Instructional Affairs Committee Meeting

Monday, August 17, 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.	Student/Parent Handbook 2026-2027	**Speaker(s):** Brian Cohen
4.B.	GHR Education Addendum to Staffing Agreement	**Speaker(s):** Brian Cohen
4.C.	2026-2027 MCC Annual School Based Agreements	**Speaker(s):** Brian Cohen
4.D.	Everway Quote	**Speaker(s):** Brian Cohen
4.E.	Naviance Renewal	**Speaker(s):** Donna Minnigh
4.F.	EGNYTE Renewal	**Speaker(s):** Brian Cohen
4.G.	Contractor Agreement - Physician	**Speaker(s):** Brian Cohen
4.H.	Contractor Agreement - Dentist	**Speaker(s):** Brian Cohen
4.I.	Woods Purchase of Services Agreements	**Speaker(s):** Brian Cohen
4.J.	DELTA-T Group Client Agreement	**Speaker(s):** Brian Cohen
4.K.	Bucks Learning Academy Program Placement Agreement	**Speaker(s):** Brian Cohen
4.L.	2026-2027 Anticipated Field Trips	**Speaker(s):** Donna Minnigh
5.	**Discussion Items**	
5.A.	2026-2027 Assessment Calendar	**Speaker(s):** Donna Minnigh
5.B.	Grades 9-12 Grading Framework	**Speaker(s):** Donna Minnigh
5.C.	Sapphire Community Portal	**Speaker(s):** Donna Minnigh
5.D.	Talking Points	**Speaker(s):** Donna Minnigh
6.	**Public Comment #2**	**Speaker(s):** Committee Chairperson
7.	**Adjournment**	**Speaker(s):** Committee Chairperson

BENSALEM TOWNSHIP SCHOOL DISTRICT

STUDENT/PARENT HANDBOOK 2026-2027

ENGAGED · CONNECTED · STRONG

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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.

Table of Contents

Letter from the Interim Superintendent 1
Bensalem Township Mission Statement 2
General Information 2
School Closing Information 2
School District Information 2
Safe2Say 2
Daily School Schedules 2
Volunteers 3
Food Services 3
Student Wellness 5
School District and Township Collaboration 5
Video Surveillance 5
School Visitors 5
Student Services 6
Home Education Program 6
Library Services 6
School Counseling Services 6
Child Abuse 7
Social Work Services 7
Bullying 7
Student Assistance Program (SAP) 7
Mental Health Team 7
CHIP Insurance 8
Health Services 8
Emergency Contact 8
Accidents/911 Calls 9
Immunizations 9
Physical and Dental Examinations 10
Health Screenings 10
Medications 11
Automatic External Defibrillator (AED) 12
Student Rights and Responsibilities 12
Student Parking Passes 12
Student Dress and Grooming 12
Care of Textbooks/School Property 13
Student Expression/Distribution and Posting of Materials 13
Dating Violence 13
Searches 13
Tobacco & Vaping Products 14

Controlled Substances/Paraphernalia 14
Discrimination/Title IX Sexual Harassment Affecting Students 14
Hazing 15
Student Records 15
Corporal Punishment 16
Due Process 16
Suspension from School 18
Expulsion 18
Residency 21
Attendance Responsibilities 22
Excused/Lawful Absence 22
Parental Notice of Absence 23
Make Up Work Due to Legal Absences 23
Absences Due to Educational Trips During the School Year 24
Student Withdrawal for Unapproved Trip 24
Request for Early Dismissal 24
Homebound Instruction 25
Academic Responsibilities 25
Homework 25
Review of Instructional Materials by Parents/Guardian and Students 25
Exemption From Instruction 25
Program of Student Assessment 26
Graduation and Promotion Policy 26
Behavioral Responsibilities/Student Code of Conduct 28
General Disruption(s) of the School Day 29
Academic Integrity 30
Responsible Use of Technology 30
District Social Media 31
Technology Fee 31
Co-Curricular Responsibilities 31
Philosophy 31
Eligibility 31
Code of Conduct 31
Transportation 32
School Bus Behavior 32
Transporting Musical Equipment and Other Large Items 32
Policy for Cell Phone Usage on Bus 32
Surveillance 33
Field Trips 33
Activity Buses 33

Special Education 33
Confidentiality 33
Child Find 33
Notice to Parents 34
Evaluation Process 35
Consent 35
Program Development 35
Confidentiality of Information 35
Chapter 15 – Protected Handicapped Students/504 36
Gifted Education 37
Early Intervention Programs 37
Asbestos Management Plan Annual Notification Requirement 37
Annual School Calendar 38
Telephone Directory 39

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.

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.

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.

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.

**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. 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.

Due to the cost of materials for the Elective- STEM Guitar, the district has implemented a course fee of $100.00 for enrollment in the course. Students will have 5 days after the first day of class to have paid the course fee in full or will be removed from the course and enrolled in a different elective.

ACT 158 Graduation Requirements

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)
Unexcused lateness to school (3)
Unexcused lateness to class (3)
Not reporting to detention
Possession/use of personal technology
Device in violation of Policy
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)

Consequences (*may include)*
Conference
Lunch Detention
In-School Suspension
Loss of Privileges
After School Detention

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	
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	
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
						1
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
		1	2	3	H	5
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
				1	2	3
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

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
		1	2	3	4	5
6	7	8	9	10	11	12
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
					H	2
3	4	5	6	7	8	9
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
	1	2	3	4	5	6
7	8	9	10	11	12	13
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
7	8	9	H	11	12	13
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
				1	2	3
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
						1
2	3	4	5	6	7	8
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

ADDENDUM TO STAFFING AGREEMENT
EDUCATION STAFFING FEE SCHEDULE

This Agreement shall serve as an Addendum to the Staffing Agreement (hereinafter Agreement), signed on 7/1/2024 and effective **07/01/2026** between both **Bensalem Township School District** (hereinafter "Client") and **GHR Healthcare LLC d/b/a GHR Education** (hereinafter "GHR").

NOW, THEREFORE, the parties agree as follows:

1. This Addendum shall be in effect from July 1, 2026 and expires on June 30, 2027.

2. **Section 1 of the School Staffing Fee Schedule** is removed in its entirety and replaced with:

   Client agrees to pay GHR fees as follows:

Certification	Hourly Rate	Certification	Hourly Rate
CSN	$74.00	PT	$94.00
RN	$65.00	PTA	$75.00
LPN	$55.00	OT	$94.00
CNA	$45.00	COTA	$75.00
Paraprofessional	$36.00	SLP	$96.00
RBT*	$45.00	SLP-CF	$90.00
Social Worker/Counselor	$85.00	SLPA	$80.00
Special Education Teacher	$85.00	Interim Director	TBD
Psychologist	$125.00	Interim Supervisor/Principal	TBD
BCBA	$115.00	Interim Superintendent	TBD

- Overtime bill rate is time and one-half for all hours worked by GHR employee over forty (40) hours in any given week
- Mandatory In-service days, orientations, restraint trainings or professional development days are billed at contracted rate.
- *In accordance with BACB guidelines, RBTs must be supervised by BCBA. Client will be charged BCBA rate for supervision (5% of total hours worked by RBT) unless District provides BCBA supervision.

3. All other terms and conditions remain unchanged.

In consideration of the mutual promises set forth herein, both parties do adopt this Agreement.

Bensalem Township School District
3000 Donallen Dr
Bensalem, PA 19020

GHR Healthcare, LLC
d/b/a GHR Education
1 Valley Square, Suite 200
Blue Bell, PA 19422

Signature	**Signature** Mike Alcott
Print	**Print** Assistant Vice President
Title	**Title** **4/1/2026**
Date	**Date**

School Based Outpatient Therapy Services
Annual School Based Agreement
2026-2027 School Year

Re: MCC Annual Outpatient Agreement with Belmont Hills Elementary School

School Based Outpatient Services Mission:
To offer timely access to quality services by providing school based mental health services to Medical Assistance eligible students and their families and to promote emotional, social wellness, and optimal functioning within the home, school and community.

Purpose / Scope of School Based Outpatient Services:
The School Based Outpatient Mental Health Services Initiative provides on site counseling services to youth who have been identified by school personnel, staff at MCC or families directly themselves. To be eligible for these services children must have Medical Assistance as their only insurance as well as a family commitment to participate in Therapy at least one time per month.

Other information regarding School Based Outpatient Services (SBOS) includes:

- A Master's Level / Licensed MCC clinician will be assigned to provide the therapy
- Services will be provided on site at each school for up to the approved weekly hours as follows:
    - Belmont Hills Elementary School – 12 hours / week
    - Samuel K. Faust Elementary School – 18 hours / week
    - Valley Elementary School – 18 hours / week
    - Benjamin Rush Elementary School – 12 hours / week
    - Russell C Struble Elementary School/ -- 6 hours / week
    - Robert K. Shafer Middle School – 12 hours / week
    - Cecilia Snyder Middle School – 12 hours / week
    - Bensalem High School – 30 hours / week
    - Cornwells Elementary School -- 6 hours / week
- Services include Individual and family therapy and can also include Group Therapy when deemed appropriate by school and clinician.
- Referrals are accepted from School Staff, MCC referrals and / or Families directly
- Service frequency will be tailored to the individual needs of the student and family.
- This will be an ongoing partnership between the education and mental health systems
- Each Site is licensed by the PA Department of Mental Health as a satellite OP Clinic.
- These Satellite Sites are supported by the Main Agency Site, MCC – A well established program located at:
  800 Clarmont Avenue; Suite B; Bensalem, PA 19020; .267-525-7001
- All services are confidential and mental health focused
- Services will be available year round (can be offered at the school or MCC's main site over the summer).

- Children must have Medical Assistance as their only Insurance
- Families must commit to participate in family therapy at least 1 time per month. If a family is not participating or a treatment plan is out of date, services will be put on hold for that child while attempting to reach the family. If still unable to reach the

family, services will be discharged, and the school contact and family will be notified.

- Psychiatric Support is available at MCC's Main Site as needed.
- MCC will refer and assist with connections to other services.

School responsibilities:

- Each school will provide a private / confidential office space for each approved day that is licensed by the PA Department of Human Services as a Satellite OP clinic for MCC.
- The meeting space(s) licensed by the PA Department of Human Services are the only space to be utilized for Outpatient service delivery. If there is a need to change space to another classroom or office, the school will proactively inform MCC who can notify the PA Department of Human Services, Magellan and Bucks County. Services cannot be provided in the new space until the appropriate approval. The space needs to allow for confidentiality of members served. The space is required to accommodate a locked file cabinet if any medical records are being left on site.
- School will provide support / flexibility in scheduling student appointments.
- A school liaison is to be identified for provider communication and coordination.
- The school will support the program in making appropriate referrals and / or working with families to self-refer.
- Each school will support MCC in the delivery of services at the school site.
- Each school will offer a continued partnership with MCC around licensing requirements.
- The schools will notify MCC of the ability to continue Therapy in the identified space(s) over the summer or not.
- Schools will make the initial contact with families to assess interest in referral to the program.
- Schools will secure initial release of information in order to make the referral.

Your signature below indicates you understand and are in agreement with the requirements above. A copy will be shared with each school once all signatures are attained.

School Representative Signature:	Date:
School Based Outpatient Supervisor at MCC Signature:	Date: 7/15/26
Director of Behavioral Health at MCC Signature:	Date: 7/15/26

School Based Outpatient Therapy Services
Annual School Based Agreement
2026-2027 School Year

Re: MCC Annual Outpatient Agreement with Cornwells Elementary School

School Based Outpatient Services Mission:
To offer timely access to quality services by providing school based mental health services to Medical Assistance eligible students and their families and to promote emotional, social wellness, and optimal functioning within the home, school and community.

Purpose / Scope of School Based Outpatient Services:
The School Based Outpatient Mental Health Services Initiative provides on site counseling services to youth who have been identified by school personnel, staff at MCC or families directly themselves. To be eligible for these services children must have Medical Assistance as their only insurance as well as a family commitment to participate in Therapy at least one time per month.

Other information regarding School Based Outpatient Services (SBOS) includes:

- A Master's Level / Licensed MCC clinician will be assigned to provide the therapy
- Services will be provided on site at each school for up to the approved weekly hours as follows:
    - Belmont Hills Elementary School – 12 hours / week
    - Samuel K. Faust Elementary School – 18 hours / week
    - Valley Elementary School – 18 hours / week
    - Benjamin Rush Elementary School – 12 hours / week
    - Russell C Struble Elementary School/ -- 6 hours / week
    - Robert K. Shafer Middle School – 12 hours / week
    - Cecilia Snyder Middle School – 12 hours / week
    - Bensalem High School – 30 hours / week
- Services include Individual and family therapy and can also include Group Therapy when deemed appropriate by school and clinician.
- Referrals are accepted from School Staff, MCC referrals and / or Families directly
- Service frequency will be tailored to the individual needs of the student and family.
- This will be an ongoing partnership between the education and mental health systems
- Each Site is licensed by the PA Department of Mental Health as a satellite OP Clinic.
- These Satellite Sites are supported by the Main Agency Site, MCC – A well established program located at:
  800 Clarmont Avenue; Suite B; Bensalem, PA 19020; .267-525-7001
- All services are confidential and mental health focused
- Services will be available year round (can be offered at the school or MCC's main site over the summer).
- Children must have Medical Assistance as their only Insurance
- Families must commit to participate in family therapy at least 1 time per month. If a family is not participating or a treatment plan is out of date, services will be put on hold for that child while attempting to reach the family. If still unable to reach the family, services will be discharged, and the school contact and family will be notified.

- Psychiatric Support is available at MCC's Main Site as needed.
- MCC will refer and assist with connections to other services.

School responsibilities:

- Each school will provide a private / confidential office space for each approved day that is licensed by the PA Department of Human Services as a Satellite OP clinic for MCC.
- The meeting space(s) licensed by the PA Department of Human Services are the only space to be utilized for Outpatient service delivery. If there is a need to change space to another classroom or office, the school will proactively inform MCC who can notify the PA Department of Human Services, Magellan and Bucks County. Services cannot be provided in the new space until the appropriate approval. The space needs to allow for confidentiality of members served. The space is required to accommodate a locked file cabinet if any medical records are being left on site.
- School will provide support / flexibility in scheduling student appointments.
- A school liaison is to be identified for provider communication and coordination.
- The school will support the program in making appropriate referrals and / or working with families to self-refer.
- Each school will support MCC in the delivery of services at the school site.
- Each school will offer a continued partnership with MCC around licensing requirements.
- The schools will notify MCC of the ability to continue Therapy in the identified space(s) over the summer or not.
- Schools will make the initial contact with families to assess interest in referral to the program.
- Schools will secure initial release of information in order to make the referral.

Your signature below indicates you understand and are in agreement with the requirements above. A copy will be shared with each school once all signatures are attained.

School Representative Signature:	Date:
School Based Outpatient Supervisor at MCC Signature: 	Date: 7/15/26
Director of Behavioral Health at MCC Signature: 	Date: 7/15/26

School Based Outpatient Therapy Services
Annual School Based Agreement
2026-2027 School Year

Re: MCC Annual Outpatient Agreement with Samuel K Faust Elementary School

School Based Outpatient Services Mission:
To offer timely access to quality services by providing school based mental health services to Medical Assistance eligible students and their families and to promote emotional, social wellness, and optimal functioning within the home, school and community.

