NT	NT	NT	NT	21	22
23	NT	PD	PD	PD	PD	29
30	31					

T - 5/5 S - 1/1

SEPTEMBER 2026

S	M	T	W	T	F	S
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6	H	8	9	10	11	12
13	14	15	16	17	18	19
20	H	22	23	24	25	26
27	28	29	30			

T - 19/24 S - 19/20

OCTOBER 2026

S	M	T	W	T	F	S
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T - 22/46 S - 22/42

NOVEMBER 2026

S	M	T	W	T	F	S
1	2	PD	4	5	6	7
8	9	10	H	12	13	14
15	16	17	18	19	20	21
22	23	24	25	H	H	28
29	30					

T - 18/64 S - 15/57

DECEMBER 2026

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	H	H	26
27	H	H	H	H		

T - 17/81 S - 17/74

July 3	Independence Day Holiday - Offices Closed
Aug 17-20,24	New Teacher Orientation
Aug 25-28	Professional Development
Aug 31	First Day of School for All Students (K-12)
Sept 4	Labor Day Holiday - Schools and Offices Closed
Sept 7	Labor Day Holiday - Schools and Offices Closed
Sept 21	Yom Kippur - Schools and Offices Closed
Oct 5	Interim Progress Reports Available on SCP - Day 23
Nov 3	Election Day - Professional Development - Schools Closed, Offices Open
Nov 5	End of Marking Period # 1 - Day 45
Nov 11	Veterans' Day Holiday - Schools and Offices Closed
Nov 13	Report Card #1 Available on SCP
Nov 24,25	Act 80 Day - Parent/Teacher Conferences - Schools Closed, Offices Open
Nov 26	Thanksgiving Day Holiday - Schools and Offices Closed
Nov 27	Thanksgiving Holiday* (Local Holiday) - Schools and Offices Closed
Dec 15	Interim Progress Reports Available on SCP - Day 68
Dec 24-31	Winter Recess - Schools and Offices Closed - 12/24* & 12/28* (Local Holiday)
Jan 1	Winter Recess - Schools and Offices Closed
Jan 4	Schools Reopen
Jan 18	Martin Luther King, Jr. Day - Schools and Offices Closed
Jan 26	End of Marking Period # 2 - Day 90
Feb 2	Report Card # 2 Available on SCP
Feb 15	Presidents' Day - Schools and Offices Closed
Mar 1	Interim Progress Reports Available on SCP - Day 113
Mar 10	Eid-al-Fitr - Schools and Offices Closed
Mar 25, 26	Spring Break - Schools and Offices Closed
Mar 29	Spring Break* (Local Holiday) - Schools and Offices Closed
Apr 6	End of Marking Period # 3 - Day 135
Apr 13	Report Card # 3 Available on SCP
May 7	Interim Progress Reports Available on SCP - Day 158
May 17	Professional Development - Schools Closed, Offices Open
May 18	Election Day - Professional Development - Schools Closed, Offices Open
May 31	Memorial Day - Schools and Offices Closed
Jun 11	Last Day of School - Day 180

Commencement for the Class of 2027 will be announced no later than March 31, 2027

NOTE: SCP = Sapphire Community Portal

JANUARY 2027

S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	H	19	20	21	22	23
24	25	26	27	28	29	30
31						

T - 19/100 S - 19/93

FEBRUARY 2027

S	M	T	W	T	F	S
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14	H	16	17	18	19	20
21	22	23	24	25	26	27
28						

T - 19/119 S - 19/112

MARCH 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	H	H	27
28	H	30	31			

T - 19/138 S - 19/131

APRIL 2027

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

T - 22/160 S - 22/153

MAY 2027

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	PD	PD	19	20	21	22
23	24	25	26	27	28	29
30	H					

T - 20/180 S - 18/171

JUNE 2027

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	☀	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

T - 9/189 S - 9/180

- Holiday - Schools & Offices Closed
- New Teacher Orientation
- Professional Development (PD)
- Parent/Teacher Conferences - Act 80 Day
- First Day of School for All Students K-12
- Schools Closed, Offices Open
- Summer Energy Building Closure

- Keystone Exams
- PSAT Exam
- PSSA's
- ☀ Last Day of School

District-Wide Testing Window

PSAT Exam	October 14, 2026
Keystone Exam	December 7-18, 2026; May 17-28, 2027
PSSA English Language Arts (Grades 3-8)	April 26-30, 2027
PSSA Mathematics (Grades 3-8)	May 3-7, 2027
PSSA Science (Grades 5 and 8)	May 3-7, 2027
PSSA Make-up	May 10-14, 2027
AP Exams	TBD

Notes: (1) * Official Section 1502 Local Holiday - Days

(2) ** All days missed due to emergency closing will be made up at the end of the school year. *Subject to future revisions as needed.*

Board Approved: March 24, 2026

Telephone Directory

Main Number	**215 750-2800**
Superintendent	Ext. 4100
Bensalem High School	**Ext. 3000**
Principal	Ext. 3002
Assistant Principal (Office 1)	Ext. 3041
Assistant Principal (Office 2)	Ext. 3051
Assistant Principal (Office 3)	Ext. 3061
Assistant Principal (Office 4)	Ext. 3072
Robert K. Shafer Middle School	**Ext. 2200**
Principal	Ext. 2202
Assistant Principal	Ext. 2204
Cecelia Snyder Middle School	**Ext. 2300**
Principal	Ext. 2302
Assistant Principal	Ext. 2304
Belmont Hills Elementary School	**Ext. 1100**
Principal	Ext. 1102
Cornwells Elementary School	**Ext. 1200**
Principal	Ext. 1202
Samuel K. Faust Elementary School	**Ext. 1300**
Principal	Ext. 1302
Benjamin Rush Elementary School	**Ext. 1400**
Principal	Ext. 1402
Russell C. Struble Elementary School	**Ext. 1500**
Principal	Ext. 1502
Valley Elementary School	**Ext. 1600**
Principal	Ext. 1602

ATTENDANCE ACTION PLAN

BENSALEM HIGH SCHOOL


A5
ACADEMICS
ATTENDANCE
ATHLETICS
ARTS
ACTIVITIES
BENSALEM HIGH SCHOOL

Chronic Absenteeism

- The Pennsylvania Department of Education (PDE) defines chronic absenteeism as a student missing 10 percent or more of enrolled school days across the academic year. This includes both excused and unexcused absences.

- Students must be enrolled in the school district for 90 cumulative days to be included in Future Ready PA Index accountability reporting. This state reporting benchmark does not apply to internal attendance monitoring, which should occur regardless of a student's length of enrollment. Students absent for 10% or more of their enrolled days should be identified for monitoring and intervention, regardless of whether they have met the 90-day enrollment benchmark.

Chronic Absenteeism at BHS

- During the 2025 to 2026 school year, 863 of 2,120 students (41.0%) were chronically absent.

- Are there attendance patterns by day, period, course, or time of year?
  - Day of week: Friday is the highest absence day.
  - Time of year: Absences per school day rise across the year, from 154 in September to 289 in May and 287 in June. December (274) is an early spike.

Contributing Factors

-Attendance Reporting

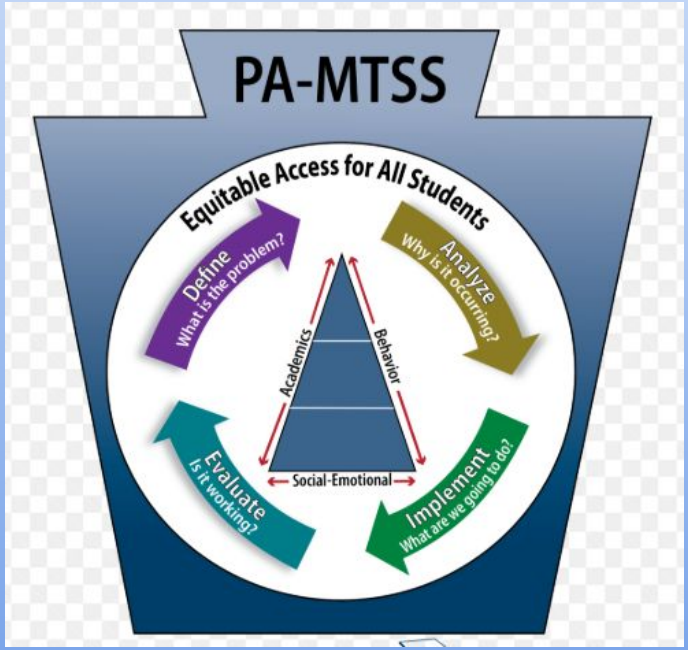
-Covid impact

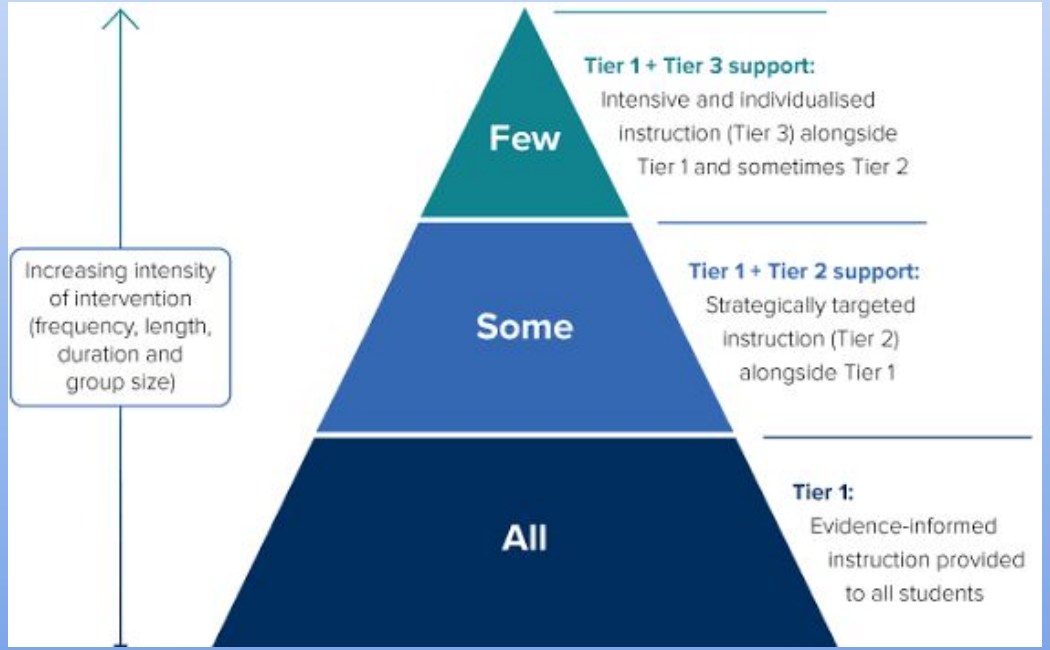
-Discipline

-Health/Medical Needs

-Student engagement/belonging

Ways we are currently supporting students through a multi-tiered system of support.





Tier 1 - Supports for All Students

- Communicate attendance expectations (Ten Day Consecutive Report).
- Recognize improved attendance.
- Review attendance trends in advisory or grade-level meetings.
- Build positive relationships and a welcoming school climate.
- PBIS expectations - Be Present (physically, mentally, engaged)
- PBIS lessons in homeroom biweekly
- Attendance incentives (100% attendance - random drawings)
- Bensalem Bucks/PBIS Rewards
- Judge Gallagher Presentation
- Attendance Review Meetings

Tier 2 - Support for Students showing emerging attendance concerns

- Conduct attendance conferences.
- Contact caregivers and identify barriers.
- Assign a trusted adult or attendance mentor.
- Establish short-term attendance goals and weekly check-ins.
- Check in and Check out
- Mentoring and Matching
- Student groups (social worker, SAP counselor)
- SAIP
    - **Mandatory 3-Day Written Notice:** Districts are legally required to send an official written notice to parents/guardians within 10 school days of the 3rd unexcused absence. This notice must invite the family to a Student Attendance Improvement Conference (SAIC) to create a Student Attendance Improvement Plan (SAIP).

Tier 3 — Students with persistent or chronic absenteeism

- Check & Connect (ongoing training)
- Social worker supports (home visits)
- Develop an individualized attendance success plan.
- Hold a family-school problem-solving meeting.
- Coordinate counseling, mental health, or community supports as appropriate.
- Review progress weekly and adjust supports based on student needs.

Chronic Absenteeism at BHS continued…

2025-2026 MP1 Data	1560/2177= 71.6% regular attendance	28.4% chronically absent	92.58% Average Daily Attendance
2026-2027 MP1 Data	**1601/2048 = 78.2% regular attendance**	**21.8% chronically absent**	**93.29% Average Daily Attendance**
6.6% improvement in chronic absenteeism; 0.71% improvement in Average Daily Attendance			

MP1 covers roughly 45 school days. Missing 4.5 days in MP1 flags a student as "chronically absent to date." Although MP1 data shows positive interim trajectory, official PDE chronic absenteeism metrics require a full year and the 90-day enrollment standard.

Additional Supports We Are Exploring

Improving student attendance is a high priority at Bensalem HS. We need to monitor data and provide supports to students through our tiered programs. Additionally, we are being supported by and collaborating with Bucks IU Attendance Improvement Matters Team and lead Social Worker.

- Hoot and Holla (data based community outreach)
- Inter-county communication on attendance procedures
- Bucks County Truancy Task Force
- Proposal to discontinue ADT
- Alternatives to Suspension
- Catch My Breath (Tier 1 Vaping Prevention Program - Valley Youth House - Bucks County Drug & Alcohol Commission)

Goals and Measurable Success

- Improved daily attendance compared with baseline.
- Fewer students becoming chronically absent.
- Earlier identification of attendance concerns.
- More consistent family outreach and intervention follow-through.
- Evidence that targeted interventions are improving individual student attendance.
- The most important principle: Do not wait until a student becomes chronically absent to intervene.
- Monitor attendance daily, review patterns weekly, respond with appropriate supports, and use monthly data to determine whether the approach is working.

