

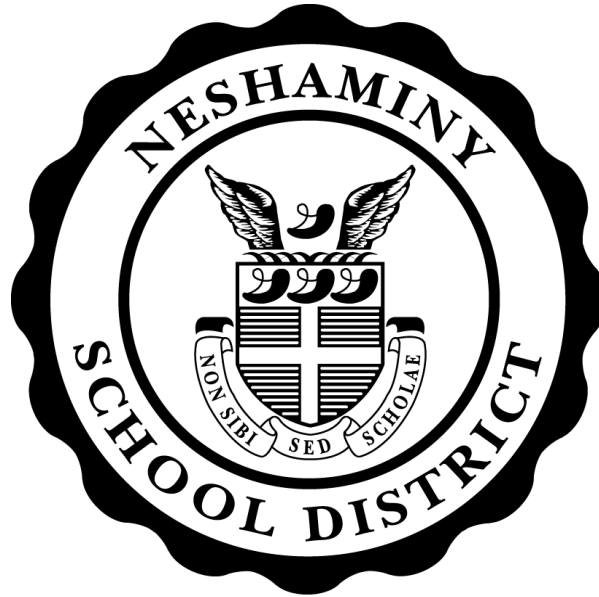
NESHAMINY SCHOOL DISTRICT
Langhorne, Pennsylvania 19047

2013-2014

DISTRICT HANDBOOK
FOR
STAFF



NESHAMINY: We Build Futures!



MISSION STATEMENT

The Neshaminy community empowers students to become productive citizens and lifelong learners. Neshaminy – We build futures!

**Neshaminy School District
Employee Handbook**

MESSAGE FROM THE SUPERINTENDENT OF SCHOOLS

Dear Colleague,

These are exciting times in the Neshaminy School District and we are pleased that you have chosen our community as a place to work!

This Employee Handbook is designed to acquaint you with our personnel policies and procedures, but it is also a reflection of where our vision for the children of Neshaminy is headed.

All staff members are involved in the success of these goals. Whatever your responsibilities, you represent our district, safeguard our students, and work for our families. You help us meet our core mission – educating students.

This handbook is a guideline for our employee policies, expectations, benefits, and procedures. If you have additional questions don't hesitate to ask your supervisor or the Human Resources Department. When you are informed and appreciated, our students are the winners.

Sincerely,

Robert L. Copeland
Superintendent of Schools

INTRODUCTION

This handbook of administrative regulations has been prepared to provide information that will assist you in carrying out your job responsibilities. It is not intended to answer every situation you may encounter. If necessary, contact your principal to have questions answered.

There are a number of other source documents, which are also available:

School Laws of Pennsylvania - (Public School Code of 1949 as amended). Available online at: http://www.portal.state.pa.us/portal/server.pt/community/school_code_and_regulations/17299.

Pennsylvania Professional code of Conduct is available on the State website: http://www.portal.state.pa.us/portal/server.pt/community/guidelines_policies_complaint_forms_reports_and_related_documents/8850/code_of_conduct/529193. This information should be made available to all certified staff.

Basic Education Circulars from the Department of Education. Available online at : http://www.portal.state.pa.us/portal/server.pt/community/basic_education_circulars/7497

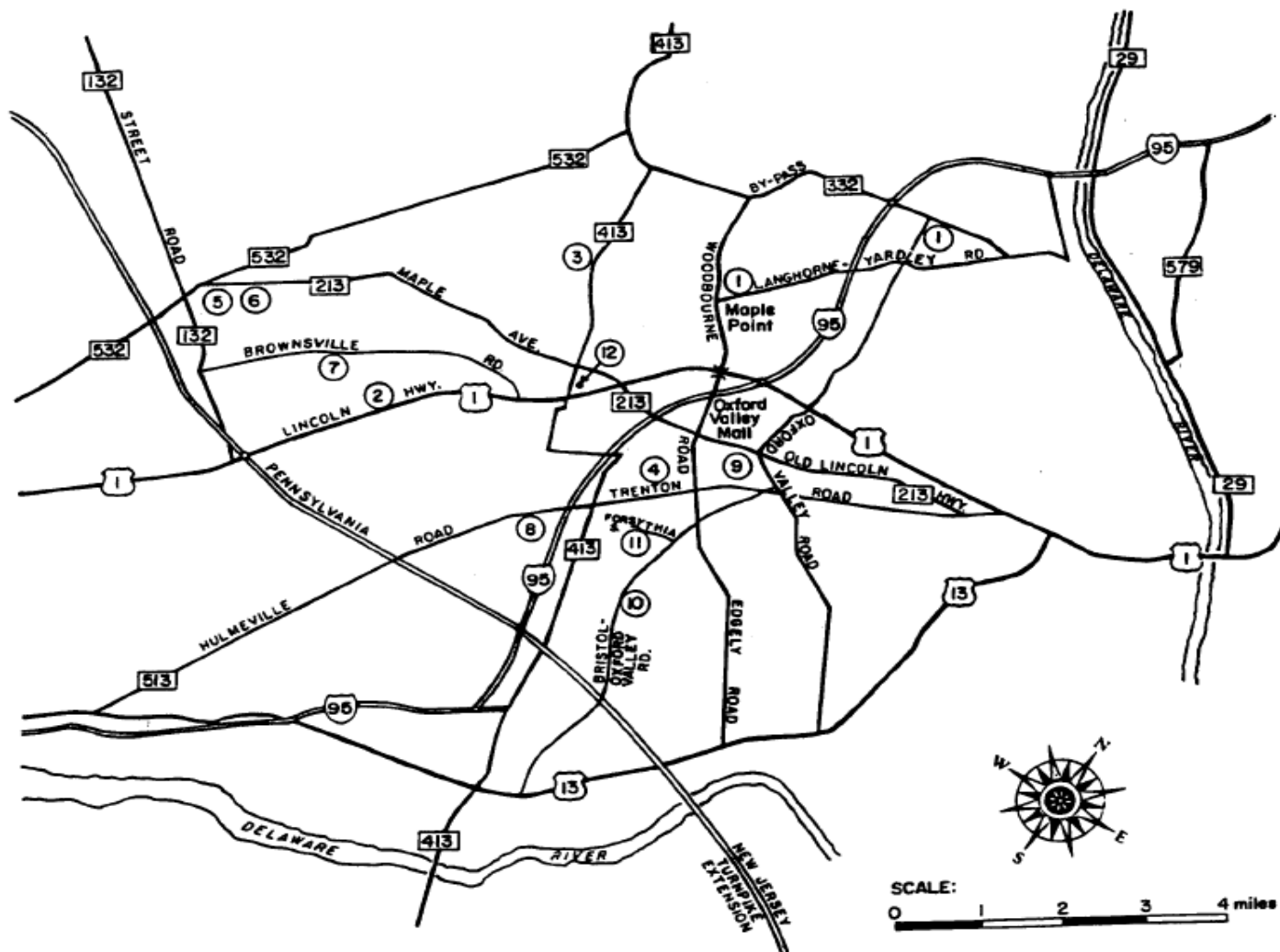
School Board Policy Book - (available for reference on the Neshaminy website listed under Policies and Procedures. School District policies adopted by the Board of School Directors must be adhered to by all employees of the district.) Note: **All operational policies of the district are subject to change without notice.**

Collective Bargaining Agreements between the Neshaminy School District and the Neshaminy Federation of Teachers; between the Neshaminy School District and the Neshaminy Educational Support Professional Association. (Each member of the staff receives a copy of the agreement, which pertains to them.)

Building Handbooks - (Each principal publishes a building handbook for the use of staff members within that building.)

Sincerely,

Robert L. Copeland
Superintendent of Schools



NESHAMINY SCHOOL DISTRICT

Number	School	Number	School	Number	School
1	ADMINISTRATIVE OFFICE Maple Point Middle School 2250 Langhorne-Yardley Rd. Langhorne, PA 19047 215-809-6000	8	HERBERT HOOVER ELEMENTARY 501 Trenton Rd. Langhorne, PA 19047 215-809-6340		
9	PEARL BUCK ELEMENTARY 143 Top Road Levittown, PA 19056 215-809-6300	6	LOWER SOUTHAMPTON ELEMENTARY 7 School Lane Feasterville, PA 19053 215-809-6350	5	POQUESSING MIDDLE SCHOOL 300 Heights Lane Feasterville, PA 19053 215-809-6210
11	SAMUEL EVERITT ELEMENTARY Forsythia Drive South Levittown, PA 19056 215-809-6320	1	MAPLE POINT MIDDLE SCHOOL 2250 Langhorne-Yardley Road Langhorne, PA 19047 215-809-6230	4	CARL SANDBURG MIDDLE SCHOOL 30 Harmony Road Levittown, PA 19056 215-809-6220
5	FERDERBAR ELEMENTARY 300 Heights Lane Feasterville, PA 19053 215-809-6370	10	WALTER MILLER ELEMENTARY 10 Cobalt Ridge Drive South Levittown, PA 19057 215-809-6360	4	ALBERT SCHWEITZER ELEMENTARY Harmony Road Levittown, PA 19056 215-809-6380
12	OLIVER HECKMAN ELEMENTARY Maple Avenue and Cherry Street Langhorne, PA 19047 215-809-6330	2	NESHAMINY HIGH SCHOOL 2001 Old Lincoln Highway Langhorne, PA 19047 NHS 215-809-6100		

