

NESHAMINY SCHOOL DISTRICT

*Samuel Everitt
Elementary School
Family Handbook
2010 - 2011*



*Providing Educational Excellence
and Community Service
since 1955*

Neshaminy School District

Mission Statement

Neshaminy is dedicated to empowering students to become accountable, creative, self-aware, and productive citizens who utilize the knowledge, the skills, the social consciousness and the desire for continuous learning essential to thrive in a rapidly changing world. Our Neshaminy community has a proud tradition of integrating its people, its programs, and its resources.

Neshaminy School District

Samuel Everitt Elementary School

*Forsythia Drive South * Levittown, PA 19056 * 215 809 6320*

Family Handbook 2010 – 2011

Mr. Andre Modica, Principal

Mrs. Mindy Anderson, Secretary

Ms. Evelyn Barlow, Clerk-Typist

Mrs. Giuliana Sophy, Guidance Counselor

Mrs. Janette Aguilar, School Nurse

Mrs. Denise Buschmann, Health Aide

Ms. Penny Meller, Head Custodian

Mrs. Kelly Cecconi, Manager of Food Services



Arrival and Dismissal

If the children walk or are transported to school by their parents, **they should not arrive before 8:40 A.M.** when adult supervision begins. Children participating in our breakfast program may enter at 8:30AM. The school will open at 8:40 A.M. All children who arrive between 8:40 and 8:50 may go directly to their classrooms. **Any child arriving after 8:50 is tardy and must be brought to the school office by his/her parent to be signed in.** Please park your car in a designated spot, and walk your child to the office to sign him/her in.

Student Hours

AM-Kindergarten: 8:40 AM* – 11:30 AM

PM – Kindergarten: 12:30 PM – 3:15 PM

Grades 1-5: 8:40 AM* - 3:15 PM

Doors open at 8:40 AM.

** Students who arrive after 8:50 are tardy
and parents must bring them to the office to be admitted.*

Parking

If you are required to visit the school office, please use a designated parking slot. For your safety and the safety of all children, please do not park in a driveway. **Unless you are picking up a sick child or stopping by the office for a very few minutes, cars are never permitted in the bus port circle.**

Dropping Off and Picking Up Children Before and After School

The safety of all children should be of paramount importance to *all* adults. It is imperative for adults to drive very slowly and carefully especially in rainy, snowy, or icy conditions. For safety reasons, these rules have been developed:

1. The parking lot behind the school must be used in order to allow free access for the buses in the front of the school. It has been designed to be a one-way loop starting at the entrance and going to the right, pass parked cars, and to the back entrance of the school. Stop only long enough for your child to exit/enter the car and close the door. We must avoid congestion that is created when parents remain in this area. Drive to the exit of the parking lot always being careful of children who may be walking to or from school.
2. IF YOU NEED TO COME TO THE SCHOOL OFFICE, park your car in a designated spot. If you are picking your child at dismissal, *do not arrive before 3:00 PM.* Your child will wait at the entrance of the school until your car stops in that safe area. **Under no circumstances should any student(s) be picked up or dropped off in the front parking lot or bus port circle. This is a bus/staff only access .** Thank you.

Attendance

Education is a cumulative process. Each day of school is an important part of the students' educational growth and development. It is extremely important that every student attend school every day unless prevented by a situation that is absolutely unavoidable.

If a child is absent, he/she should bring a note on his/her returning day. The note should state name of child, date, days absent, reason and parent's signature. Each absence and tardiness requires a note. The school should be notified if a child is or expects to be absent three or more days. If the school has not been contacted during an extended absence, the school nurse or other personnel may contact the home for information. A doctor's note for absence of five days or longer is requested. Children who will be absent because of religious holidays must

bring a note prior to the absence. *A note is required for every absence.*

It seems that each year more children are being taken out of school for vacations and long weekends. It has been our experience that some of those students cannot afford to miss instructional time and/or are not able to focus again on their schoolwork when they return. Teachers become frustrated when children who are already experiencing academic difficulties, are absent when new concepts are being presented. Asking for work to be sent with the child while on vacation is not a solution since independent work is designed to be used after classroom instruction. Please give this issue your serious consideration.