Next Steps

- Ongoing data review
- Focus on student engagement and belonging
  - PBIS
  - MTSS
  - Walkthroughs and feedback
- Ongoing communication with families


A5
ACADEMICS
ATTENDANCE
ATHLETICS
ARTS
ACTIVITIES
BENSALEM HIGH SCHOOL

Proposal to Discontinue ADT

What is ADT?

- Accumulated daily tardiness is the total amount of instructional time, minutes, or days a student loses over a given period (such as a month, semester, or school year) by arriving late to school or leaving early from school.

Reasons to Discontinue ADT

- BHS is aligning with all other Bucks County High Schools.
- ADT distorts state chronic absenteeism reporting by counting partial-day tardies as full-day absences.

Alternatives to ADT

- Unexcused tardies will follow school handbook
  - Progressive Discipline
  - Students will only be eligible to make up work if they have an excused absence
  - Potential loss of extra-curricular privileges

Shafer Middle School Attendance Action Plan

2026–2027

Michael Stock, Principal
Dr. Thomas Evert
Principal and Assistant Principal leadership team

Attendance baseline

2025–2026 enrolled cohort	Students	Share
At least 18 absence days	105 of 519	20.2%
9 to fewer than 18 absence days	175 of 519	33.7%
At least 36 absence days	17 of 519	3.3%

These are absence-count screens. Days enrolled and the report period must be verified before reporting chronic absenteeism.

Shafer attendance through October 12

Absence days per student are nearly unchanged

Measure	2025–26	2026–27
Listed grade 7–8 students	588	557/527(current)
Total absence days	756	716
Absence days per student	1.29	1.29
Students with any absence	293 (49.8%)	294 (52.8%)

Fewer students have at least three days absent

Cumulative absences	2025–26	2026–27
At least 3 days	104 (17.7%)	89 (16.0%)
At least 5 days	34 (5.8%)	35 (6.3%)
At least 10 days	4 (0.7%)	4 (0.7%)

The share with 3+ days fell from 17.7% to 16.0%.
The share with 5+ days rose from 5.8% to 6.3%.

Grade 8 has more absence days per student

Measure	2025–26	2026–27
Grade 7 students	293	290
Grade 7 absence days per student	1.12	1.12
Grade 8 students	295	267
Grade 8 absence days per student	1.45	1.46
Grade 8 with 5+ days absent	21 (7.1%)	23 (8.6%)

Tardies increased, especially in grade 8

Tardy measure	2025–26	2026–27
Total tardies	340	380
Tardies per student	0.58	0.68
Grade 7 tardies	136	137
Grade 8 tardies	204	243

Weekly review: identify repeated tardies and ask students and families what prevents an on-time arrival.

Grade 8 has the higher absence-count (18 days)

Group	At least 18 days	
Grade 7	39 of 254	15.4%
Grade 8	66 of 265	24.9%
Special education	30 of 122	24.6%
Students outside special education	75 of 397	18.9%

2025–26 subgroup attendance data

Enrolled and withdrawn report: 588 listed students. Special education: 128.

Subgroup	Students	18+ days absent	% of Student Population
Special education	128	31	24.2%
Not special education	460	81	17.6%
Section 504	14	4	28.6%
Current EL code 1	77	11	14.3%
White not Hispanic	277	59	21.3%
Hispanic any race	135	26	19.3%
Black not Hispanic	81	12	14.8%
Asian not Hispanic	75	8	10.7%
Multiracial not Hispanic	19	7	36.8%
American Indian/Alaskan	1	0	0.0%

Subgroup absence comparison

Average absence days per listed student. Student counts appear in parentheses.

Subgroup	2025–26 (n)	2026–27 (n)
Special education	1.85 (128)	1.58 (150)
Not special education	1.13 (460)	1.18 (407)
Section 504	1.36 (14)	2.27 (15)
Current EL code 1	0.94 (68)	0.81 (63)
White not Hispanic	1.52 (277)	1.26 (240)
Hispanic any race	1.09 (135)	1.52 (123)
Black not Hispanic	1.31 (81)	1.23 (82)
Asian not Hispanic	0.67 (75)	1.01 (92)
Multiracial not Hispanic	1.74 (19)	1.68 (19)
American Indian/Alaskan	0.00 (1)	1.00 (1)

11 possible barriers (root causes) to attendance

1. Student engagement/belonging
2. Mental health/social-emotional needs
3. Academic challenges
4. School avoidance/anxiety
5. Transportation
6. Family circumstances
7. Health/medical needs
8. Peer relationships
9. Discipline
10. Employment/caregiving responsibilities
11. Other school or community barriers

Next Steps
Find Root causes

- **require student and family evidence through the use of surveys**

Student and parent surveys identify reported barriers and requested support.

Staff observations and records review to determine patterns.

Tier 2 and Tier 3 conferences confirm barriers and match each student to supports.

Early identification and tiered support

Level	Absence percentage	Response
Tier 1	Below 5%	Universal prevention (school & community messaging)
Tier 2	5% to less than 10%	Family contact, homeroom teacher and mentor
Tier 3	At least 10%	Individual coordinated support (attendance team, PBIS team, Sped Case Mgrs., MTSS, SAP)
Urgent review	At least 20% or repeated consecutive absences	Prompt case review

Five priority actions and accountable owners

Priority action	Accountable owner
1 Validate data and activate early warning	Principal/Assistant Principal/Attendance Team
2 Contact families and identify barriers	Principal/Assistant Principal/Counselor/IEP CM/Social Worker
3 Assign a mentor and attendance plan	Homeroom Teachers/PBIS Tier 2 Attendance Team
4 Provide intensive coordinated support	PBIS Tier 3 Attendance Team. Assistant Principal
5 Strengthen daily connection through PBIS	Principal and PBIS team

Initial deliverables and proposed deadlines

Date in 2026	Deliverable
October 13	Shafer Attendance Action Plan
October 16	Shafer Attendance Surveys (Parents, students, staff)
October 19	Begin Weekly attendance report (absence list, excessive absence report)
October 21	Analyze surveys
October 26	Develop Homeroom Attendance Check-Ins
October 30	Tier 2 Attendance Goal and Support Plan Mentor assigned to targeted Tier 3 students
November 13	Initial mentor conferences and attendance goals set
December 11	Review recent attendance (check-in) and intervention impact

Small improvements we can measure

Fewer missed days

At least **half of the students receiving attendance support** will miss **one fewer day** per week than they missed during the previous four weeks.

Reduce tardies

At least **half of the students receiving support for repeated tardiness** will have **one fewer tardy** per week than during the previous four weeks.

Maintain Improvement

Students who meet their attendance goal will work toward meeting it again during the next four-week period. Track how are making progress with their personal goal sheet.

Long Term Measurable attendance outcomes

Reduce the validated chronic absenteeism rate by at least 5 percentage points by year end.

Reduce the validated chronic tardiness rate by at least 5 percentage points by year end.

Measurable implementation commitments

Commitment	Target
Personal attendance goal sheets for ALL students in homeroom	100%
Timely outreach to families for new indicators	100%
Mentors assigned as needed	100%
Initial Tier 2/3 conferences by November 13	100%
Scheduled mentor check-ins completed monthly	At least 90%

Weekly review and 30-day monitoring

Weekly: review new indicators, attendance changes, support delivery, and cases needing more help.

Every 30 days: compare recent attendance, check implementation, and gather student and family feedback.

Monthly: Principal/AP/PBIS Attendance Team review school trends, confirmed barriers, effectiveness, and district needs.

Adjustments when attendance does not improve

If staff did not deliver the support, correct implementation within five school days.

If attendance worsens for targeted students after 30 days, reconvene with the family and revise supports.

Successful Tier 3 students can retain an adult connection as the need for support decreases.

Urgent concerns receive prompt review.

Challenges

Illness and medical documentation

Documented illness affects every demographic group. Excused absences still add to chronic absence totals. Some families use multiple urgent care or telehealth providers.

Travel and delayed return to school

Educational trips, longer travel, and late returns after summer add missed days, even when the absences are excused.

Transportation delays

Some students experiencing homelessness miss school while transportation from outside the district is being arranged.

Reduced staffing for attendance support

District counselor reductions also limit social worker availability for buildings.

District support

Data staff: validate reporting definitions in SIS, enrollment days, attendance codes, attendance reports.

District services: counseling/social work capacity, transportation help for confirmed barriers, consistent attendance coding throughout district

Building Leadership: protect time for mentoring and conferences



Attendance Action Plan

2026-2027

Nicole Bourque, Ed.D.
Aqueelah Ellzy, Ed.D.

2025-2026 Daily Attendance %

Bensalem Township School District

Building Attendance Percentages - 2025-2026

Date Range: 08/24/2025 through 06/12/2026

Absence Counting Method: Entire day absence for any absence amount

Cecelia Snyder Middle School (103)

Grade Level Totals	Membership	Membership Avg/Day	Absences	Absence %	Attendance %
Grade 6 Totals:	320	1.82	38.0	11.88%	88.13%
Grade 7 Totals:	40212	223.40	2658.0	6.61%	93.39%
Grade 8 Totals:	37825	210.14	2701.0	7.14%	92.86%
Cecelia Snyder Middle School Totals:	78357	435.36	5397.0	6.89%	93.11%

The Attendance Challenge

24.2%

State-reported chronic absenteeism concern

75.8%

Snyder's Regular Attendance for the 23-24 School Year

(PA Future Ready Index)

79.6%

Statewide Average for the 23-24 School Year

(PA Future Ready Index)

81.4%

Snyder's Regular Attendance for the 24-25 School Year

(PIMS/Sapphire)

82%

Snyder's Regular Attendance for the 25-26 School Year

(PIMS/Sapphire)

86%

Snyder's Regular Attendance for the 26-27 School Year *(first 30 days)*

(PIMS/Sapphire)



Snyder's GOAL for the 26-27 School Year: 84% Regular Attendance



Identify & Prioritize

- Students missing 5–9% of enrolled days (emerging risk)
- Students missing ≥10% (chronic absence)
- Students missing ≥20% (intensive need)
- Repeated tardiness or early dismissal



Patterns & Trends

- Grade 7 versus Grade 8
- Students with Disabilities
- Economically Disadvantaged students
- Day-of-week (Wednesday)
- Subgroups/Individual students who are improving, stagnant, and/or worsening

What does the data show?



Absent	238
Absent Due to Illness	148
Under Doctor Care	99
Approved Vacation	57
Unexcused Tardy	169
Excused Tardy	46
PM Early Dismissal	126
Nurse Early Dismissal	44

Data Trends based on the 25-26 School Year

Students who were enrolled at least 90 days and present 90% or more = 82%

(PIMS/Sapphire)

Students with IEPs = 43%

(PIMS/Sapphire)

EL Students = 82%

(PIMS/Sapphire)

Ethnicity:

- White = 79%
- Black = 84%
- Asian = 90%
- Hispanic = 81%

(PIMS/Sapphire)

23 Home Languages spoken:

- English = 77%
- Non-English = 91%

(PIMS/Sapphire)

Students who are ED = 74%

(PIMS/Sapphire)

Gender:

- Male = 83%
- Female = 79%

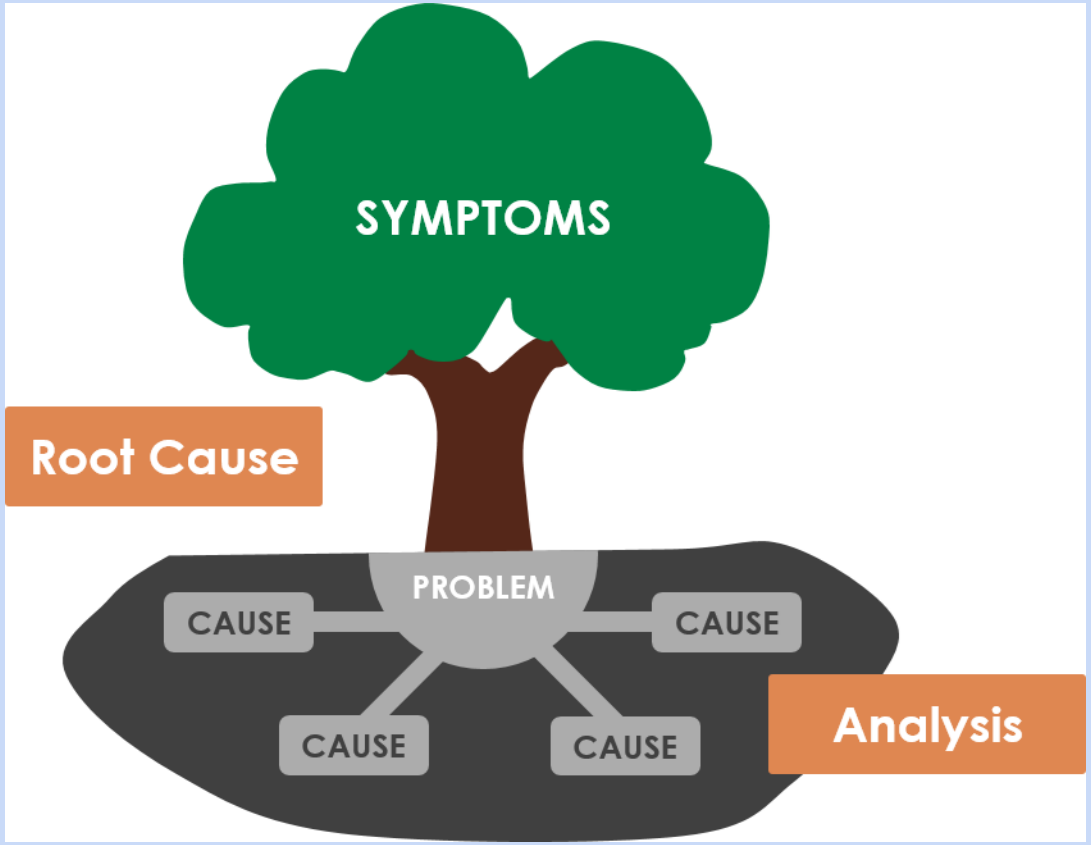
(PIMS/Sapphire)

