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# Pennsylvania Department of Education

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Commonwealth of Pennsylvania  
**Department of Education**  
333 Market Street  
Harrisburg, PA 17126-0333

## **Student Services Report** **Thursday, September 17, 2009** **(Last Last Approved: Friday, December 12, 2008)**

**Entity:** Bethlehem Area SD  
**Address:** 1516 Sycamore St  
Bethlehem, PA 18017-6099  
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# Educational Community

## Contingencies Impacting the Plan

The BASD Administration and Board of School Directors recognizes the importance of quality planning and funding the programs defined within our Strategic Plan. The plan has been developed on the premise that adequate funding from federal, state, local, and grant sources that the district has typically experienced over the last two decades would be sustained. The following qualifications need to be stated at the onset of this document as conditions of the viability of the completion of the plan in whole or in part.

1. That programs previously curtailed for economic reasons may be reinstated before some programs and staff increases identified within the plan are considered for implementation.
2. That the administration and the board reserves the right to cancel or postpone portions of the plan based on the current fiscal status of the district at that time.

## Organization Description

The Bethlehem Area School District (BASD) serves over 15,200 students from the city of Bethlehem and its four surrounding municipalities. The population is racially, culturally, and economically diverse, with representation of approximately 57.8% Caucasian, 8.8% African-American, 29.8% Hispanic, and 3.3% Asian. A comprehensive educational program is offered to the students and families of the BASD. Educational programming and a wide range of support services are available at the sixteen elementary schools, four middle schools, and two high schools. Each elementary building provides customized educational programming within a standards-based curriculum coupled with support services intended to meet the specific needs of the children and the community. Several urban elementary schools feature a family center and specialty support personnel to assist families in securing basic needs and services in order to encourage wellness and a healthy lifestyle. All schools participate in designing a framework for academic achievement in the style of the "Getting Results" diagnostic and result orienting tool. In designing instruction and programming to promote learning at a high level for all students, the schools embrace the notions of differentiation, inclusion practices, developmentally appropriate instruction, and the development of a strong work ethic in all students.

In addition to the traditional elementary classroom and building arrangement, the BASD incorporates 13 all-day kindergartens across the district in a variety of buildings. Further, the district offers a prekindergarten program designed for selected 3- and 4-year-old children from all areas of the district. This SPARK program encourages a high degree of parental involvement and includes home visitation from staff members to assist in the development of strong and nurturing habits at home that enrich the learning in the program. Parents are encouraged to frequently visit the classroom, attend seminars and meetings, and network with social service agencies in support of the child's learning and development. The Regional Academic Standards Academy (RASA) is designed to assist intermediate level elementary students deemed to be struggling learners who are in need of smaller class size ratios and more intensive instruction. Students may be a grade level or two behind in specific subjects at the time they enter the program, with the goal of attaining grade level proficiency prior to matriculating to middle school. The underpinning premise of the district is that with time and special assistance, all students can reach higher academic standards. The Career Academy was created to serve students who are struggling in the regular high school setting. In small learning environments, instruction is differentiated to meet the needs of the students. The Career Academy allows students to receive electives through either the vocational - technical program or cooperative education. Bethlehem Area School District engages in health service partnerships and liaisons with community agencies to provide support for wellness to students at all grade levels. The After School Partnership for Instruction, Recreation, and Enrichment (ASPIRE) offers a variety of academic interventions, organized enrichment, and recreational activities after school.

The four middle schools of the BASD provide for the intellectual, physical, emotional, and social needs of the preadolescent and adolescent child. The middle schools emphasize building positive self-concept, offering opportunities for a wide range of social experiences, and providing opportunities for students to develop skills that enable them to collect and critically evaluate information with an emphasis on how to learn. The middle schools employ a team-teaching approach to build on the foundation established by the elementary schools. Students are introduced to new programs and growth in basic and creative thinking skills within an atmosphere of respect for individual differences are areas of emphasis.

