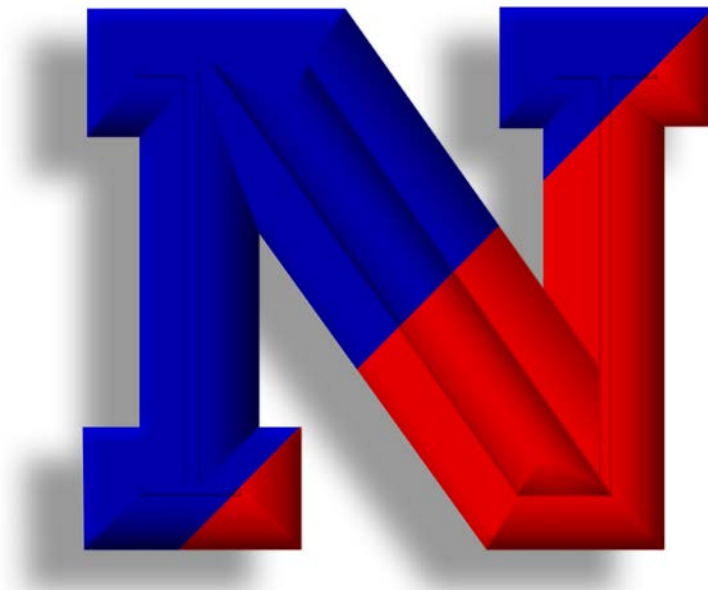


Neshaminy High School

Student Handbook

2016-2017



ALMA MATER

TUNE: "Varsity Song" Holy Cross College

Neshaminy High School, true to the end
Echoes forever, spirits ascend
Honest endeavor, virtue and strife
Memories bring us the best years of our life.
Hail Alma Mater, hail red and blue
Fellow Playwickians, we salute you
Fond recollections vivid and true,
Neshaminy High School we're loyal to you.

Adopted October, 1950 Words by Shirley Heizmann, '52

ADMINISTRATION

- MAIN OFFICE 215-809-6100
- Dr. Robert McGee - Principal 215-809-6102
- CO-CURRICULAR OFFICE 215-809-6142
- Mr. Thomas Magdelinskas - Asst. Principal
- GRADE 9 OFFICE 215-809-6125
- Mr. Robert Mueller – Asst. Principal
- GRADE 10 OFFICE 215-809-6126
- Mr. Colin Trickle – Asst. Principal
- GRADE 11 OFFICE 215-809-6124
- Mr. William Ritchey – Asst. Principal
- GRADE 12 OFFICE 215-809-6128
- Ms. Lynn Knotts – Asst. Principal
- GUIDANCE 215-809-6101
- Mrs. Lisa Pennington – Asst. Principal Scheduling

BELL SCHEDULE			
2016-2017			
	REGULAR SCHEDULE	2 HOUR DELAY	ACTIVITY PERIOD
WARNING BELL	7:13	9:13	7:13
HOMEROOM	7:16-7:26	9:16-9:26	7:16-7:26
PERIOD 1	7:31-8:17	9:31-10:02	7:31-8:11
PERIOD 2	8:22-9:08	10:07-10:38	8:16-8:56
PERIOD 3	9:13-9:59	10:43-11:14	9:01-9:41
PERIOD 4	10:04-10:50	11:19-11:50	9:46-10:26
PERIOD 5	10:55-11:41	11:55-12:26	10:31-11:11
PERIOD 6	11:46-12:32	12:31-1:02	11:16-11:56
PERIOD 7	12:37-1:23	1:07-1:38	12:01-12:41
(announcements) PERIOD 8	1:28-2:14	1:43-2:14	12:46-1:26
ACTIVITY PERIOD			1:31-2:14

ACADEMICS/STUDENT SERVICES

COURSE PLANNING/PLANNING GUIDE

Many opportunities are afforded students and parents by the professional staff to ensure that appropriate course selections are made. The NSD "Course of Study" is available on the NHS Website.

Please note the following when planning your program:

- a. Students are expected to remain in their selected courses for a full year. Students, parents, teachers and counselors should be in agreement to assure the greatest success for each student's assignments. A student's schedule for the school year will be completed on the basis of the requests/alternates as indicated on the course selection sheet. Careful thought must be given to courses/alternates selected.
- b. Choose the course, not the teacher. Each choice should be based on the merits of the course content and its value to the student's specific needs. Please understand that requests for schedule adjustments based on the issue of personnel will not be honored.
- c. Discuss specific subject area choices with teachers and/or department chairpersons who can share valuable insight with respect to the nature of specific courses.
- d. When planning course level placement, consider taking the most challenging course load that you can handle without creating any undue duress. It may be better for the student to experience success in an appropriate placement rather than experience extreme difficulty in an inappropriate placement.
- e. It is considered a good educational practice to establish standards for students who wish to continue to work in areas of specialized study. A grade of "C" is the minimal grade that a student may earn in order to be recommended for continued study in sequential subjects, which also require the recommendation of the present teacher in that subject area.
- f. Students who fail courses in grades nine through twelve are expected to attend Neshaminy Summer School or another Neshaminy School District-approved summer school.
- g. Elective offerings are available for all students. These courses are scheduled as time, personnel and facilities allow. A student's choice of elective subjects must be indicated in the space provided on the course selection form. Elective subjects are described under the discipline to which they belong and are listed on the course selection sheet in the electives request area. Elective subjects are scheduled if possible, but not guaranteed.

CREDITS - COURSE VALUE

Courses that meet every day of the 6-day cycle will receive 1.0 credit. Classes that meet on alternate days of the 6-day cycle will receive .5 credits.

CREDITS REQUIRED FOR PROMOTION

In an effort to encourage students at an early stage to keep a sensible pace in earning their credits, the District has established a schedule of minimum credits to be earned by September 1 of each school year in order to be placed in the next grade.

Minimum Credits

From Grade	To Grade	Earned by September 1st
9	10	5.5
10	11	10.0
11	12	15.0
12	Diploma	21.0*

*Please see page 7 for full graduation requirements.

CURRICULUM-SAFEGUARDS/SENSITIVITY

Dissection - See Pupil's Right to Refuse

Health Topics - Parent Notification

Parents will be notified by the health and physical education department of all health curriculum topics presented at NHS. New student orientation, student/parent class handouts, Back to School Night, Neshaminy High School website, department mailings, etc. will be used to communicate this information to students and parents.

Families who believe certain topics are too sensitive or that the presentation of the information is the responsibility of the parent should notify the health teacher in writing as soon as possible. Appropriate alternative health assignments will be given.

GRADING SYSTEM/EVALUATION

- A student who is medically excused from physical education is marked with an “X.” No credit is received for an “X,” however; the course will not have to be made up. When excused from physical education by the nurse, the student will report to his/her physical education teacher. An "X" grade is assigned to any student who has not been enrolled/registered for fifty percent (50%) of the class session in any given marking period.

- Comments are used in order to better explain a report card grade. Comments are as follows:

1. Shows evidence of consistent effort.
2. Works well with others.
3. Shows desire for constant improvement.
4. Works efficiently in classroom activities.
5. Shows genuine interest in learning.
6. Contributes to class activities.
7. Shows imagination and creativity.
8. Demonstrates reliability and dependability.
9. Is capable of doing better work.
10. Needs to improve study habits.
11. Does not follow directions.
12. Performs poorly on tests.
13. Excessive absence is affecting school work.
14. Unacceptable classroom behavior.
15. Indifferent attitude toward learning.
16. Does not complete class assignments.
17. Generally unprepared for class.
18. Fails to meet deadlines.
19. Should seek additional help from teacher.
20. Parent contact teacher through school office.

- The total number of absences from class, including those that are excused as well as those which are unexcused, are recorded by teachers when entering grades. The number of times absent from class will appear on the report card for each marking period.

- Grades from previous schools and/or other teachers must be honored and placed on report cards.

Students will be graded on a numerical scale. Report cards will be issued to students four times each school year. The fourth (final) report card is mailed at the end of June. Below is the numerical interpretation for each grade range based on a one credit course. All .5 credit courses are non-weighted (NW). Multiply the NW grade value by .5 to determine the numerical interpretation.

WEIGHTED GRADING SYSTEM			GRADE	
AP		HN		
5.0	4.5	4.0	A	NW = Non-Weighted
4.6667	4.1667	3.6667	A-	AP = Advanced Placement
4.3333	3.8333	3.3333	B+	HN = Honors
4.0000	3.5000	3.0000	B	
3.6667	3.1667	2.6667	B-	
3.3333	2.8333	2.3333	C+	
3.0000	2.5000	2.0000	C	
2.6667	2.1667	1.6667	C-	
1.3333	1.3333	1.3333	D+	
1.0000	1.0000	1.0000	D	
0.6667	0.6667	0.6667	D-	
0.0000	0.0000	0.0000	F	

GRADING/USE OF (+) AND (-) IN MARKING PERIOD AND FINAL GRADE

A plus (+) or minus (-) can be assigned to a final grade only. There is no A+, F+ or F-.

GRADING/WARNING OF FAILING OR UNSATISFACTORY WORK

Teachers are encouraged to develop ongoing and continuous lines of communication with parents regarding students' unsatisfactory work. Warning notifications are distributed to parents in the fourth week of each marking period. Parents who have questions regarding class work are encouraged to call their child's guidance counselor. Parents can often assist in correcting poor study habits when informed on a regular basis.