2013-2014 HANDBOOK FOR STAFF

TABLE OF CONTENTS

Mission Statement.....	1
Message and Introduction –Superintendent.....	2-3
Map of the District.....	4
Table of Contents.....	5-6
Neshaminy School District 2013-2014 School Calendar	7
Neshaminy School District 2013-2014 Elementary School Calendar	8
Neshaminy School District 2013-2014 Sec. Level Grading/Marking Periods	9
Superintendent and Cabinet	10
Directors & District Office Personnel.....	11
Principals\Assistant Principals\School Information.....	12
Comprehensive Plan.....	13
General Information and Regulations	13
Absences – Reporting/Attendance	13
Act 24 and Act 82 – Form PDE 6004.....	13-14
Act 48.....	14
Activity Accounts	14
Administrative Internships	14
Advertising in the Neshaminy School District	14
Assessment Schedule for All Schools K-12	15-18
Attendance at Conferences/Workshops.....	19
Back To School Night Dates/Times	19
Benefit Programs for Employees.....	19 - 21
Building Emergency Teams	22
Buildings.....	22
Buses for Field Trips	22
Child Abuse Reporting	22
Copyright.....	23
Critical Event Response Team (CERT)	23
Discipline - Students.....	23
Drug Free Workplace	24
Emergency Preparedness	24
Employment Records.....	24
Endorsement of Items for Sale	24
Equipment and Supplies	24-25
Expense Accounts.....	25
Family Educational Rights and Privacy Act – F.E.R.P.A.	25
Fund Raising	26
Gifts (Board Policies #217, #317, #417 and #717)	26
Homebound Instruction.....	25
Identification Badges.....	26
Inclement Weather	26
Intermediate Unit.....	26
Job Descriptions.....	26
Jury Duty	26
Keys	27
Mail	27
Medication Dispensing.....	27
Notices to Parents of Students Failing/Unsatisfactory Work	27

Parent Teacher Organizations.....	28
Payroll Calendar	28
Payroll Deductions	28-29
Paychecks - Distribution on Snow Days	29
Payroll Distribution.....	30
Protection of Pupil Rights Amendment	30
Public Relations (Community & Media Contact).....	30
Purchasing, Requisitioning and Budget Preparation	31
Resignation of Employees	31
Sabbatical Leaves.....	31
Safety Program.....	31
Salary	31
School Board Policies Handbook.....	32
Searches and Seizures of Evidence	32
Solicitations and Flyers.....	32
Sexual Harassment.....	32
Smoking (No Smoking Policy)	32
Solicitor	33
Special Education Services	33
Stationery	33
Student Accident Reporting.....	33
Student Teacher Procedures	33-34
Studies/Research Projects Involving Students	34
Teacher Induction	34
Technology	34-35
Tenure.....	36
Textbook and Library Books - Disposal Of.....	36
Transportation of Students.....	36
Travel Reimbursement	36
Tuition Reimbursement.....	36
Tutoring.....	37
United Way Campaign	37
Use of School District Equipment	37
Vandalism.....	37
Video Recording of Student Activities.....	37
Visitors in School Building.....	37
Website Copyright Information.....	37
Work Regulations and Guidelines	38
Equal Opportunity Employment Policy.....	38

NESHAMINY SCHOOL DISTRICT

2013-2014 School Calendar

<u>September</u>	2	Monday	Labor Day (District Closed)
	4	Wednesday	No School/Teacher Professional Development (PD)
	5	Thursday	Rosh Hashanah (Schools Closed)
	6	Friday	Rosh Hashanah (Schools Closed)
	9	Monday	First Day for Students
<u>November</u>	5	Tuesday	No School/Election Day/Teacher PD/Act 80 Day
	11	Monday	Veterans Day Observance (District Closed)
	25	Monday	No School for Kdgn. Students, Kdgn. Conferences (Kdgn. Act 80 Day)
	26	Tuesday	No school for Elem. & Kdgn. Students, Elem. Conferences (Elementary Act 80 Day)
	27	Wednesday	No School/Secondary Teacher PD/Act 80 Day
	28; 29	Thurs., Fri.	Thanksgiving (District Closed)
<u>December</u>	24, 25,	Mon, Tues, Wed.	Christmas Recess (District Closed)
	26,	Friday	No School
	27		
	30	Monday	No School
	31	Tuesday	New Year's Eve (District Closed)
<u>January</u>	1	Wednesday	New Year's Recess (District Closed)
	20	Monday	Martin Luther King Day (Schools Closed)
<u>February</u>	17	Monday	President's Day (District Closed)
<u>March</u>	5	Wednesday	No School/Teacher PD/Act 80 Day
<u>April</u>	14	Monday	No School/Teacher Professional Development
	15, 16	Tues./Wed.	No School
	17, 18	Thurs/Fri	District Closed
<u>May</u>	20	Tuesday	No School/Election Day/Teacher PD/Act 80 Day
	26	Monday	Memorial Day (District Closed)
<u>June</u>	19	Thursday	Last Day for Students*
	20	Friday	Teacher Professional Development Day*

*Last days could be extended if needed.

NESHAMINY SCHOOL DISTRICT
2013-2014 Elementary School Calendar

The following dates represent the marking periods for the 2013-2014 school year.

First Marking Period (44 days)

Begins Monday, September 9, 2013 to Friday, November 8, 2013

DIBELS Grades K, 1, 2, September 16 to October 4

DRA Grades 2,3,4 and 5, September 23 to October 4

MAP Testing, Grades 1 to 5, September 23 to October 25

Back to School Night – All Grades, September 26

DRA 2 – Grade 1, October 14 to November 8

Writing Assessment – Grades K-5, November 4 to November 8

Second Marking Period (43 days)

Begins Tuesday, November 12, 2013 to Friday, January 24, 2014

Parent/Teacher Conferences, November 25 and November 26

MAP Testing (Math and Reading) Grades 1 to 5, January 6 to January 31

DIBELS – Grades K, 1 and 2, January 13 to January 31

DRA 2 – Grades 2, 3, 4 and 5, January 13 to February 14

Math Quarterly Test – Grades 1 to 5, January 24

Third Marking Period (48 days)

Begins Monday, January 27, 2014 to Friday, April 4, 2014

Writing Assessment, Grade K-5, January 27 to January 31

DRA 2 – Grade 1, March 3 to March 28

Kindergarten Registration, March 7

PSSA (Reading and Math) Grades 3, 4 and 5, March 17 to March 28

Writing Assessment, Grades K-5, March 24 to March 28

PSSA Writing, Grade 5, March 31 to April 4

Math Quarterly Test, Grade 1 and 2, April 4

Spring Recess Scheduled for April 15 to April 18, 2014

Fourth Marking Period (44 days)

Begins Monday, April 7, 2014 to Monday, June 16, 2014

PSSA Science – Grade 4, April 28 to May 2

DIBELS – Grades K, 1 and 2, May 5 to May 23

DRA 2 – Grades 1 to 5, May 5 to May 30

MAP Testing (Math and Reading) Grades 1 to 5, May 12 to May 30

Math Quarterly Tests, Grade 1 to 5, June 16

Final Student day, June 19, 2014

**NESHAMINY SCHOOL DISTRICT
SECONDARY LEVEL GRADING/MARKING PERIODS
2013-2014**

The following dates represent the marking periods for the 2013-2014 school year.

First Marking Period - 44 Days

Beginning Monday, September 9, 2013 and ending Friday, November 8, 2013
Interim Progress Reports Distributed October 9, 2013
Teacher Grade Entry – Tuesday, November 12 to Friday November 15, 2013
Report Cards distributed November 22, 2013

Second Marking Period - 43 Days

Beginning November 12, 2013 and ending Friday, January 24, 2014
Interim Progress Reports Distributed December 18, 2013
Teacher Grade Entry Monday January 27 to Friday January 31, 2014
Report Cards distributed February 7, 2014
Note: Keystone Testing Winter Wave 1 – December 2 to December 13, 2013
Keystone Testing Winter Wave 2 – January 8 to January 22, 2014

Third Marking Period - 48 Days

Beginning Monday, January 27, 2014 and ending April 4, 2014
Interim Progress Reports Distributed February 26, 2014
Teacher Grade Entry Monday, April 7 to Friday April 11, 2014
Report Cards distributed April 25, 2014

Spring Break – Tuesday, April 15, 2014 to Friday, April 18, 2014

Fourth Marking Period – 44 Days and 3 Final Exam Days

Beginning April 7, 2014 and ending June 16, 2014
Senior IPR's Due in e-School on May 7, 2014
Other IPR's due in e-School on May 14, 2014
Teacher Grade Entry – Senior Grades due 12:00 Noon on Senior last day
Teacher Grade Entry – Underclassmen Grades due 2:15 PM on Thursday, June 19, 2014
Report Cards distributed June 27, 2014
Note: Keystone Spring Testing Window – May 12 to May 23, 2014
AP Testing Window – May 5 to May 16, 2014

NESHAMINY SCHOOL DISTRICT
2001 OLD LINCOLN HIGHWAY
LANGHORNE, PA 19047

Use the above central mailing address on all correspondence from the District. The following is a list of telephone numbers for offices in Neshaminy School District. The Neshaminy School District's main telephone number is 215-809-6000. Dial directly to reach any of the schools or offices from outside. There is a complete telephone directory in every office of the District. In some instances you may reach a number by dialing only the last four digits.