The two high schools in the BASD offer challenging courses for students in grades nine through twelve in all major subject areas. Honors, advanced placement, and academic programs, as well as dual enrollment are available. In addition, students can select from a myriad of electives. A regional vocational-technical school provides additional opportunities for selected students who split their day between the vo-tech and the high school. Students can participate in a wide variety of extracurricular and co-curricular activities, which include over 22 interscholastic sports. Over 70 percent of the graduates from Freedom and Liberty High Schools move on to higher education. Most recently, the concepts and framework of the Project 720 initiative have been embraced and adopted at both high schools.

## **Mission**

The Bethlehem Area School District, in partnership with the family and community, is committed to providing a safe, supportive, and academic environment in which each student will acquire the knowledge, skills, and attitudes necessary to become a productive citizen and life-long learner in our rapidly changing and culturally diverse society.

## **Vision**

Shaping the future...One child at a time.

## **Shared Values**

Members of the Bethlehem Area School District community share the following values:

### **Student Learning**

- We believe all children can learn.
- We believe students must be empowered to take responsibility for their own learning.
- We believe students must develop the skills to adapt successfully to our rapidly changing world.

- We believe learning must occur in a safe and supportive environment.
- We believe that students' needs must be met emotionally, physically, and academically.

#### Professional Practice

- We believe well-trained and motivated educators are key to effective instruction.
- We believe our schools must continually improve toward proficiency for all.
- We believe our schools must continually evaluate their efforts to ensure all students' needs are being met.
- We believe we must cultivate relationships that foster a welcoming and inviting school climate.

#### Relationships Among Members

- We believe quality education requires collaboration between students, parents, educators, and the community.
- We believe that a positive teacher/student relationship is the key to empowering each student to realize his/her academic potential.
- We believe education is a lifelong journey which begins in the home and continues through school and beyond.
- We believe the collaboration of ideas and talents leads to and promotes personal, professional, and community growth.
- We believe resources must be provided and managed in a fiscally responsible manner.
- We believe all students should develop a respect for people of all backgrounds.

## Strategic Planning Process

Strategic Planning is vital to the promotion of effective of instructional programming and educational systems within the Bethlehem Area School District (BASD). Bethlehem Area School District has embraced and implemented a community-wide effort to define the necessary direction for continuous improvement of the comprehensive services provided to our students and families. As such, the Strategic Planning Committee incorporated a collaborative effort among BASD teachers, support staff personnel, students, parents, administrators, community members and area business associates. The committee embraced the eStrategic process and formed committees for each of the components of the plan. The core planning team consisted of central office division heads for technology, special education, human resources, student services and curriculum and instruction. Each of the subcommittees met frequently to collaborate regarding the specific needs and initiatives to continue to drive the specific divisions of the BASD within a continuous improvement mode of operation.

## Strategic Planning Committee

<b>Name</b>	<b>Affiliation</b>	<b>Membership Category</b>	<b>Appointed By</b>
Marybeth Bongardino	BASD	Parent	Mr. Washington
Benjamin Tenaglia	BASD	Board Member	Dr. Lewis
Carol Jacoby	BASD	Administrator	Mr. Washington
Cathy Coyne	BASD	Parent	Mr. Washington
Craig Storrs	BASD	Business Representative	Mr. Washington
Deborah Smull	BASD	Community Representative	Mr. Washington

Dr. Dean Donaher	BASD	Administrator	Mrs. Katona
Dr. Joseph A. Lewis	Superintendent of Schools	Administrator	PDE
Dr. William Feigley	BASD	Ed Specialist - School Counselor	Mr. Washington
JoAnn Durante	BASD	Administrator	Dr. Lewis
Jolene Vitalos	BASD	Elementary School Teacher	Mr. Washington
Kathy Halkins	BASD	Ed Specialist - School Nurse	Mr. Washington
Linda Estrada-Henning	BASD	Other	Mr. Washington
Loretta Leeson	BASD	Board Member	Dr. Lewis
Lorna Velazquez	BASD	Other	Mr. Washington
Mandi Ortwein	BASD	Parent	Mr. Washington
Marci Ronald	United Way	Community Representative	Mr. Washington
Maria Teresa Donate	Northampton Community College	Community Representative	Dr. Lewis
Mary Colon	BASD	Administrator	Mr. Washington
Michele Fragnito	BASD	Administrator	Mr. Washington
Robert R. Gross III	Associate Superintendent	Administrator	Dr. Lewis
Thomas Washington	BASD	Administrator	Mr. Gross