Family vacations, hunting or fishing, and days on which a student missed the bus are not considered as excused absences. In the case of family trips, a "Request for Excused Absence" form should be filled out and submitted to the principal at least ten days prior to any trip/vacation. The parent should also write a letter to the school principal outlining the educational opportunities provided during the trip. This is necessary for consideration to be given for excused absences). **No trips or vacation should be scheduled during PSSA or other standardized testing dates (See page 25).** Should a student be absent for any of these reasons, the responsibility for the absence rests with the parent. The law provides for a limited number of days of unexcused absence without penalty.

Students may be excused for "URGENT REASONS." Please discuss the situation with the principal. We will follow the provision of the School Laws of Pennsylvania. Specific questions not covered by these guidelines should be referred to the principal. Unusual situations or anticipated absences requiring interpretation of the compulsory School Attendance Laws should be brought to the principal's attention before the anticipated absence.

Unexcused/Unlawful Absence

Should the absence of a student be considered unexcused, the responsibility rests with the parent or guardian. The law provides for strict penalties for excessive absences. The Pennsylvania School code calls for possible fines and other penalties.

Guidelines

The Everitt staff is making a concerted effort to increase daily attendance and prompt arrival at school. The following information is based on Board Policy 552 and pertains to students in grades K – 5:

- Children are expected to be in their classrooms at 8:50 AM.
- Students in afternoon kindergarten must be in their rooms by 12:30 PM.
- Any student arriving after 8:50 AM must be signed in at the school office by a parent or guardian.
- Students in afternoon kindergarten arriving after 12:30 PM must be signed in at the office by a parent or guardian.
- All cases of early dismissal should be preceded by a note from the parent stating the time, date and reason for dismissal from school.
- When a student arrives after 8:50am, they will be considered tardy to school.
- A student who is absent from school for part of the day, and misses in excess of 2 hours of instructional time, is considered ½ day absent.

As always, if your child is sick (fever, vomiting, diarrhea, severe headache, etc) we expect him/her to be kept home. *A note of explanation must be sent to your child's teacher within*

three days of the day he/she returns to school. Teachers will provide make-up work that must be completed in a timely fashion. They will also make every effort to give your child any test that was missed during his/her absence.

If you have any questions concerning this information, please contact Mr. Modica at 215 809 6320 or amodica@neshaminy.k12.pa.us.

Bicycles

Bicycle racks are at the front of the building. A lock should on each bicycle. It is advisable to have each bicycle marked with identification. Children under the age of twelve years must wear bike helmets when riding. **Neither the school nor Neshaminy School District assumes responsibility for bicycles brought to school.**

Bus Transportation

Bus children are to ride their assigned buses both to and from school. Students are to use the bus stop that has been assigned to them by our Transportation Department. They are to get off at the same bus stop they got on when coming to school. Bus children may not walk home or to a friend's home. **IF A STUDENT MISSES HIS/HER BUS STOP**, he or she should alert the bus driver. A student should never get off at another stop and attempt to walk home.

Bus stops are where children go to line up for their bus, not a place to play tag, kickball, hopscotch, jumping rope, etc. Motorists may not be driving defensively. For everyone's safety, please talk with your child about his/her proper behavior while waiting for the bus and while riding to or from school on the bus.



Children are expected to show the same respect to bus drivers as they accord their parents and teachers. Repeated infractions of the bus rules may necessitate the denial of bus privileges. The bus driver will familiarize your child with the bus rules that are also listed under "Discipline" in this handbook. Students who do not follow the rules concerning their behavior at bus stops and while riding the bus may lose the privilege to do so as a consequence.

Children may not change buses in order to visit friends, go to scouts, piano lessons, etc. without adult knowledge and permission. Each child's parent must write a note when a child is going to another child's house after school. That note must be given to the children's teachers who will initial them and send them to the office. Only the principal or her designee can approve a change. A note is needed for each incident. Having a child call a parent at work or home at the last minute is not a good solution.