SUPERINTENDENT AND CABINET

<i>District Offices</i>	<i>Telephone Number</i>
Robert L. Copeland Superintendent of Schools	215-809-6500
Mrs. Barbara Markowitz Business Administrator	215-809-6520
Assistant to the Superintendent for C&I	215-809-6550
Assistant Superintendent of Operations	215-809-6510
Mrs. Theresa Hinterberger Director of Human Resources	215-809-6601
Mr. Anthony Devlin Director of Pupil Services	215-809-6588

NESHAMINY SCHOOL DISTRICT

DIRECTORS

<i>Director's Offices</i>	<i>Telephone Number</i>
Mrs. Kathryn Christie Director of Management Information Services District Offices	215-809-6572
Mr. Paul Minotti Director of Facilities, Operations and Transportation 2001 Old Lincoln Highway Langhorne, PA 19047	215-809-6250 (Facilities & Operations) 215-809-6264 (Transportation)
Mr. Thomas Sizgorich Director of Purchasing and Receiving 2001 Old Lincoln Highway Langhorne, PA 19047	215-809-6280
Mrs. Marie Wallace Director of Food Services 2001 Old Lincoln Highway Langhorne, PA 19047	215-809-6540
Dr. Geeta Heble Director of Humanities District Office	215-809-6550
David Geanette Director of Math and Science District Office	215-809-6550

NESHAMINY SCHOOL DISTRICT

ELEMENTARY SCHOOLS, MIDDLE SCHOOLS, HIGH SCHOOL

Elementary Schools	Telephone Number
Pearl Buck Mrs. Stephanie Miguelez, Principal 143 Top Road Levittown, PA 19056	215-809-6300
Samuel Everitt Mr. Andre Modica, Principal Forsythia Drive South Levittown, PA 19056	215-809-6320
Joseph Ferderbar Mrs. Judy Brown, Principal 300 Heights Lane Feasterville, PA 19053	215-809-6370
Oliver Heckman Mr. Brian Kern, Principal 201 Cherry Street Langhorne, PA 19047	215-809-6330
Herbert Hoover Mr. Michael Rodriguez, Principal 501 Trenton Road Langhorne, PA 19047	215-809-6340
Lower Southampton Ms. Michelle Burkholder, Acting Principal 7 School Lane Feasterville, PA 19053	215-809-6350
Walter Miller Mr. Paul Mahoney, Principal 10 Cobalt Ridge Drive South Levittown, PA 19057	215-809-6360
Albert Schweitzer Ms. Kathleen Brewster, Principal Harmony Road Levittown, PA 19056	215-809-6380

Middle Schools, High School and Alternative School	Telephone Number
Maple Point Middle Mr. M. Andrew Sokol, Principal , Assistant Principal 2250 Langhorne-Yardley Road Langhorne, PA 19047	215-809-6230
Poquessing Middle Mrs. Joann Holland, Principal Mr. Clarke Stoneback, Asst. Principal 300 Heights Lane Feasterville, PA 19053	215-809-6210
Sandburg Middle Mrs. Dawn Kelly, Principal Mr. Derek Albarran, Assistant Principal 30 Harmony Road Levittown, PA 19056	215-809-6220
Neshaminy High School Dr. Robert McGee, Principal Main Office, 2001 Old Lincoln Highway Langhorne, PA 19047	215-809-6102
Mrs. Lisa Pennington, Asst. Principal Mr. Tom Magdelinskas, Assistant Principal Co-Curricular Office / Athletic Director Mr. Colin Trickle, Assistant Principal Mr. Robert Mueller, Assistant Principal Ms. Lynn Knotts, Assistant Principal Mr. William Ritchey, Assistant Principal	215-809-6105 215-809-6142 215-809-6126 215-809-6125 215-809-6128 <u>215-809-6124</u>

THE NESHAMINY SCHOOL DISTRICT COMPREHENSIVE PLAN

Currently being revised. Will be completed January of 2014.

GENERAL INFORMATION AND REGULATIONS for EMPLOYEES

ABSENCES – REPORTING/ATTENDANCE

We are using an automated service, SAMS/AESOP, to report absences. This service will record your absence and locate a substitute if needed through Source4Teachers during the 2013-2014 school year. If circumstances prevent reporting your absence to the AESOP system, you need to contact your immediate supervisor.

There are two ways to report absences:

Log on to AESOP at: www.source4teachers.com/SAMS

Call AESOP at 1-800-942-3767

Staff are required to produce the appropriate information following their absence.

The Board of School Directors believes that the regular presence of assigned personnel is vital to the success of the district's educational program. Consistent absenteeism or tardiness is unacceptable and subject to disciplinary action.

All employees are expected to report to work during their contracted employment hours. Any deviation from this schedule must be submitted in advance and approved by the appropriate administrator. Benefit time is covered in each bargaining unit agreement.

ACT 24 OF 2011 and ACT 82 OF 2012 – FORM PDE 6004

Act 24 and Act 82 contain a number of significant changes to the Pennsylvania Public School Code that are designed to enhance the safety of school children. The changes to Section 111 became effective on September 28, 2011.

Act 24 and Act 82 require that current school employees provide assurances that they have not been previously arrested or convicted of Section 111(e) offenses. Crimes have been added to the list of offenses in Section 111(e), which disqualify individuals from school employment (see listing). It also now requires that school employees report to the Human Resource Director or Superintendent, within **seventy-two (72) hours any arrest or conviction of an offense listed in Section 111(e) that occurs after September 28, 2011**. Form PDE 6004 (available on the Human Resource website) must be used to make reports of any arrests or convictions to the Human Resource Director or District Superintendent.

<http://www.neshaminy.k12.pa.us/cms/lib6/PA01000466/Centricity/Domain/13/Act%2024%20-%20PDE%206004.pdf>

Act 24 also amended Section 111 of the School Code to prohibit the prospective employment of anyone who has been convicted of any felony of the first, second, or third degree not listed in Section 111(e), from school employment for ten years after the expiration of the sentence. These offenses are listed enumerated under 24 P.S. Section 1-111(f.1).

Further, conviction of any first degree misdemeanor will prohibit employment for five (5) years after the completion of the sentence.

In addition, the law now states that a second offense of driving under the influence of alcohol or a controlled substance, graded as a first degree misdemeanor, will result in a three (3) year prohibition on hiring from the date of the completion of the sentence for the most recent offense.

Please review Board Policy #124 at <http://www.neshaminy.k12.pa.us/cms/lib6/PA01000466/Centricity/Domain/7/Policy%20124.pdf> If you have any questions regarding how to complete Form PDE 6004, please contact Terry Hinterberger, Human Resource Director at 215.809.6601 or e-mail: thinterberger@neshaminy.k12.pa.us.

ACT 48 – Professional Development Requirement

The Pennsylvania Department of Education (PDE) requires certified teachers to complete Act 48 plan every five years. Further information regarding Act 48 can be obtained at:

[http://www.portal.state.pa.us/portal/server.pt/community/act_48 - continuing professional education/8622](http://www.portal.state.pa.us/portal/server.pt/community/act_48_-_continuing_professional_education/8622)

ACTIVITY ACCOUNTS (School Board Policy 722)

http://www.neshaminy.org/cms/lib6/PA01000466/Centricity/Domain/7/bd_pol_722.pdf

The District bonds all staff members who handle considerable sums of money. Administrators responsible for money shall keep records of income and expenditures subject to review by the business office and by appointed and state auditors. Teachers are not to keep cash in desks and lockers in school buildings. Large sums of money shall be deposited in the bank immediately upon receipt.

The following regulations shall be followed in handling activity funds:

No money shall be kept in the school amounting to more than twenty-five dollars. Sums beyond that amount shall be deposited in the bank.

The temporary custody of money, such as on a day when student insurance is collected or when payment is made in cash for caps and gowns, class rings or jackets, would not require that the participating staff members be bonded. Teachers and administrators shall deposit in the bank all collections in excess of twenty-five dollars except in buildings where there is a built-in safe. Monies shall be deposited in the bank and not be kept in the school vaults over weekends or holiday periods.

All staff members handling money in excess of twenty-five dollars shall keep an account of the amount received and sources, and of the payments that are made for items purchased contributions, or services.

ADMINISTRATIVE INTERNSHIPS

All proposed administrative internships associated with university or college course requirements must receive approval from the Superintendent of Schools. Requests for such internships must be submitted in writing to the Superintendent before permission to proceed may be given.