GRADE REPORTING DATES FOR 2016-2017:

<u>Report Period Starts</u>	<u>Interim Progress Reports Distributed</u>	<u>Report Period Ends</u>
August 31, 2016	October 5, 2016	November 10, 2016
November 14, 2016	December 21, 2016	January 27, 2017
January 30, 2017	March 1, 2017	March 31, 2017
April 3, 2017 (Seniors Only) (All Others)	May 3, 2017 May 10, 2017	To Be Determined June 13, 2017

GRADING/FAILURES

A student who fails English or Social Studies in Grade 10 or Grade 11 may make the course up in one of two ways. The student may attend summer school classes or may repeat the course the next school year provided the student's schedule permits. English courses may not be taken simultaneously, except in Grade 12.

No 10th or 11th grade student is to take two courses in the same subject area concurrently unless the courses are non-sequential. Exceptions will be made only under the most extraordinary circumstances and require the principal's approval.

Students who have failed a required first-semester course may make up that course second semester if their schedule permits and there are available seats in the class.

GRADING/FINAL EXAMINATIONS

Approved departmental examinations are given to all students taking the same course in a particular grade level. Approximately 75% of the examination will be of the work common to all sections of that course. This portion of the test will be objective in design. The composition of the remaining portion of the examination will be determined by the classroom teacher. The examinations are designed to test that core of knowledge essential for satisfactory understanding of the course. The final exam will account for 20% of the student's final grade in a yearlong course.

Every effort must be made to schedule family vacations and summer jobs after final exams are completed. Parent requests for a student to schedule a final exam prior to the scheduled date should be made in writing to their child's grade level assistant principal at least two (2) weeks prior to the final exam date.

Underclassmen final exam dates are scheduled for the last three (3) school days of the year. Senior final exams are scheduled for the last six (6) full school days prior to graduation rehearsal. Students who do not take a scheduled final exam are not completing all course requirements and could have their final grade lowered.

GRADING/COMPUTATION OF FINAL GRADES

An objective, consistent format is used by all teachers when computing the final grade. In a full-year course, where a final examination is given, the final examination grade is equal to approximately 20% of the final course grade. Students not completing all course requirements may have their final grade lowered.

Grading/Major Tests - In fairness to students, not more than two (2) major tests should be scheduled on any given day. With reasonable advance notice on an occasion where more than two are scheduled, one teacher will be asked to change his/her examination date.

Grading Values, Grade-Point Averages, Rank in Class

Class Rank

Class rank is a numerical representation of the academic standing for a student attending the Neshaminy High School. It represents both quality and quantity of work completed during a student's academic career in grades nine through twelve. Calculation of rank will be determined by:

- Total earned quality points, not GPA
- All courses taken in summer school (make-up and enrichment), will count toward graduation credits but will not be factored into class rank. Courses marked with an "I" are not calculated in rank.
- Class rank and cumulative GPA will be calculated at the following times:
 - Grade 12, 2nd & 4th marking period
 - Grade 11, 4th marking period
 - Grade 10, 4th marking period
- Honor roll GPA will be calculated each marking period.
- The selection of the senior class valedictorian and salutatorian will be based on the rank calculated after the third marking period of the senior year.
- Course load (credits) by year are used to calculate GPA & Class Rank are as follows:

Grade 9	6.5 credit Maximum
Grade 10	6.5 credit Maximum
Grade 11	6.5 credit Maximum
Grade 12	6.5 credit Maximum
Total	26 credits Maximum

It is recommended, but not required, that each student carry six (6) major subjects each school year. If the student feels there is an exceptional reason that six (6) majors is inappropriate, then review by the guidance department chairperson is required. Taking fewer than six courses will affect class rank.

A student and parent who feel that carrying a full-course load (6 majors) will have a negative impact on other courses being taken may request, in writing, that the sixth major recommended full-course load be waived. After review of all previous grades and course work, a determination will be made. The final decision may include a level change. If the sixth major is dropped, the student will be scheduled into a study hall for the remainder of the school year. A dropped sixth major may not be replaced with another course. Students may drop a seventh major at anytime. The seventh major must be replaced with either lunch or study hall. A dropped seventh major may not be replaced with another course.

GRADING/FINAL FAILURE DEVIATION NOTICE

Each teacher reports to the guidance counselor any student who has failed a course for the year. When a teacher computes grades at the end of a course, a deviation of one letter grade, up or down, may be made at the teacher's discretion. A reasonable explanation in writing as to the grade deviation must be turned in to the counselor. Please note: poor behavior and absenteeism alone are not supportable reasons for lowering a student's academic grade. Incomplete classroom assignments, major projects, research reports, science labs and final exams are examples (but not limited to) supportable reasons for lowering a student's academic record. The principal will review all deviation explanations.

Students should not "count points." Don't put yourself in the position that the final decision to pass or not pass a course is out of your control. Earning points early in the year and shutting down at the end of the year places you in jeopardy of a grade deviation that will be supported.

GRADING/SUMMER SCHOOL MAKE-UP AND GRADE DETERMINATION

Neshaminy students who need to make up courses for promotion must see their counselors for specific rules governing the hours to be made up and to meet certain predetermined grade requirements.

Scholarship - Neshaminy students taking make-up courses are expected to pass an examination which demonstrates their mastery of the subject matter taught during the summer and achieve a predetermined grade in the course as indicated by the principal and counselor.

Enrichment Courses - Students enrolling in any course for enrichment only must meet levels of competency. Grading will be based on a Pass/Fail on the competency only. Requirements are different for courses taken for credit.

Credit - No "credits" are given to Neshaminy students for summer make-up courses. Grades earned in make-up courses are combined proportionately with grades earned during the regular school year to determine the official final grade for the course being "made-up" and to determine credits awarded.

Transportation- Summer school students must provide their own transportation.

GRADUATION AND MINIMUM REQUIREMENTS

The graduation season is the time during which the school, the family and the student observe certain rites which have come to be traditional upon the termination of formal secondary education. These rites have a deep meaning for most students and parents. Neshaminy approaches the graduation season, therefore, with great seriousness of purpose. The graduation activities are under the direction of the principal, the grade-level assistant principal, the assistant principal in charge of graduation logistics and the class advisor. The graduation exercises will be held out of doors. The program is planned and prepared by the administration and senior class advisor. Rain dates are provided. The commencement date will be announced in March. The graduation ceremony is optional on the part of the seniors.

Students with poor behavior records may lose the privilege attending the graduation ceremony. Students who reach the 5th level of discipline action by the assistant principal will not participate in the graduation ceremony.

The 21 required minimum credits may be earned in grades nine through twelve which means that approximately five or six credits should be earned each of the four high school years if you expect to graduate on time. It is possible to earn up to eight credits each year (no lunch). Beginning with the Class of 2017 proficiency on the Algebra, Biology and Literature Keystone Exam is also a graduation requirement.

A student in jeopardy of failing a subject must complete the course before a make-up course can be started. A senior who completes and fails a second semester subject will not (in most every scenario imaginable) have sufficient time to complete an approved make-up course in time to participate in the graduation ceremony and earn his/her diploma with the graduating class. Should such a request come before the principal, a special advisory committee will be formed by the principal. The final decision will rest with the principal.

Subjects required:

Subject	Credits
English	4
Social Studies	4
Math	3
Science	3
Health	0.5
Physical Education	1.5
Electives	5.0
TOTAL	21

GYM NIGHT

Gym Night is the annual school-wide athletic, dance competition sponsored by the Health and Physical Education Department. The student body is divided into the Blue (last names beginning with A-K) and Red (last names beginning with L-Z) teams. Students select captains at the end of the first marking period. These two nights are filled with exciting dance exhibitions, designed and choreographed by the students, and relays between the Red and Blue teams. All eligible students are encouraged to participate in this, the largest school activity offered to our high school students. Rules, regulations and procedures pertaining to the eligibility of participants, captains and the elections of captains, co-captains and color captains will be distributed by the Health and Physical Education Department early in the school year.

HOMEWORK

Homework is an activity planned or approved by the teacher to be completed by the student outside of the regular classroom without the immediate and direct supervision of the teacher. The purposes for which the teacher assigns homework activities include helping a student master a skill, encouraging a student to learn new things, assisting a student to understand what is being taught, developing a sense of responsibility and independence, and acquainting parents with what their child is learning in the classroom.

General principles concerning homework: the purpose for which a homework activity is assigned will be shared with the student. The activities will be necessary, beneficial and clearly explained to the student. The homework will be relevant to the area of study, be reasonable in length and appropriate to the maturity and ability level of the student. Teachers will acknowledge completion of homework assignments and/or provide feedback on all homework activities, and homework assignments will not be used as a disciplinary action for misbehavior of an individual student or group of students.

Students and parents alike have responsibilities for homework assignments. Students have responsibilities to meet in carrying out homework assignments made by the teacher. Failure to do so may subject the student to a lower grade for that assignment. Parents are encouraged to examine homework assignments and to offer advice toward their successful completion by the student.

HONOR ROLL

- 3.8 – distinguished Honor Roll
- 3.1666 – Honor Roll



Per Marking Periods

Based on weighted GPA using all enrolled courses.

LIBRARY/MEDIA CENTER

The purpose of the Media Center is to provide an appropriate atmosphere to foster literacy and life-long learning. The Media Center provides an opportunity for students to read, study, research and acquire information electronically and in print formats.

It is open from the beginning of first period until the close of school each day. The library website highlights available software and links to access resources both in the library and throughout the State. Students who wish to use a computer must first return their parental permission forms to the library. No book bags, food or drink may enter the library. Students are financially responsible for lost and damaged library materials.