Cell Phones

Students are permitted to have cell phones in school. However, there are specific guidelines that must be adhered to.



- Cell phones must be turned off upon entering school grounds.
- Phones are not to be visible during normal school hours.

Students in violation of these guidelines will have their phones confiscated and returned at the end of the day . A second offense will result in confiscation and a parent must pick up the phone.

Changes in Information

After families register their children in school, changes in information frequently occur. There could be a new home or employment telephone number or a change in last name as the result of a divorce, remarriage, or adoption. We won't know about the change unless you inform us. Putting the information on the emergency contact card is a good first step. But, we do not have time to compare every child's emergency contact card with our directory. *Please notify the school office if your information changes during the school year.*

Classing of Students

As the school year progresses, we begin to receive questions from parents regarding class placements of children for next year. The placement of children in classes is a process we take very seriously. It involves many staff members including the teachers, reading specialist, counselor, speech therapist, nurse, psychologist and principal.

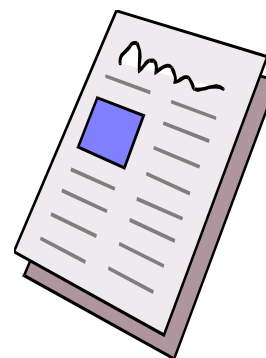
- Parents are asked not to request placement or non-placement in a particular classroom based on what they may have heard about a teacher from other parents. Just as each child is unique, so is each teacher. One person's experience can be very different from another.
- Keeping this information in mind, here are the guidelines that we follow to place children in a successful learning environment.
- All classes at all grade levels have children with a range of abilities.
- Considerations of all educational factors, academic and social, are the primary determinants. **The final decision rests with the principal** after consideration of staff recommendations.
- Parent requests for a child to have a particular teacher are not considered.
- Parents who wish to make a statement about their child's academic, behavioral and social needs are invited to do so in writing to the principal. Your comments will be considered as part of our process.

Communication

Each month, an *Everitt Newsletter* and school calendar will be published. Reading the newsletter and placing the calendar somewhere in your home as a reference will be helpful. Please read all newsletters and notices that are either sent home. or posted on our school website.

Children should not be depended upon to accurately repeat a message from a parent to the teacher or principal. *Messages* should always be in writing. Remember to include the child's full name and your full name (since they may be different from each other).

If you request a *telephone call* from a staff member, she/he will attempt to return your call the same day or within 24 hours. There is limited access to school phones. Consequently, teachers must wait to use an office telephone to call the parent. Our office telephone lines are often in use with incoming calls. Please be patient. If you have not received a call, it is possible that all lines were busy.



Conferences

Planned conferences are held during the school year. We ask that parents make every attempt to attend those conferences. Sometimes, you may feel that another conversation with

the teacher is necessary in order to discuss your child's academic and social progress. Please do not drop in and request an immediate conference. Call ahead and arrange a time that is mutually convenient. The teacher needs time to prepare materials if the conference is to be effective.

Custody Agreement (NSD's position)

This information pertains to parents or legal guardians who are divorced or separated....

The District will assume that any individual who is a natural or adoptive parent or legal guardian of a student will have the right to the following:

- physical custody of the student
- personally identifiable information concerning the student

A natural or adoptive parent or legal guardian will only be denied such rights if the school receives a copy of a current lawful order, decree or custody agreement. This document will need to specifically deprive the natural or adoptive parent or legal guardian of such rights.

Please note that the District is not responsible for the enforcement of custody orders, decrees or agreements. It is the responsibility of the parent, guardian or other interested person seeking to have those terms implemented to inform the school staff.

Delivery of Articles

Children should be responsible for packing their school bags and making sure they have everything they need for their school day such as a musical instrument, homework, or lunch. When your child forgets something, please bring it to the office. It will be sent to the child's room at a convenient time. We are sure that you recognize that each interruption of a class impedes the educational program.

