

Maple Point Middle School

2014-2015



WE BUILD FUTURES!

**NESHAMINY SCHOOL DISTRICT
MAPLE POINT MIDDLE SCHOOL
LANGHORNE, PENNSYLVANIA 19047**

ADMINISTRATION

**Mr. Andy Sokol, Principal
Mr. Troy Bodolus, Assistant Principal
Mr. Jim Hadley, Management Assistant**

GUIDANCE COUNSELORS

**Ms. Barbara Strokovsky – Grades 6th – 8th / A-Gn
Ms Peggy Gale– Grades 6th – 8th / Gro - Nz
Dr. Rosemary Horsley – Grade 6th – 8th / O-Z**

DAILY SCHEDULE

- 7:45.....** Teachers open classrooms & supervise hall & classrooms.
Students report to lockers and then homeroom.
- 7:53.....** Warning Bell
Teachers start to clear halls of students.
Students MUST report to homeroom.
- 7:55.....** Homeroom Exercises;
Salute to the flag, fifteen seconds of silent meditation, announcements, attendance taken, notes collected. Distribution of student material.

Students late-to-school MUST report to the office for a late admittance slip after 8:10 A.M.

8 th Grade		7 th Grade		6 th Grade	
HOMEROOM	7:55 – 8:10	HOMEROOM	7:55 – 8:10	HOMEROOM	7:55 – 8:10
1st period	8:10 – 9:00	1st period	8:10 – 9:00	1st period	8:10 – 9:00
2nd period	9:00 – 9:50	2nd period	9:00 – 9:50	2nd period	9:00 – 9:50
3rd period	9:50 – 10:40	3rd period	9:50 – 10:40	3rd period	9:50 – 10:40
LOCKERS	10:40 – 10:45	LOCKERS	10:40 – 10:45	LOCKERS	10:40 – 10:45
LUNCH	10:45 – 11:15	4th period	10:45 – 11:35	4th period	10:45 – 11:15
4th period	11:15 – 12:05	5th period	11:35 – 12:25	LUNCH	12:25 – 12:55
5th period	12:05 – 12:55	LUNCH	11:35 – 12:05	5th period	12:05 – 12:55
LOCKERS	12:55 – 1:00	LOCKERS	12:55 – 1:00	LOCKERS	12:55 – 1:00
6th period	1:00 – 1:50	6th period	1:00 – 1:50	6th period	1:00 – 1:50
7th period	1:50 – 2:45	7th period	1:50 – 2:45	7th period	1:50 – 2:45
Buses Depart	2:55		2:55		2:55
Activities Bus	5:00		5:00		5:00

MAPLE POINT MIDDLE SCHOOL MISSION STATEMENT

Maple Point Middle School will provide a diverse learning environment dedicated to the development of the whole child. The emphasis of cooperation within the school community will foster:

- formation of a positive self- image
- development of critical thinkers, problem solvers and life-long learners
- growth and development of social awareness
- respect for cultural differences
- commitment to community service

MAPLE POINT MIDDLE SCHOOL

Maple Point Middle School has a long and rich tradition behind its name. At the intersection of Woodbourne and Langhorne-Yardley Roads, there has been a long history of schools named Maple Point. The first Maple Point School was an octagonal stone building built in 1804. This was an innovative design for a school building. That building remained in service until 1862 when its stones were used to construct a new Maple Point School. This Maple Point served the community until 1927. It still stands at the intersection of Woodbourne and Langhorne-Yardley Roads.

In 1975 the present building was opened as a four - year high school. Maple Point High School was designed as an open space school. The school design won many awards. It contained spacious teaching areas, an open library and student lounge areas with trees pointing to large skylights. Because of declining enrollment, Maple Point High School was closed in 1983.

In 1993, a newly designed Maple Point Middle School opened. It has a heritage of 198 years of outstanding educational service to the community. It will be in our hands to continue this tradition of excellence.

AMERICAN LEGION

Each teacher on an eighth grade team will submit the name of one boy and one girl who he/she feels meets the criteria for the American Legion Award. Those names will be listed and submitted to every eighth grade teacher and counselor. Grade level staff personnel will then have the opportunity to remove from that list anyone who is believed to not meet the American Legion criteria. The remaining names will be listed and submitted to the eighth grade student body. After having been informed of the award criteria, the eighth grade student body will choose, via secret ballot, the students who they feel best exemplify those criteria.

ANNOUNCEMENTS

Morning exercises are conducted each day. The student body is informed of daily activities and program changes at this time and at the close of the school day. Students are to remain absolutely quiet while the announcements are read over our school's Channel 1 Closed Circuit TV.

ASSEMBLY PROGRAMS

Assembly programs are an important part of your school life. You may take part in the staging of an assembly program at least once while you are here because of the variety of programs that are presented. The lighting and audio-visual equipment are handled by a student stage crew under the direction of the stage manager.

When you are not "on stage" you are still an important part of the program. To be a success, any program needs a good audience. You will enjoy and profit more from the assembly programs by following these rules:

1. Come to the auditorium or gymnasium in an orderly manner and sit down quietly. Remember, your route may lead past classes in session -- any noise will disturb them.
2. Be considerate of others at all times. This means laughing only when something is meant to be funny and sitting quietly when the program for the day is not one you would have chosen. Those around you and those on the stage will appreciate your courtesy.
3. Show your enthusiasm by vigorous applause only.
4. Leave the auditorium or gymnasium by standing and filing out in an orderly manner. Follow the directions of your teachers.
5. Remember to make your return trip to classes a quiet one as other classes may be in session.

ATHLETICS

Maple Point Middle School is a member of the Lower Bucks County Athletic League. Regular meetings with member schools in the area are held to establish regulations and scheduling for sports in all participating schools. As a member of this league, 7th and 8th graders compete in the following sports: football, hockey, soccer, basketball, wrestling, baseball, softball and track.

MAPLE POINT SPORT PHYSICAL INFORMATION

The PIAA has required all schools to use a more comprehensive pre-participation physical exam. All athletes starting their first sport of the school year must complete the first four sections of the Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE). Sections 1 and 2 are completed by the Parents/Guardians, Section 4 is completed by the medical examiner. These must be to the school before the first practice. Section 3 may be retained by the student or the medical examiner. **SUBSEQUENT SPORTS IN THE SAME SCHOOL YEAR:** Students already completing a CIPPE are required to complete section 5 of this form and return to the school/coach. This form is completed by the parents and student if no changes to athlete's physical health has occurred since the initial physical. The appropriate forms are available on the web at: www.neshaminy.k12.pa.us. Maple Point does not offer physicals at the school. Students must go to their family doctor. We suggest any student thinking of going out for a sport get this comprehensive physical done during the summer making them ready for all sports during the school year.

ATHLETIC ASSOCIATION - P.I.A.A. PENNSYLVANIA INTERSCHOLASTIC ATHLETIC ASSOCIATION

The P.I.A.A. is a voluntary association of public high schools in Pennsylvania whose purpose is to promote, in a cooperative endeavor, wholesome inter-school athletic relations among its members. A summary of the rules and regulations pertinent to middle schools is condensed as follows.

1. **AGE:** A pupil of a middle school wherein interscholastic athletic competition is limited to grades seven and eight shall be ineligible to compete in an Inter-School Practice, Scrimmage, or Contest upon attaining the age of fifteen years, with the following exceptions:
 - a) If the age of 15 is attained on or after July 1, the student shall be eligible, age-wise, to compete through that school year.
 - b) If the age of 16 is attained on or after July 1, the student shall be eligible to compete with students in the ninth grade.
2. **SCHOLARSHIP:** To be eligible for interscholastic competition, a student must pursue a curriculum defined and approved by the Principal as a full-time curriculum. Where required, this curriculum or its equivalent must be approved by, and conform to, the regulations of the State Board of Education and the Pennsylvania School Code, as well as any local policies established by the local School board. The student must be passing at least four full-credit subject, or the equivalent. Eligibility shall be cumulative from the beginning of a grading period, shall be reported on a weekly basis, and shall be filed in the Principal's office..
3. **CONSENT OF PARENT:** A student shall be eligible to participate in Practices, Inter-School Practices, Scrimmages, and/or Contests in each sport only when there is on file with the students' Principal, or the Principal's designee, a certificate of consent, which is signed by the student's parent or guardian. The only valid certificate of consent is the PIAA Parent's / guardian's Certificate.
4. **HEALTH:** No student shall be eligible to participate in Practices, Inter-School Practices, Scrimmages and/or Contests unless, the student has completed a comprehensive initial pre-participation physical evaluation ("CIPPE") performed by an Authorized Medical Examiner, and the Authorized Medical Examiner has completed the PIAA Comprehensive Initial Pre-Participation Physical Evaluation form (CIPPE Form"). By signing the PIAA CIPPE Form, the Authorized Medical Examiner certifies that the student is physically fit to commence Practice and participate in Inter-School Practices, Scrimmages and/or Contests in the sport (s) approved by the student's parent.

STUDENT ATTENDANCE POLICY #552

PURPOSE

The Neshaminy Board of Education believes that regular attendance in the classroom is conducive to learning and that frequent absences of pupils from regular classes disrupt the continuity of the instructional process. The Board believes that through daily attendance:

1. Continuity of learning leads to improved student achievement;
2. Regular school attendance that includes active and regular classroom participation leads to improved student achievement;
3. A level of responsibility will develop and prepare students for adulthood and the workforce of the 21st century.