Purpose / Scope of School Based Outpatient Services:
The School Based Outpatient Mental Health Services Initiative provides on site counseling services to youth who have been identified by school personnel, staff at MCC or families directly themselves. To be eligible for these services children must have Medical Assistance as their only insurance as well as a family commitment to participate in Therapy at least one time per month.

Other information regarding School Based Outpatient Services (SBOS) includes:

- A Master's Level / Licensed MCC clinician will be assigned to provide the therapy
- Services will be provided on site at each school for up to the approved weekly hours as follows:
    - Belmont Hills Elementary School – 12 hours / week
    - Samuel K. Faust Elementary School – 18 hours / week
    - Valley Elementary School – 18 hours / week
    - Benjamin Rush Elementary School – 12 hours / week
    - Russell C Struble Elementary School/ -- 6 hours / week
    - Robert K. Shafer Middle School – 12 hours / week
    - Cecilia Snyder Middle School – 12 hours / week
    - Bensalem High School – 30 hours / week
- Services include Individual and family therapy and can also include Group Therapy when deemed appropriate by school and clinician.
- Referrals are accepted from School Staff, MCC referrals and / or Families directly
- Service frequency will be tailored to the individual needs of the student and family.
- This will be an ongoing partnership between the education and mental health systems
- Each Site is licensed by the PA Department of Mental Health as a satellite OP Clinic.
- These Satellite Sites are supported by the Main Agency Site, MCC – A well established program located at:
  800 Clarmont Avenue; Suite B; Bensalem, PA 19020; .267-525-7001
- All services are confidential and mental health focused
- Services will be available year round (can be offered at the school or MCC's main site over the summer).
- Children must have Medical Assistance as their only Insurance
- Families must commit to participate in family therapy at least 1 time per month. If a family is not participating or a treatment plan is out of date, services will be put on hold for that child while attempting to reach the family. If still unable to reach the

family, services will be discharged, and the school contact and family will be notified.

- Psychiatric Support is available at MCC's Main Site as needed.
- MCC will refer and assist with connections to other services.

School responsibilities:

- Each school will provide a private / confidential office space for each approved day that is licensed by the PA Department of Human Services as a Satellite OP clinic for MCC.
- The meeting space(s) licensed by the PA Department of Human Services are the only space to be utilized for Outpatient service delivery. If there is a need to change space to another classroom or office, the school will proactively inform MCC who can notify the PA Department of Human Services, Magellan and Bucks County. Services cannot be provided in the new space until the appropriate approval. The space needs to allow for confidentiality of members served. The space is required to accommodate a locked file cabinet if any medical records are being left on site.
- School will provide support / flexibility in scheduling student appointments.
- A school liaison is to be identified for provider communication and coordination.
- The school will support the program in making appropriate referrals and / or working with families to self-refer.
- Each school will support MCC in the delivery of services at the school site.
- Each school will offer a continued partnership with MCC around licensing requirements.
- The schools will notify MCC of the ability to continue Therapy in the identified space(s) over the summer or not.
- Schools will make the initial contact with families to assess interest in referral to the program.
- Schools will secure initial release of information in order to make the referral.

Your signature below indicates you understand and are in agreement with the requirements above. A copy will be shared with each school once all signatures are attained.

School Representative Signature:	Date:
School Based Outpatient Supervisor at MCC Signature:	Date: 7/15/26
Director of Behavioral Health at MCC Signature:	Date: 7/15/26

School Based Outpatient Therapy Services
Annual School Based Agreement
2026-2027 School Year

Re: MCC Annual Outpatient Agreement with Benjamin Rush Elementary School

School Based Outpatient Services Mission:
To offer timely access to quality services by providing school based mental health services to Medical Assistance eligible students and their families and to promote emotional, social wellness, and optimal functioning within the home, school and community.

Purpose / Scope of School Based Outpatient Services:
The School Based Outpatient Mental Health Services Initiative provides on site counseling services to youth who have been identified by school personnel, staff at MCC or families directly themselves. To be eligible for these services children must have Medical Assistance as their only insurance as well as a family commitment to participate in Therapy at least one time per month.

Other information regarding School Based Outpatient Services (SBOS) includes:

- A Master's Level / Licensed MCC clinician will be assigned to provide the therapy
- Services will be provided on site at each school for up to the approved weekly hours as follows:
    - Belmont Hills Elementary School – 12 hours / week
    - Samuel K. Faust Elementary School – 18 hours / week
    - Valley Elementary School – 18 hours / week
    - Benjamin Rush Elementary School – 12 hours / week
    - Russell C Struble Elementary School/ -- 6 hours / week
    - Robert K. Shafer Middle School – 12 hours / week
    - Cecilia Snyder Middle School – 12 hours / week
    - Bensalem High School – 30 hours / week
- Services include Individual and family therapy and can also include Group Therapy when deemed appropriate by school and clinician.
- Referrals are accepted from School Staff, MCC referrals and / or Families directly
- Service frequency will be tailored to the individual needs of the student and family.
- This will be an ongoing partnership between the education and mental health systems
- Each Site is licensed by the PA Department of Mental Health as a satellite OP Clinic.
- These Satellite Sites are supported by the Main Agency Site, MCC – A well established program located at:
  800 Clarmont Avenue; Suite B; Bensalem, PA 19020; .267-525-7001
- All services are confidential and mental health focused
- Services will be available year round (can be offered at the school or MCC's main site over the summer).
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- Psychiatric Support is available at MCC's Main Site as needed.
- MCC will refer and assist with connections to other services.

School responsibilities:

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- Each school will support MCC in the delivery of services at the school site.
- Each school will offer a continued partnership with MCC around licensing requirements.
- The schools will notify MCC of the ability to continue Therapy in the identified space(s) over the summer or not.
- Schools will make the initial contact with families to assess interest in referral to the program.
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Your signature below indicates you understand and are in agreement with the requirements above. A copy will be shared with each school once all signatures are attained.

School Representative Signature:	Date:
School Based Outpatient Supervisor at MCC Signature: 	Date: 7/15/26
Director of Behavioral Health at MCC Signature: 	Date: 7/15/26

School Based Outpatient Therapy Services
Annual School Based Agreement
2026-2027 School Year

Re: MCC Annual Outpatient Agreement with Russell C. Struble Elementary School

School Based Outpatient Services Mission:
To offer timely access to quality services by providing school based mental health services to Medical Assistance eligible students and their families and to promote emotional, social wellness, and optimal functioning within the home, school and community.

Purpose / Scope of School Based Outpatient Services:
The School Based Outpatient Mental Health Services Initiative provides on site counseling services to youth who have been identified by school personnel, staff at MCC or families directly themselves. To be eligible for these services children must have Medical Assistance as their only insurance as well as a family commitment to participate in Therapy at least one time per month.

Other information regarding School Based Outpatient Services (SBOS) includes:

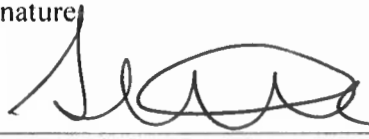
- A Master's Level / Licensed MCC clinician will be assigned to provide the therapy
- Services will be provided on site at each school for up to the approved weekly hours as follows:
    - Belmont Hills Elementary School – 12 hours / week
    - Samuel K. Faust Elementary School – 18 hours / week
    - Valley Elementary School – 18 hours / week
    - Benjamin Rush Elementary School – 12 hours / week
    - Russell C Struble Elementary School -- 6 hours / week
    - Robert K. Shafer Middle School – 12 hours / week
    - Cecilia Snyder Middle School – 12 hours / week
    - Bensalem High School – 30 hours / week
- Services include Individual and family therapy and can also include Group Therapy when deemed appropriate by school and clinician.
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- Psychiatric Support is available at MCC's Main Site as needed.
- MCC will refer and assist with connections to other services.

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- A school liaison is to be identified for provider communication and coordination.
- The school will support the program in making appropriate referrals and / or working with families to self-refer.
- Each school will support MCC in the delivery of services at the school site.
- Each school will offer a continued partnership with MCC around licensing requirements.
- The schools will notify MCC of the ability to continue Therapy in the identified space(s) over the summer or not.
- Schools will make the initial contact with families to assess interest in referral to the program.
- Schools will secure initial release of information in order to make the referral.

Your signature below indicates you understand and are in agreement with the requirements above. A copy will be shared with each school once all signatures are attained.

School Representative Signature:	Date:
School Based Outpatient Supervisor at MCC Signature: 	Date: 7/25/26
Director of Behavioral Health at MCC Signature: 	Date: 7/15/26

School Based Outpatient Therapy Services
Annual School Based Agreement
2026-2027 School Year

Re: MCC Annual Outpatient Agreement with Valley Elementary Middle School

School Based Outpatient Services Mission:
To offer timely access to quality services by providing school based mental health services to Medical Assistance eligible students and their families and to promote emotional, social wellness, and optimal functioning within the home, school and community.

Purpose / Scope of School Based Outpatient Services:
The School Based Outpatient Mental Health Services Initiative provides on site counseling services to youth who have been identified by school personnel, staff at MCC or families directly themselves. To be eligible for these services children must have Medical Assistance as their only insurance as well as a family commitment to participate in Therapy at least one time per month.

Other information regarding School Based Outpatient Services (SBOS) includes:

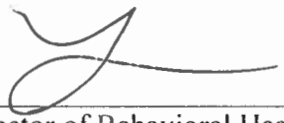
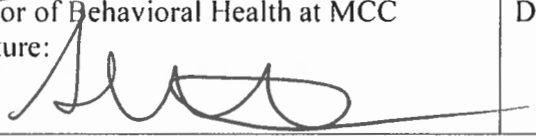
- A Master's Level / Licensed MCC clinician will be assigned to provide the therapy
- Services will be provided on site at each school for up to the approved weekly hours as follows:
    - Belmont Hills Elementary School – 12 hours / week
    - Samuel K. Faust Elementary School – 18 hours / week
    - Valley Elementary School – 18 hours / week
    - Benjamin Rush Elementary School – 12 hours / week
    - Russell C Struble Elementary School/ -- 6 hours / week
    - Robert K. Shafer Middle School – 12 hours / week
    - Cecilia Snyder Middle School – 12 hours / week
    - Bensalem High School – 30 hours / week
- Services include Individual and family therapy and can also include Group Therapy when deemed appropriate by school and clinician.
- Referrals are accepted from School Staff, MCC referrals and / or Families directly
- Service frequency will be tailored to the individual needs of the student and family.
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- Each Site is licensed by the PA Department of Mental Health as a satellite OP Clinic.
- These Satellite Sites are supported by the Main Agency Site, MCC – A well established program located at:
  800 Clarmont Avenue; Suite B; Bensalem, PA 19020; .267-525-7001
- All services are confidential and mental health focused
- Services will be available year round (can be offered at the school or MCC's main site over the summer).
- Children must have Medical Assistance as their only Insurance

- Families must commit to participate in family therapy at least 1 time per month. If a family is not participating or a treatment plan is out of date, services will be put on hold for that child while attempting to reach the family. If still unable to reach the family, services will be discharged, and the school contact and family will be notified.
- Psychiatric Support is available at MCC's Main Site as needed.
- MCC will refer and assist with connections to other services.

School responsibilities:

- Each school will provide a private / confidential office space for each approved day that is licensed by the PA Department of Human Services as a Satellite OP clinic for MCC.
- The meeting space(s) licensed by the PA Department of Human Services are the only space to be utilized for Outpatient service delivery. If there is a need to change space to another classroom or office, the school will proactively inform MCC who can notify the PA Department of Human Services, Magellan and Bucks County. Services cannot be provided in the new space until the appropriate approval. The space needs to allow for confidentiality of members served. The space is required to accommodate a locked file cabinet if any medical records are being left on site.
- School will provide support / flexibility in scheduling student appointments.
- A school liaison is to be identified for provider communication and coordination.
- The school will support the program in making appropriate referrals and / or working with families to self-refer.
- Each school will support MCC in the delivery of services at the school site.
- Each school will offer a continued partnership with MCC around licensing requirements.
- The schools will notify MCC of the ability to continue Therapy in the identified space(s) over the summer or not.
- Schools will make the initial contact with families to assess interest in referral to the program.
- Schools will secure initial release of information in order to make the referral.

Your signature below indicates you understand and are in agreement with the requirements above. A copy will be shared with each school once all signatures are attained.

School Representative Signature:	Date:
School Based Outpatient Supervisor at MCC Signature: 	Date: 7/15/26
Director of Behavioral Health at MCC Signature: 	Date: 7/15/26

School Based Outpatient Therapy Services
Annual School Based Agreement
2026-2027 School Year

Re: MCC Annual Outpatient Agreement with Robert K. Shafer Middle School

School Based Outpatient Services Mission:
To offer timely access to quality services by providing school based mental health services to Medical Assistance eligible students and their families and to promote emotional, social wellness, and optimal functioning within the home, school and community.

Purpose / Scope of School Based Outpatient Services:
The School Based Outpatient Mental Health Services Initiative provides on site counseling services to youth who have been identified by school personnel, staff at MCC or families directly themselves. To be eligible for these services children must have Medical Assistance as their only insurance as well as a family commitment to participate in Therapy at least one time per month.

Other information regarding School Based Outpatient Services (SBOS) includes:

- A Master's Level / Licensed MCC clinician will be assigned to provide the therapy
- Services will be provided on site at each school for up to the approved weekly hours as follows:
    - Belmont Hills Elementary School – 12 hours / week
    - Samuel K. Faust Elementary School – 18 hours / week
    - Valley Elementary School – 18 hours / week
    - Benjamin Rush Elementary School – 12 hours / week
    - Russell C Struble Elementary School/ -- 6 hours / week
    - Robert K. Shafer Middle School – 12 hours / week
    - Cecilia Snyder Middle School – 12 hours / week
    - Bensalem High School – 30 hours / week
- Services include Individual and family therapy and can also include Group Therapy when deemed appropriate by school and clinician.
- Referrals are accepted from School Staff, MCC referrals and / or Families directly
- Service frequency will be tailored to the individual needs of the student and family.
- This will be an ongoing partnership between the education and mental health systems
- Each Site is licensed by the PA Department of Mental Health as a satellite OP Clinic.
- These Satellite Sites are supported by the Main Agency Site, MCC – A well established program located at:
  800 Clarmont Avenue; Suite B; Bensalem, PA 19020; .267-525-7001
- All services are confidential and mental health focused
- Services will be available year round (can be offered at the school or MCC's main site over the summer).

- Children must have Medical Assistance as their only Insurance
- Families must commit to participate in family therapy at least 1 time per month. If a family is not participating or a treatment plan is out of date, services will be put on hold for that child while attempting to reach the family. If still unable to reach the

family, services will be discharged, and the school contact and family will be notified.

- Psychiatric Support is available at MCC's Main Site as needed.
- MCC will refer and assist with connections to other services.

School responsibilities:

- Each school will provide a private / confidential office space for each approved day that is licensed by the PA Department of Human Services as a Satellite OP clinic for MCC.
- The meeting space(s) licensed by the PA Department of Human Services are the only space to be utilized for Outpatient service delivery. If there is a need to change space to another classroom or office, the school will proactively inform MCC who can notify the PA Department of Human Services, Magellan and Bucks County. Services cannot be provided in the new space until the appropriate approval. The space needs to allow for confidentiality of members served. The space is required to accommodate a locked file cabinet if any medical records are being left on site.
- School will provide support / flexibility in scheduling student appointments.
- A school liaison is to be identified for provider communication and coordination.
- The school will support the program in making appropriate referrals and / or working with families to self-refer.
- Each school will support MCC in the delivery of services at the school site.
- Each school will offer a continued partnership with MCC around licensing requirements.
- The schools will notify MCC of the ability to continue Therapy in the identified space(s) over the summer or not.
- Schools will make the initial contact with families to assess interest in referral to the program.
- Schools will secure initial release of information in order to make the referral.