Directory Information

As part of the School District's annual notification under FERPA, it designates for this school year the following types or categories of information as "directory information." Directory information means information contained in the educational records of a student, which is not considered harmful or an invasion of privacy if disclosed, so that it may be disclosed without prior parental consent.

The School District's list of directory information includes: the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received and the most recent education agency or institution attended.

Examples of how the School District may disclose directory information include releasing to the newspaper, or other news sources, information about students who have been named to the honor roll, National Honor Society, or as valedictorian or who participate in any student clubs, activities or sports. These examples are for illustration only and are not an exclusive list of the manner in which directory information may be disclosed.

This notice provides you as a parent or eligible student with an opportunity to object in writing to any or all of those types of information that the school district has designated as directory information. You have the right to refuse to permit release by notifying the school district in writing that you do not want any or all of those types of information to be designated as directory information for your child or yourself.

Please submit any refusal with the types of information you wish removed from the list

of directory information and mail your objections on or before, October 1 to your school's principal. If no written refusal is received, the school district may disclose directory information without your prior consent.

It should also be noted that upon request the district discloses educational records without consent to officials of another school district in which a student seeks to enroll.

Discipline

Samuel Everitt Elementary School Discipline Code

Consequences listed in the Samuel Everitt Elementary School discipline code will be applied when the behaviors occur on school grounds or during school events such as class trips or PTO activities regardless of the time of day.

Minor Breaches of Discipline

A minor breach of discipline is conduct that impedes the orderly operation of the classroom and/or school. While we label these behaviors as "minor," it is important for children and parents to understand that they often lead to bigger problems. The examples listed below are not all-inclusive:

- being tardy
- refusal to follow classroom procedures established by the teacher
- running in the hall
- food outside the cafeteria
- out of assigned area without a pass
- breach of dress code
- possession of non-instructional items such as *Walkmans, mini-radios, Game Boy-type of products and cartridges, playback machines, and other electronic devices*
- failure to cooperate with a guest or student teacher

Any staff member (certified or non-certified) who observes or who is supervising the student may initiate disciplinary action. In cases of minor breaches of the discipline code, the following procedures will be followed and documented:

First Offense: The adult will talk with the student involved, establish an action plan, and/or use the following:

- verbal reprimand
- withdrawal of classroom privileges
- develop a behavior plan
- give specific assignments related to the nature of the offense

Second Offense: The adult will contact the parent in an effort to develop a home and school plan of action.

Third Offense: After the adult has followed the consequences listed for the first and second offense, he/she will refer the student to the administrator using a Discipline Tracking Card. The administrator will:

- meet with the student, investigate, and apply the discipline code

- contact parents as soon as possible and discuss the disciplinary actions
- record the results of the parent contact on the Disciplinary Tracking Card and return it to the staff member who wrote it and the homeroom teacher

Subsequent Tracking Cards for Minor Breaches of Discipline: the administrator has the right to apply more serious consequences as deemed appropriate.

Major Breaches of Discipline

A major breach of discipline is misconduct that disrupts the learning climate of the school, is repetitive, of a serious nature, or is directed against other persons or property. The examples listed below are not all-inclusive:

- acts of defiance including but not limited to refusing to follow an adult's instructions
- cheating including but not limited to tests, quizzes, projects, homework
- Lying
- abusive language or gestures (even the mouthing of words) including but not limited to another student's appearance or abilities, ethnic/religious/cultural background
- sexual harassment including but not limited to any comments, gestures, facial expressions of a sexual nature that makes another child uncomfortable
- harassment of any form including but not limited to making physical or verbal threats
- forged or altered notes
- leaving assigned areas or school grounds without permission including but not limited to returning to a vacant classroom, entering the building at recess time without permission
- stealing including but not limited to items from another child's or an adult's desk, school-bag, classroom, or any items from the cafeteria or school store
- fighting including but not limited to pushing, hitting, kicking, "play" fighting
- vandalism of school property or personal property of students or staff including but not limited to desks, walls, projects, equipment
- possession of obscene literature, harmful objects, or drug paraphernalia
- smoking or use of tobacco products or substance abuse
- minor infractions will be treated as major breaches of the disciplinary code after the third offense

Disciplinary Tracking Card

The staff member who observes or who is supervising the student may initiate disciplinary action. He/She will report the problem using a Disciplinary Tracking Card or a telephone and Disciplinary Tracking Card to the administrator as soon as possible.