ADVERTISING IN THE NESHAMINY SCHOOL DISTRICT

The policy of the Board shall be to permit selected commercial advertisement when there is a specific benefit to the students, the educational program of the District, or the mission of the District. Please refer to Board Policy #708 – Advertising. http://www.neshaminy.org/cms/lib6/PA01000466/Centricity/Domain/7/bd_pol_708.pdf

ASSESSMENT SCHEDULE (Note: Subject to change)

Elementary		Chronological View
Too Good for Drugs-Too Good for Violence Pre-Test	All teachers K-5 All students 3-5	September 3 – September 13
DIBELS	Grades K, Pre -1 st , 1, and 2 (Gr. 3, 4, & 5 not at benchmark)	September 16 - October 4
DRA 2 (Selected students as determined by data meetings)	Grades 2, 3, 4, and 5	September 23 - October 4
M.A.P. Testing (Math and Reading)	Grades 1-5	September 23 - October 25
DRA 2 (Selected Students as determined by data meetings)	Grade 1	October 14 - November 8
Writing Assessment (Opinion)	K-5	November 4 - November 8
Math Quarterly Test	Grades 1 - 5	End of First Marking Period
Too Good for Drugs-Too Good for Violence Post-Test	All teachers K-5 All students 3-5	End of First Marking Period
DIBELS	Grades K, Pre -1 st , 1, and 2 (Gr. 3, 4, & 5 not at benchmark)	January 13 - 31
M.A.P. Testing (Math and Reading)	Grades 1- 5	January 6 - 31
Math Quarterly Test	Grades 1 - 5	End of Second Marking Period
DRA 2 (Selected Students as determined by data meetings)	Grades 2, 3, 4, and 5	January 13 - February 14
Writing Assessment (Informational)	K-5	January 27 - 31
DRA 2 (Selected Students)	Grade 1	March 3 - 28
Math Quarterly Test	Grades 1 - 2	End of Third Marking Period
PSSA (Reading and Math)	Grades 3, 4, and 5	March 17 - 28
Writing Assessment (Narrative)	K-5	March 24 - 28
PSSA (Writing)	Grade 5	March 31 - April 4
PSSA (Reading and Math Make-up)	Grades 3, 4 and 5	March 31 - April 4
PSSA (Writing Make-up)	Grade 5	April 4 - 11
PSSA (Science)	Grade 4	April 28 - May 2
PSSA (Science Make Up)	Grade 4	May 5 - 9
DIBELS	Grades K, Pre-1 st , 1, and 2 (Grades 3, 4 & 5 not at benchmark)	May 5 - 23
DRA 2 (Selected Students as determined by data meetings)	Grades 1 - 5	May 5 - 30
M.A.P. Testing (Math and Reading)	Grades 1-5	May 12 - 30
Math Quarterly Test	Grades 1 - 5	End of Fourth Marking Period

MIDDLE		Chronological View
Too Good for Drugs-Too Good for Violence Pre-Test	All Health Teachers All students 6-8 for First ½ year class	September 3 – September 13
M.A.P. Testing (Math and Reading)	Grade 6-8	September 23 - October 25
Math Quarterly Test	Grades 6, 7 and 8	End of First Marking Period
English Quarterly Benchmark	Grades 6, 7 and 8	End of First Marking Period
Too Good for Drugs-Too Good for Violence Post-Test – 1 st ½ half year	All Health Teachers All students 6-8 for 1 st ½ year	End of First Marking Period
M.A.P. Testing (Math and Reading)	Grade 6 -8	January 6 - 31
Math Quarterly Test	Grades 6, 7 and 8	End of Second Marking Period
English Quarterly Benchmark	Grades 6, 7 and 8	End of Second Marking Period
Too Good for Drugs-Too Good for Violence Pre-Test 2 nd ½ year	All Health Teachers All students 6-8 for 2 nd ½ year	Beginning of 3 rd Marking Period
PSSA (Writing)	Grade, 8	March 31 - April 4
PSSA (Reading, Math Make-up)	Grades 6, 7 and 8	March 31 - April 4
PSSA (Reading and Math)	Grades 6, 7 and 8	March 17 - 28
PSSA (Writing Make-up)	Grade 8	April 4 - 11
PSSA (Science)	Grade 8	April 28 - May 2
PSSA (Science Make-up)	Grade 8	May 5 - 9
Too Good for Drugs-Too Good for Violence Post-Test – 2 nd ½ half year	All Health Teachers All students 6-8 for 2 nd ½ year	End of Third Marking Period
Keystone Exams - Algebra 1	Following Course Completion	May 12 - 23
M.A.P. Testing (Math and Reading)	Grade 6 - 8	May 12 - 30
Math Quarterly Test	Grades 6 - 8	End of Fourth Marking Period (Course Final Exam)
English Quarterly Benchmark	Grades 6 - 8	End of Fourth Marking Period (Course Final Exam)

HIGH SCHOOL		Chronological View
Too Good for Drugs-Too Good for Violence Pre-Test	All Health Teachers All students in Health Classes	September 3 – September 13
M.A.P. Testing (Math and Reading)	SPED Grades 9 - 12	September 23 - October 25
Math Quarterly Test	Grades 9 - 12 (Excluding Honors & AP)	End of First Marking Period
English - Quarterly Benchmark	Grades 9 - 12	End of First Marking Period
Too Good for Drugs-Too Good for Violence Post-Test	All Health Teachers All students in Health Classes	End of First Marking Period
Keystone Exams - Biology	Selected Students	Wave 1: December 2 – 13
Keystone Exams - Algebra 1 Keystone Exams - Literature	Selected Students	Wave 2: January 8 - 22
M.A.P. Testing (Math and Reading)	SPED Grades 9 - 12	January 6-31
Math Quarterly Test	Grades 9 - 12 (Excluding Honors & AP)	End of Second Marking Period
English - Quarterly Benchmark	Grades 9 - 12	End of Second Marking Period
AP Chemistry, Biology AP Psychology	AP Students	May 5 AM May 5 PM
AP Computer Science A , Spanish AP Art History	AP Students	May 6 AM May 6 PM
AP Calculus AB, AP Calculus BC AP Chinese	AP Students	May 7 AM May 7 PM
AP English Literature and Composition AP Japanese Language, Latin	AP Students	May 8 AM May 8 PM
AP English Language and Composition AP Statistics	AP Students	May 9 AM May 9 PM
AP Studio Art (portfolios due)	AP Students	May 5
AP Biology , Music Theory	AP Students	May 12 AM
AP Physics B, Physics C- Mechanics AP Physics C-Electricity and Magnetism	AP Students	May 12 PM 12:00 May 12 PM 2:00
AP US Government and Politics AP Human Geography, French Language	AP Students	May 13 AM May 13 PM
AP German Language, US History AP European History	AP Students	May 14 AM May 14 PM
AP Macroeconomics, World History AP Italian Language, Microeconomics	AP Students	May 15 AM May 15 PM
AP Comparative Government and Politics AP Spanish Literature and Culture	AP Students	May 16 AM May 16 AM
M.A.P. Testing (Math and Reading)	AE 9-11 and SPED Grades 9-12	May 12 - 30
Keystone Exams - Algebra 1 Keystone Exams - Biology Keystone Exams - Literature	End of course and selected students Algebra 1 - Grades 9 & 10 Literature - Grade 10 Biology - Grades 9 & 10	May 12 - 23
Math Quarterly Test	Grade 9 - 12	End of Fourth Marking Period (Course Final Exam)
English Quarterly Test	Grade 9 - 12	End of Fourth Marking Period (Course Final Exam)



2013-2014 PSSA Testing

Assessment	Dates	Grade(s)
Math/Reading	March 17-28, 2014	3 - 8
Make-up for Math/Reading	March 31-April 4, 2014	3 - 8
Writing	March 31-April 4, 2014	5 and 8
Make-up for Writing	April 7-11, 2014	5 and 8
Science	April 28-May 2, 2014	4 and 8

2013-2014 Keystone Exams Testing Windows

Winter:

Wave 1: December 2-13, 2013

Wave 2: January 8-22, 2014

Note about the winter administration: Schools will choose one of two testing windows (“waves”) for the winter administration. Two windows are being provided to accommodate different semester end dates for schools with block scheduling.

Spring:

May 12-23, 2014

Summer:

July 28-August 1, 2014

ATTENDANCE AT CONFERENCES/WORKSHOPS

Requests for outside conferences and workshops must be pre-approved by both the building administrator and the Superintendent and/or designated central office administration. Attendance will not be eligible for credit for salary level advancement.

BACK-TO-SCHOOL NIGHTS

The following Back-To-School Nights are scheduled for the elementary and secondary schools.

ELEMENTARY SCHOOLS – September 26, 2013

MIDDLE SCHOOLS – September 19, 2013

HIGH SCHOOL – October 3, 2013

BENEFIT PROGRAMS

The Neshaminy School District offers a variety of Health and Welfare programs for eligible employees. These benefit programs include:

Health Benefit Programs: Independence Blue Cross Personal Choice and IBC Keystone Health Plan East HMO

Prescription Programs: Future Scripts through Independence Blue Cross

Dental: United Concordia

Vision: Vision Benefits of America

Disability: Short-Term and Long-Term through Guardian Life Insurance Company

Life Insurance: Guardian Life Insurance Company

Terms of the benefit programs and contribution levels are included in each employee group's bargaining agreement or Agreement between the Board of School Directors and the employee group.

Employee Assistance Program

In addition, the Neshaminy School District offers an **Employee Assistance Program** through Quantum to all staff and eligible dependents. Quantum provides confidential counseling in the areas of family matters, dependent care issues, substance abuse, legal matters, and all mental health problems. Initial phone and follow up care is at no cost. Thereafter they will work with your healthcare carrier. A Quantum representative can be reached at 215-968-0844.

COBRA

Eligible employees and their dependents who lose their employer provided health coverage due to loss of employment or loss of eligibility are able to continue participation in District benefits for a period of up to three years (dependent upon reason) at the full district cost plus 2% (**Cobra**). Enrollment must be within 60 days of notification of ineligibility. Information is available in the Human Resource Office.

FMLA

In addition, under the **Federal Family and Medical Leave Act**, eligible employees are provided up to 12 weeks of unpaid leave for their own illness or the birth, adoption, placement of a child in foster care, or serious illness of a child, parent, spouse as well as Military associated leaves or leaves needed to care for an injured member of the military. During the FMLA leave, health insurance benefits will be continued under the same terms and conditions as if the employee were at work. In order to be eligible the employee must have worked for the Neshaminy School District for the prior 12 months or 52 weeks, and the employee must have worked at least 1250 hours during a 12 month period immediately before the date the leave is requested to commence. An eligible employee can take up to 12 weeks of leave during any 12 month period. The District will measure the 12 month period as a rolling 12 month period measured backwards from the date an employee uses any leave under this policy. If a husband and wife both work for the District and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. Unless it is impossible to do so, employee must provide notice of intent to take leave thirty (30) days prior to start of leave.