## Current Student Services

Service/Resource	Description
21st Century Community Learning Center (21st CCLC)/After School Partnership for Instruction, Recreation, and Enrichment (ASPIRE)	Students are offered a variety of academic interventions, enrichment, and recreational activities.
Attendance Monitoring	Provides support services to students and families for state-mandated attendance requirements.
Character, Academic, and Motivation Program (CA/MP)	Provides support and direction to students whose current behavior interferes with learning. Students in grades 6-10 who commit acts of misconduct will be assigned to CA/MP.
Family Centers	Students and families are offered community resources and school-based services.
Lifeskills/Academic Maintenance Program	Provides an alternative academic program of study, which will enable students to successfully return to school at the conclusion of an expulsion.
School Counseling	Provides all students K-12 with a comprehensive,

School Health Services	developmental, and preventative/proactive counseling program. All students are provided with comprehensive, developmental, and preventative/proactive health services.
SPARK	Provides early education and intervention to 3 and 4 year- old children and their families.
Student Assistance Program(SAP)	Provides support and referrals for students and families facing barriers to learning.
Student Code of Conduct	Provides a K -12 framework for appropriate school behavior, consequences and interventions.

## Needs Assessment

## Reflections

There are currently no reflections selected for this section.

Surveys are attached

## Action Plan

## Goal: Student Services

**Description:** To provide coordinated programs and services to students and their families in order to create a supportive and positive environment that maximizes learning and well-being, and helps strengthen families and communities.

### **Strategy: Student Services-School Counseling**

**Description:** to provide all students, K-12 with a comprehensive developmental school counseling program addressing personal, academic, and career development.

### **Activity: Student Services-School Counseling- Licensed Counselor**

**Description:** To provide individual and group supervision to BASD School Counselors for professional development to meet the requirements for state licensure in counseling.

#### **Person Responsible Timeline for Implementation Resources**

Dean Donaher	Start: 1/1/2009	\$9,400.00
	Finish: Ongoing	

**Status:** Not Started — Overdue

## **Activity: Student Services-School Counseling- Ratios**

**Description:** Attempt to reduce counselor-student ratios to 1: 250 by adding one counselor per year for three years ,with a concentration at the High School level with an emphasis on the college application, career development and drop - out intervention.

### **Person Responsible Timeline for Implementation Resources**

Dean Donaher	Start: 1/1/2009 Finish: Ongoing	\$165,000.00
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**Status:** Not Started — Overdue

## **Narratives**

### **Developmental Services**

The goal of the student service program is to provide coordinated programs and services to students and their families in order to create a supportive and positive environment that maximizes learning and well being, and helps strengthen families and communities. School counselors provide a myriad of services in all school environments. All students K-12 will be provided with a comprehensive developmental school counseling program addressing personal, academic, and career development. Each counselor will implement the BASD guidance curriculum, which is based upon the American School Counselor Association's National Model, through individual and group counseling, and classroom and large group guidance programs. Counselors at all grade levels will provide career exploration activities for students through classroom and small group activities, as well as integrating software programs such as Career Cruising. High school and middle school counselors will assist students in developing and implementing individual career plans through individual counseling, classroom guidance, large group presentations, publications for students and parents, and parent workshops on postsecondary education. School Counselors will provide consultative services to teachers, administrators, and other staff by participating as members of their schools' Student Assistance Programs, Child Study Teams, and/or Instructional Support Teams. Middle school counselors will meet with teacher teams on a regular basis to discuss student concerns. High school counselors will meet with teachers and parents as part of the Academic Review Board for students who are having academic difficulties in class. Counselors will meet with building administrators regularly. School Counselors will offer responsive services for students and families in a variety of ways. Counselors will provide individual and small group counseling to meet student needs, provide consultation to parents regarding the needs of their children, refer students and their families to school-based and community resources, and coordinate the use of school-based services from community agencies. They will also facilitate special services for students, such as homebound instruction, 504 plans, and tutoring programs, and will work with the district's Crisis Team to provide counseling to large numbers of students in times of school crisis. School Counseling will support the academic mission of the schools by consulting with teachers, parents, and administrators regarding the academic progress of individual students. They will monitor the overall academic progress of all students through regular review of report cards, course credits, and standardized test data. Counselors will make referrals to diagnostic, intervention, and

enrichment programs for students. Counselors maintain student records and transcripts.