LIBRARY PASS PROCEDURE

Students may ask the librarian or their regular subject teacher who is assigning library work for a pass. (Study hall teachers, substitutes, etc may not initiate passes.) The student must report to study hall for attendance and to secure the study hall teacher’s signature and be timed leaving for the library. The student must arrive at the library within five minutes of the teacher’s signed time left. Students must remain in the library for the entire period.

NATIONAL HONOR SOCIETY

The Neshaminy Chapter of the National Honor Society is a prestigious organization. Selection for membership is based on outstanding scholarship with a deep commitment to learning, service to the school and community, leadership, which exerts a wholesome influence on the school, and character, which reflects the constant and daily striving to make the right choices.

In order to be academically eligible for membership, a student must have a cumulative grade point average (GPA) of 3.75. Once approved by the faculty and the Faculty Advisory Committee, all members have the responsibility to maintain all four criteria of the society.

A tutoring service is provided by members of the Honor Society. Please refer to the section in this handbook titled “Tutoring” for further information. National Foreign Language Honor Societies are open to qualified students.

PLAGIARISM

Cheating is defined by Webster’s as “the act of fraudulently deceiving, the violation of rules, using trickery that escapes observation.” Cheating is morally wrong and, of course, cheating is illegal! Teachers establish appropriate academic penalties that are supported by the administration. National Honor Society members and officers of any school activity found cheating may be faced with removal from office and from the Society. Teachers are encouraged to review standards regarding cheating during the first days of school and with parents on Back-to-School Night.

Neshaminy High School teachers may choose to use Turnitin.com as a resource. Turnitin helps educators and students take full advantage of the internet’s educational potential by promoting originality in student work, improving student writing and research skills, encouraging collaborative learning and saving valuable instructor time.

PUPIL’S RIGHT TO REFUSE DISSECTION

Legislation passed in 1992, added to the Pennsylvania School Code, mandates that each school shall notify each student and his/her parent(s) or guardian(s) of the right to decline to participate in dissection, vivisection, incubation or capture of coordinate animals or their parts. (Vivisection is not part of the science curriculum in the Neshaminy School District). Should a student choose to decline active participation in a laboratory which includes any of the above-listed activities, he/she will be given an alternative assignment.

EMERGENCY INFORMATION

DELAYED OPENING

Emergency school closings and two-hour delayed openings will be announced as close to 6:00 AM as possible. Our school emergency closing number is 752. Please listen to the Neshaminy Cable TV channel or check the Neshaminy website. In the event of a two-hour delay, bus pickup and school starting time will be delayed two hours and the bell schedule will be adjusted accordingly. On days when weather conditions are bad or threaten to become hazardous, student drivers are advised to ride the school bus. Students who drive will not be dismissed prior to the close of school.

SNOW/INCLEMENT WEATHER DAYS – School Code: 752

Please check NNTV or the NHS Website for information on School Closings/Delays/Cancelations

EMERGENCY LOCK DOWN

In order to better assure the health, safety, and welfare of all students and staff, an extreme emergency public address announcement message is necessary. If you (students and staff) hear "LOCK DOWN" over the public address system from the Main Office, you must immediately do the following:

- Students must be seated and remain in the classroom with their assigned teacher.
- The teacher must remain in the classroom with his/her assigned class and close the door.
- The teacher must immediately take roll and be prepared to report absences if called by the office.
- Quiet must be the rule in the classroom. Important announcements will be made over the public address system or by individual classroom telephone.
 - Non-assigned staff is asked to move all student hall traffic from the hallway to the nearest classroom or office. Remain there until notified otherwise.
 - Students and staff in the cafeteria must be seated and moved from outside to inside. Quiet is necessary.
 - Instructions will be forthcoming over the public address system or via staff with walkie-talkie communication.
 - Physical Education classes should stop under the teacher control. Outside classes will be notified of Lock Down by appropriate staff.
 - Lock Down remains in effect until an administrative "all clear" is given over the public address systems.
 - Appropriate follow-up will be given to students and staff.

EVACUATION DRILLS

Evacuation drills to the stadium are needed and practiced once a year to ensure the safe and orderly, long-term (one hour or more) evacuation of students and staff. Everyone is assigned a predetermined destination – students by homeroom to stadium rows, and staff to monitoring locations. Attendance is carefully checked. Status reports and directions are announced over the public address systems. At the all-clear signal, everyone returns to the building and continues the school day. Fire drills are required a minimum of once a month. Students under direct supervision will evacuate the building in an orderly fashion and report to their assigned areas.

STUDENT SERVICES

DRESS CODE

Statement of Policy: School attire must meet reasonable standards of cleanliness, not endanger student or public health and not be disruptive to the educational process.

From the start of the student day until the conclusion of the student day, hats, hoods, headbands, bandanas, slippers, and pajamas may not be worn. Hats must be placed in the student's locker. Students may not carry hats with them at any time during the school day. Students wearing or carrying hats with them will be sent directly to the office and the hats will be confiscated. Hats may be retrieved only once by a student/guardian in the school office. The District will not be responsible for unclaimed hats. Common sense will prevail. When in doubt, an administrator will make the final determination.

Students should dress appropriately for the varied climatic conditions in the high school building. Layering of clothing is suggested. Offensive or suggestive language on apparel will not be tolerated. Additional inappropriate dress includes: bare or stocking feet, excessively dirty clothing, see-through clothing without proper undergarments, apparel that overexposes the body or exposes underwear.

Girls' tops are to have a one-inch wide strap (minimum) on each shoulder. Necklines should be conservative. Backs and midsections must be covered. Boys are not permitted to wear muscle shirts. Any clothing identified as gang attire is not permitted. The high school administration reserves the right to determine the appropriateness of student dress.

Students who are asked to change their outfits must comply with the request. Teachers specific to that student will be notified of the dress-code infraction and asked to notify the Grade-Level Office should the student revert to the original apparel during the school day. Students who refuse to comply and those with subsequent dress-code offenses will be sent home for the remainder of the day. If the parent cannot pick the student up, the student will go to ISS.

For the health, safety and welfare of everyone, students are not permitted to wear unusually long chains (typically/traditionally used to secure wallet to belt loop) around waist, between pockets or around the neck. Students are not permitted to wear sharp, long, studded collars or jewelry. Students are not permitted to wear animal choker collars.

Inappropriate Attire for Students at NHS

- Pajamas
- Slippers
- Bandanas
- Headbands wrapped around the forehead
- Hoods
- Hats
- Animal chokers/large chains
- Sharp and/or studded collars/jewelry
- Non-medically necessitated masks
- Costumes
- See-through clothing
- Clothing that exposes undergarments
- Clothing that exposes the stomach or back
- Skirts/shorts that are not mid-thigh or finger-tip length
- Clothing/jewelry that displays offensive and/or suggestive language and/or images
- Clothing displaying gang signs/symbols
- Halter tops
- Tank tops/sleeveless or muscle shirts (Gentlemen)
- Tops with less than a 1-inch strap on each shoulder (Ladies)
- Tops with necklines that overexpose one's chest
- Excessively soiled clothing
- Any additional items the NHS Administration deems inappropriate

ELEVATOR USE AND KEYS

Each student with a permanent disability will receive a badge to the elevator on the first day of school. These badges will be distributed by the school nurse. Students who require the use of the elevator for short periods of time may obtain a badge from the nurse. Students receiving a key will sign a form that indicates their understanding of the rules for the use of the elevator and the necessity of returning the key promptly when it is no longer needed. The return of the key will be considered an obligation.

HIV INFECTION (BOARD POLICY #517)

While providing a safe, healthy environment for its students and employees, our School District recognizes the confidentiality of individuals who may be diagnosed with HIV. Employees in the Neshaminy School District are required to follow Universal Health Care Prevention in all settings and at all times. Questions regarding specific School Board policies on this subject should be directed to the principal.

SAP (Student Assistant Program)

SAP identifies students whose behavior, attendance and/or grades indicate that they may have problems related to substance abuse, are depressed or have other related concerns. Additionally, SAP identifies students who are at risk. At-risk students are those who, at the moment, are not evidencing significant problems but whose probability of experiencing problems in the future is higher than the norm unless the course of their lives is changed. SAP sponsors nine different types of groups in the areas of prevention, intervention, support and aftercare. Any student referred to SAP is assured of confidentiality as stipulated by law. SAP is not a part of the disciplinary process. Students may be referred to SAP by any staff member, parent or other concerned person. Students frequently self-refer. You can get more information on SAP from your counselor or from a SAP member.

NURSES

Medications in School

Neshaminy School Board policy states: "No medications, prescription or over-the-counter, may be dispensed unless the school nurse has an order from a physician and written parent permission." All medication must be presented to the nurse in a bottle properly labeled by a pharmacist and/or drug manufacturer. Medications that are improperly packaged will not be dispensed.

Students may carry medications for self-administration if the physician writes the order to include this instruction, the parent concurs and a copy of the order/permission is on file in the nurse's office.

Physical Examinations, Screenings and Immunizations

Pennsylvania health law mandates a physical examination for students during the high school experience. Neshaminy requires this physical for all 9th grade students. Every student is also scheduled to see a school nurse annually for state-mandated screenings. Parents are asked to provide the school nurse with physician documentation when their student receives immunization updates.

Excuses from Physical Education Classes

Excuses from physical education classes must be presented to the school nurse. The nurse will provide a note for the Physical Education teacher concerning the student illness or injury and maintain a record of the excuses in the student health file.

If a student has an injury or illness that requires building accommodations such as an elevator key or extra time between classes, the student should report to the nurses' office at the start of the school day with physician and/or parent notes.