Your signature below indicates you understand and are in agreement with the requirements above. A copy will be shared with each school once all signatures are attained.

School Representative Signature:	Date:
School Based Outpatient Supervisor at MCC Signature: 	Date: 7/15/26
Director of Behavioral Health at MCC Signature: 	Date: 7/15/26

School Based Outpatient Therapy Services
Annual School Based Agreement
2026-2027 School Year

Re: MCC Annual Outpatient Agreement with Cecilia Snyder Middle School

School Based Outpatient Services Mission:
To offer timely access to quality services by providing school based mental health services to Medical Assistance eligible students and their families and to promote emotional, social wellness, and optimal functioning within the home, school and community.

Purpose / Scope of School Based Outpatient Services:
The School Based Outpatient Mental Health Services Initiative provides on site counseling services to youth who have been identified by school personnel, staff at MCC or families directly themselves. To be eligible for these services children must have Medical Assistance as their only insurance as well as a family commitment to participate in Therapy at least one time per month.

Other information regarding School Based Outpatient Services (SBOS) includes:

- A Master's Level / Licensed MCC clinician will be assigned to provide the therapy
- Services will be provided on site at each school for up to the approved weekly hours as follows:
    - Belmont Hills Elementary School – 12 hours / week
    - Samuel K. Faust Elementary School – 18 hours / week
    - Valley Elementary School – 18 hours / week
    - Benjamin Rush Elementary School – 12 hours / week
    - Russell C Struble Elementary School/ -- 6 hours / week
    - Robert K. Shafer Middle School – 12 hours / week
    - Cecilia Snyder Middle School – 12 hours / week
    - Bensalem High School – 30 hours / week
- Services include Individual and family therapy and can also include Group Therapy when deemed appropriate by school and clinician.
- Referrals are accepted from School Staff, MCC referrals and / or Families directly
- Service frequency will be tailored to the individual needs of the student and family.
- This will be an ongoing partnership between the education and mental health systems
- Each Site is licensed by the PA Department of Mental Health as a satellite OP Clinic.
- These Satellite Sites are supported by the Main Agency Site, MCC – A well established program located at:
  800 Clarmont Avenue; Suite B; Bensalem, PA 19020; .267-525-7001
- All services are confidential and mental health focused
- Services will be available year round (can be offered at the school or MCC's main site over the summer).
- Children must have Medical Assistance as their only Insurance
- Families must commit to participate in family therapy at least 1 time per month. If a family is not participating or a treatment plan is out of date, services will be put on hold for that child while attempting to reach the family. If still unable to reach the family, services will be discharged, and the school contact and family will be notified.

- Psychiatric Support is available at MCC's Main Site as needed.
- MCC will refer and assist with connections to other services.

School responsibilities:

- Each school will provide a private / confidential office space for each approved day that is licensed by the PA Department of Human Services as a Satellite OP clinic for MCC.
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- School will provide support / flexibility in scheduling student appointments.
- A school liaison is to be identified for provider communication and coordination.
- The school will support the program in making appropriate referrals and / or working with families to self-refer.
- Each school will support MCC in the delivery of services at the school site.
- Each school will offer a continued partnership with MCC around licensing requirements.
- The schools will notify MCC of the ability to continue Therapy in the identified space(s) over the summer or not.
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- Schools will secure initial release of information in order to make the referral.

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School Representative Signature:	Date:
School Based Outpatient Supervisor at MCC Signature: 	Date: 7/15/26
Director of Behavioral Health at MCC Signature: 	Date: 7/15/26

School Based Outpatient Therapy Services
Annual School Based Agreement
2026-2027 School Year

Re: MCC Annual Outpatient Agreement with Bensalem High School

School Based Outpatient Services Mission:
To offer timely access to quality services by providing school based mental health services to Medical Assistance eligible students and their families and to promote emotional, social wellness, and optimal functioning within the home, school and community.

Purpose / Scope of School Based Outpatient Services:
The School Based Outpatient Mental Health Services Initiative provides on site counseling services to youth who have been identified by school personnel, staff at MCC or families directly themselves. To be eligible for these services children must have Medical Assistance as their only insurance as well as a family commitment to participate in Therapy at least one time per month.

Other information regarding School Based Outpatient Services (SBOS) includes:

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    - Valley Elementary School – 18 hours / week
    - Benjamin Rush Elementary School – 12 hours / week
    - Russell C Struble Elementary School/ -- 6 hours / week
    - Robert K. Shafer Middle School – 12 hours / week
    - Cecilia Snyder Middle School – 12 hours / week
    - Bensalem High School – 30 hours / week
- Services include Individual and family therapy and can also include Group Therapy when deemed appropriate by school and clinician.
- Referrals are accepted from School Staff, MCC referrals and / or Families directly
- Service frequency will be tailored to the individual needs of the student and family.
- This will be an ongoing partnership between the education and mental health systems
- Each Site is licensed by the PA Department of Mental Health as a satellite OP Clinic.
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  800 Clarmont Avenue; Suite B; Bensalem, PA 19020; .267-525-7001
- All services are confidential and mental health focused
- Services will be available year round (can be offered at the school or MCC's main site over the summer).
- Children must have Medical Assistance as their only Insurance
- Families must commit to participate in family therapy at least 1 time per month. If a family is not participating or a treatment plan is out of date, services will be put on hold for that child while attempting to reach the family. If still unable to reach the

family, services will be discharged, and the school contact and family will be notified.

- Psychiatric Support is available at MCC's Main Site as needed.
- MCC will refer and assist with connections to other services.

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- The meeting space(s) licensed by the PA Department of Human Services are the only space to be utilized for Outpatient service delivery. If there is a need to change space to another classroom or office, the school will proactively inform MCC who can notify the PA Department of Human Services, Magellan and Bucks County. Services cannot be provided in the new space until the appropriate approval. The space needs to allow for confidentiality of members served. The space is required to accommodate a locked file cabinet if any medical records are being left on site.
- School will provide support / flexibility in scheduling student appointments.
- A school liaison is to be identified for provider communication and coordination.
- The school will support the program in making appropriate referrals and / or working with families to self-refer.
- Each school will support MCC in the delivery of services at the school site.
- Each school will offer a continued partnership with MCC around licensing requirements.
- The schools will notify MCC of the ability to continue Therapy in the identified space(s) over the summer or not.
- Schools will make the initial contact with families to assess interest in referral to the program.
- Schools will secure initial release of information in order to make the referral.

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School Representative Signature:	Date:
School Based Outpatient Supervisor at MCC Signature: 	Date: 7/15/26
Director of Behavioral Health at MCC Signature: 	Date: 7/15/26

Quote

#Q-364246

Quote must be attached to Purchase Order

2401 Sawmill Pkwy Suite 10-11,
Huron, OH 44839,
United States

May 12, 2026

Valid Until October 29, 2026

COMMENCEMENT DATE:8/1/2026

Bill To

Bensalem Township School District

Accounts Payable

3000 Donallen Drive,

Bensalem, Pennsylvania 19020

ATTN: Accounts Payable

Ship To

Bensalem Township School District

Accounts Payable

3000 Donallen Drive,

Bensalem, Pennsylvania 19020-1898

ATTN: Shannon McMahon

PO's or Payment Questions

sales@everway.com

Fed Tax ID: 26-2606260

Everway Contact:

Karlene Feeney

k.feeney@everway.com

ULS

QTY	Item	Type	License Description	Sub Start Date	Sub End Date	Unit Price	Extended Price
25	ULS	Retail	Unique Learning System®	8/1/2026	9/11/2026	USD 162.62	USD 4,065.50
25	ULS	Retail	Unique Learning System®	9/12/2026	9/11/2027	USD 897.99	USD 22,449.75
						ULS Total Unit:	USD 26,515.25

NWS/SSX

QTY	Item	Type	License Description	Sub Start Date	Sub End Date	Unit Price	Extended Price
9	NWS	Retail	News2you™	8/1/2026	9/11/2026	USD 50.92	USD 458.28
9	NWS	Retail	News2you™	9/12/2026	9/11/2027	USD 280.99	USD 2,528.91
10	SSX	Retail	SymbolStix PRIME® / SYMBOLSTIX®	9/12/2026	9/11/2027	USD 190.99	USD 1,909.90
						NWS/SSX Total Unit:	USD 4,897.09
						Tax:	USD 0.00
						Total:	USD 31,412.34

NOTE: Credits, discount, adjustments, notes

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RESOURCES INCLUDED WITH SUBSCRIPTION :

- For support, please reach out to:
  - na-support@everway.com
  - 800-697-6575 with coverage from 9am-5pm Eastern Standard Time
  - Note that chat support is available 9am-7:15pm Eastern Standard Time
- Online Support Forum/Knowledgebase
- Training and Implementation resources including Feature & How to Videos, Getting Started Guides, Toolmatcher, Training Portal, Product Certification, Live & Recorded webinars, Just-In-Time Email Communications, Smart Start Sessions and In-App Walkthroughs
- Product Updates and Enhancements
- Additional Professional Development Offerings available for purchase

FINANCIAL NOTES:

- Credit card payments can be accepted and are subject to a convenience fee applied to all credit card transactions over $2,000.
- A copy of the Tax-Exempt ID Certificate must accompany order if applicable, otherwise sales tax may be charged. All quoted sales tax is estimated and subject to change on final invoicing.
- Our prices are subject to periodic increases
- Additional licenses, optional features, upgrades and enhanced functionalities may incur additional fee(s), and will be priced pursuant to Everway's then current price list and quoted by Everway's upon receipt of a written request from Customer.
- Quotes dated more than 120 days in advance of service term may be subject to pricing changes.

Company IP - Confidential & Proprietary

Everway

Everway LLC
2401 Sawmill Pkwy Suite 10-11,
Huron, OH 44839,
United States

nafinance@everway.com
www.everway.com

June 9, 2025

Everway vendor information and change to entity structure
As a result of the significant change for our company, we have made some changes to our entity structure and our banking arrangements to allow us to better serve you, our valued customers.

Timeline
April 30, 2024, we announced that n2y LLC and Texthelp Inc had agreed to merge
January 9, 2025, we announced our new name, Everway
February 24, 2025 Texthelp Inc legally merged with n2y LLC
March 12, 2025 our name was changed to Everway LLC

Entity Update
As a result of the changes to our entity structure, our operating and contracting entity is Everway LLC EIN 26-2606260 as reflected on line 2 of the W9. This is the same EIN as previously held by n2y LLC.

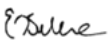
For IRS reporting requirements, the W9 must reflect the name and EIN of the parent entity, which is Everway Holdco, LLC EIN 99-0735210. We do not contract under this entity; it is a holding company.

Bank Changes
We've provided details for our new banking partner to JP Morgan who offer more banking options.

Dun and Bradstreet Reports
Our D&B report is Everway LLC number: 100321616

The pages that follow outline key information you may need to update our details on your system. If there is further information have a look at our trust centre https://www.everway.com/trust/ any outstanding questions please contact nafinance@everway.com

Yours sincerely,



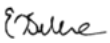
Erinn O'Sullivan
Chief Financial Officer

Company IP - Confidential & Proprietary

Our information

The pages that follow outline key information you may need to update our details on your system. If there is further information have a look at our trust center https://www.everway.com/trust/ any outstanding questions please contact nafinance@everway.com

Yours sincerely,



Erinn O'Sullivan
Chief Financial Officer

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Everway Holdco, LLC (Parent Company)

2 Business name/disregarded entity name, if different from above.

Everway LLC (26-2606260) (Contracting/Operating entity)

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☑ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) C

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.

2401 Sawmill Parkway #10-11

6 City, state, and ZIP code

Huron, OH 44839

Requester's name and address (optional)

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

9	9	–	0	7	3	5	2	1	0

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person** Lori A. Broen | **Date** August 20, 2025

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

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DATE	DOCUMENT ID	DESCRIPTION	FILING	EXPED	CERT	COPY
03/13/2025	202507104938	OHIO LLC - AMENDMENT (LAM)	50.00	100.00	0.00	0.00

Receipt

This is not a bill. Please do not remit payment.

C T CORPORATION SYSTEM
4400 EASTON CMNS WAY STE 125
COLUMBUS, OH 43219

STATE OF OHIO
CERTIFICATE

Ohio Secretary of State, Frank LaRose

1777593

It is hereby certified that the Secretary of State of Ohio has custody of the business records for

EVERWAY LLC

and, that said business records show the filing and recording of:

Document(s)	Document No(s):
OHIO LLC - AMENDMENT	**202507104938**

Effective Date: 03/12/2025

United States of America
State of Ohio
Office of the Secretary of State

Witness my hand and the seal of the Secretary of State at Columbus, Ohio this 13th day of March, A.D. 2025.

Ohio Secretary of State

Company IP - Confidential & Proprietary

Everway

Everway LLC
2401 Sawmill Pkwy Suite 10-11,
Huron, OH 44839,
United States

nafinance@everway.com
www.everway.com

April 1, 2025

Please find below the banking details for Everway LLC.

Our preferred payment method is bank ACH transfer. Please use the bank details provided to make payment. Please send all remittance information to NACreditControl@Everway.com

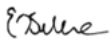
Bank Name	JPMorgan	**Account No.**	698606673
Account Name	Everway LLC	**Routing No.**	072000326

If you cannot pay by bank ACH transfer, please send a check to

Everway LLC
P.O. Box 735302
Dallas, TX 75373-5302

If you have any questions or require additional information please contact us at NAFinance@Everway.com

Yours sincerely,



Erinn O'Sullivan
Chief Financial Officer

Company IP - Confidential & Proprietary

J.P.Morgan

March 31, 2025

EVERWAY LLC
2401 SAWMILL PARKWAY SUITES 10 AND 11
--
Huron, OH 44839

IMPORTANT | Transaction Routing Instructions (ACH and Wire)

Thank you for your request for account and bank routing number information for EVERWAY LLC. Please provide the below routing instructions for ACH and wire transactions to remitters who send transactions to the company account.

For accurate and timely processing of transactions, it is very important that remitters correctly identify the company account number and the applicable routing number.

For ACH delivery:

Bank Routing Number:	072000326
Account Number:	698606673
Account Name:	EVERWAY LLC

For Wire Transfers:

Bank Routing Number:	021000021
SWIFT Code:	CHASUS33
General Bank Reference Address:	JPMorgan Chase New York, NY 10017
Account Number:	698606673
Account Name:	EVERWAY LLC

Thank you for your business and the opportunity to serve you.

Sincerely,

Jim Harvey

Jim Harvey
Managing Director
JPMorgan Chase Bank, N.A.

Please note, we do not verify funds availability, provide account statuses or other account information to third parties.

If you previously had accounts with First Republic Bank, your First Republic routing numbers are still valid and active for use.