Grade:

- 7th = 85%
- 8th = 77%

(PIMS/Sapphire)

Root Causes



- Attendance coding issues
  - Field Trips
  - ISS
- Mental Health needs/struggles
- Transportation
  - McKinney-Vento
- Barriers to school engagement
- Lack of impact from external consequences

Highest-priority Actions

Action Step:	Ownership:	Timeline:	Deliverable:	Measure:
Absence phone call	Automatic through Sapphire	Daily	Parents are notified on day of when student is absent	Track in Sapphire
First Notices	Student Services Secretary, Social Worker, Counselors	Review at weekly Student Services meeting	First notices are issued after 3 unexcused absences	Track in Sapphire
SAIPs	Student Services Secretary, Social Worker, Counselors	Review at weekly Student Services meeting	SAIP plans are developed with families after 6 unexcused absences	Track in Sapphire
Counselor check-ins	Counselors	Bi-weekly; ongoing as needed	Counselors will conduct bi-weekly check-ins with students who have SAIP plans	Counselors will maintain check-in logs
Increase student engagement	Administration	Ongoing	Administrators will conduct regular classroom walkthroughs and provide immediate, constructive feedback to increase student engagement	Academic and attendance data

Measurable Targets

Increase regular daily attendance from 75.8% to 84% by June 2027 (Based on PA Future Ready Index - reported 2030)

Run attendance report weekly; review at Student Services meeting; issue First Notices and develop SAIPs prior to the next meeting



Maintain 93% or greater in our daily attendance percentage

Monitor engagement in classrooms through administrative instructional walkthroughs

Monitoring Cycle

WEEKLY

- During the weekly Student Services meeting, review newly identified students, worsening patterns, improved attendance, First Notices & SAIP completions, and students requiring additional support.

EVERY 30 DAYS

- Review each targeted student's attendance change, intervention fidelity, student/family feedback and additional support needed.

MONTHLY

- Review schoolwide data, grade/subgroup trends, root causes, intervention effectiveness, and students requiring additional support.

What if a strategy is not working?

IMPROVING

- Continue intervention
- Recognize progress
- Consider tapering only after sustained improvement



STAGNANT

- Revisit the barrier
- Check intervention fidelity
- Obtain student/family feedback
- Modify support

WORSENING

- Consider additional services/revise plan
- Truancy referral
- C&Y referral

PSSA & Keystone Data

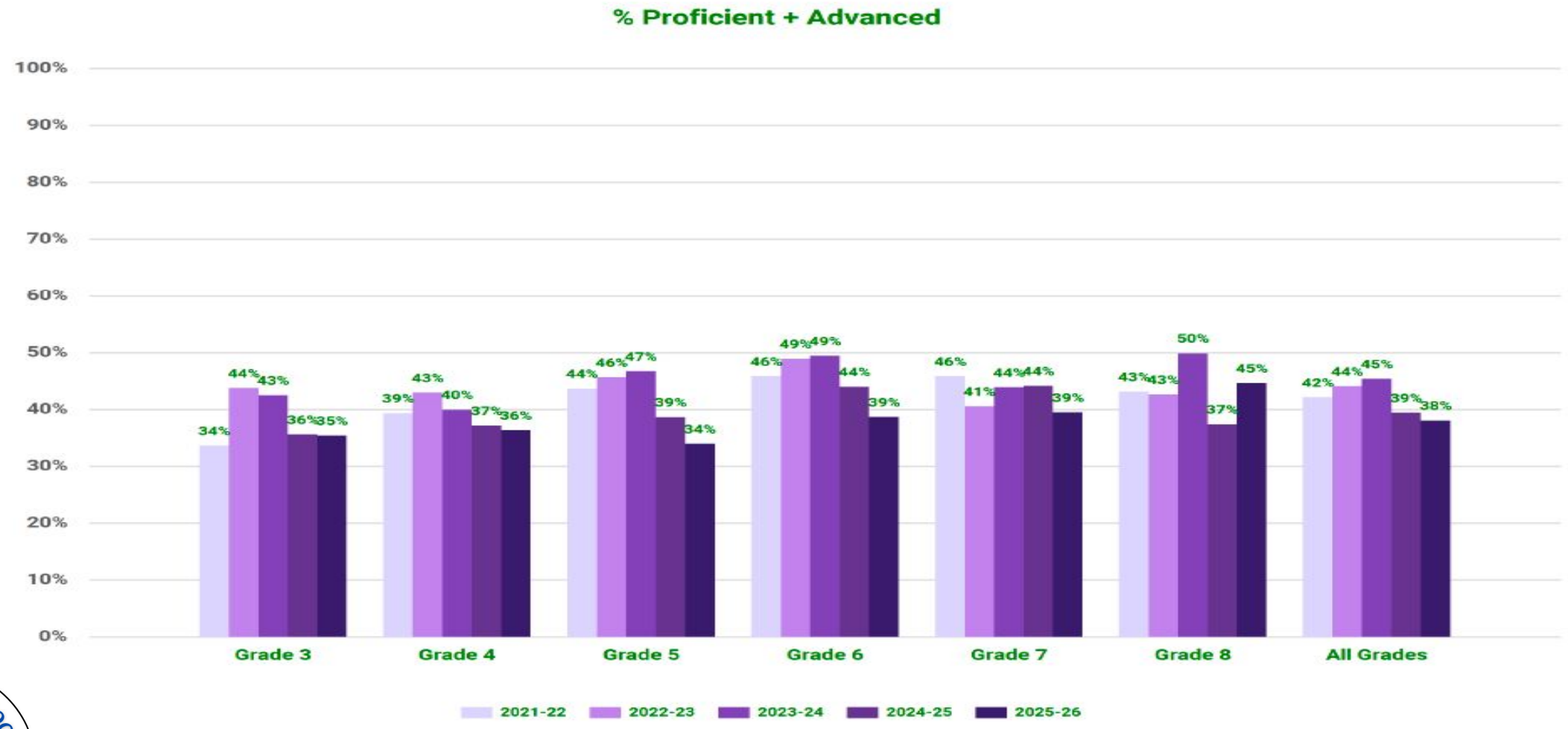
Data Presentation by Dr. Donna L. Minnigh
November 10, 2026

Overall Performance on the PSSA

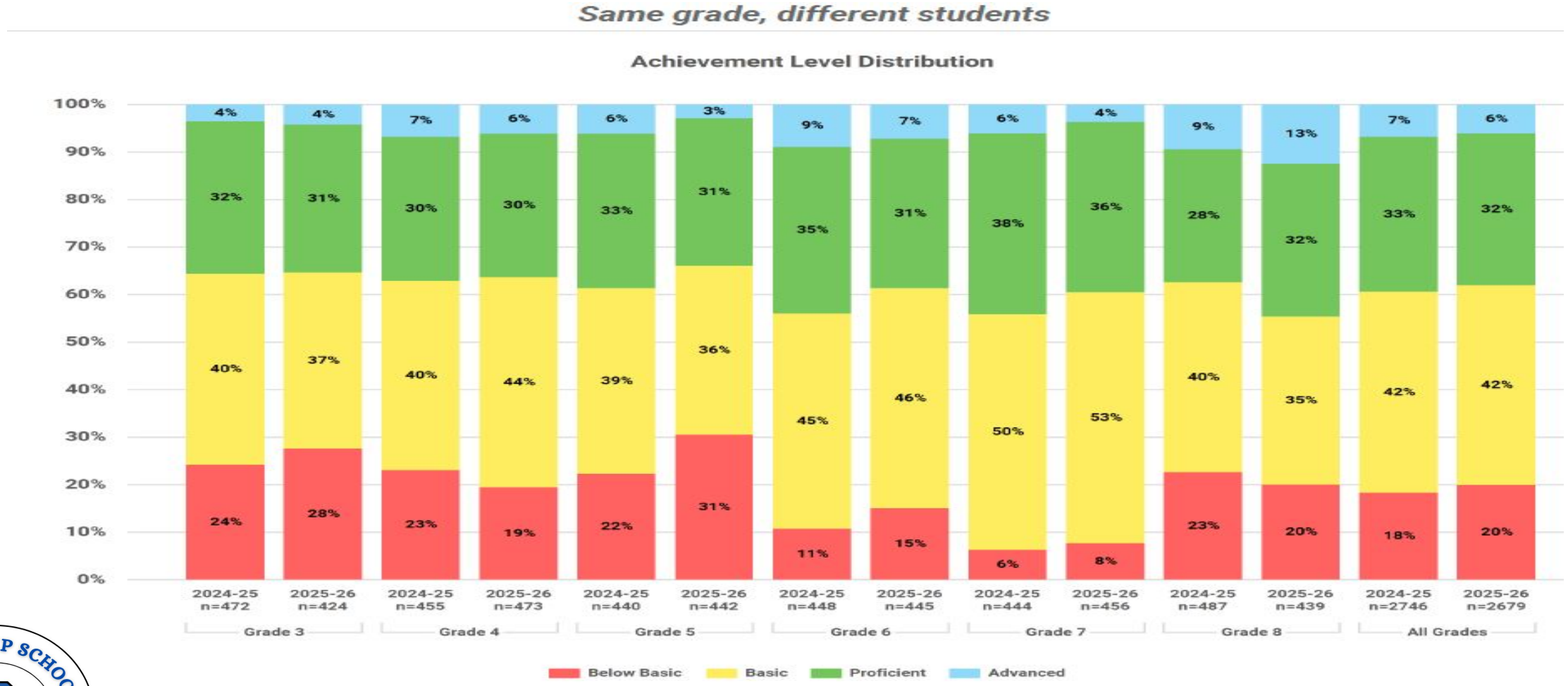
Data is NOT verified due to the delay from PDE