The Board also believes that:

1. Student attendance is a K-12 expectation;
2. Clear expectations need to be established for students;
3. Clear expectations need to be established for parents;
4. Clear expectations need to be communicated to those in the medical community;
5. Specific time expectations need to be established and published;
6. All available district and community resources need to be utilized to encourage regular attendance;
7. Opportunities to make up missed school/class time will be offered;
8. Students and their parents are entitled to a review and appeal process.

Class participation is a factor in determining student achievement. The school cannot teach students who are not present. Poor attendance may limit accomplishments and reinforce a habit, which will handicap the individual in future education or employment.

The Board urges all parents and guardians to stress punctuality and regular attendance habits with their children.

Therefore, in accordance with the laws of the state, the Neshaminy Board of Education requires the regular attendance each day that school is in session of all school age children of the Neshaminy School District.

I. Authority

Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session, except that a principal may excuse a student for temporary absences or lateness when he/she receives satisfactory evidence of such mental, physical, or other urgent conditions which may reasonably cause the student's absence.

Upon receipt of a written request from the parents of the students involved, students may be excused from school attendance to participate in a school and/or family educational tour or a trip provided during the school term. The Superintendent or his/her designee shall evaluate such tour or trip.

The Board shall, upon written request of the parents or guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction.

All absences occasioned by the observance of the student's religion on a day approved by the Board as a religious holiday shall be excused, and no student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday. An excused absence will be granted only upon written request from the parents of the child.

The Board will recognize other justifiable excused absences for part of the school day. These will include but not be limited to medical or dental appointments, court appearance, college visitations, and family emergencies.

Students shall be given the opportunity to make up missed class work or assignments for those days legally absent.

Attendance need not always be within the school facilities. A student will be considered to be in attendance if present at any place his/her school is in session or by authority of the Board, or at a place where the student is receiving approved tutorial instruction or health care or at the place where the student is engaged in an approved and properly supervised work-study or career education program, or at home where the student is receiving approved homebound instruction.

The Board may report to the appropriate authorities infractions of the law regarding the attendance of students below the age of 17. The Board shall issue notice to those parents and guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions of Statute will be prosecuted.

The Board shall excuse the following students from the requirements of this District:

on certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical, or other reasons so urgent as to preclude regular attendance;

students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college who are also enrolled part-time in schools of this district shall be counted as being in attendance in this district;

students sixteen or seventeen years of age whose enrollment in a private trade or business school have been approved;

children fifteen years of age, and fourteen years of age who have completed sixth grade, who are engaged in farm work or private domestic service under duly issued permits;

children sixteen years of age regularly employed during the school session and holding a lawfully issued employment certificate.

Excused Absences

The school laws of Pennsylvania require children of compulsory school age to be in attendance on all days school is in session. A student's excused absence may be for reasons that include but not be limited to:

1. Illness
2. Quarantine
3. Death in immediate family
4. Absence for religious holidays
5. Exceptionally urgent reasons that may affect the child and ordinarily do not include work at home
6. Religious instruction
7. Health Care

Upon written parental request, a student may be excused during school hours for the purpose of receiving tutorial instruction in a field not offered in the district's curriculum. The excused absence shall not interfere with the student's regular program of study and the qualifications of the instructor shall be approved by the Superintendent.

8. Tutorial Work

Absence Notes

Absence notes are expected to be submitted to the appropriate school office within three (3) school days upon the student's return to school and will not be accepted more than ten (10) school days after the student's return to school. If the note is not submitted within the ten (10) day grace period, the absence will be declared illegal/unexcused.

Upon written parental request, a student may be excused during the school hours for the purpose of obtaining professional health care or therapy service.

Unexcused or Unlawful Absences

"Unexcused absence" is the absence of a student for any of the following reasons:

1. Absence through parental neglect;
2. Illegally employed;
3. Truancy.

"Unlawful absence" is unexcused absence for all students in first grade and through 16 years of age.

Follow-up to Unlawful Absences for Students Who Are of Compulsory School Age

1. The principal or designee shall make the decision declaring an absence as "unlawful" based upon information received from all available sources.
2. The principal or designee shall record the unlawful absence on the student's attendance record and notify parents/guardian.
3. In the event a student accumulates three (3) days of unlawful absence in a school year, the principal shall send a first offense notice to the parents/guardian and a copy to the Home and School Facilitator.
4. For each incident or unlawful absence after a first offense notice has been sent, the principal shall direct, in writing, the Home and School Facilitator to issue a citation to the parents/guardian of the student and file a complaint with the District Magistrate.
5. The principal or designee and the Home and School Facilitator shall attend citation hearings as scheduled by the District Magistrate.

Chronic Cases of Unlawful Absenteeism for Students Who Are of Compulsory School Age

1. If, after the first citation and hearing, additional unlawful absences occur, the principal shall consult with the Home and School facilitator to formulate a plan for improving the student's attendance pattern.
2. Simultaneously, the Home and School Facilitator may refer the case to one (1) or more of the following agencies:
 - a. Bucks County Children and Youth Social Service Agency
 - b. Family Services
 - c. District Magistrate
 - d. Other agencies
3. The Home and School Facilitator shall report the status of cases to the appropriate principal on an ongoing basis.

Follow-Up to Unexcused Absences for Students Who Are Not of Compulsory School Age (Kindergarten students and students who are seventeen (17) years of age or older)

1. The principal or designee shall make the decision declaring absences as “unexcused” based upon information received from all available sources.
2. The principal or designee shall record the unexcused absence on the student’s attendance record and notify the parents/guardian and/or student.
3. In the event a student accumulates three (3) days of unexcused absence in a school year, the principal shall send a letter to the parents/guardian and/or student.

For each day of absence from class judged as unexcused or unlawful by school authorities, the student shall receive a failing grade for the daily work in class. The student shall forfeit the right to make up any written work or take any written examinations or tests missed during such absences.

Tardiness shall be defined as “the occurrence of a student arriving after the bell rings signifying the beginning of the official school day.” Habitual tardiness for reasons that clearly constitute unjustified partial absence from school will be treated with the same seriousness as an unexcused or unlawful absence with similar consequences. An accumulation of time missed from school due to tardiness can equate to whole days of truancy. Punitive measures can result for habitual tardiness. These punitive measures shall be in accordance with established building discipline code guidelines and procedures.

Absences Due to Family Trips During the School Year

1. Requests by parents for permission to have children absent from school for family trips should be made in writing and processed by the principal or his/her 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.”
2. Before approving the absences due to family trips, the principal or his/her designee will review the current academic and attendance status of the student and will review Neshaminy School District’s attendance policy-especially with respect to the ineligibility for credit or promotion to the next grade level if a student is absent 15 days or more in a single course semester course or 30 days or more in a two semester course-even if the absences were excused. The attendance policy will be published in all student handbooks and received by each student at the commencement of the school year. The student and the student’s parents will receive another copy of the attendance policy upon making the request to be excused for a family trip.
3. The student shall be held responsible for making up missed assignments and tests.

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 should 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, he/she 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. Student absences that result from early dismissal shall be treated in accordance with attendance laws. A student who is released from school with a note will be recorded as present. Upon his/her late arrival, the student must present a written excuse signed by a parent or guardian. The note must clearly indicate the reason for the late arrival.

Make Up Work Due to Legal Absences

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 his/her designee. It shall be the building principal’s responsibility to insure that an effective procedure is established for making up work between the student and teachers.

IV. Delegation of Responsibility

The Superintendent or his/her designee shall develop procedures for the attendance of students which:

- Insure a school session, which is in conformity with requirements of the State Board;
- Govern the keeping of attendance records in accordance with rules of the State Board;
- Impose on truant students such incremental disciplinary measures as may be appropriate for infractions of school regulations, but no such penalty may have an irredeemably negative effect on the student’s record beyond that which naturally follows absence from school activities;
- Insure that students absent for any legitimate reason have an opportunity to make up work they missed.

Issue written notice to any parent or guardian who fails to comply with the compulsory attendance statute within five (5) days of any proceeding brought under the statute. Such notice shall inform the parent or guardian of the date(s) on which the absence occurred, that the absence was unexcused and in violation of the law, that the parent must be so notified and informed of his/her liability under law for the absence of the student and, that further violation during the school term will be prosecuted without notice.

The Board supports all attempts to make it possible for all students to graduate from the schools. The Board recognizes that some students repeatedly disobey the rules designed to operate an efficient school. Therefore, the Board makes provisions for withholding credit and/or promotion to the next grade level as a means of aiding such students to change their behavior and foster achievement.

If the **unlawful/unexcused** absences total more than **6 days** for a semester course or **12 days** for a full year course on the last day of the semester or year, the student shall not be granted credit toward graduation or promotion to the next grade level of any of the semester courses or yearly courses in which he/she is enrolled.

Absence shall be interpreted to mean non-attendance in school, for a full day or any portion of the day.

Subject to the preceding paragraphs, a student who has missed **15 days** or more of school **whether excused or unexcused or unlawful**, in a single semester shall be ineligible for credit in a single semester course being taken at that time. In the case of a senior planning to graduate at the end of the first semester such absence shall be sufficient reason to deny graduation. Absence shall be interpreted to mean non-attendance in school, for the full day or any portion of the day.

Subject to the preceding paragraphs, a student who has missed **30 days** or more of school **whether excused or unexcused or unlawful**, in a school year shall be ineligible for credit in a two-semester (full year) course being taken at that time or promotion to the next grade. In the case of a senior planning to graduate at the end of the school year such absence shall be sufficient reason to deny graduation. In addition, such absence shall make the student ineligible for promotion to the next grade.