Application forms and requirements are available on the District intranet site under Human Resources.

HIPAA

Neshaminy School District has implemented a Health Insurance Privacy and Portability Act (“**HIPAA**”) plan concerning the use and distribution of personal medical/dental information. You are hereby advised that the District’s plan covers the following:

- The District will not use or disclose an individual’s Protected Health Information (PHI) without the individual’s consent or authorization. Health plans may use or disclose PHI for treatment, payment and health care operations without obtaining the individual consent or authorization.
- The District will include in written contracts with its business associates details of their privacy-related provisions.
- The District will make “reasonable efforts” to limit its use and disclosure of an individual’s PHI to what is the minimum necessary to achieve the intended purpose.
- The District will provide privacy notices to plan participants that detail the covered entities privacy policy.
- The District will amend its plan documents to include required provisions.
- The District will provide access to individuals to their PHI to correct, amend or review disclosures of the PHI.
- The Director of Human Resources will serve as the privacy officer.
- The District established privacy policies and procedures.
- The District implemented a training program for all staff with access to PHI.

WORKERS’ COMPENSATION

The Pennsylvania Worker’s Compensation Act provides income replacement and medical benefits to an employee who incurs an injury arising in the course of his employment and related thereto. In the event of such an injury you must promptly report it to your supervisor and complete an Employee Accident Report form. These forms are available in the buildings and on the intranet.

Should you need medical attention, the first 90 days of treatment must be with a doctor/hospital from the District’s approved list. The District’s workers’ compensation insurance carrier will not honor medical bills submitted from any doctor or hospital not on the approved list. Medical documentation must be submitted to the Human Resource office as well as the workers’ compensation insurance carrier. If you are unable to work or released to work with restrictions the physician’s documentation must be submitted to Human Resources and your supervisor immediately. No one is authorized to be released from work without specific physician documentation to do so.

Information will be made available to all personnel annually regarding the procedures, the panel physician and the contact information. (see Safety).

PSERS

All employees who meet the required work hours in a fiscal year are eligible for and required to participate in the **Public School Employees' Retirement System**. Contributions vary based on participation level. All contributions to the program (minimum 6.5%) are on a pre-tax basis.

Tax Shelter Annuities

Tax shelters may be purchased by payroll deduction through a District approved shelter company. For your information the following is a list of all District approved companies. For further details contact the company listed. Information on the Vanguard Group, however, is available in the Human Resources Office.

TAX SHELTER COMPANIES

AXA Equitable

Attn: John Lenihan
333 Thornall Street, 8th Floor
Edison, NJ 08337
732-476-2868
215-860-0926 (PA phone #)
732-906-3658 (Fax#)
267-566-0558 (Cell#)
Email: john.lenihan2@axa-advisors.com

Lincoln Investment Planning, Inc.

Attn: Kenneth Houser, Sr., Ronald Sherratt, Thomas McManus,
101 West Avenue
Suite 200
Jenkintown, PA 19046
215-885-7115
267-880-6135 (Ken Houser only)

Waddell & Reed

Attn: Kenneth Wakefield, Dean Chalela, Leslie Chatty, Josie
Fischer, Steve Florin, Marc Hicks, John McMullen, Rick Osman,
Ron Smith, Tom Strybuc
1010 Stony Hill Road, Suite 250
Yardley, PA 19067
215-860-8810

ING

Attn: Robert (Bob) Grupp, ChFC
305 Hill Avenue, Suite 1
Langhorne, PA 19047
267-455-4790 (Cell)
Email: rwq5855@gmail.com

American Funds/Merrill Lynch

Attn: Douglas M. Roskos, CFP®, and J.P.
Brescia
1200 Howard Blvd., 3rd Floor
Mount Laurel, NJ 08054
856-231-5645 866-596-5953 (Toll-Free Direct)
856-831-7306 (Fax #)
Email: douglas_roskos@ml.com
Webpage: http://fa.ml.com/brescia_roskos_group

VALIC

Attn: Alan Fefer
135 Route 202/206, Suite 13
Bedminster, NJ 07921
215-292-8712 (Cell) – A. Fefer
908-470-4114
800-892-5558 Ext. 88731 (Voicemail)
Email: alan.fefer@valic.com

VanGuard Group

P. O. Box 2600
Valley Forge, PA 19482
800-662-2739

PFS Investments/Primerica

Attn: David Schimpf
1262 Wood Lane, Suite 209
Langhorne, PA 19047
Phone: 215-752-3409
215-720-5609 (Cell #)
866-299-3611 (Fax #)
Email: dschimpf@focusedongrowth.com

BUILDING EMERGENCY TEAMS

Every building has a Building Emergency Team. The BET's are involved in prevention efforts in addition to intervention, response, and aftercare plans. The BET's are charged with planning for any potential critical event on a building level. We recognize that building level efforts must focus on building specific needs and our building staff are the experts in their own buildings.

The planning by members of the BET will have much to do with the efficient handling of any critical event or emergency. They are also asked to keep staff informed, solicit their input and keep emergency resource lists updated and current. They also are the key staff who will support administration in the event of an emergency. They assist in planning building drills, assist administration in carrying them out and will take direction from CERT during a critical event.

BUILDINGS

The rental of buildings and use of grounds (fields) is the responsibility of the Facilities Department. Any questions relating to the use of the school buildings and grounds by extra school organizations shall be referred to the Superintendent or his designee. All use of school facilities must be in accordance with School Board Policy #800. Losses or destruction of property due to extra school organizations using the buildings or property should be referred to the business office. http://www.neshaminy.org/cms/lib6/PA01000466/Centricity/Domain/7/bd_pol_800.pdf

BUSES FOR FIELD TRIPS

School Board Policy #903 the following guidelines deal with the use of school buses for field trips. Any requests for special transportation should be submitted electronically via the Neshaminy website. All requests for field trips should be submitted at least four weeks in advance.

In the event you need to make any changes or corrections to the original request our dispatcher's email address is: bconnolly@neshaminy.k12.pa.us.

****Requests for special transportation will NOT be accepted over the telephone.****

CHILD ABUSE REPORTING

Specific guidelines for child abuse reporting are available in Board Policy 518. To report a case contact

**Childline in Harrisburg at 1-800-932-0313.
Children Youth Services at 215-348-6950 or**

The above numbers are available in all school offices.

COPYRIGHT

"Fair Use" Doctrine. In broadest terms, the doctrine "FAIR USE" means that in some instances where use is reasonable and not harmful to the owner's rights, copyrighted material may be used to a limited extent, without obtaining permission.

The safest course is to secure permission before using copyrighted material. The use of copyrighted materials without permission should be avoided unless it seems clear that the "fair use" guidelines apply. Questions regarding copyright should be directed to your building principal.

Video-tape film, whether owned by an individual or rented by an individual, are not to be brought into school and shown to students during school time. Whether owned or rented, the copyright laws clearly state that these materials are for home viewing and not for public viewing. Please note the copyright notice (words) on the front of every videotape movie, which outlines the copyright laws.

Remember, this "no use" message does not apply to films or video recordings used with the curriculum that are obtained through the following channels: (1) The Intermediate Unit Library, (2) purchased by the school district, or (3) donated to a school's library (with District approval).

CRITICAL EVENT RESPONSE TEAM (CERT)

Neshaminy takes seriously its duty to provide for the health, safety and welfare of students and staff during the school day and at school sponsored activities. Our responsibility is to insure an environment where students can learn and teachers can teach. The Neshaminy School District has a trained core Critical Event Response Team in place to work on prevention planning, emergency and crisis response and postvention issues. In the event of a crisis or emergency having impact on students and/or staff in the District, the Critical Event Response Team shall coordinate plans to deal with the immediate situation. All staff should adhere to the advice and suggestions of the Core CERT when a critical or emergency situation has been declared. CERT's goals are to respond appropriately and quickly, respect confidentiality, provide follow-up services, offer assistance in the affected building(s) and help staff return to the tasks of education and learning.

The CERT Team also maintains a link on the Neshaminy School District web site under Safety. The site contains information about critical event, emergency and crisis response situations in the District. (See also STUDENT ASSISTANCE PROGRAMS section for Resources for Help).

Members of the Core Critical Event Response Team include representation from the school nurses, social workers, guidance counselors (elementary, middle and high school levels), and SAP/ESAP. The CERT Team is coordinated by Ms. Peggy Gale.

DISCIPLINE - STUDENTS (School Board Policy 505)

Codes of Discipline are highlighted in Board Policy #505. Each building will provide information regarding Codes of Discipline in their building handbooks.

http://www.neshaminy.org/cms/lib6/PA01000466/Centricity/Domain/7/policy_505.pdf

DRUG FREE WORKPLACE

In accordance with the Anti-Drug Abuse Act of 1988 (Public Law 100-690), all recipients of aid from the federal government are mandated to establish a policy fostering a drug-free workplace. The goal of the Neshaminy School

District is to create and maintain a drug free workplace. For this purpose the Neshaminy School District adopted Policy #331.