## **Diagnostic, Intervention and Referral Services**

### School Health Services

The School Health Services provides all public and non-public students with mandated health services. Certified school nurses provide all students with yearly state mandated screenings. Students in specific grades will receive hearing, scoliosis, and special vision screenings. Parents will be notified of these screenings via a medical report card. The report will be mailed to the parents or sent home in a sealed envelope. Students with screening concerns will be referred for further care including, but not limited to, the many services discussed in this report. Certified school nurses will provide students in specific grades complete dental and physical examinations. Parents will be notified of concerns found during screenings and referred for further care including, but not limited to, the many services discussed in this report. The nurses will provide care for acute illness and injury and provide Individual Health Plans as needed. BASD will provide all students with yearly state mandated screenings.

HealthStar I Mobile medical services will be offered to students at Liberty High School, Freedom High School, and Broughal Middle School. Services include physicals and acute illness care. All appointments will be made through the school nurses. Students will be referred to various clinics and family centers throughout the district and to local hospitals as needed. Immunization arrangements will be made to provide free immunizations to any BASD student in conjunction with the Bethlehem Health Bureau. With parental permission, certified school nurses may administer Dtap, Tdap, dT, MMR and Hepatitis B vaccines as needed for state school attendance requirements. Other needed vaccines will be offered to all BASD students at the Bethlehem Health Bureau vaccine clinics. In addition, BASD assists and supports the use of state initiated immunization update programs. The certified schools nurses will provide free TB screenings for parent volunteers, community service students, and other students upon request. BASD will provide asthma education and summer camp opportunities to students affected by asthma at Marvine, Freemansburg, Fountain Hill, and Donegan. BASD will provide one-on-one smoking cessation opportunities to high school students identified through services on HealthStar I or SAP. Students will meet with medical residents at their high schools for counseling. Nurse Family Partnership is a program that offers pregnant students one high school credit upon successful completion of the 18-month program that includes one-on-one instruction and support services from the Visiting Nurse Association. Students are referred through the certified school nurses on the secondary level. BASD will offer lice vouchers to students who need lice treatment. The voucher will be used to purchase over the counter treatment shampoo at Ritter's Pharmacy. Vouchers are available through the health service offices and family center staff. BASD will provide a resource room at Liberty High School to offer support services through community agencies. These groups will change to meet the needs of the students. Services will include parenting and prenatal support groups, anger management, stress management, grief support, and weight management. The support agencies providing the services will be the Bethlehem Health Bureau, St. Luke's School of Nursing, Valley Youth House, and The Center for Humanistic Change. The Crossroads mentoring program will provide one-on-one support services and group sessions to help students deal with the issues in their daily lives. Vision vouchers will be available for students who do not have vision insurance. Any student in the district (public and nonpublic) will be eligible. The district will offer three types of vouchers, PEARLE, VIABL and VSP. All three vouchers are funded by grants or through the National Association of School Nurses.

### Family Centers

BASD will offer students and families school-based services and community resources.

Bethlehem Area School District is in collaboration with parents, Pennsylvania Department of Welfare, Pennsylvania Department of Education Accountability Block Grants, Northampton County Department of Human Services, the United Way of the Greater Lehigh Valley, and private donors, as well as social and education providers, to offer services that include:

- Parent support and information groups
- Child health and developmental screening
- Free immunizations and lead screening
- In-home child development education
- After-school activities for children and their families
- Toy and book lending libraries
- Information about getting health insurance, health care, and child care
- Information and help in securing other community services
- Information about finding employment, adult education, and literacy instruction

#### Dental Health

BASD will provide dental health services to Bethlehem Area School District students. Dental health activities will be designed to reduce the proportion of school age children with untreated dental decay and increase the proportion of school age children who receive sealants. The following services will be provided: Dental van services will be provided at all elementary schools to offer dental exams. The Oral Health Literacy Program will provide curriculum and educational activities about healthy dental habits. The Dental Health Center at Union Station will provide comprehensive dental care to students.