Absence shall be interpreted to mean non-attendance in school, for the full day or any portion of the day.

V. Attendance Violation Appeal

A student or parent may, at any time, request a waiver of the preceding provision by informing the student's principal in writing. The **Attendance Violation Appeal** must be submitted to the principal by the student and or parent within ten (10) days after receipt of the written Notification of Attendance Policy Violation from the principal. After communicating with the parent and student, the principal may grant the waiver.

In the event the principal does not grant the waiver, the appeal shall then be reviewed by the **Attendance Review Committee**. At the time of the Attendance Review Committee's hearing, the student and the parent may be present to afford the opportunity to present evidence justifying the absenteeism of the student.

The committee's primary function shall be to determine, by consensus, whether or not the student's excessive absences were legitimately attributable to the reasons listed under "EXCUSED ABSENCES" and to decide whether to grant credit for courses where credit has been forfeited due to excessive absenteeism or to grant promotion to the next grade where promotion has been forfeited due to excessive absenteeism.

This task shall be accomplished by a thorough review of past attendance patterns, present circumstances, and testimony from the student and parent. At the request of the parent, the committee shall request that the teacher(s) be present at the hearing. The parent and student may request additional people be present and the principal will make a final determination of that request to attend. These people are not part of the review committee.

Once the committee has made a decision, the parent and the student shall be notified within ten (10) days by certified mail. Detailed reasons explaining the committee's decision will be included.

The committee's decision may be appealed to the district's Superintendent or his/her designee. If the parents appeal the decision of the Attendance Review

Committee to the Superintendent of Schools, they must do so in writing within ten (10) days after having received the Attendance Review Committee's certified mail written decision.

The Attendance Review Committee shall be comprised of:

1. Building principal*
2. Grade level assistant principal for student (secondary)
3. Building and District resource staff who have familiarity with the student's attendance patterns as determined by the principal.
4. Selected faculty member*
5. School counselor for student

*Standing Members

ATTENDANCE PROCEDURES

If you have been absent from school, the following attendance procedures and regulations are to be observed.

1. You are required to bring an explanation from your parent or guardian (preferably the day you return to school!) This excuse is to be written on the official EXCUSE FOR ABSENCE CARD supplied by the school. The card is to be given to the homeroom teacher.
2. Failure to bring in an absence card within THREE (3) days of absence will result in referral to the office for disciplinary action.
3. Any request for early dismissal should be addressed to the principal at least ONE DAY IN ADVANCE of the time requested when possible. Students leaving early must be signed out in the office by a parent. NO EXCEPTIONS!
4. At 7:45 A.M. students MAY report to homeroom. At 7:53 A.M. students MUST GO TO homeroom. At 7:55 A.M. students **MUST BE IN** homeroom and SEATED QUIETLY IN THEIR ASSIGNED SEATS. If you arrive to school **AFTER** 7:55 A.M., you should report to the office immediately to obtain a tardiness slip. Continued lateness will result in disciplinary action. (Refer to "Discipline Code" "Lateness to School")
5. The only notes that will be accepted as an excused lateness will be those brought in on the day a student is late and will state an excused reason for lateness such as sickness. OVERSLEEPING OR MISSING YOUR BUS ARE NOT ACCEPTABLE REASONS FOR AN EXCUSED LATENESS. Lateness time is also accumulated and charged as illegal absence time. **NOTE:** Students who experience serious absence problems (above 10%) may forfeit their right to attend school-sponsored and social activities including class trips.

AUDITORY PROGRAM

The Bucks County Intermediate Unit provides a Hearing Itinerant Program to all schools to serve those students whose hearing handicap is such that they are capable of competing successfully in a regular school program, with itinerant assistance as offered by Bucks County I.U. The hearing loss may range from mild to severe. The Hearing-Impaired Program offers the hearing handicapped student a variety of academic and support services to enable him/her to achieve full potential, academically as well as socially and emotionally. Any parent may call the school to speak with a hearing consultant and his/her child's guidance counselor for further information about the program.

CAFETERIA

The school district's Food Service Department is self-supporting and non-profit. It is not funded by taxpayer dollars. However, each school cafeteria is maintained as a vital part of the educational program. As such, a well-balanced lunch is offered each day. The price of a full lunch, including milk, is \$2.85; dessert is not included but can be purchased separately. Other a la carte items are also available, including pizza, hot dogs, hamburgers, bagels, and a variety of salads and sandwiches. For students who bring their lunch, a selection of milk, including low fat, is available for \$.50; snacks and ice cream are also available. Monthly menus are posted in each classroom and in the cafeteria. Weekly menus are announced on radio station WBCB. They are also shown on the Neshaminy Network's Channel 6 (Suburban Cable) and Channel 15 (Lower Bucks County Cablevision) and on Neshaminy's website (www.neshaminy.k12.pa.us)

A complete breakfast, including entree, fruit or fruit juice, and milk can be purchased for \$1.25. A variety of la' carte items, such as cereal, bagels, and muffins, are also available.

As participants in the National School Lunch Program, free or reduced priced lunches are available to Neshaminy students who qualify. Application forms are sent home with each child the first week of school; they are also available from your school's nurse.

Point of Sale (POS)

All Neshaminy Schools use a computerized payment system. Each student has an account and can prepay into that account to cover meals and snacks in the cafeteria. This provides a convenience for the parents and the students. Parents enjoy not having to find cash each day, and students often enjoy not having to carry extra cash. With less cash being handled in the lunch line, it will move faster.

CAFETERIA RULES

1. Students will select a seat assignment for the year. Seats can be reassigned by permission or supervision of the cafeteria staff.
2. Students are to walk, NOT RUN, at all times, including when entering or leaving the cafeteria.
3. Talking is to be in a conversational tone. **(NO SHOUTING)**
4. Students must remain seated at their tables at all times except when getting food or disposing of trash.
5. Students are to go to the lavatory before arriving, or after being dismissed from the cafeteria.
6. Before students are dismissed by the aide or the teacher in charge, the table and the floor area around the table must be

- clean. This will be the responsibility of ALL students who choose to sit at the assigned table.
7. To provide for social training, proper dining habits must be maintained at all times in the cafeteria.
 8. Students who refuse to comply with the cafeteria rules will be assigned restricted Lunch or consequences according to the discipline code.
- We wish to provide a happy, wholesome atmosphere in the cafeteria. Consequently, we expect ALL students to:
- a. OBEY the teachers and aides in charge at all times.
 - b. RESPECT PROPERTY
 - c. RESPECT OTHER HUMAN BEINGS.

Try saying:

"PLEASE" and "THANK YOU." "BE COURTEOUS TO OTHERS" STUDENTS, TEACHER'S, CAFETERIA AIDES, TO EVERYONE!

NOTE: If students are requested to pick up refuse (whether it be their refuse or not) we expect this to be done. This is COOPERATION, so that all students may have a clean cafeteria. Not to do so is disobedience and a lack of cooperation which cannot be tolerated and for which there will be disciplinary action! Students who experience difficulty in the cafeteria will be removed to a restricted area for their lunch (lunch must be brought from home for the duration of the restriction.)

DANCES

Dances will be held throughout the school year for the benefit and enjoyment of the students. However, there is no formal dance schedule. Requests for dances are made through the Student Council and approved by the principal.

The regular school policies pertaining to discipline are in effect at all dances. Dance privileges will be denied violators.

Due to the size of Maple Point, Student Council Dances are for current Maple Point students ONLY. Student body will be informed of the accepted dress for each dance. Acceptable dress will be dress-down (school clothes) or dress-up.

Rules of dress and conduct are strictly enforced at all dances. Supervision is provided by the faculty and parents.

DISCIPLINE

Good conduct is a necessary part of good citizenship. We are proud of your students and hope that during your years at Maple Point you will make wise decisions and use your classes, programs, and activities to the fullest. The right to make decisions and the responsibility to accept the results of these choices is an important part of your education. Most of our students do not have problems with school rules. Come to school with a positive attitude about learning and take part in social activities.

DETENTION AND SUSPENSION

Teachers may detain students after school to discuss any infraction of rules within or outside of the classroom. It is the responsibility of the student to notify his/her parents that he/she is being detained. Once a detention has been assigned by a teacher, the student **MUST FULFILL THIS OBLIGATION**.

Frequently letters are sent, or telephone calls made, to the parents so that they may be informed of an emerging problem in order to assist the school in finding a solution to the student's difficulties. At times, it is necessary to suspend a student from school when his/her actions warrant it. Final decisions in matters concerning suspension will be made by the administration. If a student is suspended from school, A PARENT MAY BE REQUIRED TO ACCOMPANY THE CHILD FOR REINSTATEMENT.

The Student handbook is primarily available on line at the Maple Point School Web Page, <http://www.neshaminy.k12.pa.us/mpms/site/default.asp>. If you are unable to access our Web Page through the internet, please contact the main office and a copy of the Student Handbook will be sent home with your child. Parents or guardians and students are required to indicate their receipt of the Code by signing the acknowledgement form. Please read the Code. The enforcement is cumulative. Ignorance of the Discipline Code is no excuse. **NOTE: The middle school administration reserves the right to restrict students who have experienced serious misconduct, academic, and/or attendance problems from participating in school activities including: dances, trips, and after school activities.**

Work missed during a suspension is the student's responsibility and must be made up within five (5) school days of his return to school.