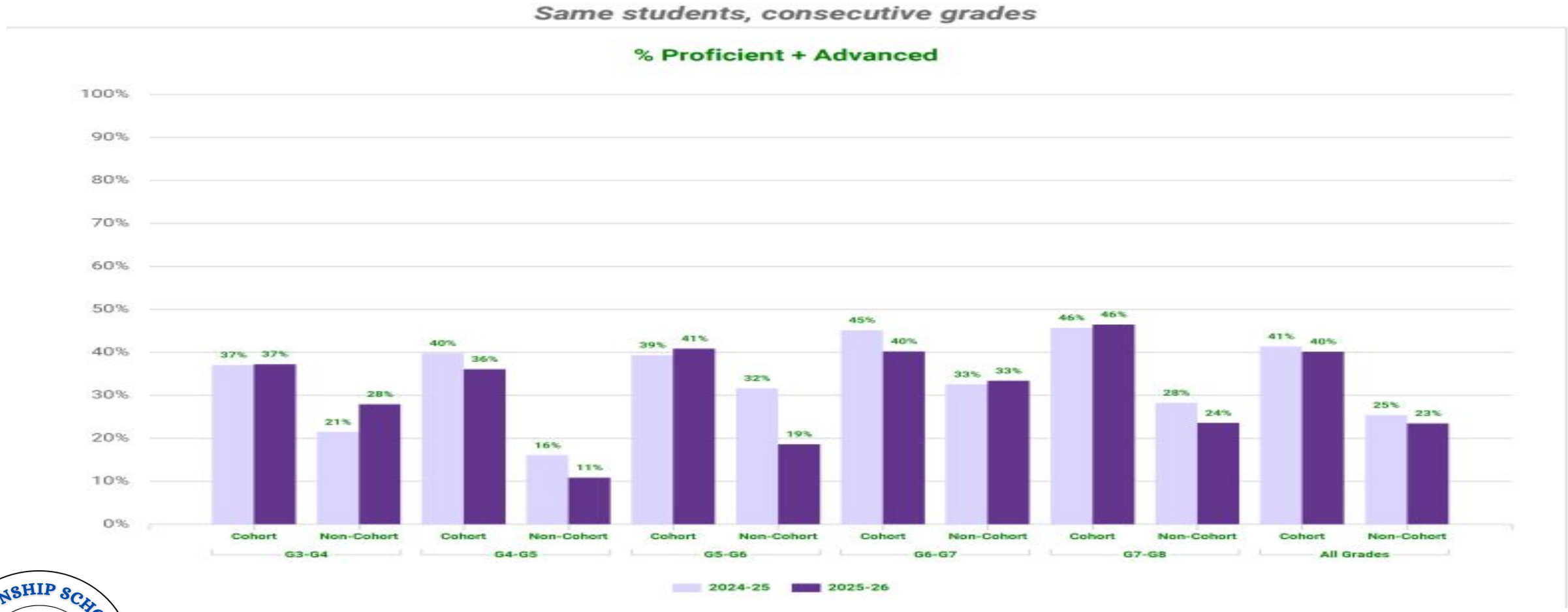
ELA Achievement & Growth Grades 3-8



ELA Achievement & Growth Grades 3-8



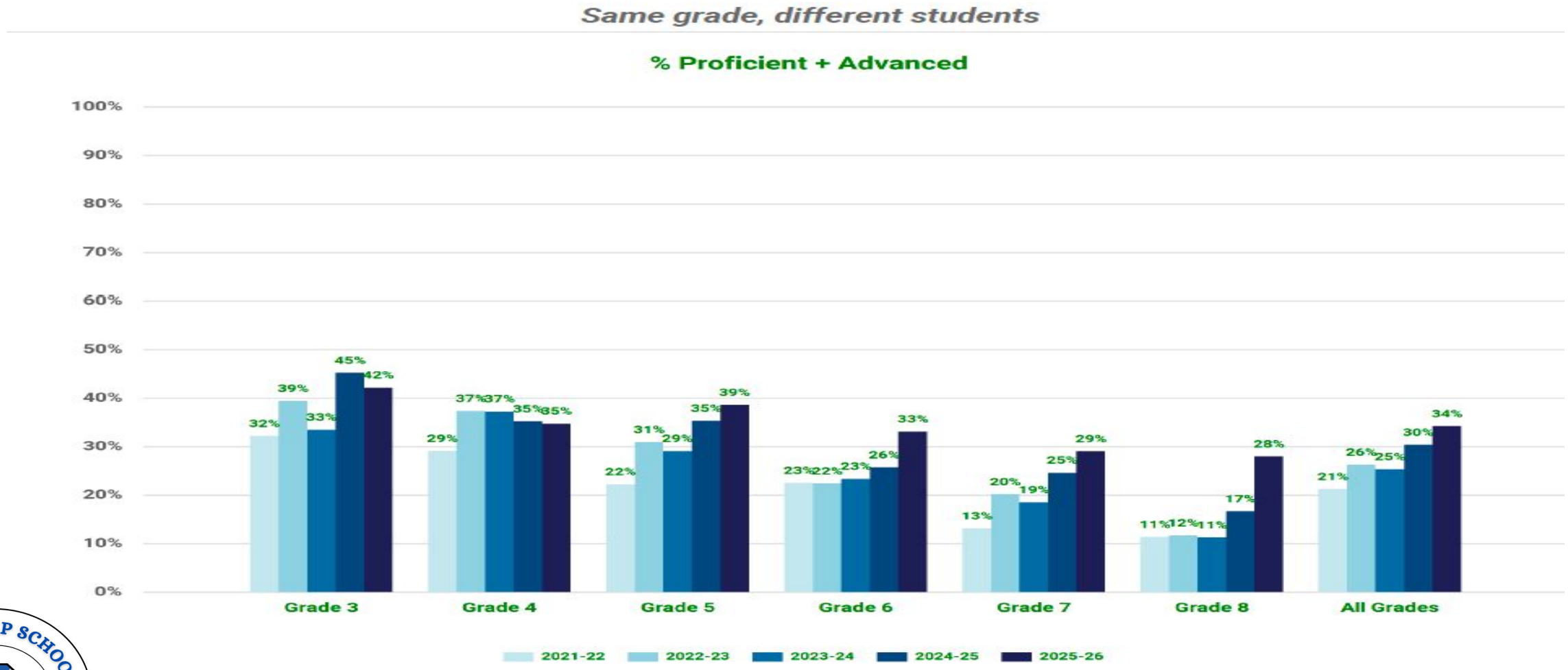
ELA Cohort Achievement & Growth Grades 3-8



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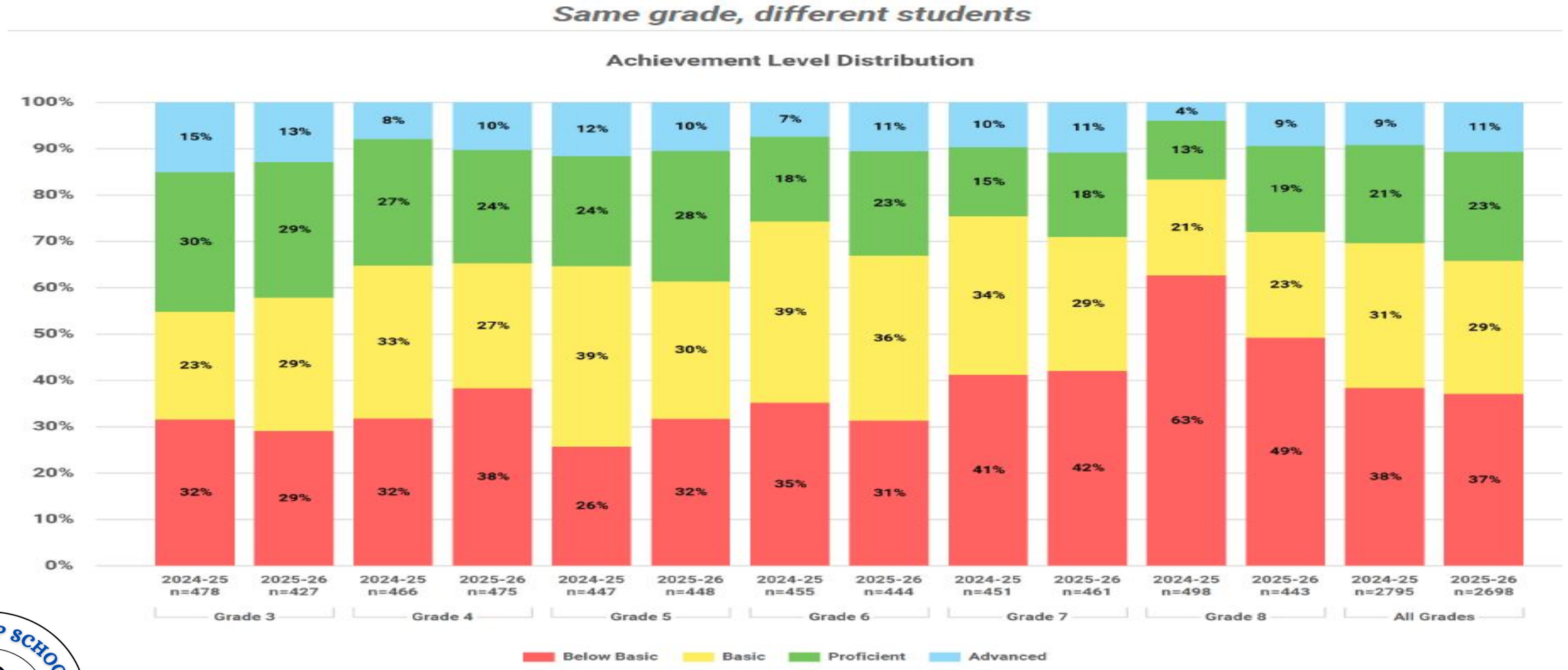
MATH Achievement & Growth Grades 3-8



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MATH Achievement & Growth Grades 3-8

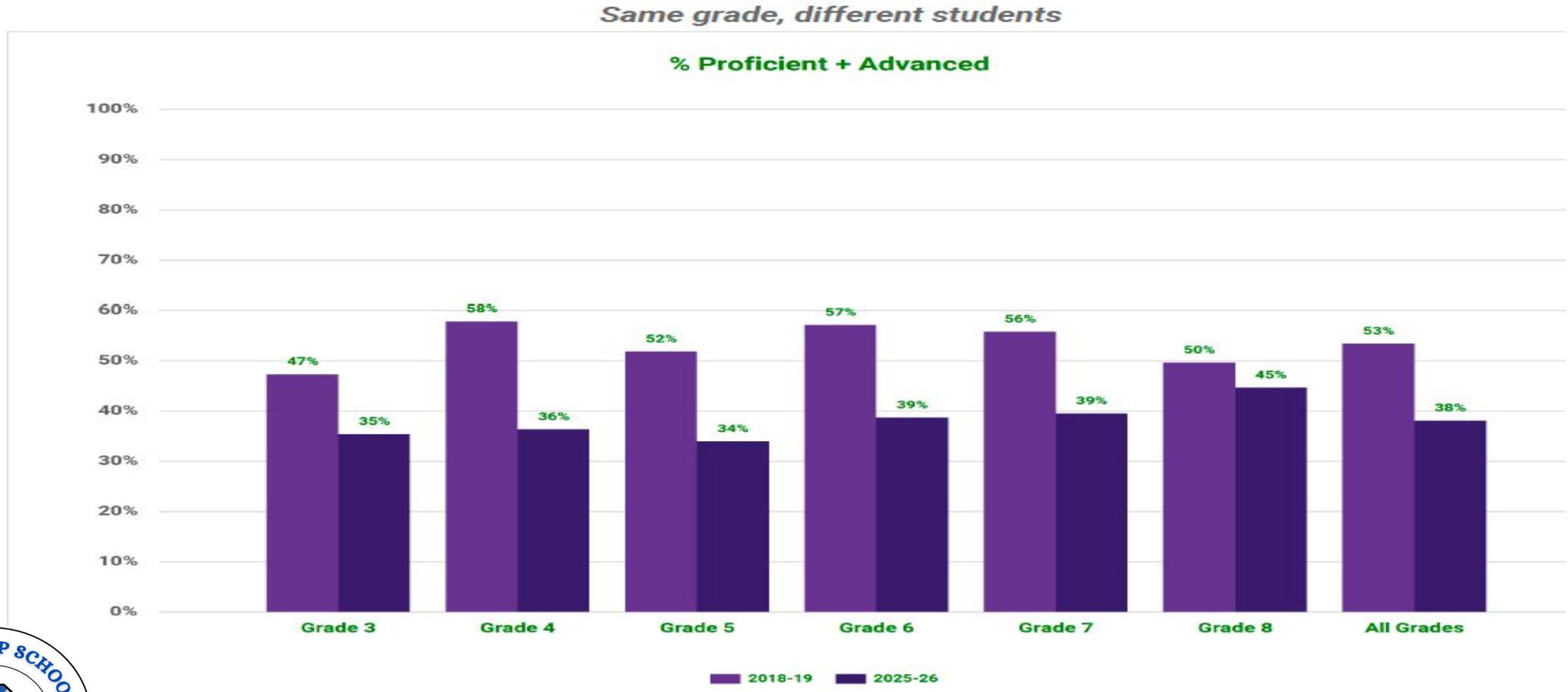


COVID IMPACT

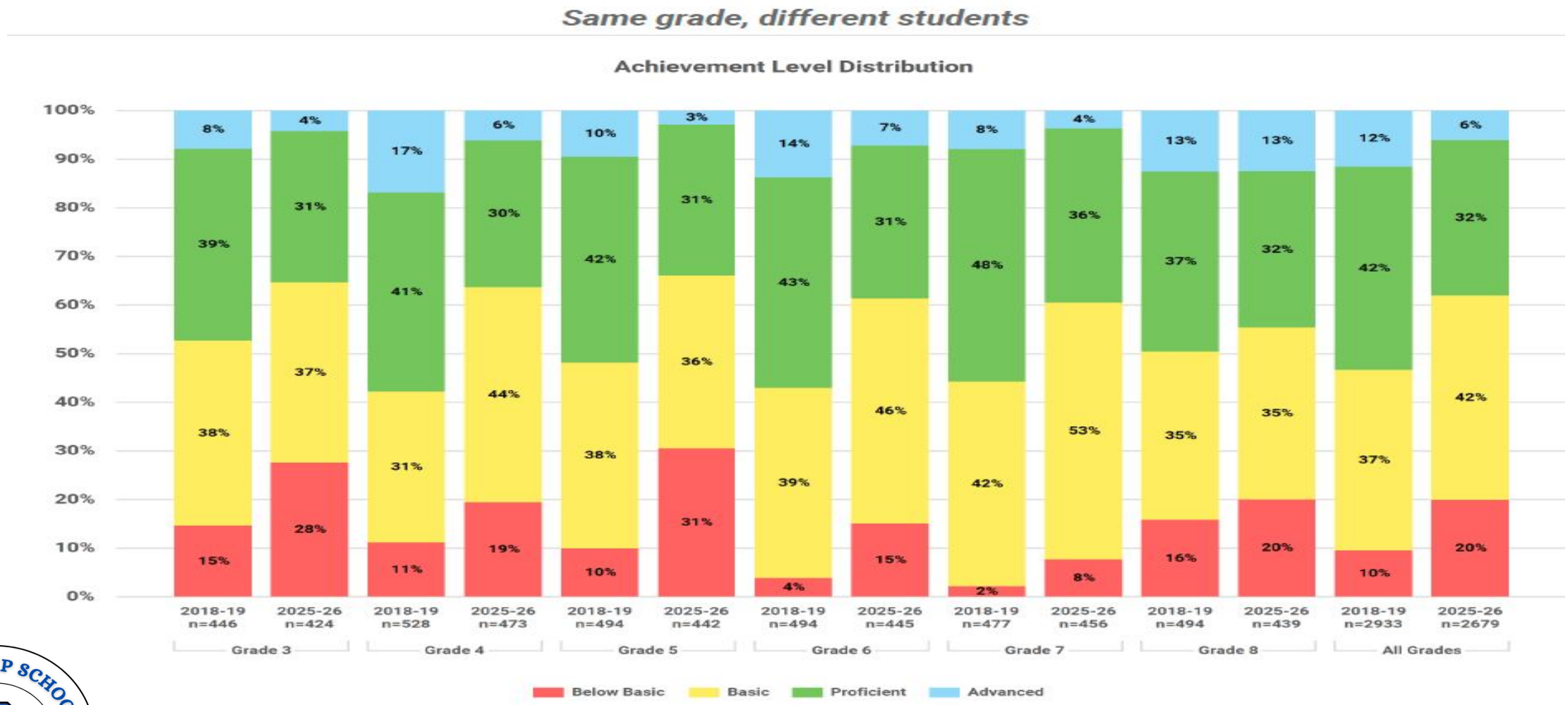
This section compares the results from the last year before COVID (2018-2019) to the most recent data from (2025-2026)