EMERGENCY PREPAREDNESS

Every staff member in the District has a copy of the Your First Response – Emergency Handbook and shall follow the guidelines set forth in the manual. Your First Response helps staff members know how to respond to emergency situations until the CERTeam and other professionals arrive at the scene. Each building maintains a Building Emergency Team. This team develops resources for appropriate prevention and response situations within their building.

Fire drills are required in all schools a minimum of once a month. A record shall be kept of the date and time of the fire drill, as well as the number of minutes required for evacuating the building. This record shall be available for inspection by the local fire marshal and school officials. Teachers are to accompany the class groups out of doors in order to maintain order.

EMPLOYMENT RECORDS

Always use your employee identification number on District forms. You must notify the Office of Human Resources immediately of the following: (forms are available on the intranet)

<http://nsd-web/hr/Shared%20Documents/Notice%20of%20Change%20of%20Address%20or%20Marital%20Status.pdf>

1. Any change in your name, address or telephone number
2. Change of dependency
3. Any other personal information which may be of importance to your records

ENDORSEMENT OF ITEMS FOR SALE

It is the policy of the District (refer to Board Policy #708) not to permit the use of the name of the Neshaminy School District or your position as an employee to promote the sale or distribution of any article, book, pamphlet, or other advertising material or allow it to be used by any other person or organization for sale promotion.

No announcement or advertisement, collection of money, or sale of any article will be permitted in any school without authorization from the Superintendent or his designee.

http://www.neshaminy.org/cms/lib6/PA01000466/Centricity/Domain/7/bd_pol_708.pdf

EQUIPMENT AND SUPPLIES

An employee of Neshaminy School District is required to return all resources, including but not limited to, teacher manuals, toolkits that support instruction, laptops, iPads, and netbooks when he/she leaves the District. If the District resource (iPad, laptop or netbook) was issued to the employee as part of his/her job and the employee changes his/her job within the district, the item must be returned.

Teachers are responsible for books, equipment, and teaching aids provided by the District. Every effort should be made to conserve school property and to avoid wastefulness.

Requests for additional custodial service, repairs, and requests for Xeroxing from organizations outside the school shall be made through the principals, Director of Facilities, or the Business Administrator.

EXPENSE ACCOUNTS

All expense statements must be turned in on a monthly basis. Proper forms may be obtained from the school secretary or on the District intranet site. Failure to submit timely expense statements could jeopardize your reimbursement.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT – F.E.R.P.A

The Neshaminy School District and its employees are obligated under state and federal law to maintain personally-identifiable information concerning students in the strictest confidence. Any violation of this obligation constitutes a failure to meet the basic expectations of employment with the District. Staff members are entitled to student information only when they have a legitimate educational interest in that information. As a general rule, a staff member has a “legitimate educational interest” in student information when such information is necessary for the provision of instruction to, or the safe maintenance and care of, the student in question. The building administrator or program supervisor is solely responsible for determining whether particular staff member has a “legitimate educational interest” in student information when such information is necessary for the provision of instruction to, or the safe maintenance and care of, the student in question. The building administrator or program supervisor is solely responsible for determining whether particular staff member has a legitimate educational interest in particular student information. When such information is made available or is known to a staff member, he or she must not disclose it to any other person unless that person also has a legitimate educational interest therein.

FUND RAISING

There is to be no fund raising where students are directly involved or where the name of the District is used without proper approval of the Superintendent or his/her designee.

GIFTS (BOARD POLICIES #217, #317, #417 & #717)

No gift shall be accepted by school personnel from commercial agencies except with the written approval of the District Superintendent.

The giving of gifts to school personnel by individuals or the community is to be discouraged. Gifts must meet with the approval of the District Superintendent before acceptance.

HOMEBOUND INSTRUCTION

Staff knowing of students who are ill or physically unable to attend school for an extended period and requiring homebound instruction will report such information to the Building Principal. If Homebound Instruction is recommended the name and course of student should be reported to the Director of Pupil Services for review. If approved, appropriate instruction will be arranged. Payment for instructors providing homebound services is processed through the Pupil Services Department.

IDENTIFICATION BADGES

All staff and visitors of the Neshaminy School District are required to display identification badges while on District property. Staff badges will have the employee's photograph and district identification number and will serve as an access pass to the assigned district buildings. Visitors will pick up a visitor pass in the office of the building they are visiting. All substitute employees are provided with an identification badge from either the district or the Source4Teaches organization. Badges must be visible at all times.

INCLEMENT WEATHER

In case of inclement weather and the inability of our transportation system to operate, the closing of school will be posted on the District website, announced over radio station WBCB, as well as the Philadelphia radio stations. The Neshaminy School District code number is 752.

In the event that we need to consider a delay or the closing of school, the Superintendent will send a message district wide via the Global Connect Messaging System. This means you will receive an automated telephone message regarding a delay or closure of school. The Superintendent will continue to pass inclement weather messages through the various media sources, such as KYW, Fox News, etc. We also will list announcements via the Neshaminy School District website and NNTV. You may also get continuous updates on weather conditions and school closings, 24 hours a day, on Comcast Cable - Channel 28 or Verizon FiOS – Channel 43, the Neshaminy channels. If the District is announced as opening late, the delayed opening allows staff a longer period of time to get to schools. It is expected that staff will report as close to the regular hour as they safely can when there is a delayed opening.

When a school is closed because of inclement weather, all service staff members and twelve month certified employees are required to be on duty unless the Superintendent declares an emergency. If the staff members described above choose not to report, then such days of absence may be taken as vacation days or excused leave without pay.

All teachers will remain on duty until dismissed.

INTERMEDIATE UNIT

The Bucks County Intermediate Unit #22 provides a variety of resources to all staff. You can access the available resources through the IU website.

<http://bucksiu.org/site>

JOB DESCRIPTIONS

There are job descriptions for all employees. If you do not have one for your particular position, it may be obtained from the Office of Human Resources.

JURY DUTY

Any employee receiving a notice to participate as a juror is required to notify his principal or immediate supervisor immediately. It may be possible under certain conditions to alter the time during which you will serve as a juror if it is felt it would be in the best interest of the students for this to be done. Following the absence for jury duty, a certificate of attendance must be submitted.

KEYS

The District Facilities Office shall duplicate school keys only. Duplication of keys by individual staff is a violation of the District policy.

MAIL

Mail pickup is scheduled every other day (Monday, Wednesday and Friday).

If you have special mailing needs – please email the Purchasing Department.

Bulk Mail and Request for Special Mailing

The savings to the District can be substantial if you have 200 pieces or more to mail and the Mailroom receives the mail presorted by zip code with a **REQUEST FOR SPECIAL MAILING** form available on the Purchasing Intranet site to alert the Mailroom to the Bulk mailing. All requests must be approved by the Building Principal.

Interschool manila envelopes for sending bulletins, memoranda, and other materials from one school to another school or office in the District are available through your school office. The envelopes are identified in such a manner that they do not become intermingled with post office mail. These envelopes may be used several times simply by crossing out the previous name and writing the new addressee.

The mailing of personal correspondence at District expense is strictly prohibited.

MEDICATION DISPENSING

Medication is to be dispensed to students only with a written prescription from the student's physician. No prescribed or over the counter medication shall be dispensed by any school district personnel unless the school nurse has on file an order from a physician plus written parental permission authorizing the appropriate personnel to dispense the medication in accordance with the directions of the physician.

Any medication administered by school personnel must be delivered to the school nurse, the school principal or his/her designee and is required to be in a container appropriately labeled by a pharmacy or physician. Additional information is located on the District Website. <http://www.neshaminy.k12.pa.us/Page/274>

NOTICES TO PARENTS OF STUDENTS PROGRESS

It is in the interest of effective education and good community relations for teachers and parents to cooperate in helping students to succeed in school. Toward this end, teachers must communicate with parents of students who are doing unsatisfactory work or who are in danger of failing in sufficient time before the end of the marking period for corrective action to be taken. This applies regardless of the student's age or grade in the school system. It is essential and necessary that you communicate with parents and document your contacts. Parents need to know of the progress of their children, especially if it is unsatisfactory or improvement is needed.

In addition, Home Access and E-School information must be made available to parents to better involve them in their child's education. Teachers are required to utilize these electronic means of communication with parents as they become available.

PARENT TEACHER ORGANIZATIONS

All schools of the District have established parent groups. These organizations exist as service organizations. The active participation, cooperation, and support of all adults concerned with the school should be encouraged at all times. It is through our cooperative effort that the community will know and support our schools, the staff, and the program. See the principal for a listing of the officers.

PAYROLL CALENDAR 2013-2014

Paychecks will be issued on the following dates for 2013-2014 unless changes are necessary due to emergencies, inclement weather, etc. Payroll deductions, which you currently have, will continue for 2013-2014 at the rates, which may prevail at that time or revised in accordance with adjusted salary agreements. If you wish to make a change in any deduction category, please contact the Human Resources Office or obtain the appropriate form from the Human Resource intranet site.

Direct deposit is available to all employees and mandated for all certified staff. Direct deposit forms are available on the intranet.

All checks will be issued on Friday unless otherwise noted:

2013-2014 Payroll Schedule

July	5, 19	January	3, 17, 31
August	2, 16, 30	February	14, 28
September	6 ⁽¹⁾ , 13, 27	March	14, 28
October	11, 25	April	11, 25
November	8, 22	May	9, 23
December	6, 20	June	6 (2) , 20 (3)

SPECIAL NOTE: The 2013-2014 payroll calendar will include a total of 26 pay dates (12 month employees). Employees who work from September to June will receive a total of 22 pays (or 26 if on accrued pay plan). 10 month salaried support staff will receive 22 pays.