**COMMONWEALTH OF PENNSYLVANIA
STATE BOARD OF EDUCATION
CHAPTER 12 STUDENTS
REGULATIONS ON STUDENT RIGHTS AND RESPONSIBILITIES**

12.6 Exclusion from School (SUSPENSIONS AND EXPULSIONS)

- (a) The board of school directors shall define and publish the types of offenses that would lead to exclusion from school (contained in Neshaminy's School Board Policies and, in part, in our Discipline Code).
- (b) Exclusion from school may take the form of suspension or expulsion.
 - (i) SUSPENSIONS may be given by the principal or persons in charge of the public schools.
 - (ii) No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. The parents and the Superintendent of the District shall be notified immediately in writing when the student is suspended.
 - (iii) When a suspension exceeds three (3) school days, student with his parent or guardian will be obliged to have an informal hearing before the principal when, because of consistent serious misbehavior, such a drastic measure is deemed necessary.
 - (iv) Students shall have the responsibility to make up, without penalty, exams and work missed while being disciplined by suspension, within guidelines established by the Board of School Directors.

EXPULSION shall mean exclusion from school for a period exceeding ten (10) school days. This action would necessitate a formal hearing before the Board of School Directors. A parent is now given no more than thirty (30) instructional days to find an alternative program for an expelled student of compulsory school age.

EMERGENCY DRILLS

Emergency drills are held several times each year, weather permitting. This procedure helps to protect the student body should a fire or other emergency occur. The exit to be used is posted in each room. Students leave the building in a double file and walk with their teachers to the assigned homeroom area. IT IS REQUIRED that the following rules be absolutely obeyed by every student during drills:

1. Stop work when warning bell rings and DO NOT TALK TO ANYONE.
2. Follow the teacher's directions for lining up at the door in double file.
3. Move quickly from the room and through the halls, and DO NOT TALK TO ANYONE.
4. Last person to leave the room will close the door.
5. Follow the teacher to the exit assigned to that room.
6. Line up in assigned homeroom areas and DO NOT TALK TO ANYONE! Attendance will be taken when the class reaches the assigned area.
7. Watch your teacher for any directions that may be given.
8. Quiet will be maintained as you return to the classroom.
9. Do not walk through parked vehicles.
10. Follow the yellow lines to re-enter school.
11. For the safety of the entire school, these rules MUST BE followed by every student!!
12. Your teacher is responsible for enforcing these rules and dealing with students who violate them.

FIELD TRIPS

The District budget has no monies allotted for field trips. Requests for trips will be administered by the principal. Trips include visits to museums, historical sites, governmental agencies and other places of educational interest.

Trips are usually made in connection with a unit being studied in class, or one, which will be studied in the near future. School buses are used for trips to places near the school. While on a trip, regardless of the distance, students are considered "in school" and are subject to all school regulations concerning dress and behavior.

GRADE LEVEL AREAS

Please refer to the floor plan maps to identify grade level areas for homeroom and core subject locations. Students are not permitted to be in grade level areas other than their own unless they have a pass to do so.

GRADE LEVEL STAIRWELLS

Please refer to the floor plan maps for stairwell usage. There are 10 stairwells in the middle school. Stairwells, located by the locker banks are for specific grade level use. The stairwells leading to the front lobby may be used only for entering and exiting school and not passage to classes. The stairwells leading to the cafeteria may not be used.

GUIDANCE

Guidance in the middle school is an important part of the educational program. It involves the students, teachers and administration. Each teacher in the school is a guidance agent. Guidance counselors are available for individual interviews and conferences. A student may confer with the counselor by appointment or with classroom teacher's permission.

GUIDANCE APPOINTMENT PROCEDURES:

1. Before classes (7:50 - 7:55 a.m.) or after classes (2:45 - 3:30 P.M.) a student may request an appointment with his/her guidance counselor by speaking to the secretary in the Guidance Office.
2. During the day while classes are in session, a student may make an appointment by asking his/her classroom teacher for a hall pass to the Guidance Office. The teacher will honor the request providing the situation warrants the student leaving his/her instructional class.

The guidance program of the school is designed to help each individual student make the most of abilities, interests and other qualities - to adjust to the varied situations in school, at home and in the community.

The student must learn to make his/her own decisions wisely. To make these decisions, the student frequently needs individual guidance in the understanding of himself/herself and his/her needs.

HALLS

The hallways in the Maple Point Middle School are a very important part of the school. **IT IS THE DUTY OF EACH STUDENT TO MAINTAIN CLEANLINESS IN THE HALLS. EACH STUDENT SHOULD NOT ONLY REFRAIN FROM DROPPING THINGS, BUT SHOULD FEEL ENOUGH PRIDE AND RESPONSIBILITY IN HIS/HER SCHOOL TO PICK UP AND DISPOSE OF ANY DEBRIS HE/SHE MAY FIND LITTERING THE HALLWAYS.** In order to avoid unnecessary discomfort to any student, the following rules should be kept in mind:

1. Students are to refrain from running, whistling, shouting and pushing in the corridors at all times.
2. Students are not to loiter at the drinking fountains while classes are changing. Lockers may be used **WITHOUT A PASS** before school, during the A.M. and P.M. locker breaks, before and after Physical Education class, and after school. **You must have an authorized pass to go to your locker at any other time.**
3. Students are expected to take the shortest possible route from one class to another.

HALL PASSES

A hall pass is a permission slip needed by a student leaving the classroom. When a student wishes to leave the classroom for any reason, he must obtain a hall pass from the teacher. This pass must be signed by the teacher.

1. Students **MUST** have an authorized pass, properly filled out and signed by their teacher to go to the lavatory. However, no pass will be required before homeroom, during the passing of classes or after school.
2. Students are discouraged from requesting permission to go to lavatories during classroom time to minimize interruptions and distractions.
3. Only **ONE** student may be excused from a classroom at a time.
4. No passes after 2:30.

HOMEWORK

A good assignment tells the pupil three things:

1. **WHAT** he/she is to do.
2. **WHY** he/she is to do it.
3. **HOW** he/she is to do it.

For **WHAT** he/she is to do, the teacher clarifies the assignment by:

1. Making very clear what the pupil is to produce as a result of his/her work.
2. Giving the pupil information about books and other materials he/she is to use.
3. Indicating approximately how much time and effort pupil is to expend.

For **WHY** he/she is to do it, the teacher makes clear the purpose of the assignment by:

1. Pointing out how the lesson relates to the larger objectives of his/her ongoing work, how it connects with what has gone before, and with what will follow.
2. Demonstrating whenever possible the usefulness of what he/she is to do.

For **HOW** he/she is to do it, the teacher can help the student to learn to master different study skills for different purposes by:

1. Letting the pupil know how thoroughly he/she is to read or to study by indicating clearly what kind of recall is expected.
 - a. Thorough recall
 - b. Recall of main points only
 - c. Recall only of points connected with certain topics or principles
 - d. Recall accompanied by inferential or critical thinking in order to write discussion-type answers or to participate in class discussion.

2. Indicating the skills the pupil is to use, always demonstrating them when they are new or difficult by doing a part of the assignment WITH the pupils.
3. Previewing textbook materials for pronunciation and meanings of key words for identification of main ideas, and for development of geographical and time concepts where necessary.
4. Setting a motive for reading: For what reason should we read?

ABSENTEEISM & HOMEWORK

For any absence of less than three days, students should get homework from classmates. To obtain assignments for extended absences, 24 hour advanced notice is required by the Guidance Office.

HONOR ROLL

We encourage students to demonstrate their responsibility in their academics by working hard at their studies and class work. Success in this area can be gauged by our list of honor roll students.

To be eligible for the Academic Honor Roll, a student must have grades of "B" or better in all subjects with no more than one "C". If the "C" is in a major subject, it must be balanced by an "A" in a major subject area. If the "C" is in a minor, an "A" must balance. Honor Rolls are published at the close of each marking period.

HONOR SOCIETY

The National Junior Honor Society is open to qualified students in Eighth Grade Potential candidates will be selected according to the following criteria:

“A 3.5 G.P.A. for the first semester of the academic school year, as well as high standards of character, citizenship, leadership, and service.”

Nominees will then be notified as to their status. Selected candidates will be inducted at a formal ceremony in the spring of the academic year. Members of the national Junior Honor Society take an active role in assisting the Maple Point community. Possible activities for members are to serve as tutors and volunteers within the school. Several community outreach programs may be instituted. Mrs. Marian Reed is the Junior Honor Society's Sponsor.

INCLEMENT WEATHER

If it is necessary to close school, delay opening, or dismiss early due to inclement weather or any emergency, an announcement will be made by radio. Philadelphia radio networks will announce schools by code number. Local stations announce by name of district.

PLEASE WATCH CHANNEL 15 FOR SCHOOL CLOSINGS OR LATE OPENINGS.

NESHAMINY RADIO CODE NUMBER IS: 752

DO NOT CALL: POLICE, SCHOOL, OR BROADCASTING STATIONS. This only delays important emergency calls. Make advance provisions for your child/children in case an emergency situation should occur. At the time of emergency, we are usually unable to convey messages. Administrators remain at school until every student has left the building. In bad weather, buses may be delayed. Please instruct your children to wait at the bus stop a reasonable time so they do not miss the bus. If you are not going to be at home, always provide a place for your child to go in case school is dismissed early. This will only be done in case of inclement weather or an emergency. Your cooperation and understanding will be appreciated if we have to change our regular schedule.

WEBSITE

Visit Maple Point's website at: <http://www.neshaminy.k12.pa.us/mpms/site/default.asp>

INSURANCE

Provisions are made with an insurance company for extended coverage to students in case of accidents while enroute to and from school, during school hours and while engaged in school sports and activities.