IMPORTANT INFORMATION: J.P. Morgan and Chase are marketing names for certain businesses of JPMorgan Chase & Co. ("JPMC") and its subsidiaries worldwide. Products and services may be provided by banking affiliates, securities affiliates or other JPMC affiliates or entities. Any examples used are generic, hypothetical and for illustration purposes only. Prior to making any financial or investment decisions, a client or prospect ("Client" or "you" as the context may require) should seek individualized advice from financial, legal, tax and other professional advisors that take into account all of the particular facts and circumstances of the Client's own situation. In no event shall JPMC or any of its directors, officers, employees or agents be liable for any use of, for any decision made or action taken in reliance upon or for any inaccuracies or errors in, or omissions from information in this content. We are not acting as any Client's agent, fiduciary or advisor, including, without limitation, as a Municipal Advisor under the Securities and Exchange Act of 1934. JPMC assumes no responsibility or liability whatsoever to any Client with respect to such matters, and nothing herein shall amend or override the terms and conditions in the agreement(s) between JPMC and any Client or other person.

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ABOUT THIS MESSAGE This letter gives you updates and information about your JPMC relationship.

Company IP - Confidential & Proprietary

Bensalem Township School District
3000 Donallen Drive
Bensalem, PA 19020

Contract Information Summary

1. **Counter Party to Contract/Agreement:** Everway
2. **Person Recommending Approval:** Brian Cohen
3. **Contract Amount** $31,412.34
4. **Person Responsible for Administering Contract including maintaining current Clearances, current Certificates of Insurance, monitoring Autorenewal dates, payment approvals and all counter party responsibilities to the District:**
5. Brian Cohen
6. **District Contract Administrator** Brian Cohen
7. **Position with the District:** Asst to the Superintendent - Special Services
8. **Was the Contract reviewed by the District Solicitor? Yes or No.** No
9. **Start Date of the Agreement:** 9/11/26
10. **End Date of the Agreement:** 9/11/27
11. **Autorenewal, Yes or No:** No
12. **Number of Days' Notice to Terminate if Autorenewal:** na
13. **Funding (Account Code):** 10-1290-650-99-00
14. **Board Approval Date:** _____

Any questions regarding this form, please contact the business office Purchasing Department. All forms must be submitted to Diane Litwin prior to Board approval.

PowerSchool

Sales Quote - This Is Not An Invoice

PowerSchool Group LLC
150 Parkshore Dr.
Folsom CA 95630

Quote #: Q-845254-1

Prepared By:	Joel Hill	Customer Contact:	Brian Cohen
Customer Name:	Bensalem Township School District	Title:	Asst. to Superintendent of Student Services
		Address:	3000 DONALLEN DR
Contract Term:	12 Months	City:	BENSALEM
Billing Frequency:	Annually		
Start Date:	September 30, 2026	State/Province:	Pennsylvania
End Date:	September 29, 2027	Zip Code:	19020
Payment Terms:	Net 30	Phone #	215-750-2800
Pricing Vehicle:		Pricing Vehicle Contract #:	

Contract Term : September 30, 2026 to September 29, 2027

Quote Summary

License and Subscription Period(s)	License and Subscription	Total
Subscription Period 1: September 30, 2026 to September 29, 2027	USD 23,678.52	USD 23,678.52
Total Contract : September 30, 2026 to September 29, 2027	USD 23,678.52	USD 23,678.52

License and Subscription Fees

Subscription Period 1 License and Subscription Fees

Product Description	Quantity	Unit	Uplift %	Price
Naviance Clever Integration	1.00	Each	7.00	USD 0.00
Naviance Premium Bensalem Twp HS	2,963.00	Students	7.00	USD 23,678.52
Naviance Premium: Assessment Bensalem Twp HS	2,963.00	Students	7.00	USD 0.00

Subscription Period 1 License and Subscription Fees TOTAL: USD 23,678.52

Total License and Subscription Fees : **USD 23,678.52**

Subscription Start and End Dates shall be as set forth above. The Start Date may be delayed based upon the date that PowerSchool receives this executed quote or Customer's purchase order if one is needed. On-Going PowerSchool Subscription/Maintenance and Support Fees are invoiced at the then-current rates and enrollment per existing terms of the executed agreement between Customer and PowerSchool. Any applicable sales or other tax has not been added to this quote. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote. All invoices shall be sent to Customer upon or promptly after execution of this quote, unless otherwise set forth in the applicable statement of work or executed agreement between the parties (e.g., services billed on time and material basis will be invoiced when such services are incurred).

All purchase orders must include the exact quote number of this quote. Customer agrees that purchase orders are for administrative purposes only and do not impact the terms or conditions of this quote or any agreement executed between the parties. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will expire after 12 months.

If Customer pays in advance for any professional services, all professional services must be scheduled and delivered within twelve (12) months of the applicable quote start date, unless otherwise agreed in writing by PowerSchool; any portion of any prepaid amount for professional services that has not been used within such twelve (12) month period will be forfeited.

This quote incorporates any statement of work attached hereto. By execution of this quote, or its incorporation, this and future purchases of subscriptions or services from PowerSchool are subject to and incorporate the terms and conditions found at: https://www.powerschool.com/MSA_2024

By either (i) executing this quote or (ii) accessing the services described on this quote, Customer agrees that after the contract term of this quote, the subscription for such services will continue for successive twelve (12) month subscription periods on the same terms and conditions as set forth herein, subject to a standard annual price uplift, unless Customer provides PowerSchool with a written notice of its intent not to renew at least sixty (60) days prior to the end of the applicable current contract term.

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC	Bensalem Township School District
Signature: 	Signature:
Printed Name: Jon Scrimshaw	Printed Name:
Title: Chief Accounting Officer	Title:
Date: 23-APR-2026	Date:

PO Number: _____

Bensalem Township School District
3000 Donallen Drive
Bensalem, PA 19020

Contract Information Summary

1. **Counter Party to Contract/Agreement:** PowerSchool
2. **Person Recommending Approval:** Brian Cohen
3. **Contract Amount** $23,678.52
4. **Person Responsible for Administering Contract including maintaining current Clearances, current Certificates of Insurance, monitoring Autorenewal dates, payment approvals and all counter party responsibilities to the District:**
5. Brian Cohen
6. **District Contract Administrator** Brian Cohen
7. **Position with the District:** Asst to the Superintendent - Special Services
8. **Was the Contract reviewed by the District Solicitor? Yes or No.** No
9. **Start Date of the Agreement:** 9/30/26
10. **End Date of the Agreement:** 9/29/27
11. **Autorenewal, Yes or No:** No
12. **Number of Days' Notice to Terminate if Autorenewal:** na
13. **Funding (Account Code):** 10-1290-650-99-00
14. **Board Approval Date:** _____

Any questions regarding this form, please contact the business office Purchasing Department. All forms must be submitted to Diane Litwin prior to Board approval.

EGNYTE V-106807

10-1290-650.99-00

Invoice

Egnyte Inc.
1350 W Middlefield Rd
Mountain View CA 94043-3061
United States

Ship To

Bensalem Township School District
3000 Donallen Dr, Bensalem, Pennsylvania 19020 United States

Bill To

Bensalem Township School District
3000 Donallen Dr, Bensalem, Pennsylvania 19020 United States

Invoice Number	**PO Number**
INV-51737	
Account Name	**Domain Name**
Bensalem Township School District	bensalem
Service Start	**Service End**
4/10/2026	4/9/2027
Invoice Date	**Due Date**
4/30/2026	5/30/2026
Total Amount Due	**Payment Terms**
$44,928.00	Net 30

Service	Start Date	End Date	Quantity	Unit Price*	Amount	Tax Amt	Total
PDF File Handler	4/10/2026	4/9/2027	50.00	$6.24	$3,744.00	$0.00	$3,744.00
Egnyte Platform Subscription – Enterprise Plan	4/10/2026	4/9/2027	50.00	$68.64	$41,184.00	$0.00	$41,184.00

Subtotal	$44,928.00
Tax Total	$0.00
Total	$44,928.00
Payments/Credits	$0.00
Invoice Total	USD $44,928.00

* The unit price shown above has been rounded to two decimal places for display purposes. As many as eight decimal places may be present in the actual price. The total price for this invoice was calculated using the actual price, rather than the unit price displayed above, and is the true and binding total for this Invoice.

EGNYTE

Customer Payment & Remittance Instructions

Pay by Wire or ACH

Bank
JPMorgan Chase Bank, N.A.
PO Box 182051, Columbus, OH 43218- 2051

Account Name
EGNYTE INC

Account Number
700708966

Routing Number (Wires)
021000021

Routing Number (ACH)
322271627

SWIFT Code / BIC
CHASUS33

Remittance Advice

- Please send remittance advice to **ar@egnyte.com** to ensure accurate application to your account
- Please include Customer Name, Invoice Number, and Payment Amount as part of the remittance advice

Pay by Credit Card

To update your payment information, please navigate **here (https://bensalem.egnyte.com/).**

Lockbox

Name
EGNYTE, INC.

Lockbox Number
E736029

Lockbox Address
P.O. BOX 736029, DALLAS, TX 75373-6029

Lockbox Courier Address
JPMorgan Chase - Lockbox Processing
Attn: EGNYTE, INC
Lockbox 736029
14800 Frye Road, 2nd Floor
Ft Worth, TX 76155

Copy of W9

Egnyte W9

Bensalem Township School District
3000 Donallen Drive
Bensalem, PA 19020

Contract Information Summary

1. **Counter Party to Contract/Agreement:** EGNYTE
2. **Person Recommending Approval:** Brian Cohen
3. **Contract Amount** $44,928.00
4. **Person Responsible for Administering Contract including maintaining current Clearances, current Certificates of Insurance, monitoring Autorenewal dates, payment approvals and all counter party responsibilities to the District:**
5. Brian Cohen
6. **District Contract Administrator** Brian Cohen
7. **Position with the District:** Asst to the Superintendent - Special Services
8. **Was the Contract reviewed by the District Solicitor? Yes or No.** No
9. **Start Date of the Agreement:** 4/10/26
10. **End Date of the Agreement:** 4/9/27
11. **Autorenewal, Yes or No:** No
12. **Number of Days' Notice to Terminate if Autorenewal:** na
13. **Funding (Account Code):** 10-1290-650-99-00
14. **Board Approval Date:** _____

Any questions regarding this form, please contact the business office Purchasing Department. All forms must be submitted to Diane Litwin prior to Board approval.

BENSALEM TOWNSHIP SCHOOL DISTRICT

Contractor Agreement for Fixed Term

This Agreement is made this August 25, 2026, by and between the School District of Bensalem Township School District and Dr. Bierman (contractor), collectively, referred to as the "Parties." The Parties agree to as follows:

1. The District agrees to retain Contractor and Contractor agrees to perform the services described herein for a fixed period beginning August 25, 2026 and ending June 30th, 2027, unless sooner terminated by either party for any reason by giving notice of fourteen (14) days in advance of the projected termination date. During the term, Contractor shall be available to serve the District as needed. The dates/times of the service to be provided will be at a mutually convenient scheduled time.
2. The District shall pay Contractor, as compensation for Contractor's services, the sum of $1500.00, to be paid in two equal installments, less authorized deductions as provided by law.
3. Contractor covenants that he/she is qualified to perform the services to be furnished under this agreement and is permitted by law to perform such services.

   It is hereby understood and agreed that Contractor, in performing this Agreement, is acting in the capacity of an independent contract and that the Contractor is not an agent, servant, partner, nor employee of the District. Contractor will have control over the work to be performed and shall be solely responsible to pay its own federal, state, and local income taxes, salary, Social Security payments, and any and all other payments incurred by the Contractor in the performance of this agreement, as well as perform all necessary legal requirements pertaining to employment. None of the benefits provided by District to its employees, including but not limited to workers' compensation insurance, disability insurance, medical insurance, and unemployment insurance are available from District to Contractor and/or any and all Contractor's agents, servants, and employees. Contractor has no authority hereunder to assume or create any obligation or responsibility, express or implied, on behalf or in the name of District or to bind District in any way whatsoever.

4. Contractor's responsibilities:
   a. Contractor shall maintain proper licensure, certification, or other applicable credentials legally required to perform services as a medical doctor in the Commonwealth of Pennsylvania in accordance with this Agreement.
   b. Contractor will provide proof of liability insurance in the minimal amount of $500,000/incident and $1,500,000 annual aggregate malpractice insurance to the school district.

c. Contractor shall write the school district's scripts, sign off on the medication procedures and provide consultation services to the nurse Practitioner's as needed in the completion of the physical examinations.

5. Contractor shall conform to all District policies and procedures currently and hereafter established by the District or required by law, including but not limited to those related to confidentiality of student records and other information. Failure to maintain the confidentiality of student records and other information shall constitute a breach of this Agreement and may subject Controvert to further liability as provided by law.

Contractor agrees to indemnify, protect, defend, and save harmless District, its directors, officers, agents, workers, servants, or employees of any and all claims, demands, causes of action, suits, damages, costs, expenses, including reasonable attorney's fees, which may arise directly or indirectly, in whole or in part, from or by any reason of any and all accident, personal injury, loss of life or property, or damage claim of any nature, or any other claim that may be raised by any party to the persons or property of any person or individual, including corporations or partnerships, in connection with or arising from the services rendered by Contractor hereunder, excepting those arising from negligent acts or omissions of District, directors, officers, agents, servants, or employees.

Contractor hereby further releases District, its directors, officers, agents, workers, servants, and employees from any and all manner of liability whatsoever, whether it be in law or in equity, as to any kind and all kinds of damages, which shall include but not limited to personal injury and damage to personal property, resulting to the Contractor, its agents, servants, or employees in the performance of the Agreement, as well as any responsibility for income taxes, payroll taxes, PSERS contributions, and the like.

6. In the performance of Contractor's duties, Contractor may have access to certain District records, including, but not limited to, student health and other records (District records).
    a. Contractor agrees that Contractor shall not copy, duplicate, retain, or disclose any District records or any information contained therein to anyone in any format, other than to a District administrator for purposes related to contractor's duties for the District; and
    b. Contractor agrees that Contractor will indemnify, defend and hold the District harmless from any claim or loss, including, but not limited to any claim of damages or loss of funding, arising from contractor's copying, duplication, retention or disclosure or alleged copying, duplication, retention or disclosure of any District Records of information contained in any District Records.
7. This agreement may be extended for an additional fixed period of time, upon mutual consent of the Parties as evidenced by a separate writing (letter) signed by both parties.

Intending to be legally bound hereby, the Parties have set their hands and seals the date set forth above.

School District Representative: Printed Name and Date

School District Representative's Signature

Louis Bierman D.O. 7/22/26

School Physician: Printed Name and Date

LOFTS MEDICAL ASSOCIATES
170 Middletown Blvd. Ste #101
Langhorne, PA 19047
215-757-8100 Fax 215-757-7358

215-757-8100

School Physician Phone #

05-003880-L

School Physician License #

School Physician: Signature

BENSALEM TOWNSHIP SCHOOL DISTRICT

Dorothy D. Call Administrative Center
3000 Donallen Drive Bensalem, PA 19020

Contractor Agreement for Fixed Term

This Agreement is made this **25th day of August 2026**, by and between the School District of Bensalem Township and **Dr. Jeff Rosen, DDS** (contractor), collectively, referred to as the "Parties." The Parties agree to as follows:

1. The District agrees to retain Contractor and Contractor agrees to perform the services described herein for a fixed period beginning **July 1, 2026** and ending **June 30, 2027**, unless sooner terminated by either party for any reason by giving notice of thirty (30) days in advance of the projected termination date. During the term, Contractor shall be available to serve the District as needed. The dates/times of the service to be provided will be at a mutually convenient scheduled time.

2. The District shall pay Contractor, as compensation for Contractor's services, ***the sum of $105 per hour, less authorized deductions as provided by law. Contractor shall submit a timesheet immediately after the service has been provided.*** The school district will ensure payment within 45 days of receipt of timesheet.