Student Illnesses During the School Day

Unless it is an emergency, students must have a pass from the teacher whose class they are missing before going to the nurses' office. The nurses will assess the student and determine if he/she needs to be excluded from school. The nurses will make appropriate parent/guardian contact. Students must have parent permission prior to leaving school even if they are 18 years old and are able to drive themselves home.

SCHOOL STORE

The school store is located in Main Street in room D151 and can be reached at 215-809-6672. A wide variety of Neshaminy clothing is available. Show your pride and wear the Red/Blue "N". Great holiday gift ideas are available.

STUDENT IDENTIFICATION CARDS

Neshaminy High School issues each student a photo ID card. Students are required to carry school ID's with them at all times while on campus. Students who lose their ID's may replace them for a \$5.00 fee in the Main Office.

WORK PERMIT

Students who seek employment before turning 18 years of age are required, by law, to have a work permit. Applications and information about obtaining a work permit are available on the Neshaminy High School website or at the high school and the three middle schools of the Neshaminy School District according to the following schedule:

- * NHS Guidance Office - 7:00 AM to 2:00 PM
- * Sandburg Middle 9-11:30 AM and 1-3:30 PM
- * Poquessing Middle 7:30-12:00 and 1-3:00 PM
- * Maple Point Middle 8:00 AM - 4:00 PM

One transferable work permit is issued per application. That permit is meant to be used for multiple jobs at the same time or to be shown when changing jobs. If the student loses the permit, the application process must be repeated.

CO-CURRICULAR/ATHLETICS

Eligibility: Academic Eligibility for Student Participation in High School Co-Curricular Activities/Athletics

I. Purpose

The purpose of this policy is to encourage students participating in co-curricular activities/athletics to meet their academic requirements.

II. Marking Period Eligibility Requirements

A. For the first marking period, only incoming Grade 9 students will be held to PIAA eligibility requirements (passing at least four full-credit subjects or the equivalent). Upon issuance of first marking period report cards, 9th and grade students must meet eligibility requirements established for **Grade 10**, Grade 11 and 12 students.

B. Any 9th, 10th, 11th or 12th grade student who fails more than one full credit subject or the equivalent at the completion of a marking period will not be eligible to participate in high school sponsored co-curricular activities/athletics.

C. Upon the date of issuance of the report card, the student will remain ineligible for a period of three weeks. After the conclusion of the first two weeks of ineligibility, the participant may circulate an eligibility update form to be signed by all of his/her teachers and reviewed by the assistant principal in charge of co-curricular programs. If the student is passing all but one major subject, the student may be permitted to resume participation/practice in the respective activity. Full eligibility to compete will be restored following an academic review after the third week of probation is completed.

D. The end of the year grades of the previous school year for students will determine eligibility for participation at the beginning of the subsequent year. Successful completion of work at summer school may be used to produce passing grades in subject failed.

III. Weekly Eligibility Requirements Athletics

Athletes may not participate in scrimmages or games while they are ineligible.

IV. Enforcement of Policy

A. The principal of the high school is responsible for the enforcement of the policy establishing appropriate procedures to be followed by coaches and sponsors of the co-curricular activities/athletics.

B. All athletes covered by PIAA regulations must continue to meet such regulations as are established by the PIAA. This also applies to students going from middle to high school in co-curricular athletics.

Procedures

- As part of the first meeting with the coach or faculty sponsor, each student will be required to submit his/her report card from the previous marking period as proof of eligibility.
- If summer school courses have been taken to resolve academic deficiencies incurred at the end of the high school year, then the summer school report card must also be submitted to the coach or faculty sponsor.
- During the school year, teachers will receive the names of all students participating in co-curricular activities.

ATHLETIC GUIDE FOR SPORTS

Attendance - Athletes must be in school by 11:00 AM and complete the school day on the day of a competition/practice in order to compete in any athletic event that occurs that day or evening. If the contest is on Saturday, the athlete must be in school by 11:00 AM on Friday and complete the school day. An exception will be made if the athlete has a scheduled doctor's appointment, in which case a note from the doctor must be submitted to the athletic director. If the appointment is scheduled in the morning, the athlete is expected to return to school with a doctor's note. If the athlete has a pre-arranged college visitation, he/she will be excused after receipt of the college-visit verification.

Coaching Rules- Any additional rules developed by the head coach of any sport must be approved by the principal and the athletic director before the start of the season. These rules must be kept on file in the Co-Curricular Office.

Discipline - If an athlete is suspended from school, whether in school or out of school, he/she may not participate in any practices or contests the days of the suspension.

Eligibility - Refer to Board Policy #516/Academic Eligibility.

Equipment and Uniforms - The athlete is responsible for all equipment signed out to him/her

General Rules - (1) Athletes should leave all valuables at home or with the coach, not in the locker room. (2) No athlete may quit one sport and try out for another sport without the consent of the athletic director. (3) Any athlete that is dismissed from one team for a discipline reason will not be permitted to join another sport that season.

League (Suburban One) Expectations - Coaches/Athletes - At the June 7, 1994 Suburban One League Operating Committee meeting, the following motion was approved:

A coach or student/athlete removed from a contest for unsportsmanlike conduct (this to include pre and post game) will receive a mandatory minimum one- game suspension. This suspension will be from the next game. This rule will be in effect for non-league and league athletic contests.

Philosophy - The philosophy of the co-curricular athletic program in the Neshaminy School District is to provide athletes with the opportunity to grow physically, morally, socially and emotionally into young adults through competition. The co-curricular athletic program is an important and integral part of the total school program and is open to participation by all students regardless of individual differences. Through voluntary participation, the athlete gives time, energy, and loyalty to the program. He/she also accepts the training rules, regulations, and responsibilities, which are unique to an athletic program. In order to contribute to the welfare of the group, the athlete must willingly assume these obligations because the role demands that the individual make sacrifices not required of others.

Sportsmanship - Athletes are expected to act with a high level of sportsmanship. They are always in the public eye, both in season and out of season, and should act accordingly. As athletes, others see them as positive role models. With this in mind, they have an obligation to (1) show respect for authority and property; (2) maintain academic eligibility and training rules; and (3) emphasize ideals of sportsmanship, loyalty, ethical conduct and fair play.

Substance Use/Abuse - The use of drugs, alcohol, and /or anabolic steroids is prohibited. School Board Policy #505 outlines the penalties for substance use/abuse. Therefore, all students who are participants in any co-curricular and or inter-scholastic activity whose conduct violates any School Board Policy, the Neshaminy High School discipline code as it relates to School Board Policies and/or the secondary-level concurrence, shall be subject to the provisions set forth therein.

Travel - Athletes must travel to and from away contests in transportation provided by the school. The only exceptions are (1) injury to an athlete that would require alternate transportation; (2) prior arrangement made, in writing, between the athlete, parent/guardian, and the coach for the athlete to ride with the parent/guardian; and (3) school transportation not provided, alternate means approved. There are no buses for athletics after the regular 5:15 late bus. It is up to the athlete to make arrangements for transportation for home meets ending after the 5:00 late bus. Coaches are not permitted to drive athletes home.

Summary of P.I.A.A. By-Laws are available @ PIAA.org.

CLASS TRIPS

A District trip policy covering class trips and other large-group trips, e.g., instrumental and vocal, is in place. There are important limitations in time, costs and degree of participation. In preparation for the class or group trip, each coordinator or faculty sponsor will conduct a sufficient number of meetings with the parent/guardian and participants so that they are thoroughly oriented to the rules and regulations, the cultural and historical background of the trip's destination, travel arrangements and general travel information (i.e., medication, currency, room lists).

The administration reserves the right to exclude any student from the class trip on the basis of prior disciplinary problems as long as the student has been so informed a reasonable time prior to the trip. Students who reach the 5th level of discipline (see Demerits - Discipline Action by Assistant Principal) will not be permitted to participate in class trips.

The administration reserves the right to review discipline and/or absences with regard to extenuating circumstances. Every effort will be made to schedule class trips and/or performing-group trips of all kinds that take students out of school or class before May 20. The only exception will be make-up athletic contests for sports in season when participating in a school-sponsored trip. Students are expected to inform their homeroom and classroom teachers the day before an excused absence from school. Participants must also meet co-curricular academic eligibility requirements.

FUNDRAISING

The sale of candy or any other items in school (hallways, classrooms, cafeteria, library, courtyards, and campus) during the school day by any organization, group or individual is not permitted. Individual students will lose the fund-raising privilege if sales occur during the school day. All fund-raisers taking place in school must have prior co-curricular approval.

OBLIGATIONS

Students are issued textbooks and other articles that belong to Neshaminy School District for use during the school year. It is the responsibility of the student to return that property, in the condition that it was issued, directly to the staff member who issued it. Students not complying will be charged the replacement cost or a damage assessment for the article. Students will not be permitted to receive a parking permit until all obligations have been resolved.

DANCES (See Attendance, Class Cuts and Social Privilege Contract)

Dances, including Freshman and Sophomore Dinner and Junior and Senior Proms, must be approved by the appropriate administrator and scheduled through the Co-Curricular Office. Eligibility will be determined by the grade-level principal based on discipline (see class trips), and successful resolution of obligations. All dances will be held on Friday or Saturday evenings and will be concluded by 10:00 PM, unless an exception request is approved by the principal.

ABSENCE POLICY AND PROCEDURES

The Neshaminy community firmly believes that continuity of learning leads to improved achievement. Please see School Board Policy 552 in the Appendix Section.

ABSENCE/LATE FORMS

Absence/late forms will be available from homeroom teachers and Attendance Office. Forms are to be completed by the student's parent or guardian and returned to the homeroom teacher.

Students are expected to provide a doctor's note directly to the Attendance Office immediately upon return to school after five (5) consecutive days of absence.