It is required that all students have insurance or give evidence that parents assume responsibility before engaging in the extra-curricular athletic program. Cost of the insurance remains the same throughout the year. It is, therefore, advisable to decide at the opening of the school year whether or not you desire this protection or would be required to take it. Pamphlets listing all benefits and costs are distributed at the beginning of each school year. We encourage parents to take advantage of the low group rates and purchase this protection especially if your insurance is lacking.

INTRAMURAL ACTIVITIES

The intramural program offers opportunities for all students to participate in actual game competition in the fall, winter and spring seasons. Students are encouraged to take part in all intramural activities.

Teams are organized by students. Games are supervised by teachers under the guidance of an intramural director. The rules for the playing of intramural games are announced and distributed by the intramural director.

POSSIBLE INTRAMURAL ACTIVITIES

1. Arts & Crafts
2. Basketball (Girls & Boys)
3. Board Games
4. Computer
5. Drill Team
6. Flag Football
7. Field Hockey
8. Indoor Soccer
9. Jazz Club
10. Jazz Dance
11. Math Counts
12. Photography
13. Roller Hockey
14. Science Olympiad
15. Set Design(Musical)
16. Soccer
17. Tennis
18. Track
19. Volleyball
20. Weightlifting
21. Wrestling/Games
22. X Country/Track

LUNCHES

Students will not be called out of class to pick up lunches or lunch money. Any forgotten lunch will be taken to the cafeteria. It is the student's responsibility to check with the cafeteria aides to see if their lunch has been delivered.

LIBRARY

Monday 7:30 – 3:00
Tuesday 7:15 – 3:00
Wednesday 7:30 – 3:00
Thursday 7:15 – 3:00
Friday 7:30 – 3:00

Maple Point Middle School Library Media Center

The [Maple Point MS Library Media Center](#) has a well-developed collection that provides both print and digital resources to promote students' reading for learning, personal growth and enjoyment. All of our holdings can be searched using the [Destiny Follett Library Catalog](#). Students may use their Neshaminy logon to sign-in for additional features. The Destiny Quest app is available for mobile devices.

Our [Maple Point MS Library Media Center](#) webpage offers information on many topics including; Accessing eBooks, Reading Olympics Reading List and our district recommended reading lists. In addition to our website, the [NSD Research wiki](#) offers support for research including; research standards, research projects, resources, links, tools and more.

Available to students and staff:

- Print Books: Including all Reading Olympic titles
- Audio Books: Cassette Tapes & CD
- Digital Audio Books: Over Drive
- Videos: Safari Montage (Use [Destiny Follett](#) for access)
- eBooks: OverDrive, Follett Shelf, EBSCO K-8 Collection
- eReaders: Nooks & Kindles (Signed [Permission Form](#) required)
- Digital Databases: Marshall Cavendish, Gale Databases
- World Book Online

Passwords and URL for home access:

Follett Shelf: <http://www.neshaminy.org/Page/18620>

Student logon: Username: Your Neshaminy Student ID Number

Password: Your Neshaminy password

Guest Logon: Username: ebook Password: ebook

Gale Databases – Student Resources in Context

<http://ic.galegroup.com/ic/suic/?userGroupName=pl3537>

Password for all Gale products: Redskins

Marshall Cavendish: <http://www.marshallcavendishebooks.com/>

Home Logon: User Id: nsdmc Password: nsdmc

NoodleTools – Research Tools for Citation Building and Note Cards

<http://www.noodletools.com/login.php?ACTION=reg>

User Name: nsd Password: research

(Recommend using NSD logon when you set-up your account)

NSD Research Wiki – Research resources, links & tools

<http://nsdresearch.wikispaces.com/home>

No logon required

OverDrive – eBooks and Audiobooks - Download to your own devices (App available for mobile devices)

<http://neshaminy.lib.overdrive.com>

Student logon: Username: Your Neshaminy Student ID Number

Password: Your Neshaminy password

World Book Online – Encyclopedia with multiple levels and primary sources. Also daily newspapers

from major cities. Translates into 22 languages. Reads aloud.

<http://worldbookonline.com/student/home>

From Home: User Id: nsdwb Password: nsdwb

Available to staff:

- 2 carts of iPads
- 2 carts of Notebooks
- Class set of Nooks

Individual students are welcome to visit the library media center with a pass during Homeroom, Lunch, OP, and Class time. Students will not need a pass when using the library media center before or after school. Students are encouraged to have a book to read at all times. Recommendations for new titles are always welcome!

Students are also encouraged to have means to transfer computer files to and from home. Some recommended methods are using a flash drive (pocket drive), a personal email account, or a District Google Drive account. Students can ask for assistance if needed.

Library Information

Circulation

- Print books are circulated on a two week basis
- Books may be renewed for an additional two weeks

Overdue Materials

- No fines but students are asked to consider that others may want to use the book
- Payment required for lost or damaged material
- Portal access and report card are withheld until student obligations are resolved

Permission Forms

- [Acceptable Technology Use Policy/Student Guideline](#) form need to be signed by parent or guardian before a student may use a district computer, notebook or iPad (available on [District Website](#))

Bucks County Free Library (<http://www.buckslib.org>)

Additional resources are available to you from your home computer from the Bucks County Free Library. A library card and pin number will be needed to access these resources.

LOCKERS

Each student will be assigned to a locker by grade level. Lockers must be kept neat and clean at all times. A student's locker is subject to periodic inspection by school authorities for the purpose of good housekeeping and cleanliness. School officials also have the right to search any locker at any time to prevent their use for illegal purposes and to protect the welfare of the student body.

Students are only to go to their lockers before and after school, before and after Physical Education classes, and during A.M. and P.M. locker breaks. All other times students should have a written pass, specifically for the locker. The reason for this is to cut down on the use of lockers, as this creates a great deal of noise in the classroom.

LOCKS

1. All students will be provided with locks for their assigned grade level locker. **NO OTHER LOCK IS PERMITTED TO BE USED ON GRADE LEVEL LOCKERS. Unauthorized locks will be removed immediately.**
2. Students must provide their own lock for physical education. Students will be charged \$5.00 for lost locks.
3. **IT IS IMPORTANT THAT BOOKS AND OTHER ITEMS OF VALUE ARE KEPT LOCKED AS THESE ITEMS ARE YOUR RESPONSIBILITY**
4. Report all locker problems to the Middle School Guidance Office.
5. Students may not store physical education clothing in the gymnasium locker rooms. All locks are to be removed after each physical education class.

LOST, FOUND AND FORGOTTEN

Lost and found item may be found in the office as well as the cafeteria. Students are to check with the nurse for lost eyeglasses.

SAP (STUDENT ASSISTANCE PROGRAM)

The Neshaminy Educational Support Team's program is an INTERVENTION PROGRAM established within the Neshaminy School District. The "SAP" hereinafter referred to as the "TEAM" membership consists of the assistant principal, at least two middle school teachers, a guidance counselor, and a school nurse. The "TEAM" members are selected from the school personnel and have been trained to identify and refer "high risk" students to appropriate local agencies for assessment and possible counseling and rehabilitation programs. The concept and function of the "TEAM" is strictly to help, to be an advocate for these students.

NURSE - SCHOOL / HEALTH SERVICES

The School Nurse, Mrs. Kristie Muzak-Lucak, will be in her office from 7:45 a.m. until 2:45 p.m. All students coming to the nurse after school has begun must have a pass from the teacher. No student is to accompany another student to the nurse's room unless the teacher deems it absolutely necessary. **A student is not permitted to leave the school because of an illness/injury until he/she has seen the nurse, received permission to leave, and is signed out in the main office by a parent/guardian.** All accident cases shall be sent to the nurse or, if the case is severe, the nurse should be called to the

scene. Regardless of the extent of injury, all injuries suffered during a school activity should be reported to the sponsor of the activity.

Physical exams for 6th grade and new entry and dental exams for 7th grade and new entry are required by state law. We believe these examinations are more beneficial to the student when done by the family doctor / dentist. However, they may be done in school. Referrals will be mailed home when necessary.

Each student is screened yearly for height, weight BMI and vision. Hearing and scoliosis screening are done routinely on 7th grade students and on others when advisable. All general excuses from physical education classes should be presented, in writing from the parent to the PE teacher or from the physician to the nurse.

ELEVATOR: Use of the school elevator is restricted to those students with medical conditions that prevent them from using the stairs. At this time, a key is required. A doctor's note must be presented to the nurse and an elevator key use agreement form must be signed by the student – procedures will be reviewed at that time. Any loss of the key results in financial retribution and restriction of the use of the elevator.

NESHAMINY SCHOOL DISTRICT MEDICATION POLICY

Any necessary medication should be taken at home when at all possible. If necessary, over the counter and/or prescribed medication may be administered in school when the district policy is followed.

No prescribed or over-the-counter-medication shall be dispensed by any school personnel unless the school nurse has on file a note from the doctor plus written parental permission, authorizing the proper personnel to dispense the medication in accordance with the directions of the doctor.

Any medication to be administered by school personnel must be delivered directly to the nurse, the school principal or his/her designee and is required to be in a container appropriately labeled by the pharmacy or physician. Medication in baggies, aluminum foil, envelopes, old pill bottles or other family members' bottles is not acceptable and will not be administered.

In cases when the medication dispensing form is not available and the administration of the medication is necessary, the parent may come in to administer the medication.

Your cooperation in this matter is greatly appreciated. Please know that these guidelines are being implemented for the health, well-being and protection of your child.