3. Contractor covenants that they are qualified to perform the services to be furnished under this agreement and is permitted by law to perform such services.

   It is hereby understood and agreed that Contractor, in performing this Agreement, is acting in the capacity of an independent contract and that the Contractor is not an agent, servant, partner, nor employee of the District. Contractor will have control over the work to be performed and shall be solely responsible to pay its own federal, state, and local income taxes, salary, Social Security payments, and any and all other payments incurred by the Contractor in the performance of this agreement, as well as perform all necessary legal requirements pertaining to employment. None of the benefits provided by District to its employees, including but not limited to workers' compensation insurance, disability insurance, medical insurance, and unemployment insurance are available from District to Contractor and/or any and all Contractor's agents, servants, and employees. Contractor has no authority hereunder to assume or create any obligation or responsibility, express or implied, on behalf or in the name of District or to bind District in any way whatsoever.

4. Contractor's responsibilities:
   a. Contractor shall maintain proper licensure, certification, or other applicable credentials legally required to perform services as a dentist in the Commonwealth of Pennsylvania in accordance with this Agreement.
   b. When contacted by the District, Contractor shall report as directed and conduct the mandated dental examinations of qualifying students pursuant

to the applicable provisions of the Pennsylvania Public School Code of 1949, Article XIV (School Health Services).

5. Prior to performing any services, Contractor shall furnish all criminal history and related clearances required of direct service providers to students in the Commonwealth. This includes as current criminal history background check pursuant to the Pennsylvania Public School Code, 24 P.S. 1-111 (Act 34) and an official clearance statement from the Pennsylvania Department of Public Welfare pursuant to the Child Protective Services Act, 23 Pa. C.S. 6355 (Act 151), Federal Fingerprinting (Act 114), and PDE 6004.

6. Contractor shall conform to all District policies and procedures currently and hereafter established by the District or required by law, including but not limited to those related to confidentiality of student records and other information. Failure to maintain the confidentiality of student records and other information shall constitute a breach of this Agreement and may subject Controvert to further liability as provided by law.

Contractor agrees to indemnify, protect, defend, and save harmless District, its directors, officers, agents, workers, servants, or employees of any and all claims, demands, causes of action, suits, damages, costs, expenses, including reasonable attorney's fees, which may arise directly or indirectly, in whole or in part, from or by any reason of any and all accident, personal injury, loss of life or property, or damage claim of any nature, or any other claim that may be raised by any party to the persons or property of any person or individual, including corporations or partnerships, in connection with or arising from the services rendered by Contractor hereunder, excepting those arising from negligent acts or omissions of District, directors, officers, agents, servants, or employees.
Contractor hereby further releases District, its directors, officers, agents, workers, servants, and employees from any and all manner of liability whatsoever, whether it be in law or in equity, as to any kind and all kinds of damages, which shall include but not limited to personal injury and damage to personal property, resulting to the Contractor, its agents, servants, or employees in the performance of the Agreement, as well as any responsibility for income taxes, payroll taxes, PSERS contributions, and the like.

7. In the performance of Contractor's duties, Contractor may have access to certain District records, including, but not limited to, student health and other records (District records).
    a. Contractor agrees that Contractor shall not copy, duplicate, retain, or disclose any District records or any information contained therein to anyone in any format, other than to a District administrator for purposes related to contractor's duties for the District; and
    b. Contractor agrees that Contractor will indemnify, defend and hold the District harmless from any claim or loss, including, but not limited to any claim of damages or loss of funding, arising from contractor's copying, duplication, retention or disclosure or alleged copying, duplication, retention or disclosure of any District Records of information contained in any District Records.

8. This agreement may be extended for an additional fixed period of time, upon mutual consent of the Parties as evidenced by a separate writing (letter) signed by both parties.

Intending to be legally bound hereby, the Parties have set their hands and seals the date set forth above.

School District Representative: Printed Name and Date

School District Representative's Signature

Dr. Jeffrey Rosen
Dentist Printed Name and Date

215-757-1197
Dentist Phone #

PS028245C
Dentist License #

Dentist Signature 7/21/26
Date

Bensalem Township School District
3000 Donallen Drive
Bensalem, PA 19020

Contract Information Summary

1. **Counter Party to Contract/Agreement:** Dr. Jeffrey Rosen
2. **Person Recommending Approval:** Brian Cohen
3. **Contract Amount** $105.00/hour
4. **Person Responsible for Administering Contract including maintaining current Clearances, current Certificates of Insurance, monitoring Autorenewal dates, payment approvals and all counter party responsibilities to the District:**
5. Brian Cohen
6. **District Contract Administrator** Brian Cohen
7. **Position with the District:** Asst to the Superintendent - Special Services
8. **Was the Contract reviewed by the District Solicitor? Yes or No.** No
9. **Start Date of the Agreement:** 7/1/26
10. **End Date of the Agreement:** 6/30/27
11. **Autorenewal, Yes or No:** No
12. **Number of Days' Notice to Terminate if Autorenewal:** na
13. **Funding (Account Code):** 10-2430-330-99-00
14. **Board Approval Date:** _____

Any questions regarding this form, please contact the business office Purchasing Department. All forms must be submitted to Diane Litwin prior to Board approval.

CLIENT AGREEMENT

THIS AGREEMENT, entered into between DELTA-T GROUP, Inc. (hereinafter called "DELTA-T") and Bensalem Township School District (hereinafter called "CLIENT").

WHEREAS, DELTA-T is a Pennsylvania corporation engaged in the business of brokering services to various entities, such as CLIENT, desiring those services and DELTA-T contracts with Independent Contractors (hereinafter "CONTRACTOR(S)") to render those services. CONTRACTOR shall render such services at CLIENT's facility or at any place as directed by CLIENT. DELTA-T is not a clinical facility and will not provide any clinical services or treatment of any kind to CLIENT's patients or clients. DELTA-T will not provide direction or supervision to CONTRACTOR. CLIENT desires to use such brokerage services of DELTA-T to secure CONTRACTORS who are customarily engaged in an independent business or occupation and who hold themselves out to the public as independently competent and available in his/her field of professional specialty.

WHEREAS, nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between DELTA-T and CONTRACTOR and DELTA-T and CLIENT.

NOW THEREFORE, in consideration of the mutual promises contained herein and intending to legally bind themselves, their parents, affiliates, subsidiaries, heirs, executors, administrators and assigns, the parties agree as follows:

1) **Independent Contractors**. Each CONTRACTOR is a self-employed independent contractor, responsible for his/her own actions and using his/her best efforts while performing services for CLIENT. DELTA-T shall have no control, direction, supervision, or influence whatsoever over the actions of any CONTRACTOR in the performance of his/ her duties for CLIENT. It is intended that neither CLIENT nor DELTA-T shall be responsible for the payment of any taxes, insurance premiums, licensing fees, or any other expenses incurred by a CONTRACTOR in connection with his/her professional business including, but not limited to, FICA, federal, state, and local income wage taxes, unemployment and Workers' Compensation taxes and insurance, disability insurance, professional liability insurance and organization dues.

2) **Client Discretion**. CLIENT agrees to accept CONTRACTOR for assignments when CLIENT has requested same, such acceptance being effective upon verbal communication of same to DELTA-T by CLIENT. The specific CONTRACTOR(S) to be used for each assignment is within the sole and absolute discretion of CLIENT, with CLIENT reserving the right to discontinue any assignments for non-performance or inadequate performance. CLIENT may request a specific CONTRACTOR which DELTA-T will use its best efforts, but not be bound, to supply. In the event the requested CONTRACTOR is not available, DELTA-T shall use its reasonable best efforts to refer to CLIENT another CONTRACTOR. CLIENT has the right to terminate any assignment, upon eight (8) hours advance notice to DELTA-T, without CLIENT incurring any liability under this Agreement.

3) **Payment of Fees**. On the basis of invoices provided by CONTRACTOR stating the nature and timing of services performed and provided to CLIENT, payment of DELTA-T's brokerage fees shall be in accordance with the fee schedule attached hereto as Exhibit "A", which is incorporated herein as if fully set forth in this paragraph. Payment of DELTA-T's brokerage fees by CLIENT shall be made in full within net twenty (20) days

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from the invoice date. If DELTA-T so elects, when payment is not received in full within these terms then the unpaid balance shall be subject to statutory interest and a late charge computed at one and one half percent (1 1/2%) monthly until payment is made in full. CLIENT further agrees to pay reasonable attorney's fees and other costs incurred for collection. Failure of CLIENT to pay DELTA-T's brokerage fees constitutes a material breach of this Agreement and DELTA-T, in its sole discretion, may cease referring CONTRACTORS until payment is received in full.

4) **Invoices.** CLIENT shall notify DELTA-T of any disputed amounts within ten (10) business days of CLIENT's receipt of DELTA-T's invoice. Invoices or amounts not disputed within this time period shall be deemed accepted by Client. Payment on all undisputed amounts is due and shall be made in accordance with the terms stated in Paragraph 3 of this Agreement. CLIENT shall not withhold payment of any undisputed amounts and shall not withhold payment of entire invoice when only a portion of the invoice is being disputed. CLIENT shall notify DELTA-T within ten (10) business days of receipt of DELTA-T's invoice if a CONTRACTOR has failed to provide CLIENT with the requisite documentation. If CONTRACTOR has failed to comply with CLIENT's reasonable requests for proper documentation, of which CONTRACTOR was made aware he/she had an obligation to provide to CLIENT, DELTA-T shall, at the request of CLIENT, act as a liaison in communicating with CONTRACTOR regarding missing or incomplete documentation. CLIENT may, at their sole discretion, discontinue the services of any CONTRACTOR who fails to promptly supply such documentation when requested. If CLIENT fails to notify DELTA-T of CONTRACTOR's failure to submit the requisite documentation within ten (10) business days of CLIENT's receipt of DELTA-T's invoice, then CLIENT shall be solely responsible for obtaining any such missing or incomplete documentation from CONTRACTOR and payment to DELTA-T shall be made in accordance with the terms stated in Paragraph 3 of this Agreement, irrespective of whether proper documentation has been provided. DELTA-T shall take all reasonable measures to work with CLIENT to resolve documentation issues.

5) **Exclusive Arrangement.** CONTRACTOR, while retained by CLIENT through DELTA-T, is to perform services for CLIENT exclusively through DELTA-T. CLIENT will not engage, hire or contract with CONTRACTOR independent of DELTA-T, either directly or through another agency without first notifying DELTA-T. Unless other arrangements have been made in writing, DELTA-T's standard Temp to Perm Policy is that from the time CLIENT notifies DELTA-T of its intention to engage, hire or contract with a CONTRACTOR independent of DELTA-T, said CONTRACTOR must work seven hundred and fifty (750) hours through DELTA-T at a CLIENT facility before the CONTRACTOR may work or perform services for CLIENT independent of DELTA-T. This 750-hour requirement remains in effect for a period of six (6) months after the last date of CONTRACTOR's assignment with CLIENT through DELTA-T. CLIENT may engage, hire or contract with CONTRACTOR independent of DELTA-T without meeting the 750-hour requirement by making payment to DELTA-T the sum of $7,500.00 or a sum equal to 1/3 of the total compensation package offered to CONTRACTOR (including bonuses and fringe benefits), whichever sum is greater. Payment of this amount must be made prior to CONTRACTOR performing services for CLIENT independent of DELTA-T. The termination of this AGREEMENT between CLIENT and DELTA-T shall not be construed as waiver of the conditions outlined in this paragraph five (5.)

6) **Breach.** In the event of a breach of any provision of this Agreement by CLIENT, DELTA-T shall have the option of exercising all its rights and remedies at law or in equity or proceeding with binding arbitration

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administered by the American Arbitration Association under its Commercial Arbitration Rules, and judgment on any award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

7) **Termination.** This Agreement shall remain in full force and effect until terminated without cause by either party upon thirty (30) days written notice to the other party. Termination by either party shall not act as a waiver by either party of any right to pursue damages for a pre-existing breach. The parties shall deal with each other in good faith during the 30-day period after which any notice of intent to terminate without cause has been given.

8) **Immediate Termination.** This Agreement will immediately and automatically terminate on and as of the date any of the following occur:

a) Default. Failure of either party to comply with any of the material terms of this Agreement; or

b) Discontinuance of Operations. Discontinuance of its operations by either party by law or otherwise for a period of fifteen (15) or more consecutive business days; or

c) Bankruptcy. The filing of a petition in bankruptcy by either party or the making by either party of an assignment for the benefit of creditors; or if any involuntary petition in bankruptcy or petition for an arrangement pursuant to the Bankruptcy Act is filed against either party and is not dismissed within thirty (30) days; or if a receiver is appointed for the business of either party, or any part thereof.

9) **Merger.** In the event that CLIENT is merged or otherwise consolidated with another organization with which it is not otherwise affiliated, or sells all or substantially all of its assets to an unaffiliated organization (collectively, a “Change of Control”), DELTA-T may at its option terminate this Agreement upon ten (10) days prior written notice to CLIENT. CLIENT shall give DELTA-T written notice of any Change in Control not less than ten (10) business days after it occurs. In the event, DELTA-T elects not to terminate, subject to the foregoing, this Agreement inures to the benefit of, and is binding upon, the successors and assigns of the parties hereto. All outstanding obligations arising hereunder under paragraph four (4) shall remain the liability of CLIENT in the event there is a Change of Control unless the new entity assumes the obligations by providing written notice of its intent to DELTA-T in writing and the terms are accepted by DELTA-T.

10) **Indemnification.** DELTA-T and CLIENT, as the case may be, shall indemnify the other party for, and hold harmless against, any loss, liability or expense, including reasonable attorneys' fees, that the other party may incur, as a result of an act or failure to act of DELTA-T or CLIENT, as the case may be, that gives rise to a claim for damage or loss by anyone. It is the intent of this paragraph that each DELTA-T and CLIENT shall be alone responsible for the legal consequences of their own acts and protect the other from such consequences.

11) **Partial Invalidity.** The severance of any provision hereof shall have no adverse impact on the remaining provisions. If any provision of hereof shall be found to be invalid, illegal, or unenforceable, the remaining provisions will remain in full force and effect.

12) **Entire Agreement.** This Agreement represents the entire agreement between the parties concerning the subject matter herein, and this Agreement supersedes all prior and contemporaneous negotiations, representations and agreements, oral or written, between the parties concerning the subject matter herein. With

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the exception of rate/fee increases by DELTA-T, no provision of this Agreement shall be considered modified or amended by either party unless such modification is made in writing and signed by an authorized representative of each party. DELTA-T shall notify CLIENT in writing of any rate change(s). If there is no written objection by CLIENT within thirty (30) days of CLIENT's receipt of notification of rate change(s), then said change(s) are deemed binding upon CLIENT.

13) **Notice.** Any notice given pursuant to this Agreement shall be given by personal delivery, facsimile, overnight delivery service postage prepaid, registered or certified mail, with return receipt requested, directed to the parties at the following addresses:

For CLIENT: Bensalem Township School District
3000 Donallen Drive
Bensalem, PA 19020-1898

For DELTA-T: DELTA-T GROUP, INC.
950 HAVERFORD RD, SUITE 200
BRYN MAWR, PA 19010
SCOTT MCANDREWS

14) **Governing Law and Attorney's Fees.** The parties agree that any dispute concerning this Agreement shall be resolved according to the laws of the Commonwealth of Pennsylvania, without regard to any other jurisdictions choice of law rules, and shall be brought in the state or federal courts of Pennsylvania. The prevailing party in any action at law or in equity that is brought to enforce or interpret the provisions of this Agreement shall be entitled to recover reasonable attorney's fees and all reasonable costs associated therewith.