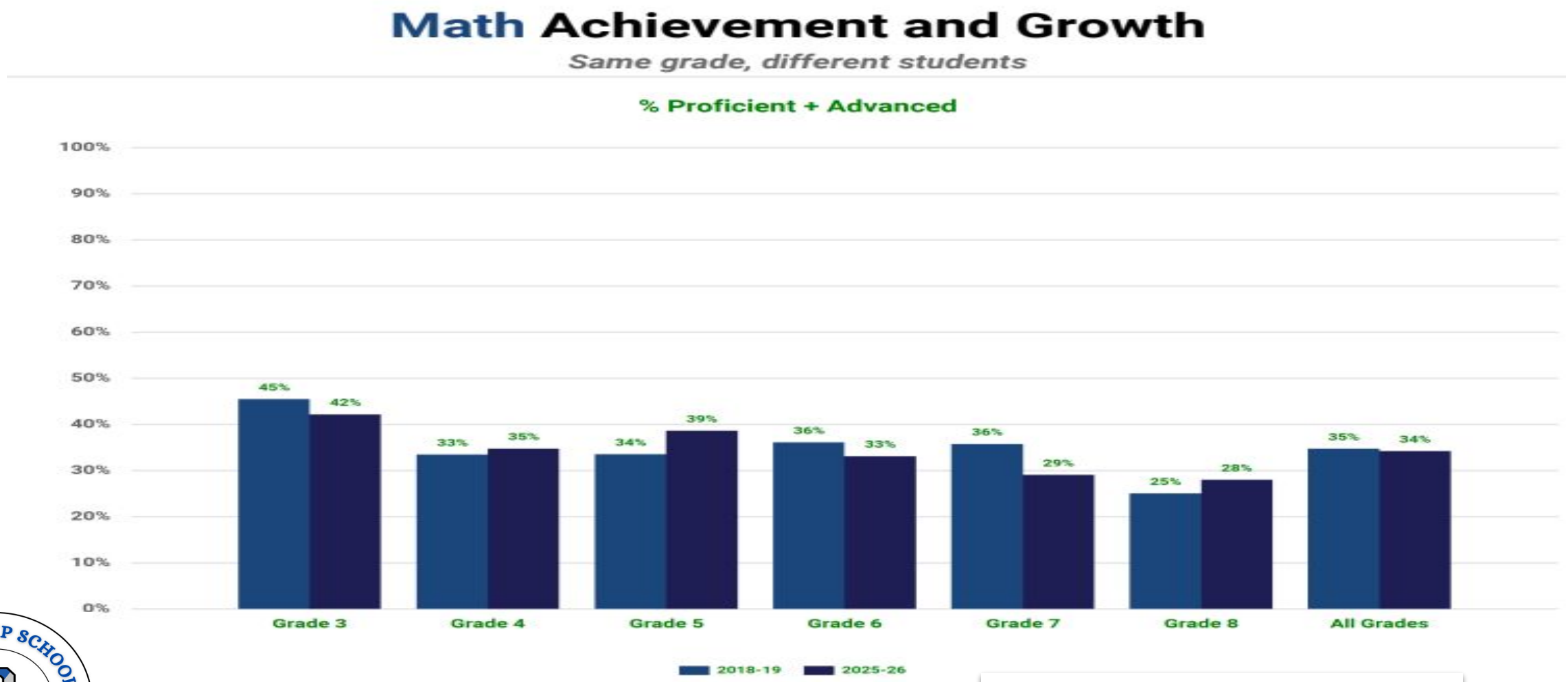
ELA Achievement & Growth Grades 3-8
COVID Impact



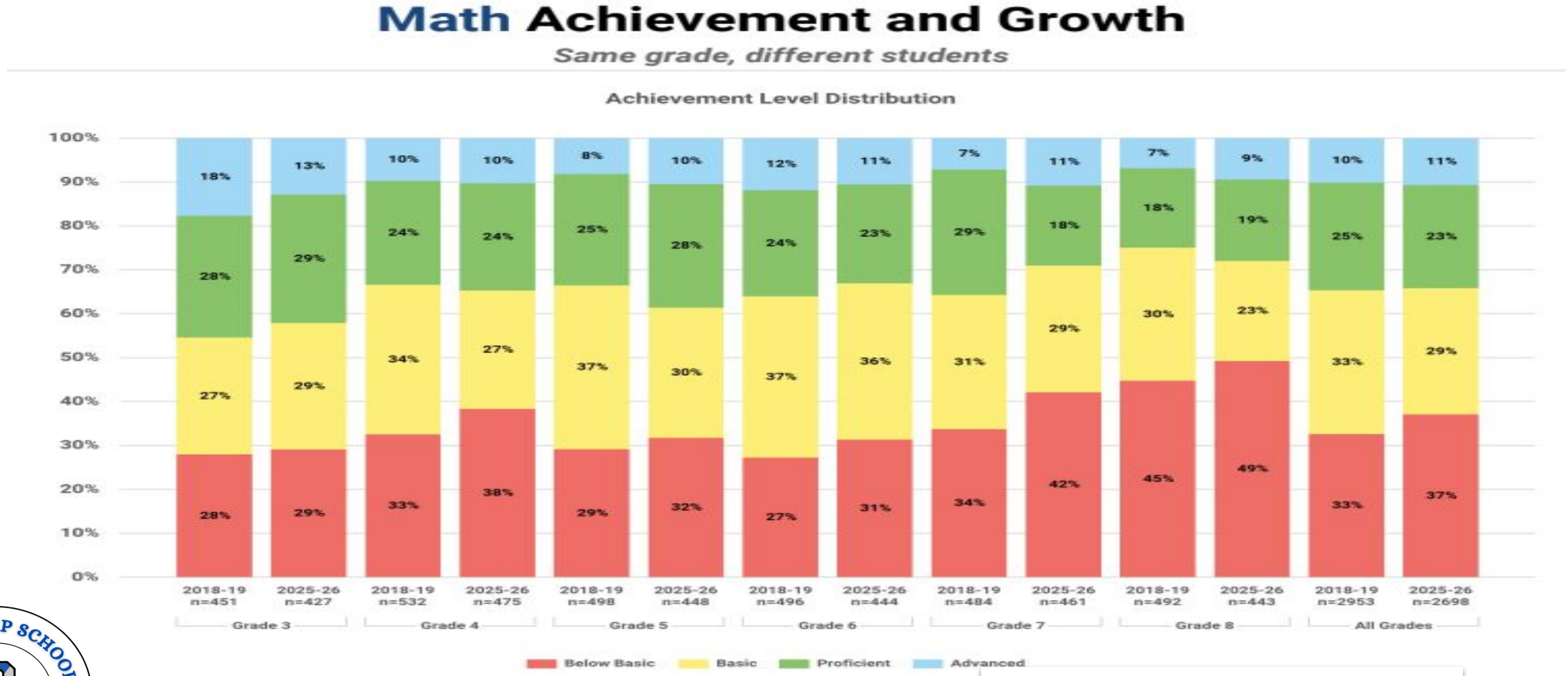
ELA Achievement & Growth Grades 3-8
COVID Impact



MATH Achievement & Growth Grades 3-8 COVID Impact



MATH Achievement & Growth Grades 3-8
COVID Impact



Correlation of Grades to the PSSA



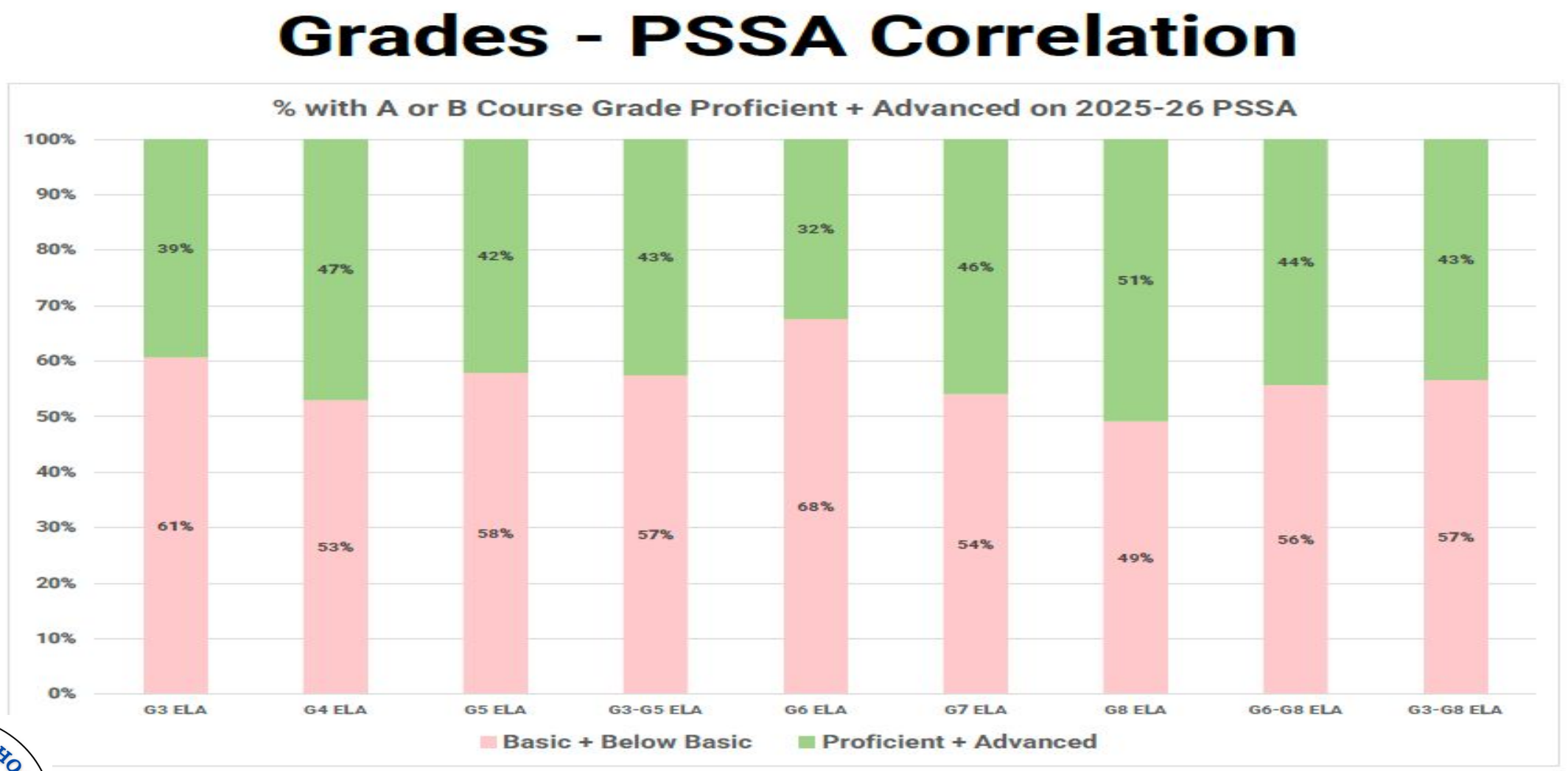
Correlation Summary - ELA Grades 3-8

Correlation Summary - ELA

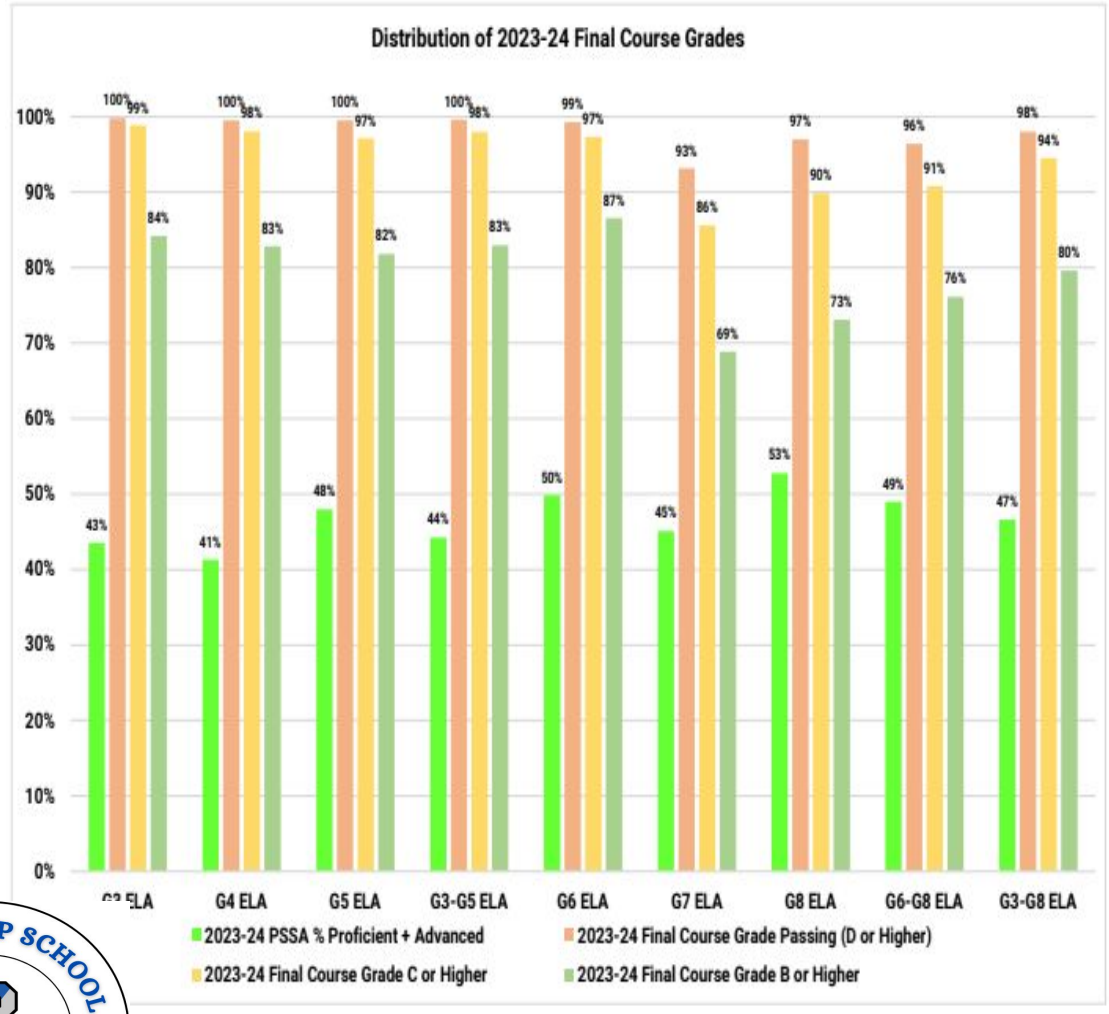
		Distribution of 2025-26 Course Grades					Distribution of 2025-26 PSSA Achievement			
	n=	F	D	C	B	A	Below Basic	Basic	Proficient	Advanced
G3 ELA	417	0%	1%	10%	35%	54%	27%	38%	31%	4%
G4 ELA	371	1%	4%	15%	33%	48%	15%	47%	32%	6%
G5 ELA	420	0%	2%	16%	34%	48%	28%	37%	33%	3%
G3-G5 ELA	1,208	0%	2%	14%	34%	50%	23%	40%	32%	5%
G6 ELA	264	0%	2%	4%	28%	67%	20%	49%	24%	7%
G7 ELA	455	3%	3%	14%	33%	47%	8%	53%	36%	4%
G8 ELA	439	1%	3%	14%	35%	46%	20%	35%	32%	13%
G6-G8 ELA	1,158	1%	3%	12%	33%	52%	15%	45%	32%	8%
G3-G8 ELA	2,366	1%	2%	13%	33%	51%	19%	43%	32%	6%