PHOTOGRAPHS

Barksdale Studio has been contracted to take students' pictures. The purpose of this is to provide photographs for the students' personnel records so that they may be kept up-to-date. A student shall have his picture taken each year that he/she attends Maple Point Middle School. Students are urged to "dress up" for PICTURE DAY! Student pictures will be taken on September 23, 2014 and re-takes will be November 5, 2014.

PHYSICAL EDUCATION - GRADES 6 – 12

REQUIREMENTS AND PROCEDURES:

The Neshaminy Secondary Physical Education Program includes a great variety of activities. The program fulfills needs for physical, mental, social, and emotional development. Physical education is a required subject and each student is expected to participate to the fullest extent of his/her capacity.

COURSE REQUIREMENTS

All students must actively participate in 70% of the class meetings each marking period in a safe and proper uniform in order to meet minimum requirements for that marking period.

A safe and proper uniform shall be defined as:

1. T-shirt without pockets (no "rock" shirts or "muscle" shirts).
2. Gym shorts - no pockets, no belt loops, no buckles, no cut-offs, no tennis shorts.
3. Socks - no pantyhose (athletic socks recommended)
4. Sneakers - sturdy with laces, suitable for vigorous activity
5. Sweatshirt or warm-up suit for outdoor activities is recommended but not required, and in addition to, but not in place of gym uniform.
6. A Neshaminy School gym suit or school sponsored T-shirt is highly recommended, but not required.
7. Please remove all earrings, watches, rings, and chains before class. These items should be left at home on Physical Education days.

This uniform is not to be worn to other classes.

Cutting class is considered an unexcused absence; therefore, the student's grade will be affected by each class cut. Students

cutting class will not be permitted to make up that class.

Locker room procedures for Physical Education classes are as follows:

1. Students are to go directly into the locker room prior to gym class and to remain in the locker room until dismissed by a Physical Education teacher (this includes unprepared students as well).
2. Students have approximately 7 minutes from the time the previous bell rang until they are expected to be ready for gym.
3. When students are dismissed to the gym, a teacher must accompany them and wait with them in the large back gym until their teacher has arrived.
4. No students are to be in any gym area unsupervised.
5. At the conclusion of gym class all students must return to the locker room and wait for the bell for dismissal. Students should not go into the hall to wait for the bell.
6. Students will be reminded of these rules at the beginning of every 5-week rotation. These rules will also be posted in the locker rooms and the gym.

PUPIL EVALUATION

Students will be graded at the end of each marking period and will also receive a final grade representing the average of the previous marks. Grading will be based on the goals and objectives of the curriculum and will be determined by a combination of fitness evaluation, individual effort, skill level, and written tests/ assignments.

MAKE UPS

Physical education students who fall below minimum attendance/ participation requirements are permitted and encouraged to make up class absences and/or medical excuses.

PROCEDURES ON MEDICAL EXCUSES

I. TEMPORARY MEDICAL EXCUSES

Temporary medical excuses may be obtained from the school nurse. A parent's note must be presented to the school nurse before roll call of the day specified by the note. A doctor's note is required for any class missed beyond two consecutive class periods. Excuses should include student's name, section, date, and reason for request.

All students are required to be prepared and are encouraged to participate to the fullest extent of their limitations. A modified program will be developed for students with limiting factors, which may include written assignments.

II. LONG TERM MEDICAL EXCUSES

Requests for limiting physical education activity that extends longer than one week must be accompanied by physician's note. The Physician's Referral form is available from the nurse or physical education teacher and should be completed by the physician and parent. Medical forms will not be accepted after the fact unless previous arrangements have been made with the teacher.

No make-ups are necessary for long term doctor's excuses and grades are not affected by such requests.

All students will be assigned to a regularly scheduled physical education class. The physical education teacher will instruct students on adapted work or exercises. (Written assignments will be given in cases of severe limitations.)

REPORT CARDS

The progress report card of the Maple Point Middle School was originally designed by a District Report Card Revision Committee. The procedure for reporting makes use of District computers. Letter grades will be used to report the achievement the student has made in the area of scholarship. **REPORT CARDS ARE ISSUED QUARTERLY TO THE STUDENT, TO BE CARRIED HOME AND SHARED WITH PARENTS:**

Scholarship - the pupil's achievement in a subject area of study:

- | | |
|-------------------|------------------|
| A - Superior | F - Failure |
| B - Above Average | I - Incomplete * |
| C - Average | X - Excused |
| D - Below Average | N - No Grade |

*Work must be made up before the next marking period end. Comments regarding effort and behavior are included on the report.

Marking Periods 2014-2015

1. **First Marking Period – 45 Days**
 - Beginning **Wednesday, August 27, 2014** and ending **Friday, October 31, 2014**
 - Report Cards Online as grades are entered
2. **Second Marking Period - 46 Days**
 - Beginning **Monday, November 3, 2014** and ending **Friday, January 23, 2015**
 - Report Cards Online as grades are entered

Note: Keystone Testing Winter Wave 1 – December 3, 2014 to December 17, 2014
Keystone Testing Winter Wave 2 – January 7, 2015 to January 21, 2015
3. **Third Marking Period - 43 Days**
 - Beginning **Monday, January 26, 2015** and ending **Friday, March 27, 2015**
 - Report Cards Online as grades are entered

Note: Spring Break – Monday March 30, 2015 to Friday April 3, 2015
4. **Fourth Marking Period – 45 Days + 3 Final Exam ½ Days**
 - Beginning **Monday, April 6, 2015** and ending **Tuesday, June 9, 2015**
 - Report Cards mailed no later than Friday, June 26, 2015

Note: Keystone Spring Testing Window – May 13, 2015 to May 27, 2015 (8th Grade Algebra)
AP Testing Window – May 4, 2015 to May 15, 2015

Neshaminy School District Assessment Schedule 2014-2015 Chronological View

M.A.P. Testing (Math and Reading)	Grades 1-8 Special Education NHS	September 15- September 30	E/M
Writing Assessment	Grades 3-8	October 6-10	E/M
CDT Reading, Mathematics	6-8	December 1-19	M
Writing Assessment	Grades K-8	December 8-12	E/M
M.A.P. Testing (Math and Reading)	Grades 1-8 Special Education NHS	January 5 - 23	E/M
Keystone Exams Algebra I, Biology, Literature	Designated Students	January 7-21	M/H
CDT Algebra 1	Algebra a 1 Full Year Course Algebra 1 Part 2	March 2-13	M/H
Writing Assessment	Grades K-8	March 2-16	E/M
PSSA English Language Arts	Grades 3-8	April 13-17	E/M
PSSA Mathematics	Grades 3-8	April 20-24	E/M
PSSA Science	Grades 4 and 8	April 27-May 1	E/M
PSSA Make-up All Subjects	Grade 3-8	May 4-8	E/M
Keystone Exams Algebra I, Biology, Literature	End of Course	May 13-27	M/H
M.A.P. Testing (Math and Reading)	Grades 1-8 Special Education NHS	May 13 - 24	E/M

SCHOOL DRESS

A Statement of Policy: School attire must meet reasonable standards of cleanliness, not endanger student or public health, not be intimidating or threatening within the school environment (i.e. excessive make-up, long chains hanging from pants or other pieces of clothing, items having points or containing sharp edges,) not be disruptive to the educational process and meet reasonable standards of appropriateness.

B. Examples of INAPPROPRIATE dress:

1. Hats and bandannas worn in the building (boys and girls)
2. Bare or stocking feet
3. See-through clothing
4. Patches improperly placed & serving no necessary function
5. Heavy clothing normally worn only outdoors.
6. Any apparel that overexposes the body (i.e. halters, midriff blouses, muscle shirts, tank tops, short shorts, track or similar 1 length shorts, short skirts, etc.)
- 7 Any clothing with inappropriate imprints or wording.
8. Exposing apparel deemed an undergarment (i.e. bra straps, boxers, briefs)
9. Shirts with less than a 2 1/2" strap
10. Shorts with less than a 6" inseam—length equivalent or longer than finger tip length when arms are extended at the side.
11. Tights or pajama bottoms worn as pants.

STUDENT BAGS/BACKPACKS

No larger than 5 x 8 may be carried throughout the day (exception—to and from Physical Education class.)

- A. 1st offense—verbal warning from teacher with confiscation of bag to be picked up by student at a later time. (end of class, before lunch, etc.)
- B. 2nd and subsequent offenses—Confiscation of bag and 5 demerits (mandatory)

SCHOOL STORE

A school store is operated as a service to our students. It is staffed by teachers. It provides students with a place in which to purchase general school supplies and a few novelty and clothing items. Uniforms needed for physical education classes may also be purchased through the school store. The store is open in the morning before classes and after school. Occasionally, it is opened during lunches and special evening programs.

SPEECH & LANGUAGE

Speech and Language services are offered to students at our school by Bucks County Intermediate Unit #22. Our Speech and Language consultant sees students who have difficulty in articulation, language, fluency or voice. Students who are in the program are those students who were enrolled through the Individualized Education Program process, which includes referring, screening, evaluating and then enrolling. **THEY ARE REQUIRED TO COMPLETE WEEKLY HOME PRACTICE ASSIGNMENTS.** Any questions regarding this program should be directed to the Speech/Language Consultant who is assigned to the Maple Point Middle School and/or any of the guidance counselors.

SPORTSMANSHIP

It is the responsibility and duty of every person connected with athletics and other activities of the school to employ the following principles in his/her own actions and earnestly advocate and display them before others. Spectators as well as participants are expected to abide by this code because the reputation of Maple Point Middle School is positively effected by demonstrating these principles.