15) **Confession of Judgment.** In the event CLIENT fails to make payment to DELTA-T in accordance with paragraph 3 hereof, CLIENT hereby authorizes and empowers any attorney or clerk of any court of record in the United States or elsewhere to appear for and, with or without declaration filed, confess judgment against CLIENT in favor of DELTA-T, its assignee or successor, at any time, for the full or total amount of due under this Agreement, together with all indebtedness provided for therein, with costs of suit and attorney's commission of ten (10) percent for the collection; and the CLIENT expressly releases all errors, waives all stay of execution, rights of inquisition and extension upon any levy upon real estate and all exemption of property from levy and sale upon any execution hereon; and the CLIENT expressly agrees to condemnation and expressly relinquishes all rights to benefits or exemptions under any and all exemption laws now in force or which may hereafter be enacted.

16) **Confidentiality.** The financial arrangements between DELTA-T and CLIENT are confidential; likewise the financial arrangements between DELTA-T and CONTRACTOR are confidential. CLIENT warrants that they will honor and respect the confidentiality of both relationships.

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17) **References.** All references to CLIENT under this Agreement shall be deemed to include its affiliates and subsidiaries, unless specifically stated otherwise.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals this _____ day of _____, 20_____.

DELTA-T GROUP, INC.	CLIENT
By:_____ (Authorized Signature)	By:_____ (Authorized Signature)
_____ (Name and Title)	_____ (Name and Title)
_____ (Date)	_____ (Date)

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DELTA-T GROUP
Dedicated to the Caring Professionals

RATE SHEET

Date: 06/2/2026

Delta-T Group, Inc. specializes in referring intermittent independent professionals (contractors) in the **Human Services, Behavioral Healthcare, and Nursing** fields. Our **24 hour a day, 7 days a week** availability and the unique focus of our referral services allow access to a strong network of professionals possessing a wide variety of experience and training. Below are the standard market rates including contractor's charges and administrative fees associated with the type of professional referred.

Prepared for: Bensalem Township School District

Professional	Standard Market Rate
Paraprofessional/PCA	$30/hr
RN	$61/hr
LPN	$51/hr
Non Certified Teacher/Certified Teacher	$40/$42/hr
Special Education Teacher	$64/hr
Behavior Technician/Registered Behavior Technician	$36/$42/hr
School Psychologists -Standard Evals	$1600 ea.
Bilingual Evals (range based on preferred language)	$2800-$5500 range
Speech and Language Pathologist	$90/hr
BCBA	$100/hr

Rates above are valid from 06/02/2026 through 07/31/2027 .

Rates may vary depending on the rate a contractor charges and the specific criteria your organization requires for a particular engagement. Client will not be billed for fees in excess of those listed above without prior written approval from an authorized representative of your organization.

Agreed upon by:

Client Name: Bensalem Township School District

Client Address: 3000 Donallen Drive, Bensalem, PA 19020-1898

Signature Title _____ Date _____

Delta-T Group, Inc.
Behavioral Healthcare Referral Agency

Corporate Address: 950 Haverford Road | Suite 200 | Bryn Mawr, PA 19010 | Phone: 800.251.8501 | Fax: 610.527.0833
www.DeltaTGroup.com

Education, Allied Therapy, Social Work and Nursing Professionals

Overview of Services

Interim • Temporary to Permanent • Permanent

DELTA-T GROUP
MAKING LIFE EASIER FOR K12 SCHOOLS

Delta-T Group specializes in referring intermittent professionals in the Special Education, Allied Therapy, Social Work, and Nursing fields for long and short term needs. We offer 24 hours a day, 7 days a week availability and unique portfolio of services. This portfolio allows us access to a strong network of professionals possessing a wide variety of experience and training. Delta-T Group is able to refer independent professionals with the appropriate degree(s), certification(s), licensure, and experience to meet each organization's requirements.

Professionals

Education

- Paraprofessionals
- Teachers' Assistants
- Substitute Teachers
- Teachers
- Social Workers and Counselors
- Psychologists
- Autism Support Specialists
- Child Study Teams
- Registered Behavioral Technicians
- Custodians *(through an affiliate office)*
- Bus Aides

Nursing

- Nurses - RNs, LPNs, CNAs, LVNs

Quick Starts For

- Public, Private & Charter Schools
- Intermediate Units
- Education Service Agencies
- Social Service Agencies
- Correctional Facilities
- City, State and County
- HeadStart / Early Intervention

Benefits

- Improve Retention
- Reduce Hiring Costs
- Immediate Coverage to Relieve Pressure on Current Staff
- Save Time Recruiting & Onboarding
- Reliable Source for Credentialed Professionals
- Access to 24 Hour On-Call Service 365 Days a Year
- Eliminate Overtime Expenses
- Scheduling Flexibility

Referrals For

- Same Day Substitute Coverage & Call Outs
- Interim Coverage During Employee Turnover
- Increase in 1:1s or Specialized 1:1s
- FMLA, Medical or Maternity Leave
- Vacation Coverage
- Holiday Coverage
- Summer Programs
- Temporary to Permanent or Direct Hire
- Short Term Projects
- New Program Start Ups
- Expand In Home / Community Programs
- Hard to Fill & Unusual Work Hours

ESY & Summer Support Available!

Service Descriptions

Interim - *Partner for day to day, general temporary needs 24 hours/7days a week.*

Situation	1. Unexpected employee resignation 2. Vacation coverage 3. Same day shift coverage 4. High amount of overtime 5. Medical or maternity leave 6. Short term projects 7. Census fluctuation 8. New contract / RFP ramp up
Benefits	▪ Delta-T Group negotiated hourly rate is competitive and similar to existing employee cost with benefits. ▪ Provide immediate coverage with pre-screened/credentialed professionals. ▪ Cost effective alternative to overtime. ▪ Continuity of care during staffing shortages. ▪ Reduces stress on staff/managers during vacancies. ▪ Quick ramp-up of key programs. ▪ Maintain required staffing ratios during staffing challenges.

Permanent Placement - *Direct hire or temporary to permanent.*

Situation	1. Routine turnover causes strain on existing staff. 2. New RFP or program requires immediate staff. 3. Program growth, geographic expansion and new RFP awards. 4. Challenging positions to fill.
Benefits	▪ Cost - Delta-T Group will often be able to match your average cost per hire. ▪ Temporary to permanent program or direct hire options. ▪ Temporary to permanent program will provide ability to see professionals in action. ▪ Direct hire option provides immediate prescreened professionals for employment. ▪ Outsourcing recruitment to Delta-T Group will save internal staff's time. ▪ Quickly filling positions assists in maintaining required staffing ratios. ▪ Partner for supporting RFPs without straining existing human resources department.

ESY / Summer Programs - *Supporting extended school year needs.*

Situation	1. Hard to fill due to minimal hours/summer hours. 2. Coverage wait list created due to the lack of staff. 3. Program ends within month(s) making permanent hiring a challenge.
Benefits	▪ Coverage for vacations and hard to fill hours. ▪ Coverage for staff allowing more students to attend. ▪ Delta-T Group is a cost effective option. ▪ Recruit and obtain new staff for the upcoming school year.

Bensalem Township School District
3000 Donallen Drive
Bensalem, PA 19020

Contract Information Summary

1. **Counter Party to Contract/Agreement:** Delta-t Group
2. **Person Recommending Approval:** Brian Cohen
3. **Contract Amount** Varies
4. **Person Responsible for Administering Contract including maintaining current Clearances, current Certificates of Insurance, monitoring Autorenewal dates, payment approvals and all counter party responsibilities to the District:**
5. na
6. **District Contract Administrator** Brian Cohen
7. **Position with the District:** Asst to the Superintendent, Spec Services
8. **Was the Contract reviewed by the District Solicitor? Yes or No.** No
9. **Start Date of the Agreement:** 6/2/26
10. **End Date of the Agreement:** 7/31/27
11. **Autorenewal, Yes or No:** No
12. **Number of Days' Notice to Terminate if Autorenewal:** na
13. **Funding (Account Code):** 10-1290-323-99-00
14. **Board Approval Date:**

Any questions regarding this form, please contact the business office Purchasing Department. All forms must be submitted to Diane Litwin prior to Board approval.

BUCKS LEARNING ACADEMY

BENSALEM TOWNSHIP SCHOOL DISTRICT

PROGRAM PLACEMENT AGREEMENT

The Parties:

Approved Private Provider - Bucks Learning Academy Inc. (hereinafter referred to as "BLA"), with its principal office at 600 Louis Drive, Suite 100B, Warminster, Pennsylvania

Public School District – Bensalem Township School District (hereinafter referred to as "School District") with its principal office at 3000 Donallen Dr., Bensalem, PA 19020.

The Premises:

WHEREAS, BLA is a private educational organization that, among other things, provides educational services to students with behavioral needs; and

WHEREAS, BLA has developed a specific educational program to educate such children (the "Program"); and

WHEREAS, School District desires to place certain of its students with behavioral needs with BLA to be educated by BLA; and

WHEREAS, BLA and School District have entered into a contractual arrangement, as further described herein, wherein School District will have certain placement rights regarding the students with behavioral needs that School District desires to transfer to BLA for placement in the Program;

The Agreement:

NOW THEREFORE, in consideration of the Premises and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged by each party, BLA and School District, intending to be legally bound, agree as follows:

1. DEFINITIONS. The following definitions apply to the terms this Agreement:

a) Term. The Term shall be the 2026-2027 School Year;

b) Program. Program is BLA's Program for students with behavioral needs;

c) School District shall be defined collectively as the Administration and Senior High Schools of the Bensalem Township School District, acting by and through their authorized employees, agents and representatives;

d) Student. Student shall be defined as a student who resides in School District whom the School District has decided to place at BLA to discharge the School District's responsibility to educate school-age children; and

e) Seat. Seat shall be defined as the cost for one Student to attend the Program for one Term. The cost of each Seat under this Agreement is as follows:

$230.00 per school day. An additional fee of $30.00 per day will be applied for any students identified as needing special education services.

2. MATRICULATION RIGHTS. School District shall have the right to matriculate the number of Students that may be agreed upon by BLA and School District during the Term under the following terms and conditions:

a) School District shall provide to BLA all pertinent information reasonably required by BLA regarding the Student; and

b) BLA reserves the absolute right in its sole discretion to reject placement of any Student(s).

3. FEES; PAYMENT. School District shall compensate BLA for the Program services rendered to Students, as follows:

a) BLA will submit a monthly invoice to School District; and

b) School District shall make prompt payment for each invoice received.

4. THIS AGREEMENT will be valid throughout the Term.

5. COMPLIANCE - PDE GUIDELINES. BLA and School District warrant to each other that during the Term they shall both be and remain in compliance with all applicable guidelines, requirements and mandates issued by the Commonwealth of Pennsylvania, Department of Education (the "PDE"), or any other applicable statute or ordinance regarding all aspects of Program, **including Acts 34, 131 and 151.**

a) Upon written request by School District, BLA shall provide to School District, within ten (10) days after BLA's written receipt of such request, duly notarized and true and correct copies of the original permits, licenses and/or approvals issued by PDE; and

b) SPECIAL EDUCATION PROVISIONS – BLA will provide (a) certified Special Education teacher(s) to implement any PDE Special Education requirements, including but not limited to implementation of the IEP for each student with a disability.

6. INSURANCE: BLA shall provide proof of liability and risk insurance in an amount equal to or greater than $750,000.00 on which the School District is named as an additional insured and is deemed acceptable by the School District. For purposes of this Agreement, a well-rated insurance carrier,

protected by the Pennsylvania Guaranty Fund or otherwise deemed secure and stable by another similar and well-recognized stability index, shall be deemed an acceptable liability insurance carrier. In addition to the liability insurance coverage, BLA agrees to provide and maintain at all times during the term of the Agreement, Worker's Compensation insurance. BLA does not have any volunteer employees, but to the extent any volunteers are utilized by BLA, BLA shall procure mutually acceptable volunteer insurance. BLA further agrees to provide proof of said insurance during the Term, upon receipt of written request therefore.

7. INSOLVENCY OF School District: If School District is or becomes insolvent, is declared a Distressed District under applicable Pennsylvania law, or is unable to pay any amounts due hereunder as said payments become due, then this Agreement shall automatically terminate upon the election of BLA and payments required hereunder for the remaining Term shall be accelerated and become automatically due and payable to BLA within (10) days. If said payment is not received, all School District Students shall not be entitled to continue to be matriculated at BLA and each Student's records shall be forwarded by BLA to School District. If said payment is received, the matriculated School District Students shall be entitled to remain for the remainder of the applicable Term.

8. ACCESS: BLA agrees that the School District shall have access, at agreeable dates and times, to the records and facilities of BLA to ensure that BLA is in compliance with all applicable Federal, State and Local laws, regulations, provisions, statutes and ordinances. School District agrees that BLA shall have access, at mutually agreeable dates and times, to the records and facilities of School District to ensure that School District is in compliance with all applicable Federal, State and Local laws, regulations, provision, statutes and ordinances.

9. TERMINATION BY SCHOOL DISTRICT: School District and BLA agree that the School District retains the right to terminate or not to renew this Agreement, after written notice of default and a thirty (30) day opportunity to cure said default by BLA.

10. TERMINATION BY BLA: BLA retains the right to terminate or not to renew this Agreement, after written notice of default and a thirty (30) day opportunity to cure said default by School District, for any of the following reasons:

a) One or more material violations of this Agreement;

b) Failure to timely comply with the requests for information regarding any matriculated Students or failure to cooperate with any staff regarding matriculation procedures set forth herein;

c) Failure to make any payment hereunder or pay any BLA invoice when due;

d) Violations of any provisions of state or federal law from which School District has not been exempted; and

e) The School District or the School District Board of School Directors has been indicted for and convicted of fraud.

11. COMPLIANCE WITH STATE REGULATIONS: BLA agrees that as a Licensed Private Academic School it must comply with all of the statutory requirements related thereto under Pennsylvania Law. School District and BLA agree that they shall comply with all applicable Special Education requirements in accordance with State and Federal Law.

12. ASSIGNMENT: BLA and School District agree that this Agreement may not be assigned by BLA or School District and that this Agreement shall be binding upon and inure to the benefit of the successors and assigns of the School District.

13. COMPLIANCE: Both parties agree that this Agreement is subject to all applicable Federal, State and local laws and regulations, policies and procedures of the Commonwealth of Pennsylvania, Department of Public Education and the Federal Government.

14. SEPARABILITY: Both parties agree that in the event that any provision of this Agreement shall or become invalid or unenforceable in whole or in part for any reason whatsoever, the remaining provisions shall, nevertheless, be valid and binding as if such invalid or unenforceable provision had not been contained in this Agreement, provided, however that the invalidation of any portion of this agreement that renders either party unable to comply with State and Federal Law shall render the whole invalid and unenforceable.