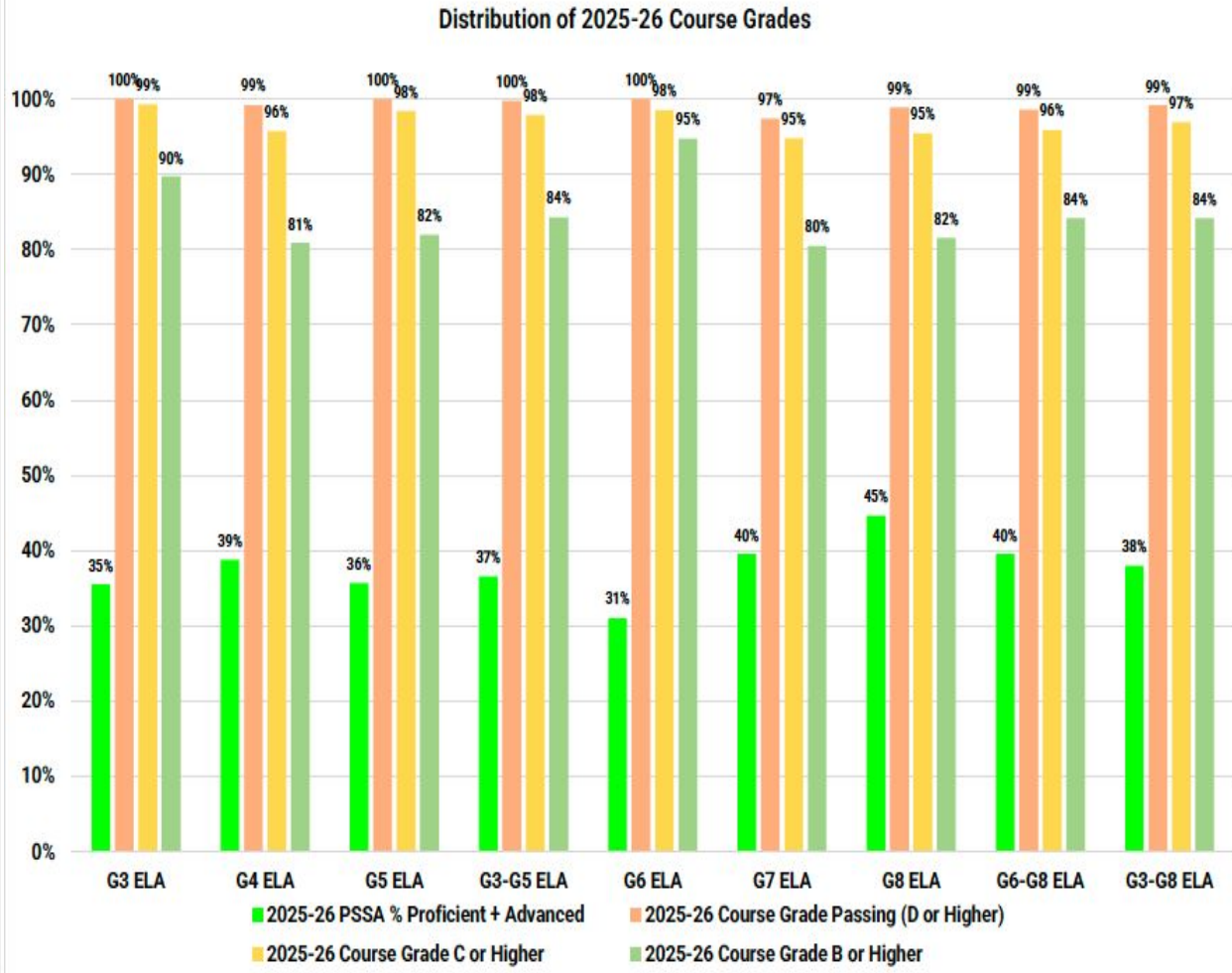
		2025-26 PSSA	2025-26 Course Grade		
	n=	% Proficient + Advanced	Passing (D or Higher)	C or Higher	B or Higher
G3 ELA	417	35%	100%	99%	90%
G4 ELA	371	39%	99%	96%	81%
G5 ELA	420	36%	100%	98%	82%
G3-G5 ELA	1,208	37%	100%	98%	84%
G6 ELA	264	31%	100%	98%	95%
G7 ELA	455	40%	97%	95%	80%
G8 ELA	439	45%	99%	95%	82%
G6-G8 ELA	1,158	40%	99%	96%	84%
G3-G8 ELA	2,366	38%	99%	97%	84%

Final Grades - ELA PSSA Correlation (A or B)



Correlation Summary - ELA Grades 3-8





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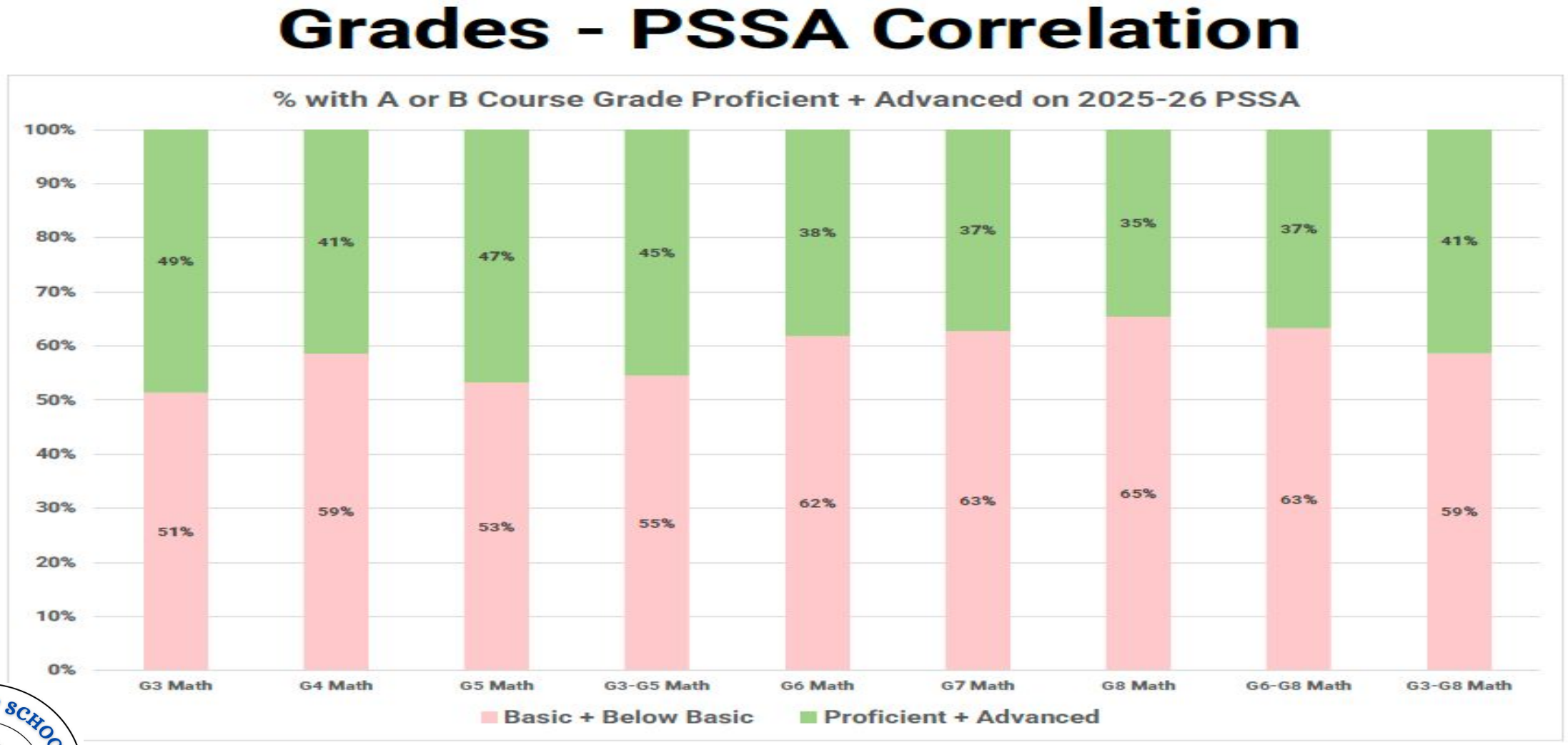
Correlation Summary - MATH Grades 3-8

Correlation Summary - Math

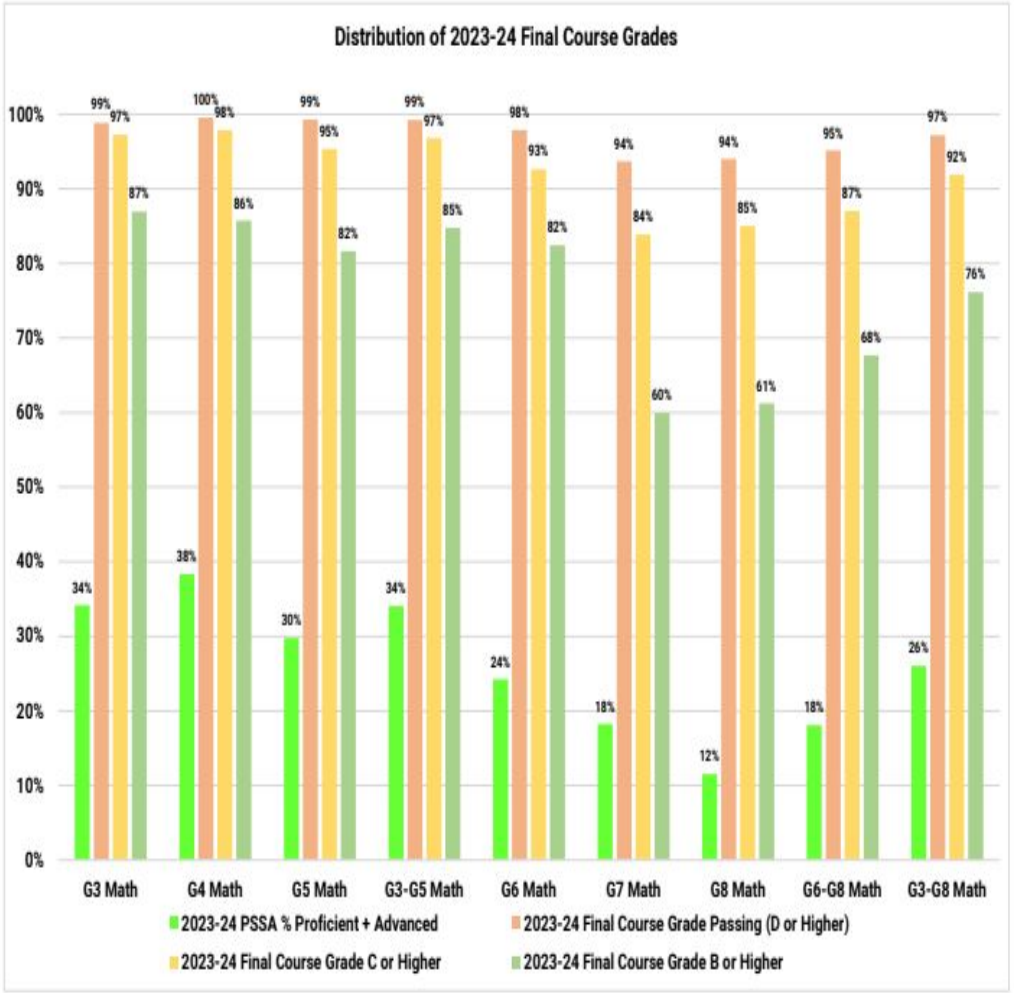
		Distribution of 2025-26 Course Grades					Distribution of 2025-26 PSSA Achievement			
	n=	F	D	C	B	A	Below Basic	Basic	Proficient	Advanced
G3 Math	416	0%	1%	12%	34%	53%	29%	29%	29%	13%
G4 Math	473	0%	3%	15%	36%	46%	38%	27%	25%	10%
G5 Math	444	1%	4%	15%	30%	49%	32%	30%	28%	11%
G3-G5 Math	1,333	1%	3%	14%	33%	49%	33%	28%	27%	11%
G6 Math	443	1%	3%	12%	25%	59%	31%	36%	23%	11%
G7 Math	460	4%	7%	24%	36%	29%	42%	29%	18%	11%
G8 Math	442	3%	7%	17%	35%	37%	49%	23%	19%	10%
G6-G8 Math	1,345	3%	6%	18%	32%	42%	41%	29%	20%	10%
G3-G8 Math	2,678	2%	4%	16%	33%	45%	37%	29%	24%	11%