A CODE OF FAIR PLAY

Section I

1. We will refrain from heckling officials; we will abide by their decisions.
2. We will give cheers for injured players of BOTH teams.
3. We will refrain from heckling or yelling at players or opponents.
4. We will not applaud any unsportsmanlike conduct on the part of a player.
5. We will refrain from cheering or making noises that are intended to interfere with any type of contest.
6. We will not disturb the rooting section of our opponents; we will respect their opportunity to cheer for their own team.
7. We will observe all regulations of the home school.

8. We will refrain from defacing or disturbing the property or decorations made by the home or visiting school.
9. We will let the contest begin and end with the game.
10. We will endeavor to influence all others and establish ourselves in the way of good school standards and sportsmanship for which Maple Point is well known.

Section II

Players on athletic teams and participants in any school activity can bring honor to their school by their attitude and conduct, even if they have not been victorious on the field.

1. We will control our temper
2. We will accept the decision of the officials and let our Captain be our spokesperson.
3. We will assist players to their feet.
4. We will cheer our opponents at the close of the game.

We will subscribe to the foregoing code as our belief that sportsmanship is a desirable characteristic in any person. To win is to be encouraged, but to win fairly at all times must be the absolute rule. When the game is over, should the victory not be ours, we must accept the defeat in a sportsman-like and gracious manner.

STUDENT COUNCIL

The Maple Point Middle School is a member of the Pennsylvania Association of Student Councils and participates in its activities. Student Council members have a genuine desire to serve their fellow students, teachers, and the school community in general. Elections are held in June for the next academic year. Elections for Grade 6 students take place after the first quarter marking period of the current academic year.

Students, who have displayed the qualities of leadership, scholastic ability, service and school spirit, are nominated by the staff to run for Student Council. Candidates are then informed of their nomination and the responsibilities associated with being a member of Student Council.

General Elections are then held. The elected members comprise a Student Council Homeroom of 8 - eighth grade students, 7 - seventh grade students, and 7 - sixth grade students.

Mr. Neil French is the Student Council Advisor.

SUMMER SCHOOL

Students in the Neshaminy School District are provided the opportunity of two types of summer school programs - remedial and enrichment.

REMEDIAL - The following schools are available for students in our area who wish to attend summer school in order to remedy deficiencies in scholastic work:

BENSALEM HIGH SCHOOL
 NESHAMINY HIGH SCHOOL
 PENNSBURY HIGH SCHOOL

The fees may vary from year to year.

For summer school information and for permission to take summer school work, students should see their counselor.

ENRICHMENT - A student elective summer program has been operated by the Neshaminy School District since the summer of 1958 for pupils with interest, talent, and desire to enrich their basic education. Courses in study skills and advanced science are offered as well as many others depending on the needs of students.

TRANSPORTATION

The NESHAMINY School District operates a fleet of buses. They first transport the secondary pupils to school and then the elementary pupils. This task is a great service to the community and a privilege granted to the student.

Students are requested to conduct themselves in a proper manner at all times. The bus driver must be obeyed to ensure the safety of all. **IF THIS PRIVILEGE IS ABUSED BY ANY STUDENT, HE OR SHE WILL LOSE THE PRIVILEGE OF RIDING THE SCHOOL BUS.**

BEHAVIOR OF STUDENTS ON BUSES

The safety and well being of students riding to and from school is the primary job of the bus driver. To accomplish this task requires the full attention of the driver and the complete cooperation of all students. Any student who interferes with the bus driver's ability to drive the bus safely will be dealt with firmly and consistently, following all due process guidelines.

BICYCLES - Students may not ride bicycles to school.

BUS REGULATION-SCHOOL BOARD POLICY 900

"Students may be denied the privilege of riding buses, providing their conduct, in the opinion of the principal, is inimical to the safety of the students riding the bus." Refer to the Maple Point Discipline Code for guidelines.

SCHEDULES

Bus schedules are set up in the beginning of each school year. Late bus schedules are made to serve those who are detained after school for further schoolwork, detention, and other various after-school activities including intramural and interscholastic teams and competitions.

WALKING TO SCHOOL

Those students who live within a prescribed distance from school walk to and from school. They must report to their homeroom between 7:50 and 7:55 in the morning. When students have been dismissed at the end of the 7th period class, students should go to their lockers to collect homework, books, and supplies and then exit the school immediately. After 2:55 p.m., no student should be in the building unless he/she is under the direct supervision of a teacher. At 4 p.m., all outside doors are locked and only those students participating in an activity and under the direct supervision of a teacher are allowed access to the building.

WITHDRAWAL FROM SCHOOL

When a student moves from the district or leaves school for any reason, he/she should report to the office after homeroom on last day of attendance with a note from his/her parents for a transfer card and proof of immunization. The note should state the reason for leaving the school and the address of the new residence. It will be necessary for the student to then clear all books, payment of fines, cleaning out of lockers, etc. This is also necessary to complete office records and prepare transfers, which will accompany the student. Transcripts will be forwarded to the new school district upon request by that school.

WORKING PAPERS

Before a student can obtain working papers for after school and summer employment, he/she must be at least fourteen years of age, and his/her parent must come to the school office to sign the preliminary application and present proof of age document (i.e. birth certificate, driver's license, passport, etc.). Working papers are issued between the hours of 8:00 A.M. to 3:00 P.M. Employment procedure is governed by State Law and at the age of fourteen the number of employment opportunities is limited. Also, in accordance with the law, a student must be sixteen years of age in order to secure permanent working papers and leave school. Further information and application for working papers should be obtained in the office of any NESHAMINY secondary school or on the website.

NESHAMINY SCHOOL DISTRICT – NO SMOKING POLICY

Smoking and tobacco use by students, employees of the Neshaminy School District and all members of the general public is prohibited in all District facilities and buildings and on buses, vans, or other vehicles owned by, leased by or under the control of the Neshaminy School District. Copies of the policies are on file in each school office. Your cooperation in following these policies is appreciated.

COMMUNITY SWIM PROGRAM

A varied program of swimming classes is offered to the students and their parents residing in the NESHAMINY School District. These classes are provided by the Community Program. Classes of the Community Aquatic Program are held in the evenings and Saturday at School District pools. The NESHAMINY School District supports and highly recommends student and family participation in the program. Indoor pools are located at three of the middle schools. Four sessions are offered each year following this monthly schedule:

WINTER - December, January, February, and March /

SPRING - April, May, and June

SUMMER - June, July, and August

A wide variety of programs are offered for children and their families. Some of them are:

Children's Instructional Swimming, Family Recreational Swimming, ,Community Rental of Pool

(info. call 215-547-6354), Swimming for the Handicapped, Adult Programs (five different types), Red Cross

Certification Courses AND Scuba Diving and Certification

Announcements for specific sessions are made prior to the start of each session. Brochures are sent home with all elementary and secondary students. For additional information, watch your local newspaper or contact Mr. Dan Gallagher, Program Coordinator, at 215-547-6354.

Annual Public Notices 2014-15 School Year

Protection of Pupil Rights Amendment

Section 1061 of the “No Child Left Behind Act” affords parents and emancipated minors certain rights. These rights include:

- The right to preview “protected information” student surveys and the right to opt a student out of taking such a survey.
- The right to receive notice and to opt a student out of receiving any non-emergency, invasive physical examination not required by law.
- The right to preview student data collection surveys for marketing purposes and to opt a student out of taking such a survey.
- The right to inspect instructional and assessment materials used as part of a school district’s educational curriculum.

[It should be noted that the Neshaminy School District does not authorize use of such student surveys, does not authorize collection of student data for marketing purposes, and does not authorize any student medical examinations unless required by law.]

Schools housing Title I Programs must include the following annual notice to parents in student or parent handbooks:

Qualifications of Title I Staff

The No Child Left Behind Act allows parents of children at Title I schools to ask certain information about their child’s classroom teachers.

This information includes:

- Whether the PA Department of Education has licensed the teacher for the grades and subject he or she teaches
- Whether the PA Department of Education has decided that the teacher can teach in a classroom without being licensed
- The teacher’s college major; whether the teacher has any advanced degrees, and if so, the subject of the degree
- The qualifications of any instructional aide who provides services to your child

If you would like to receive any of this information, please contact Neshaminy School District, Human Resources Office, at 215-809-6606.

Special Education

The Neshaminy School District provides special education and related service to resident children with disabilities who are ages three through twenty-one.

Under the Individuals with Disabilities Education Act, commonly referred to as the “IDEA,” children qualify for special education and related services if they have one or more of the following disabilities and, as a result, demonstrate a need for special education and related services: (1) intellectual disability, (2) hearing impairments, including deafness, (3) speech or language impairments, (4) visual impairments, including blindness, (5) serious emotional disturbance, (6) orthopedic impairments, (7) autism, including pervasive developmental disorders; (8) traumatic brain injury, (9) other health impairment, (10) specific learning disabilities. If a child has more than one of the above-mentioned disabilities, the child could qualify for special education and related services as having multiple disabilities. Children ages three through nine years old may also be eligible if they have developmental delays and, as a result, need special education and related services.

The legal definitions of these disabilities, which the public schools are required to apply under the IDEA, may differ from those used in medical or clinical practice. Moreover, the IDEA definitions could apply to children with disabilities that have very different medical or clinical disorders. A child with attention deficit hyperactivity disorder, for example, could qualify for special education and related services as a child with “other health impairments,” “serious emotional disturbance,” or “specific learning disabilities” if the child meets the eligibility criteria under one or more of these disability categories and if the child needs special education and related services as a result.