Students are expected to sign in to school at the Attendance Office whenever late. Any student who is absent from homeroom, is not signed in to school late but is present in school, will be subject to disciplinary action.

CALLING IN DAILY ABSENCES

Parents are encouraged to call in same-day absence of their student. Please be prepared with the following information: child's grade level, full name and the spelling of their last name. Students are expected to bring an absence note to school from their parent or guardian within five days of returning to school from the absence.

Grades 9 and 10 – 215-809-6116

Grades 11 and 12 – 215-809-6113

Absences for which absence notes are not returned will be declared illegal/unexcused. The assistant principal may declare an absence illegal/unlawful. Acceptable reasons for absences are illness, death in the family, religious holidays, educational tours or trips and other urgent reasons approved by the assistant principal. Examples of unacceptable reasons are oversleeping, missing the bus, non-functioning alarm clock.

EARLY DISMISSAL

Students needing to leave before the end of a given school day must present a parent note at the Grade-Level Attendance Office before homeroom the day of the absence. Dismissal time, adult responsible for picking up and signing out the student, parent name and early-morning phone number must be clearly stated on the note. The parent or guardian must report to the appropriate Grade-Level Attendance Office at dismissal time to record the reason, date and time of the early dismissal and to sign the registry. If the student legally drove to school and has written parent permission to leave early, the student must report to the Grade-Level Attendance Office to sign out at the appointed time. Early dismissal requests will be verified through direct parental contact.

Should an unplanned need for early dismissal arise once the school day has begun, parents are asked to call the Grade-Level Attendance Office before leaving home to pick up the student.

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.

SAME DAY/RETURN

Parents and students are strongly encouraged to schedule appointments during non-school time. Requests for partial-day early dismissals should be made in accordance with the procedure described above in "early dismissal". Students are expected to sign back in to school at the Grade-Level Attendance Office should they return to school to complete the school day.

LATE ARRIVALS

Upon arriving to school once homeroom has begun (7:16 AM), the student must report to the Grade-Level Attendance Office and present a written excuse signed by a parent or guardian. The note must clearly indicate the reason for the late arrival.

LIMITATIONS DUE TO ABSENCES

Students will not work in the School-to-Work Program when absent from school. Students are not to be on campus before, during or after school when absent from school. Students will not be permitted to participate in Gym Night, grade-level trips or performing-group trips, purchase tickets for, or attend, dances and proms if he/she has accumulated more than the permitted number of cumulative absences during the school year.

COLLEGE VISITATIONS - Campus Visits

Parental requests for a student to be excused for a college/university visit while school is in session must be made in writing to the appropriate Grade-Level Attendance Office five (5) days in advance of the visit. The student, as a courtesy, should share the information with teachers ahead of the visitation. Upon return from a college/university visitation, the student must submit verification to the appropriate Grade-Level Attendance Office in the form of a letter on college/university letterhead with an official's signature. The absence will then be considered excused.

GUIDANCE

Teachers, administrators and special service personnel such as the nurse, social workers and psychologist are part of the guidance team. They work together to promote the proper climate for the educational and emotional growth of the students.

The pupil personnel services, which are included in the guidance functions in Neshaminy High School, are varied. Specialized counseling by trained personnel is the keystone of the program. The following services are available to students through their guidance counselor:

- Arranging conferences with parents, students, and teachers.
- Administering and interpreting standardized tests and their results to teachers, students and parents.
- Identifying students needing special help and providing ways to meet their needs and providing documentation for special placement.
- Registering and orienting new students.
- Providing educational and vocational information through counseling, printed material, college and career conferences.
- Scheduling students in class to meet their educational needs.
- Referring students to appropriate specialists for diagnosis and treatment.
- Counseling students.
- Supervising recordkeeping and providing transcripts and recommendations for students and graduates.
- Implementing of the Buckley Amendment pertaining to student records.

ACT ASSESSMENT - (American College Testing)

The best indication of how well you will do in college is a measure of how well you can perform the skills necessary for college coursework. The ACT measures these skills in English, mathematics, reading, and science reasoning. Test passages and questions are deliberately chosen to reflect the range of cultures in our population.

ACT test dates at NHS are listed in the school calendar. Students may obtain a copy of "ACT Assessment - Preparing for the ACT Assessment" and "Registering for the ACT Assessment" from the Guidance Office. (Grades 11 and 12).

CHANGE OF ADDRESS/PROOF OF RESIDENCY PROCEDURES (See Registration Procedures)

Proof of residency (signed lease, settlement papers, etc.) affidavit of support, emancipation declaration, driver license and parent written and telephone confirmation is necessary to process any change-of-address request initiated during the school year.

COLLEGE REPRESENTATIVE VISITS

Many college representatives visit Neshaminy High School to discuss their schools with interested students. Visits are announced regularly during the morning announcements and are held throughout the day. Additional information is available in the Guidance Office.

COLLEGE VISITATIONS - Campus Visits

Procedures for visiting college campuses are described in the "ATTENDANCE" section of this handbook.

FERPA (Family Educational Rights and Privacy Act)

Under the Family Educational Rights and Privacy Act, parents have the right to inspect their student's educational records; to seek amendment to educational records that are misleading, inaccurate or violate the student's privacy; to consent to disclosures of personally identifiable information of a student and to file a complaint with the US Department of Education concerning failures by the school to meet said regulations. Requests to inspect records must be submitted to the building principal in writing. Complaints regarding FERPA infractions should be submitted in writing to the building principal.

RIGHT-TO-KNOW LAW

Upon reasonable request, student information maintained by the public schools must be made available to a student if the student is over 18 years of age or to the parent or guardian if the student is under 18. Data to be made available include records maintained by the public schools.

SAT I & II TESTING

Neshaminy High School test dates are posted in the guidance showcase located in the hallway outside the guidance office. Dates and deadlines are included in the booklets "Taking the SAT -- The Official Guide to the SAT and Test of Standard Written English," and the official "Registration Bulletin" available in the Guidance Office. SAT scores are useful to college admissions offices in comparing the preparation and ability of applicants from different high schools. School Code is 392145.

SCHOLARSHIPS

Scholarship applications are kept in the guidance scholarship file just inside the door of the Guidance Office. The file cabinet and forms are for student use and are available to any student interested in applying for the scholarships. Scholarships are advertised during the morning announcements and through weekly flyers which can be picked up throughout the school.

APPENDIX I – Board & District Policies

There are two main sources of governing rules:

- **Board Policies**
 These Policies are created by the Board of School Directors to give direction to the Administration on how the Board would like the District to be run. These “rules of the road” can be specific or general, depending on the purpose of the Board. Board Policies are organized by “series”.

- **District Procedures**
 The Administration and other staff offer more detailed implementation of Board Policies and other needed rules through published handbooks or other materials. District procedures offer a basic understanding of important information and ways in which District employees will operate. These practices are inline with Board Policies and frequently offer more detail. Expectations of others (i.e. students, and parents) may also be detailed.

Series 500	STUDENT ENROLLMENT
Section 500	Non-Resident Student
Section 501	School Entrance Age
Section 502	Proof of Residency
Section 505	Discipline (Including – Secondary Level Concurrence Addendum)
Section 506	Gangs
Section 508	Student Dress Code
Section 510	Alcohol and Other Drugs
Section 510A	Anabolic Steroid Use
Section 511	Payment of Meals for Students Participating in School Activities
Section 512	High School Diploma
Section 513	Medical Excusal Form from Physical Education
Section 514	Student Driving Permission
Section 515	Related Services for Special Education Students
Section 516	Academic Eligibility for Student Participation in High School Co-Curricular Activities/Athletics
Section 517	HIV Infection
Section 518	Child Abuse Reporting
Section 519	Surveys of Students
Section 520	Student Records
Section 521	Health Examinations/Screenings
Section 522	Student Wellness
Section 525	Student Recruitment
Section 528	Communicable Disease Prevention
Section 532	Student Restrictions Upon Possession, Smoking and Tobacco Use
Section 533	Home Education Program
Section 534	Suspension and Expulsion
Section 535	Weapons
Section 536	Administration of Medication

Section 537	Administration of Medical Treatments
Section 538	Emergency Care and First Aid
Section 539	Control of Lice Infestation
Section 540	Control of Scabies Infection
Section 547	Discrimination & Harassment
Section 548	Sexual Harassment
Section 549	Search of Students and Seizure of Evidence
Section 551	Behavior Management
Section 552	Student Attendance
Section 553	Bullying - Cyberbullying

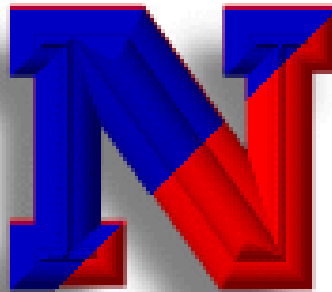
Series 600 EDUCATIONAL PROGRAMS

Section 600	Publications
Section 601	Insurance
Section 603	Voluntary Purchases
Section 604	Feedback
Section 605	Newspaper
Section 607	Adult High School Education Reimbursement
Section 608	Aquatics
Section 609	Auditoriums
Section 610	Summer School
Section 611	Selection of Library Books and Materials
Section 612	Public Appearance
Section 616	Public Relations
Section 617	Opening Exercises/Flag Displays
Section 618	Overnight Trips
Section 619	Homework
Section 620	Exemption from Instruction
Section 621	English as a Second Language/Bi-Lingual Program

Neshaminy High School

Student Discipline Code

2016/2017



Overarching Expectations

- Be where you're supposed to be.....
....when you're supposed to be there
- Follow directions/directives...the first time given
- Accept and appreciate differences among us
- Lead by doing the next right thing

Neshaminy High School
Discipline Code 2016 - 2017

The guidelines for administering discipline in the high school are authorized by School Board Policy #505 – Discipline. Discipline does not mean the suppression of young people. It means consistently helping them regulate their own behavior to grow in the way that is most meaningful to them. It means helping society in general, to have regulations and to establish boundaries within which all are expected to function. It means providing an atmosphere where one may test his/her own individuality and identity. Above all, it means teaching students self-control and that each individual is responsible for his/her own behavior.