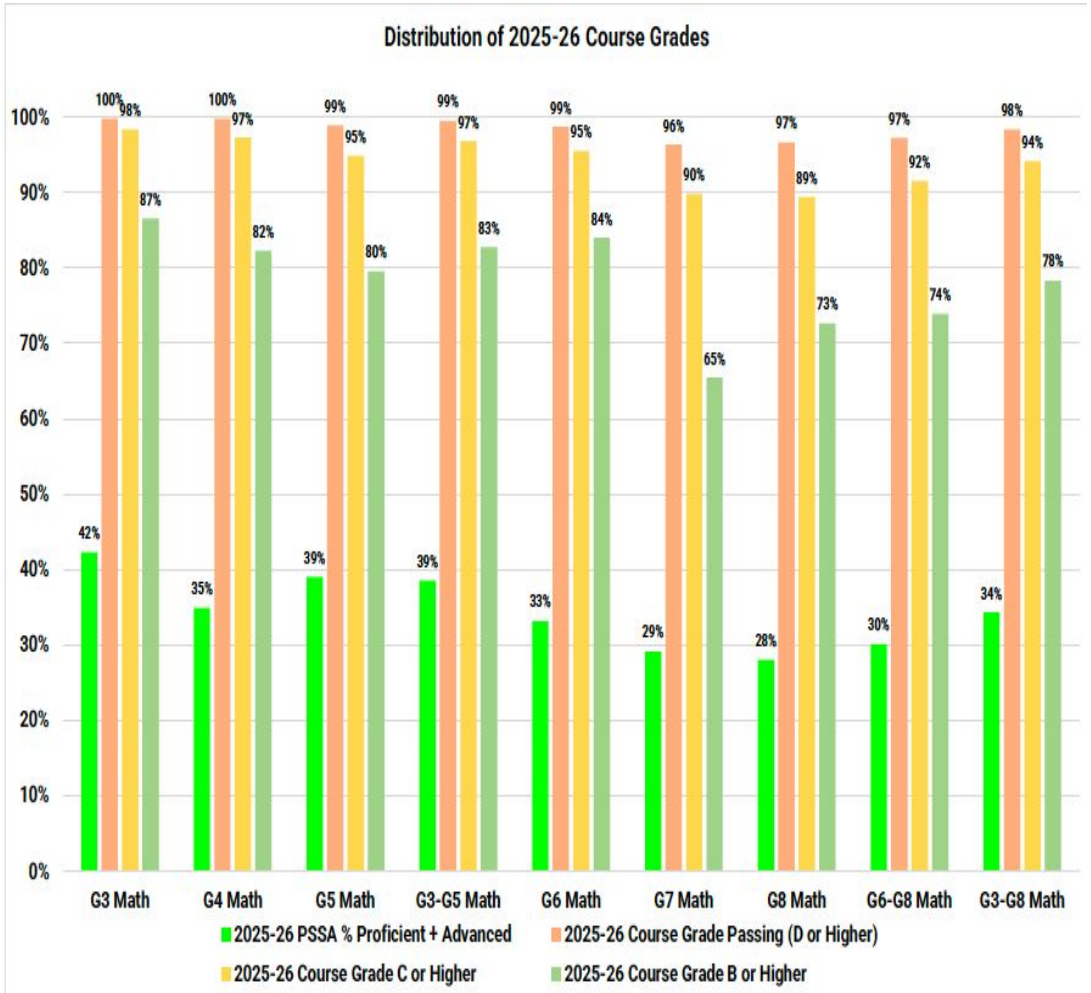
		2025-26 PSSA	2025-26 Course Grade		
	n=	% Proficient + Advanced	Passing (D or Higher)	C or Higher	B or Higher
G3 Math	416	42%	100%	98%	87%
G4 Math	473	35%	100%	97%	82%
G5 Math	444	39%	99%	95%	80%
G3-G5 Math	1,333	39%	99%	97%	83%
G6 Math	443	33%	99%	95%	84%
G7 Math	460	29%	96%	90%	65%
G8 Math	442	28%	97%	89%	73%
G6-G8 Math	1,345	30%	97%	92%	74%
G3-G8 Math	2,678	34%	98%	94%	78%

Final Grades - MATH PSSA Correlation (A or B)



Correlation Summary - MATH Grades 3-8





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Correlation of Grades to the Keystone



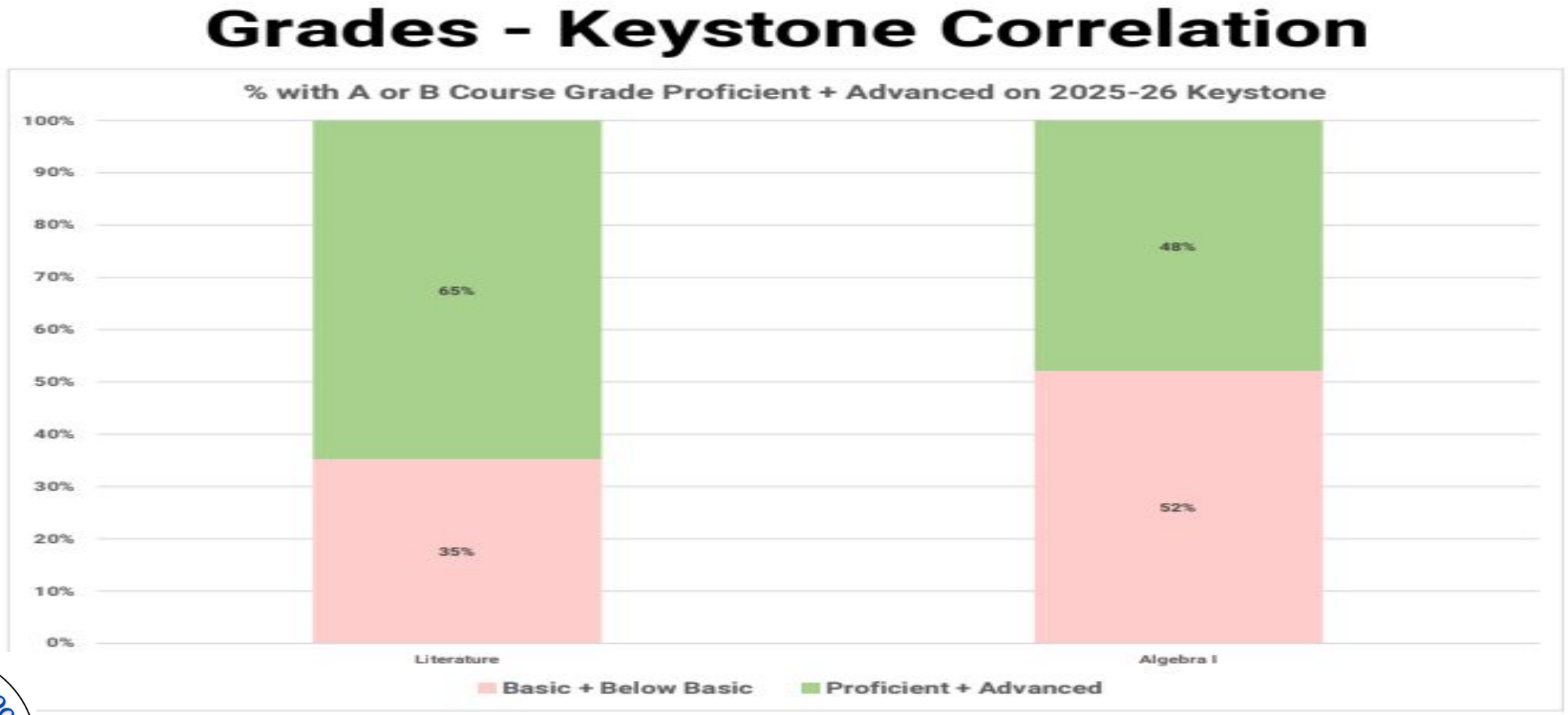
Correlation Summary -KEYSTONES

Grades - Keystone Correlation

	2025-26 Course Grade	n=	Distribution of 2025-26 Keystone Achievement				% Basic + Below Basic	% Prof + Advanced
			Below Basic	Basic	Proficient	Advanced		
Literature	A or B	222	12%	23%	56%	8%	35%	65%
Algebra I	A or B	307	18%	34%	22%	26%	52%	48%

Note: Only students with both a Course grade as well as PSSA result from 2023-24 are included in this analysis.