#### ASPIRE

BASD will offer a variety of after-school academic interventions, as well as, organized enrichment and recreational activities to students in grades K-8.

#### Child Care Program

BASD will provide a safe and secure place for elementary school age students before and after school hours. Child Care Services Activity Descriptions will be available in all sixteen elementary schools. Day-to-day activities will be designed to promote the social, emotional, and academic growth of school age children.

## **Consultation and Coordination Services**

Students who are experiencing chronic problems receive support from a number of community agencies, as well as support within the schools. These agencies include:

YWCA of Bethlehem  
Banana Factory  
Center for Humanistic Change, Inc.  
United Way of the Greater Lehigh Valley/Community Schools  
Bethlehem Partnership for a Healthy Community  
St. Luke's Community Health  
Community Services for Children, Inc.  
Bethlehem Area Public Library  
Moravian College  
Touchstone Theatre  
DaVinci Discovery Center of Science & Technology  
Northampton Community College  
Bethlehem Health Bureau  
Big Brothers Big Sisters of the Lehigh Valley  
St. Luke's Hospital  
Great Valley Girl Scout Council  
Boys & Girls Club  
Boy Scouts of America - Minsi Trails Council  
Council of Spanish Speaking Organizations of the Lehigh Valley

## **Student Assistance Program**

### **Student Services-Student Assistance Program (SAP)**

BASD will provide a comprehensive program that will help identify high-risk students to prevent drug and alcohol abuse in secondary students. Students with potential drug or alcohol-related problems will be referred to the SAP team to determine if a drug/alcohol assessment needs to be conducted. Referral to the proper community agency will occur when needed. SAP team members are trained to identify problems, determine whether or not the presenting problem lies within the responsibility of the school, and make recommendations to assist the student and the parent. When a problem lies beyond the scope of the school, the SAP team will assist the parent and the student so they may access services within the community. The student assistance team members do not diagnose, treat or refer treatment, but they may refer for a screening or an assessment for treatment.

There are four phases to the student assistance process:

**Referral** - Anyone can refer a student to SAP when they are concerned about someone's behavior: a school staff member, a student's friend, a family member, or community member. The students themselves can also go directly to the SAP team to ask for help. The SAP team contacts the parent for permission to proceed with the SAP process.

**Team Planning** - The SAP team gathers objective information about the student's performance in school from all school personnel who have contact with the student. Information is also collected from the parent. The team meets with the parent to discuss the data collected and also meets the student. Together, a plan is developed that includes strategies for removing the learning barrier and promoting the student's academic and personal success to include in-school and/or community-based services and activities.

**Intervention and Recommendations** - The plan is put into action. The team assists in linking the student to in-school and or/community-based services and activities. The team might recommend a drug and alcohol or mental health assessment.

Support and Follow-up - The SAP team continues to work with and support the student and his/her family. Follow-up includes monitoring, mentoring, and motivating for academic success through the student assistance office.

## **Communication**

Information is provided to students, parents or guardians about the school's instructional opportunities and educational opportunities in a variety of ways. Each year, an annual calendar is mailed to each resident of the serving community. The calendar provides policy information and updates such as FERPA, PPRA, and release of directory information. Quarterly newsletters with a Superintendent's Message are published and distributed throughout the serving community. The newsletter is also made available to the community at large through the district's Website. Additionally, the superintendent does public service announcements on the local public PBS station. The school district Website, [www.bethsd.org](http://www.bethsd.org), provides students, parents, teachers, and the community access to information about the district. The BASD Website provides the community access to an on-line calendar that highlights the districts events, meetings, and activities. As means for working together towards a common goal, the BASD Website offers access to the Superintendent's District Goals for the year.