- 1) September 6th, pay for 10 month certified staff only
- 2) June 6, Certified Staff Accrued Pay
- 3) June 20, Last pay for Certified Staff

PAYROLL DEDUCTIONS

The following information concerning payroll deductions that appear on your checks may be of interest to you.

Deduction	Rate	Frequency
Credit Union	Employee's choice	Every pay
Dues, NESPA	As established	Every pay
Dues, NFT	As established	Every pay
Earned Income Tax, Place of Residency or Employment	Based on Municipality	Every pay
Local Services Tax Based on place of employment	\$52.00 Middletown Township \$10.00 Lower Southampton Township (Annual Tax)	\$2.00 per pay 1 st pay in February
Federal Income Tax	Graduated	Every Pay
Insurance:	Based on coverage	Second pay of the month

Long Term Disability Short Term Disability Optional Life Insurance		
Medical Insurance	Based on coverage	Every pay or 22 pays for certified staff
Neshaminy Education Foundation	Employee's Choice	Every pay
New Jersey Income Tax	Graduated from 2.0% according to annual salary	Every pay
Pennsylvania Income Tax	3.07%	Every pay
PA Unemployment Compensation	.0008	Every pay
Philadelphia Wage Tax	3.928%	Every pay
PSERS Retirement – TC (2% multiplier)	6.25% of gross pay hired 7/22/1983-6/30/2001 5.25% if hired before 7/22/1983	Every pay
PSERS Retirement – TD (2.5% multiplier – Act 9 of 2001)	7.50% of gross pay hired 7/22/1983-6/30/11 6.50% if hired before 7/22/1983	
PSERS Retirement – TE (2% multiplier – Act 120 of 2010)	7.50% of gross pay hired 7/01/2011 or after	
PSERS Retirement – TF (2.5% multiplier – Act 120 of 2010)	10.50% of gross pay, Optional Buy-Up if hired 7/01/2011 or after <i>Please contact PSERS at 215-443-3495 for further information.</i>	
Social Security: 2012 FICA Medicare 2013	4.2% of gross pay, to \$110,100 limit 1.45% of gross pay Not yet determined	Every pay
Tax Sheltered Annuities	Employee's Choice	Every pay
Treasury Direct (U.S. Savings Bonds)	Employee's Choice	Every pay
United Way	Employee's Choice	Every pay

PAYCHECKS - DISTRIBUTION ON SNOW DAYS

If school is closed due to inclement weather on a payday, the following procedures shall apply for those non-certificated staff that have elected not to utilize direct deposit:

1. All paychecks, except those noted below, will be held for distribution in the District Offices. Those employees who report to the District Offices may pick up their checks between 9:00 a.m. and 1:30 p.m. Remaining checks will be mailed at that time, provided weather conditions allow.
2. Exceptions to the above are the Facilities Department, Purchasing Department, and Transportation Department.
3. Employees who normally receive their checks in the Facilities Department, Purchasing Department, and Transportation Department should pick them up at their respective locations.

Those employees who have arranged for direct deposit may disregard this entire portion, as your funds will be in your account--snow or shine!

PAYROLL DISTRIBUTION

Anyone wishing to pick up his or her check at District Offices will be asked to complete an information/signature card.

If you wish to authorize the release of your check to someone other than yourself, it will be necessary to complete an information/signature card including the signature of the authorized person. These cards are available in the Payroll Department. The authorized person should be prepared to show proper ID. This is necessary to ensure that your paycheck is not given to someone without your permission.

Please plan ahead for the possibility of inclement weather or personal emergencies. Your check will not be given to anyone other than yourself unless our Payroll Department has your authorization on file and your authorized person has proper ID.

Remember that Direct Deposit avoids the necessity of filling out forms, showing ID and traveling to the District Office to pick up your paycheck. Why not sign up today?

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 out a student from receiving any non-emergency, invasive physical examination not required by law.
- The right to preview student data collections surveys for marketing purposes and to opt a student out of taking such a survey.
- The right to inspect instructional 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.]

PUBLIC RELATIONS (COMMUNITY & MEDIA CONTACT)

Special programs in your classroom, events of interest at the school, and other news relating to the educational program should be brought to the attention of the Superintendent of Schools or his/her designee. It would be helpful if you would submit requests for news coverage via e-mail so that the media can be informed quickly and accurately. Whatever you can do to present the schools favorably to the public will be helpful to you and to the school in which you are working.

PURCHASING, REQUISITIONING, AND BUDGET PREPARATION

All purchases made by organizations and groups within the Neshaminy School District which are to be paid for by such organizations shall carry the name of the organization or group and not the name of the School District, for example, "P.T.O.", "Neshaminy Band Boosters", etc. This will help in directing bills to the office where they properly belong.

Purchases made by members of the staff, which involve payments from District funds, shall be covered by a purchase requisition approved prior to placing an order. Failure to do so may subject the employee to payment for the same.

Please go to the Purchasing site on the Neshaminy Webpage and Intranet for detailed purchasing procedures and guidelines. <http://www.neshaminy.k12.pa.us/domain/24>

RESIGNATION OF EMPLOYEES

Letters of resignation will be written to the Superintendent as soon as the employee learns that he or she is going to leave the District. The letter of resignation must include the reason why the employee is severing his or her relationship with the District. Certified contract employees are required to provide 60 days' notice.

SABBATICAL LEAVES

Certified staff requesting a sabbatical leave for professional development or study must inform the Superintendent at least two full months before the proposed date of leave. Contact the Office of Human Resources for an application and a copy of the School Board policy on sabbatical leave. Medical sabbaticals are based on need but are required to be for a minimum of a school semester.

SAFETY PROGRAM

Neshaminy School District is committed to providing a safe and healthful work environment for its employees. The Neshaminy School District has established a Safety Committee to review and maintain a safe environment for staff and students and to review any safety concerns. Information regarding the Safety Committee and the District's Workers' Compensation policy and procedures are distributed annually and are available on the Human Resources website.

SALARY

The Pennsylvania School Code provides the following:

1. The District may withhold increments at any time if service has been rated unsatisfactory.
2. Said increment would not become a permanent part of the teacher's salary.

When a deduction is made for a day's pay, absence without pay for any cause, the deduction is based on the number of working days in the contract year.

We have been advised by the Office of Internal Revenue to comply with the law by making deductions for income tax from payments made to certified and support employees for special services rendered to the District.

SCHOOL BOARD POLICIES HANDBOOK

A copy of the School Board Policies and Procedures Handbook has been placed in each school building office and on the website under Policies and Procedures as a reference for staff and community members.
<http://www.neshaminy.k12.pa.us/domain/7>

SEARCHES and SEIZURES OF EVIDENCE

The Neshaminy Board of School Directors has a compelling interest in promoting an environment in all schools that is safe and conducive to learning. Students and staff must be assured that their district is doing everything possible to maintain order, discipline and to curb violence. Searches of students and seizures of evidence will be in compliance with Policy #549. http://www.neshaminy.org/cms/lib6/PA01000466/Centricity/Domain/7/policy_549.pdf

SOLICITATIONS and FLYERS

The administration approves of the distribution of student materials from the Board of School Directors and Parent Teacher Organizations. See School Board Policy #709 for additional regulations.

In accordance with Policy #700, written requests for charity drives and distribution of flyers should be approved by the Superintendent or his/her designee.

The following disclaimer is to be included on all approved community flyers:

Disclaimer

"The sole purpose of distributing this flyer is to provide information to the community. The Neshaminy School District does not endorse, or sanction the events/activities listed in this flyer.

Parents/guardians are urged to thoroughly research any organization providing such information before making a decision to participate."

SEXUAL HARASSMENT

It is the policy of the Neshaminy School District that all employees should enjoy a working environment free from all forms of discrimination, including sexual harassment. No employee should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Therefore, the Neshaminy School District adopted Policies 248, 348, 448 and 548. For further information refer to the Board Policy Book located in every school office and on the website under Policies and Procedures. Complaints of sexual harassment are to be reported immediately to your school principal or the Office of Human Resources.

SMOKING – 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; and on property 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.

SOLICITOR

The following guidelines are provided to clarify the circumstances under which the services of the District solicitor will be made available according to School Board Policy #505-Discipline.

1. In the event that a student or the parents of a student institute charges against an employee as a result of action taken in compliance with District Discipline Policy, the services of the District solicitor will be made available to the employee.
2. In the event that the District institutes charges against a student in accordance with the District Discipline Policy, legal representation is the responsibility of the employee. The District solicitor will attend any hearing resulting from such charges to protect the interest of the District.
3. In the event that an employee independently institutes charges against a student in accordance with the District Discipline Policy, legal representation is the responsibility of the employee. The District solicitor will attend any hearing resulting from such charges to protect the interest of the District.

SPECIAL EDUCATION SERVICES

The Neshaminy School District adheres to the guidelines set forth in both the Federal Individual with Disabilities Education Act (IDEA) and Pennsylvania's Chapter 14 Special Education Laws.

The Neshaminy School District assumes the Local Education Agency responsibility of all students residing within the District with the exception of students registered to charter schools.

STATIONERY (School District)

Employees conducting any out of District written correspondence must utilize the officially adopted stationery for the District. Individual, departments, and schools are specifically prohibited from using anything other than District stationery.