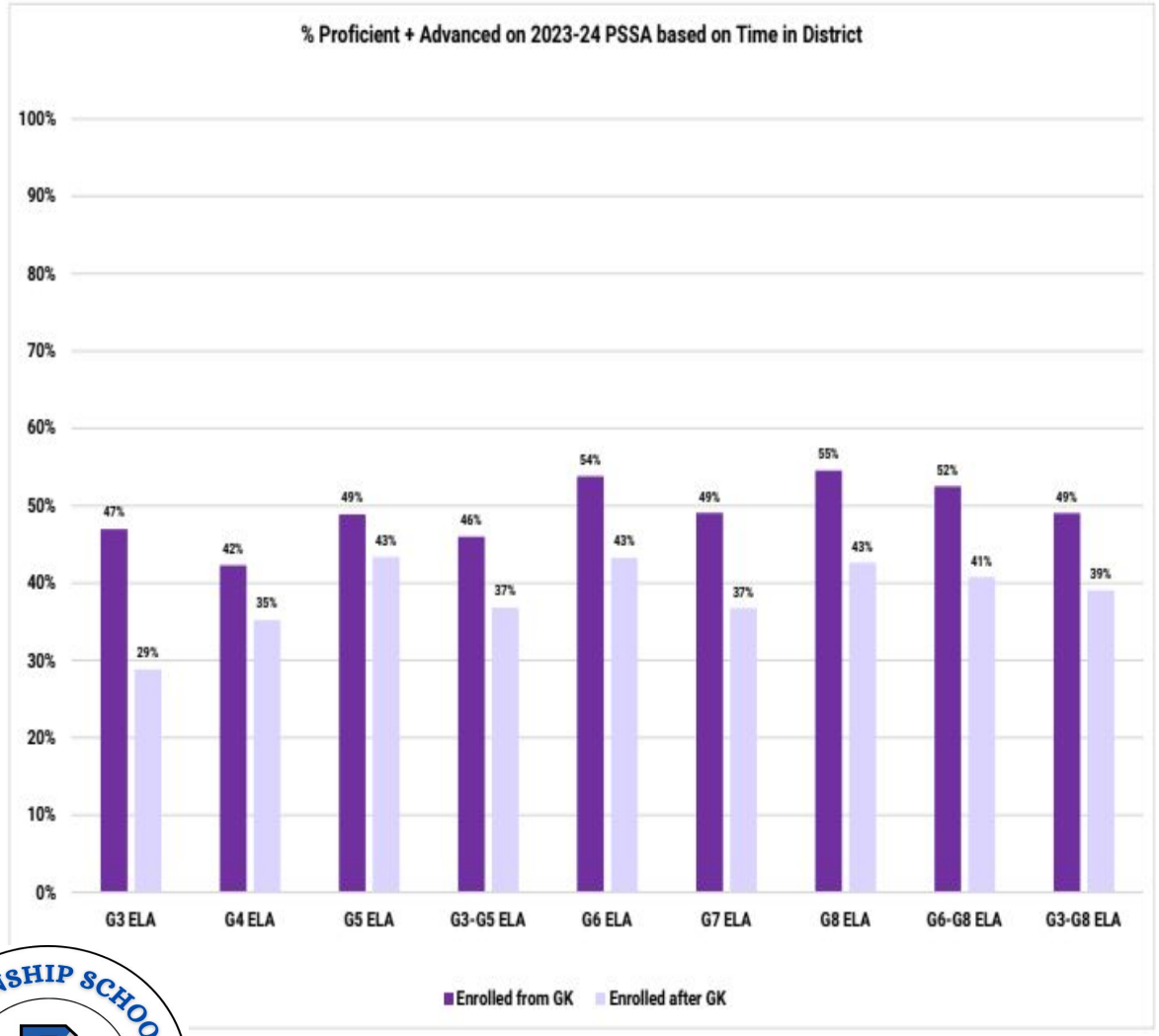
Correlation Summary -KEYSTONES

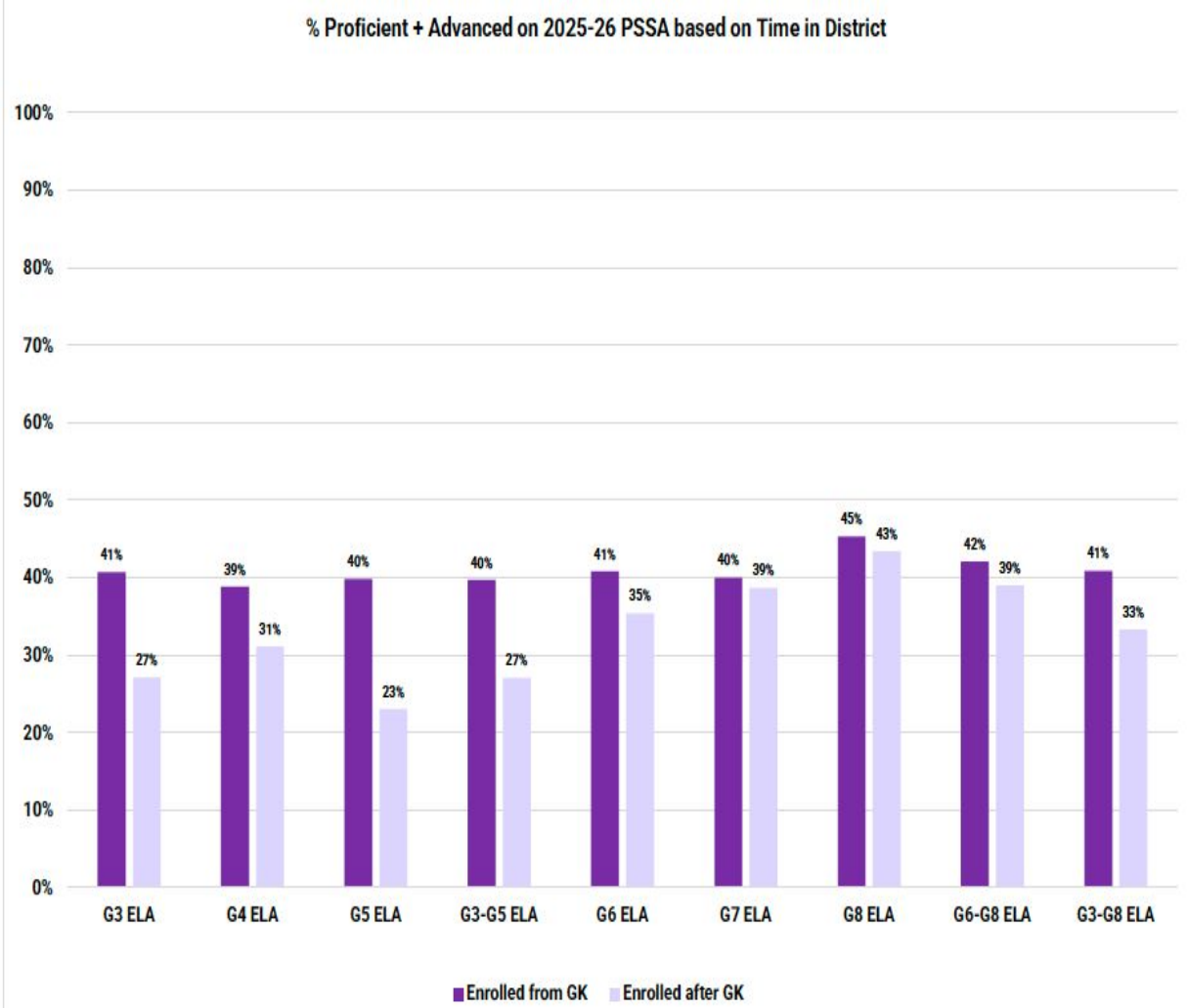


Correlation of PSSA/Keystone to Time in District



PSSA Based on Time in District - **ELA** Grades 3-8

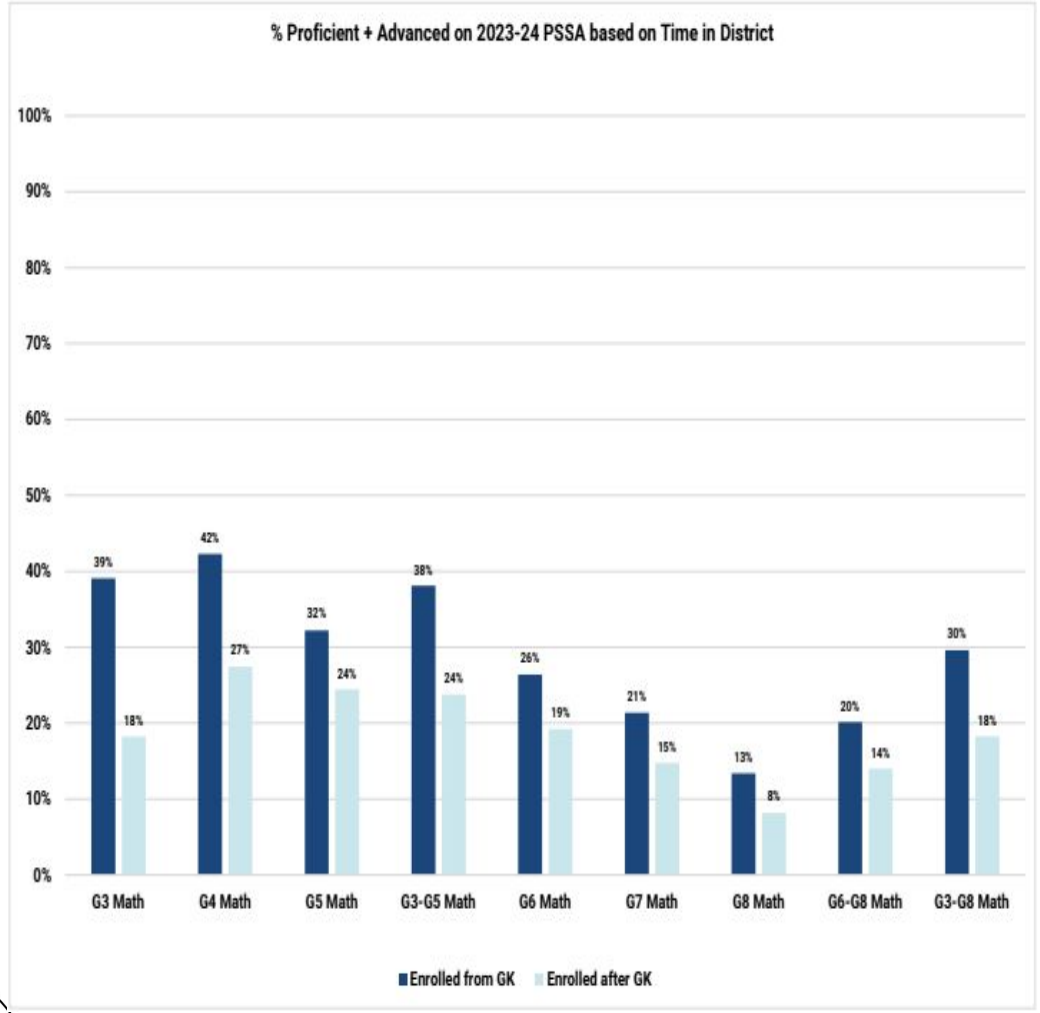


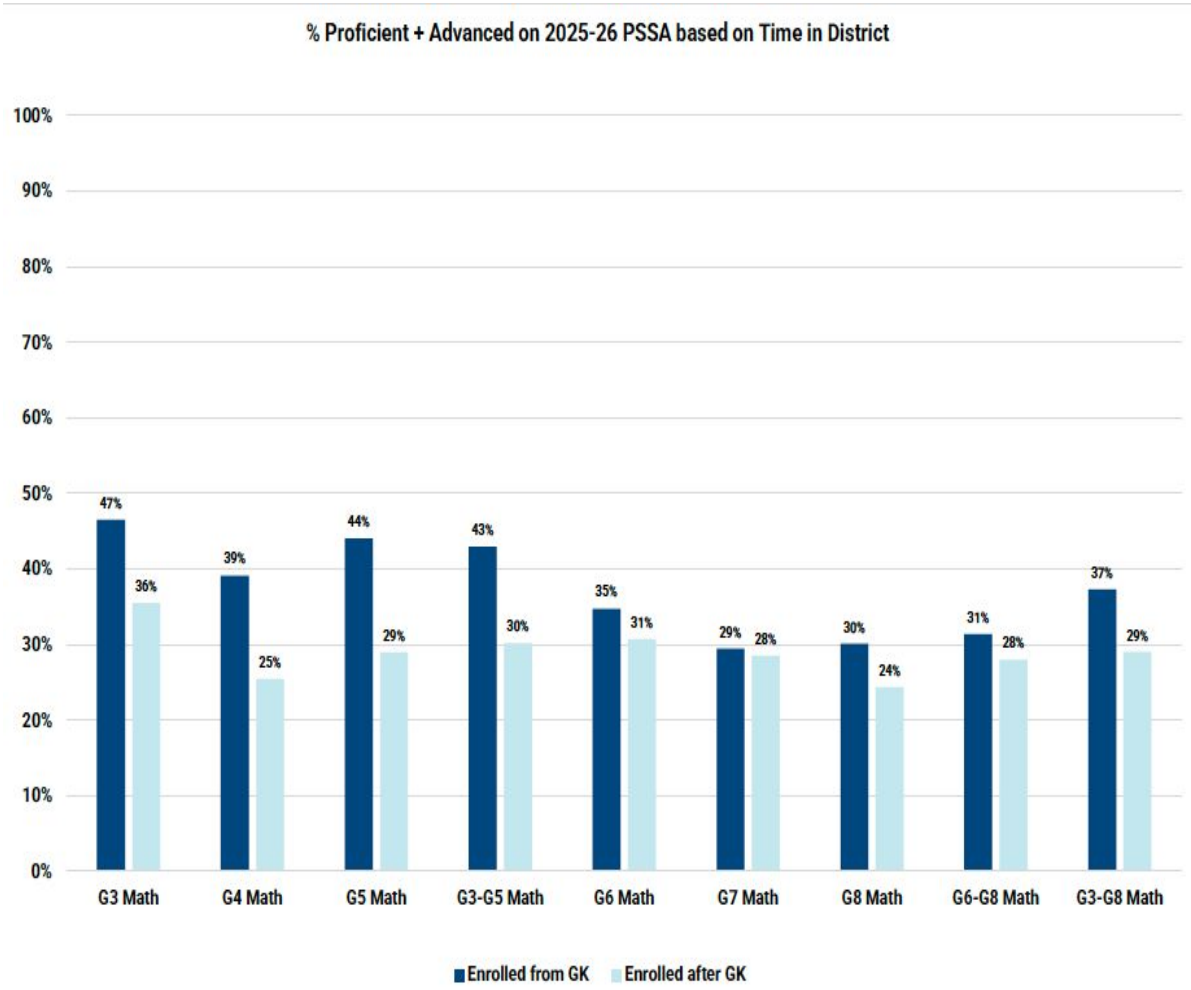


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PSSA Based on Time in District - **MATH** Grades 3-8

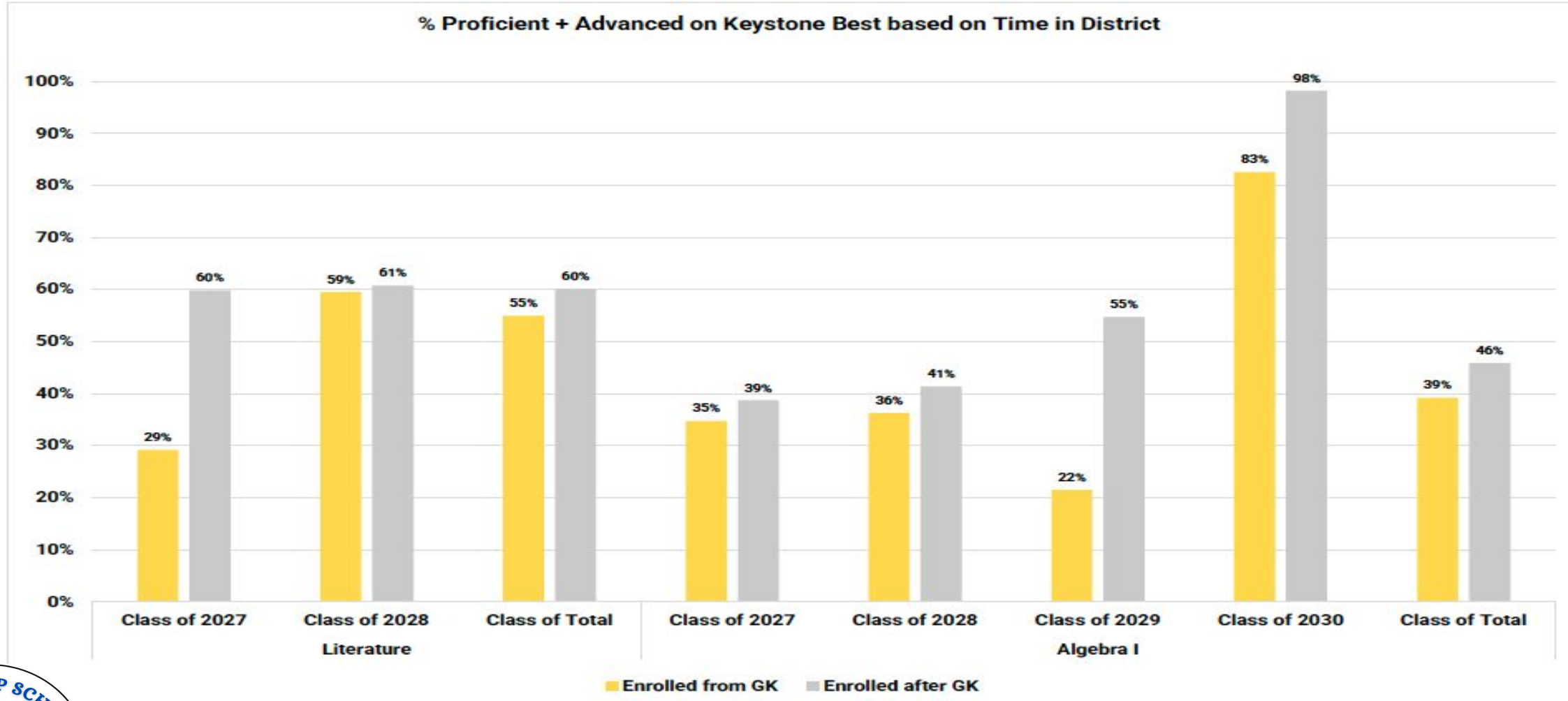




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Keystone Best Based on Time in District



THANK YOU



Teaching and Learning Department