First Discipline Tracking Card: The administrator will contact parents as soon as possible to arrange a conference or conference call that will include the administrator, staff member, and parent to devise a plan to work on the problem. Depending upon the severity of the behavior, other consequences could include loss of classroom or school privileges, partial or full day in-school or out-of-school suspension. A copy of the card will be returned to the staff member and the homeroom teacher.

Second Discipline Tracking Card: The administrator will:

- contact parents and inform them of the offense
- arrange a definite conference date to meet with the parents as close as possible to the event

- refer the student to the Guidance Counselor and/or the ASSIST Team depending upon the severity of the behavior,
- other consequences could include loss of classroom or school privileges, partial or full day in-school or out-of-school suspension
- record the results of the parent contact on the Disciplinary Tracking Card and return it to the staff members involved

Subsequent Tracking Cards: Offenses will result in progressive days of suspension. The administrator will keep an accurate record of the offense and disciplinary consequences. He/She has the right to apply more serious consequences as deemed appropriate.

Family Education Rights and Privacy

According to the federal guidelines in the Family Education Rights and Privacy Act, information about a student's behavior or disciplinary consequences are of a confidential nature and may be shared with his/her family only.

Dismissal and Early Dismissal

Walkers and car riders will be dismissed from their classrooms at 3:15. All walkers will be directed to exit the building at the end of A hall, where a crossing guard is present. Car riders will be directed to the exit by the rear parking lot where they will be departing to their parents' vehicles. Parents are to remain in their vehicles and wait for their child's arrival. Bus riders will leave their classrooms and go directly to the gym where they wait for their buses to be announced over the P.A. No students may leave school before closing time except for extraordinary reasons and then only with parental approval.

Request for early dismissal should be an **OCCASIONAL** happening. Repeated or daily requests are disruptive to the teacher and the class and should be avoided. If the need for early dismissal can be anticipated, *a note should be sent to the teacher in advance*. That note will be sent to the office so please include the child's full name and your full name for easier identification. The parent must report to the office to request his/her child and sign the child out in the "Early Dismissal" book. A staff member will call the classroom and ask the teacher to send the child to the office. **IF A PARENT CALLS FOR A CHILD AT ANY TIME, HE/SHE MUST REPORT TO THE OFFICE AND NEVER GO DIRECTLY TO THE CHILD'S ROOM.** This procedure is followed to guarantee the safety of the child.

If you have a child who is scheduled to ride the bus but whom you wish to pick up on a particular day, please send a note to the teacher requesting him/her to dismiss the child with the walkers and then arrange to meet the youngster at the walker pick-up area.

If a parent wishes another adult to pick his/her child up, a note should be written including the child's name and the name of the adult who is accepting responsibility for transportation. The student should give this note to his/her teacher immediately upon arriving in the classroom. It will be sent to the office. The adult must report to the office and must provide us with picture identification. We will call the child to the office.

Dress Code and Suggestions

Policy 508 states that student dress must "not endanger student or public health, not be disruptive to the educational process, and meet **reasonable** standards of appropriateness." **Pupils are expected to be clean and well groomed in their appearance at all times.** This policy was

developed so that pupils avoid extremes in appearance that are disruptive or distracting and also to avoid dress or grooming that jeopardizes the health and/or safety of the pupil or other pupils.

The word **reasonable** can be widely interpreted. So, I am asking each and every parent to consider the clothing their children wear to school.