15. MISCELLANEOUS: This Agreement may be executed in counterparts. Facsimile copies of signatures shall serve as acceptable substitutes for original signatures and shall be legally binding. By executing this Agreement, each party hereto ratifies that all necessary Board action has been approved and obtained prior to the execution hereof and each party shall be entitled to rely upon the compliance with said rules, regulations and statutes. All notices required under paragraphs 10 or 11 of this Agreement shall be delivered via certified mail, return receipt requested or Federal Express delivery service to the following parties at the addresses set forth on page one (1) of this Agreement. Nothing in this agreement shall be construed to establish a joint venture, partnership, or similar relationship between the parties. The employees, agents, and contractors of each party shall not be deemed or construed as the employees, agents, or contractors of the other for any purpose whatsoever.

16. ENTIRE AGREEMENT: This Agreement contains the entire understanding among the parties hereto with respect to the subject matter hereof, and supersedes all prior and contemporaneous agreements and understandings, inducements or conditions, express or implied, oral or written, except as herein contained. The express terms hereof control and supersede any course of performance and/or usage of the trade inconsistent with any of the terms hereof. This Agreement may not be modified or amended other than by an agreement in writing, duly signed by all parties.

17. NONDISCRIMINATION: BLA agrees that BLA will abide by all federal and state laws prohibiting discrimination in admissions, employment and operation of the basis on disability, race, creed, gender, national origin, religious ancestry, need for special education services, subject to BLA's right to receive waivers from the same or BLA's statutory or regulatory rights of noncompliance.

IN WITNESS WHEREOF, we the undersigned enter into the above written Agreement.

BUCKS LEARNING ACADEMY	SCHOOL DISTRICT
_____	_____
Dated: 10/29/20	Dated: _____

BENSALEM TOWNSHIP SCHOOL DISTRICT

Belmont Hills Elementary School
5000 Neshaminy Blvd, Bensalem, PA 19020
(215) 750-2800, Ext. 1100 Fax: (215) 245-3559

Mrs. Kelly McGowan
Principal

Proposed Field Trips
26/27 School Year

Please list all proposed field trips for the 2026-27 school year, including the location and tentative date for each.

Use the following format:
Location
Date and Time

Grade	Proposed Field Trips
Kindergarten	**Location of the Trip: Bucks County Children's Museum** **Date and Time: 3/15/26 10:00-12:30**
First Grade	**Location of the Trip Elmwood Zoo** **Date and Time May 2027**
Second Grade	**Franklin Institute/Legoland** **June 2027**
Third Grade	**Location of the Trip - Lincoln Financial Field** **Date and Time April 2027 9:15am - 2:00pm**
Fourth Grade	**Franklin Institute** **May 2027**
Fifth Grade	**Location of the Trip: Museum of the American Revolution** **Date and Time May 2027**
Sixth Grade	**Location of the Trip: Six Flags (Physics Day)** **Date and Time: May 2027/9:15 am - 6:00 pm**

BENSALEM TOWNSHIP SCHOOL DISTRICT
Cornwells Elementary School
Proposed Field Trips
2026–27 School Year

Please list all proposed field trips for the 2026–27 school year, including the location and tentative date for each. Use the following format: Location - Date and Time

Grade	Proposed Field Trip
Kindergarten	Location: Lego Land Date and Time: April 16 9:30-1:30
1st Grade	Location: Elmwood zoo Date and Time: May 5 TBD
2nd Grade	Location: Snipes Farm & Education Center Date and Time: Oct 23, 2026
3rd Grade	Location: Citizens Bank Park Date and Time: May TBD 9:15-2:00
4th Grade	Location: Neshaminy State Park Date and Time: May TBD 9:15-2:00
5th Grade	Location: College Settlement Date and Time: October TBD 9:15-2:00
5th Grade	Location: Outback Steak House Date and Time: June 1 10:00-12:30
6th Grade	Location: Citizens Bank Park Date and Time: April TBD 9:15-2:00
6th Grade	Location: Shafer Middle School Date and Time: June 1
SIP Field Trip	TBD
Cornwells/Valley/Faust Grades 4-6	Location: Dorney Park Date and Time: May 8:15am-9:15pm
Grades 4-6 Marching Band Show	Location: BHS Date and Time: Oct TBD

26-27 anticipated trips Rush Elementary

	DATE	GRADE	# of students	
Kindergarten				
Peaceable Kingdom	May	Kinder		50
Silver Lake Nature Center	Oct	Kinder		50
Bensalem Library	March/April	Kinder		50
First Grade				
Bensalem Library	November	1st		58
Elmwood Zoo	March	1st		58
Shadybrook Farm	May	1st		58
Second Grade				
Shadybrook Farms	October		2	60
Elmwood Zoo	June		2	60
Silver Lake Nature Center	April		2	60
Neshaminy State Park	October		2	60
Third Grade				
Frankilin Institute	October		3	60
Silver Lake Nature Center	October		3	60
Academy of Natural Sciences of Di	May		3	60
Citizen's Bank Park	February		3	60
Lincoln Financial Field	March		3	
Fourth Grade				
Shady Brook Farm	October		4	70
Philly Pops	October-May		4	70
Franklin Institue	January		4	70
Academy of Natural Sciences of Di	February		4	70
Citizen's Bank Park tour and or we	February-May		4	70
Lincoln Financial Field	May		4	70
Silver Lake Nature Center	May		4	70
Nashaminy State Park	May/June		4	
Fifth Grade				
Philadelphia Aquarium	Oct-May		5	60
American Revolution Museum	Oct-May		5	60

Rush Elementary - 2026 - 2027

Washington Crossing	May	5	60
Penn Museum	February	5	60

Sixth Grade

SIP

Silver Lake Nature Center	October	6	65
Phila. Ballet Nutcracker	December	6	65
Franklin Institute	January	6	65
Museum of Illusion	March	6	65
The National Constitution Center	March	6	65
Walnut Street Theatre	May	6	65

BENSALEM TOWNSHIP SCHOOL DISTRICT
RUSSELL C. STRUBLE ELEMENTARY SCHOOL
4300 BENSALEM BOULEVARD BENSALEM, PA 19020

MR. BORISLAV BEN
PRINCIPAL

(215) 750-2800, EXT. 1502
FAX: (215) 244-2803

Struble Proposed Field Trips
26/27 School Year

Grade	Proposed Field Trips
Kindergarten	Shady Brook Farm, Newtown PA October 9, 2026 9:10 AM - 1:30 PM
First Grade	Elmwood Park Zoo Thursday, May 13, 2027 9:10 AM - 1:30 PM
Second Grade	Legoland Philadelphia Friday, May 21, 2027 9:15 AM- 1:30 PM
Third Grade	Edelman Fossil Park & Museum Rowan University, NJ Friday, May 28, 2027 9:15 AM - 1:30 PM
Fourth Grade	Pennsbury Manor May 18, 2027 9:15 AM- 1:30 PM Franklin Institute March 19, 2027 9:15 AM- 1:30 PM
Fifth Grade	Citizens Bank Park May 7, 2027, 9 AM to 1 PM American Revolution Museum June 4, 2027, 9 AM to 1 PM
Sixth Grade	Funzilla May 21, 2027, 9:00-1:30

Struble - 2026-2027

Band - Belmont/Struble	Turkey Hill Experience or Dorney Park Friday, May 14 2027 8:45 AM - 6:00 PM

SIP	K, 1, 2 Philadelphia Zoo March 31 2027 3 - STEM Arena November 13, 2027 4 - Penn Museum April 16 2027 5 - STEM Arena April 2, 2027 5th grade Transition Day March 22, 2027

Robotics	FLL December 19 - Competition January 31 - Competition Malvern Prep

Safety Patrol	Trenton Thunder Baseball Game June 2, 2027 5:30 p.m.- 10:00 p.m.

Grade	Date	Destination	Number of Students	Anticipated Cost
K	May	Churchville Nature Center	90	$15/student
1st	April	Elmwood Park Zoo	100	$15/student
2nd	April	Lego Land	100	$15/student
3rd	May	Adventure Aquarium	90	$30/student
4th	April/May	National Constitution Center	90	$20/student
5th	April/May	Doylestown Rock Gym	90	$25/student
6th	6/1/2027	College Settlement		$30/ student
6th	May	Snyder Transition Trip	90	$0.00
SIP Field Trip 5th	November	Philadelphia Jewish Museum (Tentative)	8	Free + Bus Cost
SIP Field Trip 5th	3/22/2027	GT Transition Day to Struble	8	No Cost
SIP Field Trip 5th	4/2/2027	STEM Arena	8	
SIP Field Trip 4th	4/16/2027	Penn Museum	5	
SIP Field Trip 4th	10/23/2026	Edelman Fossil Park	5	$10 + Bus
SIP Field Trip 3rd	11/13/2026	STEM Arena	3	
SIP Field Trip K-2	3/31/2027	Philadelphia Zoo (Tentative)	TBD	
3-6 Dexter's Cafe	May	Valley Pizza	10	$0.00
4th-6th	October	BHS Marching Band	280	$0.00
4th-6th	5/14/2027	Trills and Thrills Music Festival/Dorney Park Trip	250	$95/student

	4th-6th	**Fri, May 14, 2027**	Trills and Thrills Music Festival/Dorney Park Trip	250	$95/student

SNYDER MIDDLE SCHOOL

Trip Location	Date	Purpose	Mode of Transportation
Redhouse Bagels	Oct. 2026	Life Skills, safety skills, independence, personal communication, money skills, social skills, personal manners	Walking trip, no bus needed
Bensalem Public Library	Nov. 2026	Obtain library cards, safety skills, life skills, personal manners	Walking trip, no bus needed
Student of the Month	Nov, Feb, & May/June	Celebrating students of the month	TBD
Sharks in the City	Dec 2026	PBIS trip for a small number of students to travel into the city	Bus needed
Target	Feb 2027	Life Skills, safety skills, item location practice through scavenger hunt, personal manners	Bus needed
Bear Creek	Feb 2027	Skiing/Tubing	Bus needed
Bowlero	Mar 2027	Life Skills, social skills, physical abilities, personal manners	Bus needed
7th Grade Trip (Spirit of Philadelphia)	Apr 2027	7th Grade trip	Bus needed
8th Grade Trip (Baltimore)	Apr 2027	8th Grade Trip	Bus needed
Dunkin Donuts	Apr 2027	Safety skills, life skills, personal communication, social skills, money skills, personal manners	Walking trip, no bus needed
Stefano's Pizza	May 2027	Safety skills, life skills, communication skills, social skills, personal manners	Walking trip, no bus needed
PJAS	May 2027	PJAS - Penn State	Bus needed
Camp America	May 2027	Trip for 7th & 8th Graders	Bus needed
Straight "A" Breakfast	May 2027	Celebrate Straight "A" students	Bus needed
Dairy Queen	May 2027	Safety Skills, life skills, money skills, communication skills	Walking trip, no bus needed

2026 - 2027 Assessment Calendar

Bensalem Township School District

Month	Assessment	Grade Level	Testing Window
September 2026	IXL Level Up Benchmark MATH	3 - 8	September 8 - 11
	IXL Level Up Benchmark ELA	3 - 8	September 8 - 11
	Universal Screener (FastBridge - Reading and Math)	K, 1, 2 & 3 CBMS 2 - 8	September 14 - 25 September 14 - 18
	Classroom Diagnostic Tools CDT	Geometry, Alg 2 (HS)	September 8 - 11
	ACT Testing	HS	September 19
	SAT Testing	HS	September 12
	ELD Writing & Speaking Benchmarks	1-6	September 22 - 30
	ELD Writing & Speaking Benchmarks	7-12	September 14 - 25
***October* 2026**	**MTSS Data Meeting #1: Review Grade Level FALL Benchmark/Screener Data**	**ALL**	**October 1 - 9**
	SAT Testing	HS	October 3
	PA Firefly	Alg1, Bio, Lit, & 9th ELA (HS)	October 5 - October 16
	PSAT/NMSQT	HS	October 14
	ACT Testing	HS	October 17
November 2026	**MTSS Progress Monitor Meeting #1: Review Interventions/Enrichments, Assess Progress, Adjust**	**ALL**	**November 16-20**
	ELD Writing & Speaking Benchmarks	1-12	November 12-23
	SAT Testing	HS	November 7
December 2026	Keystones- Winter	HS	December 7-18
	SAT Testing	HS	December 5
	ACT Testing	HS	December 12
Month	**Assessment**	**Grade Level**	**Testing Window**
January 2027	IXL Level Up Benchmark MATH	3 - 8	January 6 - 13
	IXL Level Up Benchmark ELA	3 - 8	January 6 - 13
	Universal Screener (FastBridge - Reading and Math)	K, 1, 2 & 3 CBMS 2 - 8	January 14 - 29 January 14 - 22
	IXL Science Benchmark	5, 8	January 11 - 15

	Classroom Diagnostic Tools CDT	Geometry, Alg 2	January 11 - 15
	PA Firefly	Alg1, Bio, Lit, & 9th ELA (HS)	January 19 - 29
	WIDA – ACCESS	ELD K-12	January 11- February 12
February 2027	**MTSS Data Meeting #2: Review Grade Level WINTER Benchmark/Screener Data**	**ALL**	**February 1-12**
	WIDA – ACCESS	ELD	January 11- February 12
	ACT Testing	HS	February 27
March 2027	**MTSS Progress Monitor Meeting #2: Review Interventions/Enrichments, Assess Progress, Adjust**	**ALL**	**March 22- April 7**
	PASA - Reading, Math, and Science	3 - 8, 11 (SpEd)	March - May
	SAT Testing	HS	March 6
April 2027	PSSA English Language Arts	3 - 8	April 26 - 30
	ACT Testing	HS	April 10
	PASA - Reading, Math, and Science	3 - 12 (SpEd)	March - May
May 2027	PSSA Mathematics, Science, & Make-ups	3 - 8	May 3-7
	Universal Screener (FastBridge - Reading and Math)	K, 1, 2 & 3 CBMS 2 - 8	May 10-25 May 12-21
	Act 35 Civics Exam	11	May 24 - 28
	PASA - Reading, Math, and Science	3 - 12 (SpEd)n	March - May
	Keystones - Spring	HS	May 17 - 28
	ELD Writing & Speaking Benchmarks	K-12	May 12-24
June 2027	**MTSS Data Meeting #3: Review Grade Level SPRING Benchmark/Screener Data** - Looking at the SPRING data to assist in student programming and asset allocation for the upcoming school year	ALL	June 2-9
	Final Course Exams	Grade 12	May 27th - 3rd
	Final Course Exams	9-11	June 7 - 11th
	SAT Testing	HS	June 5
	ACT Testing	HS	June 12

July 2027	Keystone - Summer	HS	July TBD
	Final Exam Makeups	HS	June 15th & 18th

Important Notes:

- Assessment dates may be adjusted at the discretion of the district administration to best support the needs and interests of students.
- ACT and SAT test dates and locations are determined by the respective testing vendors and are subject to change. Please refer to the official ACT (act.org) and SAT (collegeboard.org) websites for the most current information.

Updated 8.10.2026

9-12 Grading Framework
Effective 2021-22 School Year, updated 2025~~5~~6

All 9–12 teachers will follow this grading framework with the understanding that modifications and accommodations will be made for students who possess an IEP or 504 service agreement.

Marking Period Grade Category Framework (Assessment & Learning Activity)

ASSESSMENT - 80% of Marking Period Grade

- Assignments that fall into this category will have any point value with a maximum of 100 points.
- There will be a minimum of (6) six “Assessments” that fall into this category during a marking period.
- Weighting determined by point value of assignment. All assignments should be whole numbers within 1-100 (for Assessments)

  Examples of items included in this category:
  - Summative Assessments
  - Major Assessments and/or Major Projects
    - Eligible content needs to be assessed through major assessments and/or projects.
    - Project Based Assessments and/or Performance Tasks and/or Skill Demonstration may be administered/assessed in courses where pencil/paper assessments are not always feasible.
  - Minor Assessments and/or Minor Projects
    - Minor Assessments can include projects, labs, quizzes, performance tasks, and/or demonstration of a skill.
    - Examples include mini-quizzes and/or labs, and/or other mini-assessments should be administered during the course of a marking period. Mini assessments can be project based, skill based, performance tasks, demonstration of a skill, or alternate forms of assessment.