It is the aim of the Neshaminy High School Faculty and Administration to promote honesty and integrity in all staff-student interactions. The expectation is for students to be truthful and proper in word and action in matters of school and disciplinary interactions. Failure to abide by this expectation may result in further disciplinary consequences. Students need limits. Efficient classroom management means limits are constructed rationally, communicated effectively, and enforced consistently and fairly. Freedom for the student - the freedom to learn and to interact democratically - exists only within a defined social structure. We believe that good behavior must be motivated and expected in order to be learned. Our outlook on discipline is, therefore, entirely constructive.

Guidelines

The guidelines are composed of two (2) major parts: Student Offenses Requiring Disciplinary Action (I) and Specific Discipline Procedures and Actions (II)

I. Student Offenses Requiring Disciplinary Action

A. In-Class Student Behavior

A student offense that relates specifically to an in-class offense, committed within the time period of a specific subject and/or under the supervision of a specific teacher.

B. Out-of-Class Student Behavior

A student offense that occurs during any non-class period activity such as time in between classes, lunch, assembly, study hall or any unassigned time between entering the school in the morning and leaving school in the afternoon. The teacher, when possible, should inform the student of inappropriate behavior and follow up with an incident card.

C. Major Breaches of Discipline

Any student offense in or out of class which is identified by the Neshaminy School District Policy Section #505 - Discipline as a major breach of discipline.

II. Specific Discipline Procedures and Actions

The following are the approved discipline procedures to be followed through and until the incident is resolved. Steps A through D are to be followed for all in class infractions.

A. Teacher/Staff – Student Contact

The teacher/staff member should inform the student of the inappropriate behavior and attempt to use this opportunity to help the student make better choices when possible.

B. Detention with Teacher (optional)

The teacher keeps a student with him/her for a designated time in a designated area.

C. Teacher/Parent Contact

Teacher/Parent contacts are crucial for the ongoing support of the goals of this Code. The purpose of the parent contact is not only to inform, but to address a student concern as a partnership. Parent contact related to specific disciplinary incidents may be in the form of a telephone call, note, form letter or in-school conference at a mutually convenient time. It is the expectation that when a school staff member contacts a parent, every attempt will be made by that parent to address the concerns with their child.

For a given minor, in-class infraction, if a student continues inappropriate behavior after being spoken with by the teacher (Step A), the teacher will contact the parent to explain the in-class infraction. If the student's behavior does not improve relative to that parent contact, the teacher will refer the matter to the Assistant Principal (Step D).

If the student's behavior improves relative to the infraction after the parental contact then the teacher will contact the parent again if the student's behavior declines. This expectation of the teacher shall not be greater than twice in one semester (or once per marking period) per student. Records of these contacts must be maintained.

D. Disciplinary Action by Assistant Principal

1. If student behavior does not improve after the initial parent contact has been made, a referral to the Assistant Principal may be initiated by the teacher. The referral to the Administration from the teacher must indicate on the incident card the date contact was made with the parent, or upon sending the student to the office, the teacher must indicate to the Administration, either verbally or in writing, all previous disciplinary action taken with a student. (Teachers are encouraged to continue contacting a parent if improvement in the student's behavior becomes evident.) The referral card describing the administrative action taken will be returned to the initiating staff in a timely fashion in effort to encourage ongoing dialogue with the staff member.
2. The Assistant Principal will carry out the assignment of demerits from the approved Discipline Code and will discuss the incident with the student in an attempt to determine how he/she can help the student change his inappropriate behavior. If a second referral is initiated regarding the student, a parent contact will be made by the Assistant Principal (or Managerial Assistant) to notify the parent of the escalation of inappropriate behavior and related consequences.
3. An accumulation of ten (10) demerits will result in the suspension of a student. Upon return from suspension, the number of demerits will be reduced to five (5). Students may work to erase demerits over an eight-week period as appropriate behavior is noted. One (1) demerit will be removed from his /her record for each two weeks in which no disciplinary incident is reported. The Assistant Principal will make every effort to meet with the student on an ongoing basis in order to develop a meaningful relationship with the student and the parent, reminding the student of his successful elimination of demerits or to remind the student of possible future consequences if the behavior does not improve. All demerits will be dropped after eight weeks if no infractions are reported to the appropriate administrator, but the step on the scale of suspensions will not change.
4. A student may be placed on Restricted Movement by an Assistant Principal at any time before ten (10) demerits are accumulated. This is in addition to, but not in lieu of, the student's step on the Discipline Code.
5. Suspensions for in-class and out-of-class misconduct will be carried out as follows:

1 st suspension	
2 nd suspension	The Assistant Principal will meet with the student and review the student privileges.
3 rd suspension	Student/Parent/Administrator contact will take place to review appropriate behavior, offer assistance to the family of a student with unique needs and review the Social Privilege Contract Consequences (Assistant Principal will notify the student's Guidance Counselor, Social Worker and other relevant pupil services staff of the contact and other information regarding the status of the student.)
4 th suspension	The Assistant Principal will meet with the student and the parent to review the potential loss of social student privileges upon the next suspension.
5 th suspension	The student will not be eligible to participate in the activities viewed as student privileges. The Social Privileges may include field trips, dances/proms, Gym Night, graduation ceremony, and parking

- Co-Op Students/SWPT: The first 3 internal suspensions will be for the full school day (7:16 AM-2:14 PM); student will be allowed to work after 2:14 PM. Further suspensions will be out-of-school with no work permitted.
- Suspensions for major breaches of the Discipline Code will result in ten (10) demerits and a 1 - 10 day suspension from school. The exception is smoking, the use of and/or possession of smokeless and/or smoking tobacco. This offense will result in an out-of-school suspension.

E. Further Disciplinary Action by the Assistant Principal or Principal

1. Recommended expulsion is the responsibility of the Principal.
2. Notification of the Police
 - The Principal or his/her designee will notify police when necessary. This must be done when mandated by law. This may be done for items indicated in the Discipline Procedures.
 - Personal Matters. A staff member may initiate legal proceedings for personal matters with the understanding that he/she assumes full responsibility for follow-up.

Exceptions to the Disciplinary Actions:

If the Assistant Principal wishes to deviate from the established code, he/she may do so after consultation and agreement with the teacher initiating disciplinary action. In cases where the Assistant Principal and teacher are not able to agree on the deviation, the Assistant Principal will refer the matter to the Principal who will determine the action to be taken. In cases of parental appeal, the Principal will consult with the Assistant Principal and teacher before taking any action.

General Misconduct:

The high school administration reserves the right to prohibit students with serious and/or continuing discipline problems from participating in school privileges including, but not limited to parking, proms, class trips and graduation.

Examples of Minor Breaches of Discipline Requiring Disciplinary Action

Absence Excuse Form

Students will be expected to bring an absence note to school from parent/guardian within three (3) days from the first date of return back to school from the absence. Absence dates for which absence notes are not returned will be declared illegal/unexcused. Once dates have been declared, the absence type will not be changed. If the student is under the age of 17, he/she will be referred to Truancy Court. Attendance is part of the official student record and appears on report cards and official transcripts. See additional information regarding absence notes under Parking/Driving Privileges.

Abuse of pass policy affecting class time

5 Demerits

Any use of a pass other than the purpose for which it was issued, thereby affecting class time (securing a pass for library and not reporting there, forged call slip, etc.)

Abuse of pass policy not affecting class time

5 Demerits

Any use of a pass other than the purpose for which it was issued, but not affecting class time (using a pass to avoid study hall, lunch, to remain after early dismissal, forged call slip, etc.)

Cutting Class – Non Credit

5 Demerits

Any absence not explained by a legitimate excuse (absentee list, call slip, late arrival, early dismissal, schedule change) is considered a cut. Students are required to check in with the study hall teacher at the beginning of the period before proceeding to any other destination via a pass from the appropriate person.

Cutting Class - Credit Classes

See Addendum 1

A class cut is defined as any absence by a student from a scheduled period (class) not previously approved by the assigned teacher or by the building administration or explained by some form of legitimate excuse (name on absentee list, call slip, late to school, early dismissal, schedule change, etc.). See Addendum 1 for impact of missed classwork.

Cutting of school day

10 Demerits and see Addendum 1

Unauthorized/unexcused absence from school. Legal action may result. Legitimate notes from parent/guardian must be turned in to roll call teacher within three (3) school days.

Disruptive behavior

5 Demerits

Behaving in ways that are obnoxious and annoying, thereby disturbing classes and/or threatening the safety, welfare, and rights of others.

Electronic Devices: Possession

See Addendum 2

Radios, TV's, Electronic Games, Beepers, Cell Phones, Cameras, and any other Audio or Visual Electronic Device:

Most personal digital and electronic devices shall not be used by students during normal school hours unless otherwise directed and supervised by a staff member for instructional or learning purposes.

Exceptions to the above:

Students are permitted to use the following specific electronic devices at the times and locations designated:

1. I-Pods (Personal Music Devices)
In the Cafeteria during lunch periods and in the hallways during the change of classes. Only one ear bud is permitted and music should not be loud enough for others to hear.
2. Cell Phones
In the Cafeteria during lunch periods and in the hallways during the change of classes.
Cell phones must always be in the silent mode.