Under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, some school age children with disabilities who do not meet the eligibility criteria under the IDEA might nevertheless be eligible for special protections and for adaptations and accommodations in instruction, facilities, and activities. Children are entitled to such protections, adaptations, and accommodations if they have a mental or physical disability that substantially limits or prohibits participation in or access to an aspect of the school program.

Information regarding potential signs of developmental delays and other risk factors that could indicate disabilities can be found on our website.

Rights under Section 504 of the Rehabilitation Act of 1973

As noted above, some students with disabilities who are not in need of special education and related services are nevertheless entitled to adaptations and accommodations in their school program or in the physical environment of school buildings, grounds, vehicles, and equipment, when such adaptations or accommodations are required to enable the student to access and participate meaningfully in educational programming and extracurricular activities. Parents are entitled to a written description of the adaptations and accommodations that the public school is willing to offer. This written description is called a “service agreement” or “accommodation plan.” The rights and protections described above under the headings “Notice,” “Consent,” “Protection in Evaluation Procedures,” and “Maintenance of Placement” apply to students receiving adaptations and accommodations under Section 504. Parents who have complaints concerning the evaluation, program, placement, or provision of services to a student may request either an informal conference with the public school or a due process hearing. The hearing must be held before an impartial hearing officer at a time and location convenient to the parents. Parents have the right to request a free written or electronic transcript or recording of the proceedings, to present evidence and witnesses disclosed to the public school, to confront evidence and testimony presented by the public school, to review their child’s complete educational record on request before the hearing, to receive a written decision from the hearing officer, and to be represented by counsel or an advocate of their choice. An appeal may be taken from the decision of the hearing officer to a court of competent jurisdiction.

Compliance Complaints. In addition to the above hearing rights, parents and others with complaints concerning the education of a child with disabilities or violations of rights guaranteed by either the IDEA or Section 504 may file complaints with the Pennsylvania Department of Education, which must investigate such complaints and issue written findings and conclusions. Information concerning such complaints can be obtained at the following address:

Pennsylvania Department of Education
Bureau of Special Education
Division of Compliance Monitoring and Planning
333 Market Street, 7th Floor
Harrisburg, PA 17126-0333
(800) 879-2301

Students who are Mentally Gifted:

The Neshaminy School District also offers special education services, in the form of acceleration or enrichment, for students who are identified by a gifted multidisciplinary team (“GMDT”) as “mentally gifted.” A child is considered mentally gifted when his or her cognitive ability or other factors, as determined by a multidisciplinary team evaluation, indicate that he or she has outstanding intellectual ability the development of which requires special programs and services not ordinarily available in the general education program. The District engages in screening activities during regular classroom instruction and uses the data thus generated to determine whether a GMDT evaluation is warranted. In addition, parents may request gifted screening or a GMDT evaluation at any time. Parents are part of the GMDT and, if their child is determined to be mentally gifted, is part of the development and annual review and revision of their child’s gifted individualized educational program (“GIEP”) as a member of the GIEP team. The GIEP describes the present levels, annual goals and measurable objectives, and specially designed instruction and related services through which the District will provide the enrichment or acceleration, or both, that is needed to develop the outstanding mental ability of the child. Parents of students who are mentally gifted have the right to request a special education due process hearing or to file a compliance complaint with the Pennsylvania Department of Education at the above address. Details concerning the procedures governing hearing requests can be found on the Website of the Office for Dispute Resolution as www.pattan.k12.pa.us.

A child can be identified as both a child with a disability and mentally gifted. In such cases, the rights of the child and his or her parents are governed by the rules applicable to children with disabilities and their parents, as described above.

For more information or to request evaluation or screening of a public or private school child please contact your child’s guidance counselor. For preschool children, information can also be obtained, and screenings and evaluations requested, by contacting the Bucks County Intermediate Unit.

Student Records

The public schools of Bucks County maintain records concerning all children enrolled in public school, including students with disabilities. Records containing personally identifiable information about or related to children with disabilities could include, but are not limited to, cumulative grade reports, discipline records, enrollment and attendance records, health records, individualized education programs, notices of recommended assignment, notices of intent to evaluate and reevaluate, comprehensive evaluation reports, other evaluation reports by public school staff and by outside evaluators, work samples, test data, data entered into the Penn Data system, correspondence between school staff and home, instructional support team documents, referral data, memoranda, and other education-related documents. Records can be maintained on paper, on microfiche, on audio or videotape, and electronically. Records can be located in the central administrative offices of the public school, the administrative offices of the Bucks County Intermediate Unit, the school building or building at which the student attended or attends school, private schools and facilities at which the public school has placed the child for educational purposes, central storage facilities and electronic storage systems, and in the secure possession of teachers, building administrators, specialists, psychologists, counselors, and other school staff with a legitimate educational interest in the information contained therein. All records are maintained in the strictest confidentiality.

Records are maintained as long as they remain educationally relevant. The purposes of collecting and maintaining records are (1) to ensure that the child receives programs and services consistent with his or her IEP; (2) to monitor the ongoing effectiveness of programming for the child; (3) to document for the public school and the parents that the student is making meaningful progress; (4) to satisfy the requirements of state and federal agencies who have an interest in inspecting or reviewing documents concerning particular students or groups of students for purposes of compliance monitoring, complaint investigation, and fiscal and program audits; and (5) to inform future programming for and evaluations of the child. When educational records, other than those which must be maintained, are no longer educationally relevant, the public school must so notify the parents in writing and may destroy the records or, at the request of the parents, must destroy them. Public schools are not required to destroy records that are no longer educationally relevant unless the parents so request in writing.

Parent consent. Parent consent is required in writing prior to the release of any personally identifiable information concerning a child with disabilities. Parent consent is not required, however, prior to the release of information (1) to a hearing officer in a special education due process hearing; (2) to public school staff and contractors with a legitimate educational interest in the information; (3) to officials or staff of other schools and school systems at which the student is enrolled or intends to enroll; (4) to federal or state education officials and agencies and to the Comptroller of the United States; (5) to accrediting organizations to carry out their accrediting functions; (6) to comply with a lawful subpoena or judicial order; (7) in conjunction with a health or safety emergency to the extent necessary to protect the health and safety of the child or others; or (8) that the public schools have designated as “directory information.” Disclosure without consent of the parent is subject to certain conditions more fully described in the Family Educational Rights and Privacy Act, 20 U.S.C. § 1332g, and its implementing regulation, 34 C.F.R. Part 99.

Parent access. Upon submitting a request to do so in writing, parents have the right to access the educational records of their child within forty five days or before any due process hearing or IEP team meeting, whichever is sooner. Access entitles the parent to the following: (1) an explanation and interpretation of the records by public school personnel; (2) copies of the records if providing copies is the only means by which the parent can effectively exercise his or her right of inspection and review; and (3) inspection and review of the records by a representative of the parent’s choosing upon presentation to the records custodian of a written authorization from the parent. The public school can charge a fee not to exceed its actual costs for copying records.

“Directory information.” Public school entities designate certain kinds of information as “directory information.” The public schools of Bucks County typically designate the following as “directory information”: (1) the name, address, telephone number, and photographs of the child; (2) the date and place of birth of the child; (3) participation in school clubs and extracurricular activities; (4) weight and height of members of athletic teams; (5) dates of attendance; (6) diplomas and awards received; (7) the most recent previous institution or school attended by the child; and (8) names of parents, siblings, and other family members. The District will provide this information to any interested person, including armed forces recruiters who request it, without seeking consent from the parents of the student or the student. Parents who do not want the District to disclose such information must so notify the District in writing on or before the first day of the school term. Written notice must identify the specific types of directory information that the parent does not want the District to disclose without consent. If the parent fails to notify the District in writing by the first day of the school term, the District may release directory information upon request and without consent.

Disclosure of records containing personally identifiable information to other schools and institutions. Public school entities disclose personally identifiable information concerning students to educational agencies or institutions 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.

Access to records by school officials with a “legitimate educational interest.” School officials with a legitimate educational interest in the personally-identifiable information contained in education records can have access to personally identifiable information without parent or student consent. Each school

entity designates in its education records policy those persons who have a “legitimate educational interest” that would allow such access to education records. Such persons typically include teachers of the child, building administrators, guidance counselors to whom the child is assigned, members of instructional support and multidisciplinary teams in the course of screening and evaluation activities, records custodians and clerks, public school administrators with responsibility for programs in which the student is enrolled or intends to be enrolled, school board members sitting in executive session in consideration of matters concerning the child upon which only the school board can act, program specialists and instructional aides working with the child, therapeutic staff working with the child, and substitutes for any of the foregoing persons

Amendment of education records. After reviewing records, a parent or a student who has attained the age of 18 can request that records be amended. The school will make the requested changes or reject the request within forty-five days of the receipt of the request in writing. If the school rejects the request, the parent or student may request an informal hearing. The hearing can be held before any public school official who does not have a direct interest in its outcome. If the parents are dissatisfied with the outcome of the informal hearing, they may submit to the public school a statement outlining their disagreement with the record. The school thereafter must attach a copy of that statement to all copies of the record disclosed to third parties.

Complaints to the United States Department of Education. Complaints concerning alleged failure of a public school entity 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

Schools housing Title I Programs must include the following annual notice to parents in student or parent handbooks:

“Neshaminy School District has engaged Eagle Industrial Hygiene Assoc., Inc., to fulfill the requirements of the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR Part 763, 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. All areas of our facilities 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 interested parents, faculty and staff in all school offices during business hours.

Sincerely,

*Barbara Markowitz
Business Administrator”*