ESchool Plus, ParentLink, Performance Tracker, and MealPay are other ways that parents are able to connect with the district via technology. The superintendent also holds faculty and parent meetings at each individual site. In addition, the superintendent holds quarterly meetings with a high school and a middle school advisory group. These groups are made up of high school and middle school students and are designed to provide direct feedback to the superintendent from the students' perspective.

The Parent Advisory Council (PAC) meets monthly with the superintendent and his cabinet to discuss affairs of the district. This group is comprised of representatives from each PTA/PTO throughout the district. Open Houses are held at each school. Also, parent-teacher conferences are handled semi-annually at each school.

Students become aware of the world of work through career information and assessments originating in the guidance department. Students use Career Cruising and interest inventories to help determine a career path.

Parents become aware of the health needs of their children through the school nurse, counselor, and classroom teacher. Annually, the school will send home a Health Report Card, listing results from vision and hearing assessments, as well as the BMI calculation. When infectious diseases invade our schools, parental notification follows established protocols.

Parent permission is secured when students are surveyed. Parents are advised as to the nature of the survey, its purpose, and its availability for review. Any student, with parent permission, may refuse to take a survey. This includes students 18 years or older who do not require parental permission to opt out.

## Assurance for the Collection, Maintenance, and Dissemination of Student Records

- By checking each of the boxes below, the local education agency assures compliance with the requirements of 22 Pa. Code Chapter 12 and with the policies and procedures of Pennsylvania Department of Education (PDE). PDE will specify, in writing, policies and procedures to be followed. Requests for any deviations from these regulations, policies, and procedures must be made in writing to PDE (electronic mail may be directed to [ra-chapter12@state.pa.us](mailto:ra-chapter12@state.pa.us)).

The Local Education Agency (LEA) assures the following:

- The LEA has a local plan, including policies and procedures, in place for the collection, maintenance, and dissemination of student records in compliance with § 12.31(a) and § 12.32
- The plan shall be maintained in compliance with § 12.31(b) and made available to PDE in compliance with § 12.31(c)

## Assurance for the Operation of Student Services and Programs

- By checking each of the boxes below, the local education agency assures compliance with the requirements of 22 Pa. Code Chapter 12 and with the policies and procedures of Pennsylvania Department of Education (PDE). PDE will specify, in writing, policies and procedures to be followed. Requests for any deviations from these regulations, policies, and procedures must be made in writing to PDE (electronic mail may be directed to [ra-chapter12@state.pa.us](mailto:ra-chapter12@state.pa.us)).

The Local Education Agency (LEA) assures that there are local policies and procedures in place that address:

- Free Education and Attendance (in compliance with § 12.1)
- School Rules (in compliance with § 12.3)
- Discrimination (in compliance with § 12.4)
- Corporal Punishment (in compliance with § 12.5)
- Exclusion from School, Classes, Hearings (in compliance with § 12.6, § 12.7, § 12.8)
- Freedom of Expression (in compliance with § 12.9)
- Flag Salute and Pledge of Allegiance (in compliance with § 12.10)
- Hair and Dress (in compliance with § 12.11)
- Confidential Communications (in compliance with § 12.12)
- Searches (in compliance with § 12.14)
- Emergency Care and Administration of Medication and Treatment (in compliance with 35 P.S. § 780-101—780-144)
- The LEA acknowledges that the above policies shall be maintained locally and be made available to the public upon request. The policies are not to be submitted to the Commonwealth except upon specific request by PDE.

In addition, the LEA assures the following:

- The Student Services Report complies with § 12.41(b), § 12.41(c), and § 12.42 (consistent with the Early Intervention Services System Act (11 P.S. §§ 875-101—875-503))
- Consistent with § 445 of the General Education Provisions Act (20 U.S.C.A. § 1232h), parents or guardians are informed regarding individual survey student assessments and provided a process for refusal to participate (in compliance with § 12.41(d))
- Persons delivering student services shall be specifically licensed or certified as required by statute or regulation (in compliance with § 12.41(e))

## **Supporting Documents**

### **Supporting Documents - Attachments**

- Professional Development
- Professional Development
- Student Services