Please note: Pictures and video recordings are prohibited

Food in the building

3 Demerits

Students are not permitted to eat food or drink beverages in school hallways or common areas during the hours that school is in session, unless given specific written permission to do so by the administration. For safety reasons, glass bottles or containers brought into the school building at any time will be confiscated. Eating and drinking during homeroom, study hall or during class will be at the discretion of the teacher. Teachers may not send students to the cafeteria to buy food or drink from a study hall or class unless the student does not have a scheduled lunch that day.

Foul / Obscene language

5 Demerits

Using foul/obscene/sexually/cultural/abusive offensive language.

Identification - Failure to provide proper identification

5 Demerits

Not having proper identification while on school buses or school grounds. At all times, students will be required to carry the current, official school photo ID. This is the only acceptable ID. Students are required to provide correct first and last name when requested to do so by a staff person.

Insolence

5 Demerits

Insolence is defined as being verbally disrespectful to a staff member.

Insubordination

5 Demerits and after school detention

Insubordination is acting contrary to or refusing to act in accordance with a legitimate request of a staff member. Both of these behaviors refer to non-academic matters only. A student who, for example, does not do his/her homework should be academically penalized. It is not, nor should it be, in the province of the Administration to deal with academic matters between a teacher and a student.

Lateness to Class

See Addendum 3

Students are to arrive to class on time. Students late to class will be marked Tardy in e-School. The student is always responsible for any class work missed.

Lateness to School (Unexcused)

See Addendum 4

Students late to school must sign in at the appropriate Grade-Level Attendance Office. The attendance clerk/typist will give the student a late pass, and the student in turn must give that pass to his/her roll call teacher the following day. Students who have not signed into school will be referred to the Grade-Level Assistant Principal.

Administrative Detention

Late to School: Failure to Submit Pass

Students must show the late pass to his/her classroom teacher the day of the lateness to school. The following day the late pass must be submitted to the homeroom / roll call teacher. If after three days the pass is not submitted to the roll call teacher and no verification can be obtained from the attendance bulletin the roll call teacher will forward the "Absence Excuse" form to the Grade-Level Office.

Not signing into school

5 Demerits

A student who has not been accounted for in roll call and who does not sign in at the appropriate office directly upon arriving at school.

Overly demonstrative displays of affection

5 Demerits

Overly demonstrative displays of affection deemed inappropriate for the educational environment.

Parking violations

See Student Parking Policy

Not adhering to regulations designed for the security and safety of automobile owners, operators and pedestrians. Regulations are printed in contract form and are available in each Assistant Principal's office. The 12th Grade Office must approve all parking. Parking without the direct permission of the 12th Grade Office will warrant disciplinary action by the student's Grade-Level Assistant Principal.

Unauthorized area

5 Demerits

Being anywhere on the grounds or in the building without express permission by means of a schedule, announcement, bulletin, pass, etc. Students must use the lavatory pass which corresponds to the color-coded lavatory pass. Students may be subject to search by Administration.

Examples of Major Breaches of Discipline Requiring Disciplinary Action

The major breaches of discipline listed herein have been identified by Neshaminy School District Policy, Section #505 - Discipline, as serious student offenses and must be reported directly to the Assistant Principal for specific action. (This applies to BOTH in-class and out-of-class student behavior.) This list is not all-inclusive.

Arson - Committing

10 Demerits and 1 - 10 days OSS

Deliberate setting of a fire in the building, on school campus, or school bus.

Accomplice

10 Demerits and 1-10 days OSS

Any student who promotes or facilitates the commission of an offense prohibited by District policy and/or school rules, or who solicits or commands another to commit the offense or aids, abets or attempts to assist another in planning or committing an offense

Cafeteria behavior - Unacceptable

10 Demerits / Restricted Lunch to 10 days OSS

Throwing of food or any object, misuse of cafeteria furniture, destruction of cafeteria property, and disruptive conduct.

Computer Misuse

10 Demerits

Misuse is defined as physical abuse and damage, introduction of non-approved programs including viruses, misuse of software or any other damaging action to either hardware or software. Please refer to internet policy and subject/department guidelines for additional information.

Major Disruptive behavior

10 Demerits and 1 - 10 days OSS

Behaving in ways that disrupt the school, and/or classes and/or threaten the safety, welfare, and rights of others.

Possession of an Illegal Item

10 Demerits and 3 - 10 days OSS

Having possession of any items illegal for student to possess, including drug paraphernalia.

10 Demerits and 1 - 10 day OSS

Electronic Devices: Inappropriate Use

Radios, TV's, Electronic Games, Beepers, Cell Phones, Cameras, and any other Audio or Visual Electronic Device (Inappropriate Use of Electronic Devices – Addendum 5)

The inappropriate use of electronic devices is prohibited. The use of personal video is prohibited unless authorized under specific direction. A student must obtain a permission slip from the Administration and procure signatures/permission from each involved staff member to establish authorization prior to videotaping or use of any other electronic recording device.

Explosive Devices/Dangerous Weapons: Board Policy #535

10 Demerits and 1 - 10 day OSS

Possession, exchange, sale or setting off explosive devices. Possession of dangerous weapons. Please refer to the student handbook headings on laser pointers.

False alarm

10 Demerits and 1 - 10 day OSS

Deliberate pulling of a fire alarm for the expressed purpose of disrupting the normal operations of the school.

Fighting/Physical Engagement

10 Demerits and 1 - 10 day OSS

Includes but is not limited to slapping, hitting, pushing, shoving, striking, etc. with the apparent intent to inflict bodily harm.

Foul/obscene language

10 Demerits and 1 - 10 day OSS

Using foul/obscene/sexually/culturally/abusive offensive language that surpasses the working definitions of in-class and out-of-class behavior relating to foul language. Use of foul/obscene language specifically directed at a staff member will result in automatic suspension.

Gambling

10 Demerits and 1 - 10 day OSS

Gambling is defined as: to play a game for money or property, to bet on an uncertain outcome, to stake something on a contingency, to take a chance, to risk by gambling.

Gambling of any type (exception: school-sponsored carnival, etc.) is prohibited on school property. All such reported incidents will be referred to the appropriate Grade-Level Assistant Principal. Card playing for money, points, food, etc. is not permitted.

Harassment: Board Policy #547 and #548

10 Demerits and 1 - 10 day OSS

It is the policy of the Board of School Directors to support fully the laws prohibiting harassment and discrimination, including harassment and/or discrimination because of race, sex, sexual orientation, religion, color, national origin, ancestry, marital status, familial status, disability, medical condition and age as well as sexual harassment, and to maintain a learning environment which is free of any such harassment and discrimination. A finding by the investigator that a student has engaged in harassment or discrimination shall subject the student to disciplinary action, which may include exclusion from social activities, detention, suspension, and/or expulsion from school. The laws of Pennsylvania shall govern any exclusion from school.

Insubordination

10 Demerits and 1 - 10 day OSS

Insubordination includes failure to comply with a legitimate request by a member of the staff, encouraging other students to be insubordinate and/or insolent, and failure to provide valid ID.

Intimidation

10 Demerits and 1 - 10 day OSS

Threats directed toward the person or property of any staff member or student.

Leaving school grounds without permission

10 Demerits and ISS

Leaving school grounds without prior administrative approval.

Physical assault on a staff member

10 Demerits and 1 - 10 day OSS

Pushing, shoving, punching, hitting, slapping, or any physical movement intended to inflict bodily harm or personal injury.

Smoking

In an effort to reduce smoking in school and enhance the building environment, penalties for smoking, possession and/or use of tobacco products have been increased.

- 1st offense – a fine and 1 day out-of-school suspension.
- 2nd and all subsequent offenses – a fine and 5 days OSS.

Students suspected of smoking or being in possession of smoking paraphernalia, tobacco products or electronic cigarettes are subject to search and confiscation of these items. Possession and/or use of electronic cigarettes is prohibited and will result in disciplinary consequences that may include suspension.

Theft of school or personal property 10 Demerits and 1 - 10 day OSS
Unauthorized removal of property from known, normal, or established location. Stealing of data disks and programs.

Trespassing on school grounds 10 Demerits and 1 - 10 day OSS
Being present on school grounds or in the building after being expressly prohibited - verbally or in writing by a school official.

Vandalism - Major 10 Demerits and 1 - 10 day OSS
Engaging in behavior leading to the damage and/or destruction of school or personal property.

Violation of Alcohol and other Drugs: Board Policy #510 3 - 10 days OSS
Possession, use or abuse of any controlled substance, including alcohol.
Administrative use of Breathalyzer is authorized.

Violation of Alcohol and Other Drugs During Co-Curricular and/or Interscholastic Activity
Students who are participants in any co-curricular and/or interscholastic activity whose conduct violates School Board Policy #510 (Alcohol and Other Drugs), the Neshaminy High School Discipline Code as it relates to alcohol and other drugs, and /or this Concurrence shall be subject to the provisions set forth herein. (Board Policy #505)

Discipline Code Addendums:

1. Addendum 1: Cutting Class (Credit Courses)
2. Addendum 2: Consequences for Inappropriate Possession of Electronic Devices
3. Addendum 3: Lateness to Class Procedure
4. Addendum 4: Consequences for Unexcused Lates to School
5. Addendum 5: Consequences for Inappropriate Use of Electronic Devices
6. Addendum 6: Descriptions of Alternative Student Disciplinary Actions/Consequences
7. Addendum 7: Behavior of Students on Buses

Addendum 1: Cutting Class (Credit Courses)

Class Cut Consequences

It is the student's responsibility to attend all classes for which he/she is scheduled. The faculty, staff and administration assume the responsibility for the supervision of all students during the day.