LEARNING ACTIVITY - 20% of Marking Period Grade

- Assignments that fall into this category will have any point value with a maximum of 25 points.
- There will be a minimum of (4) four “learning activities” that fall into this category during a marking period.
- Weighting determined by point value of assignment. All assignments should be whole numbers within 1-25 (for Learning Activities).

Examples of items included in this category:
- Classwork
- Homework (Grades 3-12)
- Independent Work
- Group Work

OVERALL GRADE CALCULATION FOR THE YEAR

MARKING PERIOD 1	22.5%
MARKING PERIOD 2	22.5%
MARKING PERIOD 3	22.5%
MARKING PERIOD 4	22.5%
FINAL EXAM	10%

Final Course Grade = (Average of MP grades × 0.90) + (Final Exam Score × 0.10)*
Each marking period grade is calculated as 80% assessments and 20% learning activities. The final course grade is then determined by combining the average of the marking period grades (90%) with a final exam or culminating project (10%).

Final Assessments/Exams - 10% of Course Grade

Final assessments are comprehensive assessments given at the end of a course to measure students' overall understanding of key concepts and skills. They serve as a culminating evaluation of learning and help determine readiness for the next course level. The final exam or culminating project will count for 10% of the overall course grade.
~~Please note that there is no grading floor (45%) for the final exam or project, and students' final grades will reflect the actual score they earn.~~
Students who make a good-faith effort to complete the final exam or project will receive a minimum score of 50%. Students who do not make a good-faith effort will receive the actual score earned.

Final Exam Exemptions:
Students who earn a 93% cumulative average or higher by the end of the fourth marking period will be exempt from the final exam; however, they may choose to take it if they wish.
Students enrolled in an AP course and registered for the corresponding AP Exam through the College Board are exempt from the assessment; however, they may choose to take it if they wish.
**If a student is exempt from the Final Exam, the final course grade will be calculated as the average of the four marking periods.*

Mark/Grading Policy:
Please note – no A+ in the grading table.

Alpha Grade	Low Number	High Number	Quality Points
A	93.00	100	4.0
A-	90.00	92.99	3.7
B+	87.00	89.99	3.3
B	83.00	86.99	3.0
B-	80.00	82.99	2.7
C+	77.00	79.99	2.3
C	73.00	76.99	2.0
C-	70.00	72.99	1.7
D+	67.00	69.99	1.3
D	63.00	66.99	1.0
D-	60.00	62.99	0.7
F	45.00	59.99	0.0
F**	0.00	59.99	0.0

**4th Quarter grade has no floor-students will earn the true numeric score.

Honor Roll (Middle):
There are three types of honors that students can achieve each marking period. Honor rolls are determined independently each marking period and use **unweighted GPAs** since students are not competing against each other to achieve an honor roll distinction.

Principal's Honor Roll requires a 4.0 minimum unweighted GPA for the marking period and student grades must be in the A range.
Distinguished Honor Roll requires a minimum of a 3.51 unweighted GPA for the marking period and student grades must be in the B- to A range.
Honor Roll requires a minimum of 3.0 unweighted GPA for the marking period and student grades must be in the C to A range.

AP Courses
Students who score a 4 or higher on an AP Exam will have their final grade for that associated course changed to an 'A' (excluding 12th grade students due to the timing of the released AP Exam scores).

Grades are subject to the discretion of the administration.

This framework was adopted in the 2021-2022 School Year, updated August 2025~~5~~6.

GRADES
IPR/REPORT CARDS
ATTENDANCE
SCHEDULE
DISCIPLINE
and more!

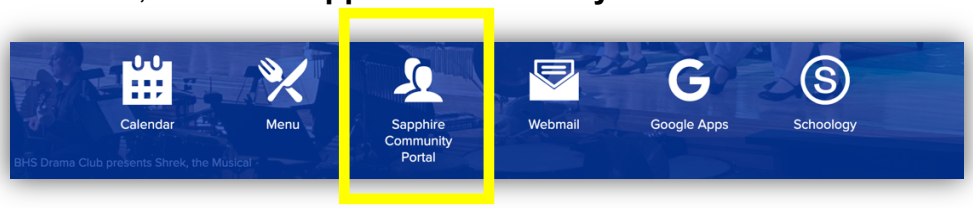
APPLY for a Sapphire Community Portal Parent Account

SAPPHIRE SOFTWARE

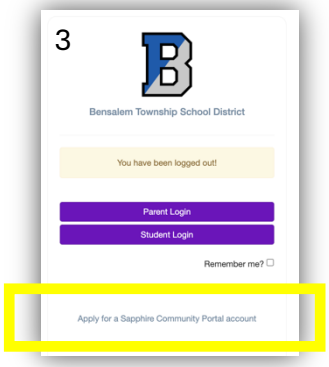
To complete the SCP Parent Account application, you will need:

- ☐ Parent/Guardian: Name, Phone #, active *parent* E-Mail address
- ☐ Child's: Name, Birthdate, Grade, School

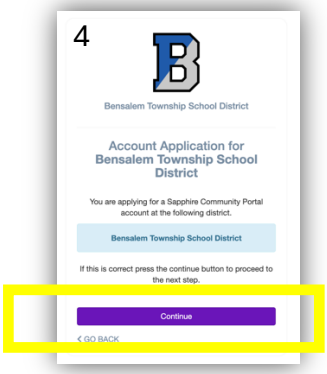
1. Navigate to: https://www.bensalemsd.org/
2. Scroll down, click on "**Sapphire Community Portal**" icon



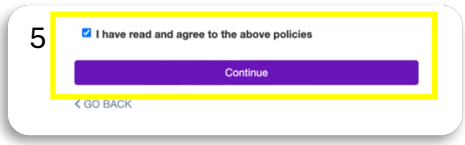
3. Click on "*Apply for a Sapphire Community Portal account*"



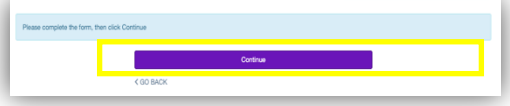
4. Click on "*Continue*"



5. Scroll though, Read the Sapphire Community Portal User Agreement. Then, check (☑) the *box for* ***I have read and agree to the above policies***, and click "*Continue*"



6. Complete the Sapphire Community Portal Application form, then click "*Continue*" to finish/submit application.
   a. Family Contact Information
   b. Children Information (Click the gray + to add additional children)
   c. Create <u>unique</u> Parent Log-in username & password (*do not use your child's info for this*)



Once submitted, **a school official should verify information within 5 business days. If you have any questions, please contact the main office of your child(ren)'s school.**

August 2026

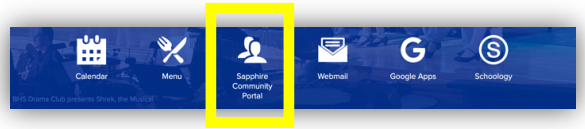
Bensalem Township School District uses the Sapphire Information System to maintain student information/records and communicate it with families. The "Sapphire Community Portal" is the web interface for this system that parents utilize to:

- Update Student Information whenever changes occur
- Access student schedules & discipline records
- Check academic progress throughout the school year
- Receive grades, report cards & interim progress reports (IPR's)
- and more!

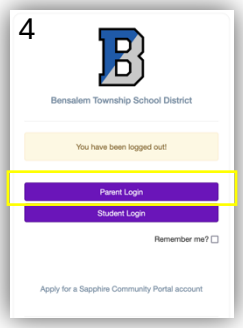
It is critical that your information is up-to-date. **If you need any assistance with the Sapphire Community Portal, please contact the main office of your child(ren)'s school.**

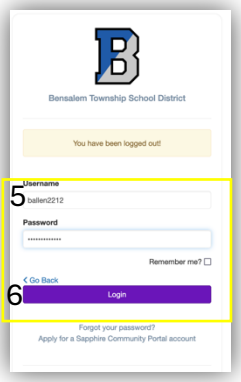
TO ACCESS SAPPHIRE COMMUNITY PORTAL

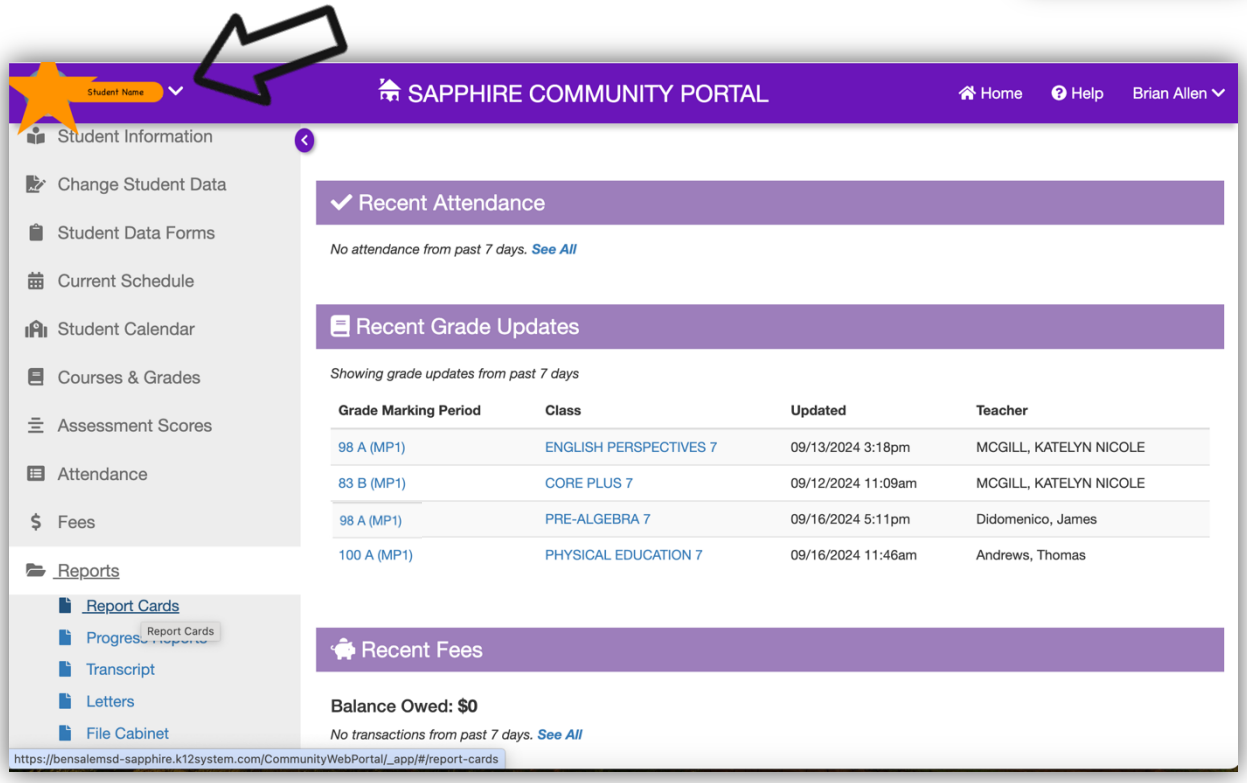
1. You need an active Parent SCP account, that has been verified by a school official.
2. Navigate to: https://www.bensalemsd.org/
3. Scroll down, click on "**Sapphire Community Portal**" icon



4. Click the "Parent Login"
5. Enter parent username & password (you created this at setup)
6. Click "Login"
7. Navigate the folders (My Backpack) for information.







Download the TalkingPoints for Families App

TalkingPoints for Families

Bensalem Schools use TalkingPoints to help families connect with teachers and schools.

The free TalkingPoints for Families app helps parents and caregivers stay connected with your child's school. Communicate in your home language, get important updates, and build strong partnerships with teachers and school staff—right from your phone.

No class code is needed.

Use the phone number your school has on file.

Scan to Download

iPhone / iPad

Download on the App Store

Android

GET IT ON Google Play

Why download the app?

- Receive school and teacher messages in one place
- Send and receive messages in your home language
- Stay updated with school information and notifications
- Keep family-school communication simple and convenient

Need help? Please contact your child's school front office.



Created July 2026 by the Teaching & Learning Department.

Bensalem Schools Use TalkingPoints!

·A simple guide for families getting started with the TalkingPoints for Families app

Learn how to log in, complete your profile, and send your first message. TalkingPoints helps families communicate with teachers and schools in their home language.

No class code is needed.

1 Log In

Use the phone number listed with your school or district to log in to the TalkingPoints for Families app.

No class code is needed.

2 Complete Your Profile

Step 1: Tap the 'Settings' tab.

Step 2: Tap 'Personal info' - the first option under Settings.

Step 3: Make your changes to any of the following:

- **Profile photo:** Tap 'Add profile photo' to add your photo. To update your profile photo, select 'Change profile photo' under your current photo. Then, you can either take a picture or select one from your gallery.
- **Language:** Tap on your current language, then select a new language.

Step 4: Tap 'Save.'

If your name or phone number appears in gray and needs to be updated, please contact your school's front office. That information is automatically set up with data provided by your school or district. TalkingPoints will be updated about 2 days after the change is made in the school's system.

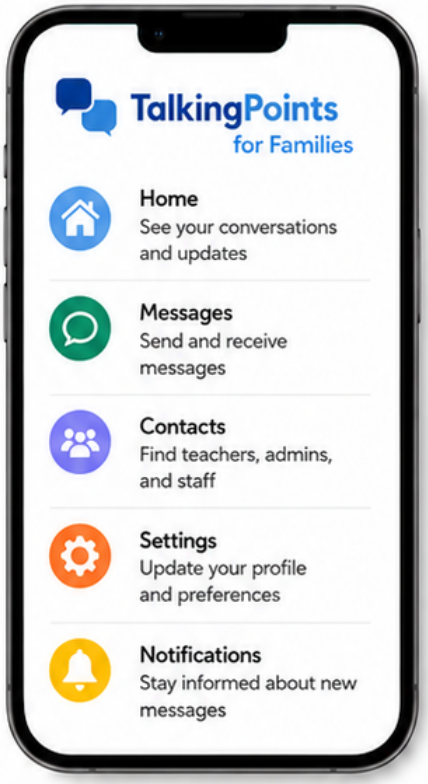
3 Send a Message

Step 1: Tap the 'Send a message' button on the home page or the compose icon in the top right of the 'Messages' tab.

Step 2: Select who you would like to contact. Teachers, admins, and other school staff are organized by the student's name. You might need to scroll down for additional staff.

Step 3: Write your message, and tap the send button.

You will receive a notification in the app whenever you get a new message.



4 Common Login Issues

Why am I being asked for a class code?

The system may need time to match your profile to your student. Please wait 2 days for the information to appear in the app, then return to this guide. The information should appear automatically. There is no need to delete the app.

It has been over 2 days, and I'm still being asked for a class code. What now?

This usually means your school may not have your most up-to-date cell phone number listed. Please contact your school's front office to make sure the phone number you entered is the same one the school has on file.

Need help? Please contact your child's school front office.

Powered by AI. Reviewed by humans. Approved by Teaching & Learning.