STUDENT ACCIDENTS

All student accidents, which occur on District property, must be reported to the school nurse. The nurse will notify the principal.

Student accidents are reported on "Student Accident Report" forms (A-30). All reports are to be comprehensive and factual; attach supplemental information if necessary. Be certain to include the names of at least two witnesses, preferably adults who may have observed the accident. Parents of students are to be notified as soon as possible.

STUDENT TEACHER PROCEDURES

All requests from an educational institution for the placement of student teachers are to be directed to the Assistant Superintendent for Administration, who will coordinate such assignments. Under no circumstances should a staff member make arrangements for a student teacher placement directly with the student. All requests must go through the Administration office.

1. All cooperating assignments are to be made with the concurrence of the building principal who is directly involved.

2. Student teachers should be assigned to staff members who are willing to aid and assist the student in his/her growth and development as a professional and who have been approved as a cooperating teacher by the Building Principal.
3. Non-tenured teachers are not to be considered for student teacher placements.
4. Any remunerations or tuition credit given to the cooperating teacher will be handled directly between the educational institution and the cooperating teacher. The District will not serve as an intermediary in this matter.
5. No cooperating teacher should be given a student teacher assignment to exceed one semester in length in any school year.
6. No student teacher placements will be permitted in semesters preceding mandated testing periods for those assignments that are affected by mandated testing.
7. Any contemplated termination of the student teacher experience before the designated end of the assignment must be discussed with the building principal.
8. Any student teacher assigned to our schools who is performing unsatisfactorily and shows that probable growth is not forthcoming will be removed.
9. It is the obligation of the student and the cooperating educational institution to abide by all policies and practices of the Neshaminy School District and the school to which the student teacher is assigned.
10. The Superintendent or his designee must approve any exceptions to the above practices.

STUDIES/RESEARCH PROJECTS/SURVEYS INVOLVING STUDENTS

Studies or research projects involving students or student records are not approved unless prior permission is granted, in writing, from the Office of the Superintendent.

TEACHER INDUCTION

New teachers who have not completed an Induction Program in another District must complete the District Induction Program. Copies of the Plan are available through the Curriculum and Instruction office.

TECHNOLOGY

Information Technology Department

The District Information Technology Department is responsible for the deployment and maintenance of all business and educational technology throughout the school district. The Department is supervised by the Director of Management Information Services (MIS).

The IT Department manages a **WAN (Wide Area Network)**, a **MAN (Metropolitan Area Network)** and a **LAN (Local Area Network)**. The department provides for all district-wide communications of e-mail, Internet access, file transfer, administrative data, web sites, video streaming and conferencing and telephony. Any unauthorized connection or interception of this network will result in the strict enforcement of applicable laws.

Technology end users should maintain District E-mail, network accounts, and voice mail accounts in accordance with Information Technology Department Guidelines.

Technology end users should use District distributed hardware and software in compliance with the Board Acceptable Use Policy (AUP) #811.

Hardware

The District specifies its own hardware purchases from outside sources. All purchases are exclusively designed according to detailed specifications determined by the IT staff. **Any unauthorized modification or installation of internal components is strictly prohibited. Equipment such as routers, Wifi extenders or any equipment to extend the availability of the network for your personal use is strictly prohibited and will be confiscated.**

New computer hardware in any school building or any peripherals may only be installed as part of a district-wide technology plan. All existing district-owned computer hardware in any school building on the Network may NOT be moved or transferred by an individual without the expressed permission from the District Information Technology staff. A computer belongs to a room, not a teacher.

Employee-owned equipment, including any computers or peripherals, will not be serviced or repaired by the District. Internal components belonging to the District may not be placed in any employee-owned equipment. **Employee-owned equipment may NOT be placed on the Network under any circumstances. This will be strictly enforced.**

Donated hardware and software will not be supported by the District IT Department unless agreed upon by the Office of the Superintendent in advance of the donation. Only that equipment which is expressly determined by the District IT Department to be part of the district-wide technology plan will placed on the Network.

Obsolescence: All hardware, including printers, being replaced, which is considered “functionally obsolete” by the District IT Department, will be taken out of service. Obsolete equipment will not be supported by the District.

Printers, including ink jets: Only those printers which have been installed as part of a district-wide technology plan will be supported by the District IT Department.

Peripheral devices, including scanners, digital cameras, CD and DVD writers, Zip drives, DVD players, PDAs, video projectors, and smart boards ,which have not been installed by the District IT Department as a part of a district-wide technology plan, will be removed and may result in discontinued District support for that system.

Software

The installation or downloading of an unauthorized pirated operating system or any unauthorized pirated application software is strictly prohibited. Also prohibited is the unauthorized purchasing or downloading of new versions of any existing application software.

Driver Utilities and updates: The District IT Department staff is responsible for all driver and software updates. Contact the District IT Department if you are prompted to update or install any updates. Under no circumstances should the end user update district equipment with driver or software upgrades.

Wireless Usage

Access to Wifi is limited to authenticated users such as students and staff. This means the access is granted by a user name and password to gain access to the network. All others may have access to use the network as a guest, but must obtain a password to connect. This access can be obtained by going to your main office and obtaining the correct credentials to log on.

TENURE

Tenure is awarded based on the requirements of the Pennsylvania School Code of 1949.

TEXTBOOK AND LIBRARY BOOKS - DISPOSAL OF

No Textbooks and library books should be discarded without the review of the Building Principal and the Business Administrator.

TRANSPORTATION OF STUDENTS

District employees (other than transportation employees) are not authorized to transport students.

Please note that, when utilizing your personal vehicle for work purposes, primary coverage for liability coverage on an employee's vehicle is provided by the employee's own automobile insurance. The employee's insurance will defend the employee and also the School District up to policy limits. Upon exhaustion of the employee's insurance limits, the non-owned auto portion of the School District's policy will provide excess coverage for the School District and employee up to the full policy limit of the School District's policy. Physical damage coverage on the employees' vehicles is the sole responsibility of the employee. The School District's insurance policy does provide deductible reimbursement for up to \$1,000 per vehicle on valid and collectible coverage.

Any accident while driving a District vehicle must be reported to the Transportation Department immediately.

TRAVEL REIMBURSEMENT

All out of state travel must receive prior approval from the Superintendent.

It is important that an accurate record be kept on the forms provided for travel reimbursement. These forms are available from the Business Office.

Reimbursement for travel expenses should be completed on the expense form and submitted to the principal or supervisor's office for signature and processing. The signed pre-approval form must be attached to the expense statement prior to processing.

When recording the distance traveled by automobile, mileage should be rounded to the nearest whole mile.

Original receipts shall accompany turnpike travel, hotel lodging, and automobile parking expenses. Include explanation on travel sufficient to meet the requirements of the auditor.

Consult School Board Policy #705 - Mileage Allowance Payment, for further details.

TUITION REIMBURSEMENT

Guidelines for tuition reimbursement are included in the various bargaining unit agreements and Meet and Discuss Agreements. Forms are available on the intranet.

TUTORING

Requests from parents for private tutoring must be directed to the Building Principal. Employees are not permitted to tutor or counsel their students as a private client.

UNITED WAY CAMPAIGN

The Neshaminy School District has supported the collection of money for agencies served by the United Way of Bucks County via payroll deduction or one time contribution.

USE OF SCHOOL DISTRICT EQUIPMENT

District-owned equipment may not be taken by employees for personal use outside the District.

VANDALISM

Vandalism to school property and equipment continues to be a problem. All employees are requested to take appropriate safeguards to protect the investment made in our schools and in the equipment, which is used.

VIDEO RECORDING OF STUDENT ACTIVITIES

A certified staff member may record a student(s) in a graded activity or in a co-curricular, non-graded activity if the student(s) have a parent permission slip on file or if parents have been provided with notice and have not sent back an objection. All recordings must comply with FERPA.

VISITORS IN SCHOOL BUILDINGS

All visitors must comply with Board Policy 1000.

<http://www.neshaminy.k12.pa.us/cms/lib6/PA01000466/Centricity/Domain/7/bd%20pol%201000.pdf>

WEBSITE COPYRIGHT INFORMATION

Copyrighted materials may not be posted on teacher websites. Information such as workbook pages or other copyrighted materials may be posted on a teacher's website ONLY if the website is password-protected and not on a site with open access. Teacher's websites are password protected so that information cannot be changed, however, anyone, including parents can access information without a password.

If students have student subscriptions some publishers have the ability to send materials to students through their system.

.

WORK REGULATIONS AND GUIDELINES

Board policy numbers 227, 327 and 427 provide a summary of work regulations and guidelines. These are not all inclusive but provide a framework for expectations.

<http://www.neshaminy.k12.pa.us/cms/lib6/PA01000466/Centricity/Domain/7/Policy%20227.pdf> (227) Administration

<http://www.neshaminy.k12.pa.us/cms/lib6/PA01000466/Centricity/Domain/7/policy%20327.pdf> (327) Certified

<http://www.neshaminy.k12.pa.us/cms/lib6/PA01000466/Centricity/Domain/7/policy%20427.pdf> (427) Support

EQUAL OPPORTUNITY EMPLOYMENT POLICY

“Neshaminy School District shall not discriminate in its educational programs, activities or employment practices based on color, national origin, sex disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting:

Mrs. Theresa Hinterberger
Director of Human Resources
2001 Old Lincoln Highway
Langhorne, PA 19047
215-809-6606