A student who fails to attend a scheduled class is considered to be in violation of school regulations. Attendance at all scheduled classes (unless legally excused) is a requirement for successful completion and credit award for that course.

Any absence not explained by a legitimate excuse (confirmed absence, call slip, late arrival, early dismissal, schedule change) is considered a cut. Students are not permitted to make up work missed due to a cut. Additional consequences listed below.

In order to avoid being charged with a study hall cut, students are required to check in with the study hall teacher at the beginning of the period before proceeding to any other destination via a pass from the appropriate person.

If an absence from class is anticipated, it is the responsibility of the student to obtain prior permission from the teacher of the class affected. This includes, but is not limited to, vacations, athletic events, co-curricular events, class trips.

The following procedure shall be used to handle class attendance violations:

1. First Offense

- a. Discipline referral to the Assistant Principal.
- b. Administration-initiated parent (phone) conference or letter informing the parent and student of consequences for future cuts.
- c. Detention

2. Second Offense

- a. Discipline referral to the Assistant Principal; Teacher must lower grade by one letter.

- b. Administration-initiated parent conference required to inform parents that the student has dropped one letter grade in the course affected by the cut and that the student will fail the marking period if a third cut occurs.

3. Third Offense

- a. Discipline referral to the Assistant Principal.
- b. Administration-initiated parent conference required informing parents that the student has failed the marking period in which the third cut has occurred.

4. Subsequent Offences

- a. Discipline referral to the Assistant Principal. Student receives ISS.
- b. Administration-initiated parent conference at Assistant Principal’s discretion.

Students who do not serve detention will receive an appropriate consequence at the Assistant Principal’s discretion.

Saturday Detention Rules

1. Students are expected to be on time. (Late students are not admitted.)
2. Students are expected to obey all instructions from the detention supervisor.
3. Students must remain seated at all times.
4. Students are to maintain absolute silence at all times unless directed to speak by the detention supervisor.
5. All school rules are in effect and must be obeyed. No smoking by students is permitted anywhere on the campus of NHS.
6. Sleeping is not permitted. Therefore, it is important that students bring enough schoolwork to keep them busy.
7. Students who fail to attend the assigned Saturday Detention will be dealt with at the assistant principal’s discretion (administrative detention up to a suspension).
8. A parental signature is mandatory on the notification letter for admittance into Saturday Detention.

Addendum 2: Consequences for Inappropriate Possession of Electronic Devices:

- 1st Offense – Item confiscated, retained and after-school detention assigned.
- 2nd Offense - Item confiscated, retained, five (5) demerits and Detention assigned.
- 3rd Offense – Item retained until further disciplinary action, which will include ISS or OSS and parent conference.

The Neshaminy School District is not responsible for the reimbursement/replacement of lost/stolen articles of students.

Addendum 3: Lateness to Class Procedure

Lates will be cumulative for the year per class period. Lates will be recorded in e-School by the classroom teacher. Referrals will be made to the office after every third lateness to class.

- | | |
|--------------------------------|------------------------------------|
| • Late 1 to a particular class | Teacher Warning |
| • Late 2 | Teacher Warning and Parent Contact |
| • Late 3 | Office Referral |

The ‘3-Late’ Cycle continues with progressive consequences for each office referral

- 1st Office Referral – After-school detention
- 2nd Office Referral – Detention
- 3rd Office Referral – Two (2) detentions
- 4th Office Referral – One (1) day ISS or OSS

If a student cuts an assigned administrative detention he/she will receive an appropriate consequence at the Assistant Principal’s discretion.

Addendum 4: Consequences for Unexcused Lates to School

- | | |
|------------|------------------------|
| • Late 1-2 | Recorded |
| • Late 3 | After-school detention |
| • Late 4 | Recorded |
| • Late 5 | Detention |
| • Late 6 | Recorded |

- Late 7 and 8 1 day ISS with parent phone call
- Late 9 1 day OSS (with parent conference)

If a student cuts an assigned administrative detention he /she will receive an appropriate consequence at the Assistant Principal’s discretion.

Adding up Unexcused Late minutes to school:

1. When a student reaches a full class period(s) in unexcused minutes, the classroom teacher will be notified.
2. The assistant principal will follow the procedures for a class cut.
3. The appropriate school authorities will contact Parents/guardians of students who are chronically late.

Addendum 5: Consequences for Inappropriate Use of Electronic Devices

Excerpt from Pennsylvania Statutes - Title 24, Education 24PS 13-1317.1. Possession of telephone pagers prohibited:

- a. The possession by students of telephone paging devices, commonly referred to as beepers, shall be prohibited on school grounds, at school-sponsored activities and on buses or other vehicles provided by the School District.
- b. The prohibition contained in subsection (a) shall not apply in the following cases provided that the school authorities approve of the presence of the beeper in each case:
 - i. A student who is a member of a volunteer fire company, ambulance or rescue squad.
 - ii. A student who has a need for a beeper due to the medical condition of an immediate family member.

Addendum 6: Descriptions of Alternative Student Disciplinary Actions/Consequences

In-School Suspension (ISS)

An In-School Suspension Room has been set up to house students who have accumulated ten (10) or more demerits resulting from violations of the Discipline Code (students who receive ten (10) demerits from Major Breaches of Discipline will not be assigned to the In-School Suspension room).

Assignment to the In-School Suspension Room will be made by the administrator for one, two or three days. On the day(s) that a student is assigned to this room, he/she IS NOT ELIGIBLE to participate in ANY co-curricular athletic/activities, including practices and contests. All days assigned must be fulfilled before being readmitted to regular classes and other school activities.

Whenever possible, grade –level academic work will be provided by the staff member in charge. Students must complete this assigned work. Teachers are asked to check the names of students assigned to the In-School Suspension Room and to provide work to be completed by the students. All work completed will be forwarded to the students’ classroom teachers.

Administrative Detentions

Administrative detentions may be an after-school detention, before school detention(s), a voluntary clean-up detention in area 3/cafeeteria, or a detention. The parents of students who are assigned to an administrative after school or detention will be notified.

Restricted Lunch

Students who present a problem in the cafeteria may, at the recommendation of the Grade-Level Assistant Principal, be assigned Restricted Lunch for a period of time determined by the Assistant Principal. Restricted Lunch means not being permitted to enter the cafeteria, bringing a bagged lunch from home and eating lunch in a designated location under staff supervision.

Restricted Movement

- I. A student experiencing serious or continuous discipline problems may be restricted in his/her movements throughout the school day.
- II. Students may be placed on and taken off Restricted Movement only by the administrator.
- III. The following will take place once a student is assigned Restricted Movement:
 - a. The student will receive a sign-in sheet from his/her administrator before roll call.
 - b. The student will keep this sign-in sheet the entire day.
 - c. The student will follow his/her normal, daily schedule and room assignments as indicated on the sign-in sheet.
 - d. The student will have each of his/her teachers sign the sign-in sheet at the end of the class. The teacher will make any relevant remarks about the student’s behavior.
 - e. At no time is the student permitted to leave his/her assigned class
 - f. The student will have the administrator in charge at lunch sign the sign-in sheet.
 - g. The student will report to study halls and have the teacher in charge sign the sign-in sheet.

- h. At the end of the day, the student will return the sign-in sheet to his/her Grade-Level Assistant Principal. Failure to do so could result in a suspension.
- i. Initially, a student will be placed on the Restricted Movement program for a minimum period of five (5) days, but this period may be extended if the student has discipline-related problems while he/she is on the program.
- j. Students on Restricted Movement will have their names placed on the appropriate space on the daily absentee sheet.

Restricted Pass

Students who, for example, abuse hall passes, at a minimum may be placed on Restricted Pass. The students may not leave class nor ask for a pass at any time. The Assistant Principal will determine the length of time a student will remain on Restricted Pass. In cases of emergency, a teacher will use his/her discretion and may contact the Grade-Level Office if there's a question or problem concerning the student. Students on Restricted Pass are listed in the daily attendance bulletin.

Addendum 7: 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. Students positively identified by the driver and a member of the school administration as having violated the rules of safe conduct will be dealt with as follows:

Level I Infractions

Administrative Options

- | | |
|--|---|
| • Smoking ++ | A. Suspension from bus 1 to 10 days |
| • Vandalism+ | B. Suspension from school for 1 to 5 Days. |
| • Setting off explosive devices++ | C. Payment of any damage to bus |
| • Throwing objects at driver | D. Recommendation to Superintendent for removal of bus privileges for more than 10 days |
| • Use of foul, obscene or objectionable language or gestures towards drive | E. Involvement of local police/ magistrate prosecution of student |
| • Illegal use of emergency doors | F. Assignment of special seating on bus |
| • Fights | G. Administrative warning (special needs students only) |

+student must pay for damages

++suspension from and/or turned over to police for action

Level II Infractions

Administrative Options

The administration may use any one or more options listed below:

- | | |
|--|--|
| • Failure to remain seated | A. Administrative warning |
| • Loud & obnoxious behavior | B. Notification to parents and/or conference |
| • Showing disrespect to driver | C. Assigned seating on bus |
| • Putting any part of the body out of the window | D. Suspension from bus 1 to 5 days |
| • Spitting on or out of bus | E. After school detention |

- Use of foul, obscene or objectionable language or gestures among students
 - Roughhousing
- F. Change in bus assignment
 - G. Out of school suspension
 - H. Any appropriate provisions of individual building discipline policy

6/30/16 sd