Warm Weather

Please keep in mind that most of our children sit on plastic chairs. In very warm weather, more coverage might actually be more comfortable than less. One parent suggested that students should be able to touch their shorts when their hands are straight at their sides. Shirts should cover the shoulders and stomachs. Please consider the happy medium between warm weather and appropriate school attire. Some of the seasonal articles and clothing that are prohibited in school are:

- Unsafe footwear, including but not limited to flip flops, slippers, platform shoes, or sneakers/shoes with attached wheels in the heel of the shoe.
- Short skirts, shorts, etc., that are overly revealing.
- Suggestive clothing, including but not limited to tight fitting or transparent clothes, low-riding pants, bare midriffs, tank tops, muscle shirts, shirts with very skinny shoulder straps, tube tops, pajamas, etc.
- Hats, caps, head coverings, sweat bands, bandanas, etc. These items, if worn to and from school, must be removed upon entering the building.
- Tee shirts and/or other articles of clothing that depict/promote/advertise any of the following: alcohol; drugs; violent themes/acts (ex: weapons/fighting/gangs); inappropriate language; inappropriate gestures; nudity.
-

Cold Weather

Sometimes parents leave the house before their children and they are not aware of what a particular child is wearing to school. Or, sometimes children decide to switch jackets at the last minute thinking that one would be better than another. Temperatures can drop dramatically during the day and that lightweight jacket will no longer keep a child warm. Consequently, I ask our Recess Aides to please check to see that every child has warm clothing before going outdoors for recess in the cold weather. Those children who seem to need something more are sent to the Health Office for a warmer coat or sweatshirt to wear. Keep in mind that the amount of additional clothing in the health office does not always meet the requested needs on a given day. These borrowed items should be returned to the health office after recess is completed. We never give hats to children because of our concern about the possibility of spreading head lice.

You know your children best. Some children are very warm-blooded and need less protection. So, if you do not want us to include your child among those we monitor, please feel free to send a short note to the nurse.

Early or Emergency School Closing

In case of inclement weather, the superintendent will inform the Emergency Communications Headquarters in Philadelphia as soon as the decision is made to change the schools' schedule. Calls will be made to WBCB, WTIM, WAAT, WIP, and all Philadelphia stations. The announcement will be for all Neshaminy Schools. Philadelphia stations will announce schools by code number. Neshaminy's **CODE**



NUMBER IS 752. It will also appear on our local Neshaminy TV which is channel 27. **The Neshaminy School District also has an automated dialing system called Global Connect. Global Connect provides the district and individual schools with a unified method of contacting families in the event of closings, delayed openings and emergency early dismissals.**

In the event of snow, one of three conditions will exist. The decision made by the superintendent will apply to all Neshaminy schools.

1. Schools will be in session and will begin at the regular time. In this event, **NO ANNOUNCEMENTS WILL BE MADE.**

2. School will start one or two hours later than usual. This means that all bus students will report to their bus stops one or two hours later than normal and wait for at least 30 minutes for the bus. School will be dismissed at the regular hour unless the individual school has been notified otherwise. Children will not be dismissed early except in the case of very unusual circumstances. **ALL CHILDREN SHOULD HAVE DEFINITE PLACES TO GO IN CASE OF AN EMERGENCY IF THE PARENTS ARE NOT AT HOME.** Parents will be required to complete a form that is kept in the child's classroom with the family's Emergency Closing Plan on it. The teacher will review that plan with the children as necessary. Having children call a parent at work is not a viable plan since we have a limited number of telephone lines and parents may not be able to be reached. It is far better to make a plan with a neighbor, family of a friend, or a relative who lives near the school.

3. NO SCHOOL: Students will **not** report. This decision is made on the basis of information received from the latest weather forecasts, police reports, and road conditions in all areas of the Neshaminy School District. Parents should understand that although that it is possible that road conditions are satisfactory in their particular area, serious hazards may exist elsewhere, thus preventing significant numbers of pupils from attending school safely. This day will be added to the school term in June.

DO NOT CALL THE RADIO STATION.

DO NOT CALL THE LOCAL POLICE. The police do not have the information and their lines are needed for police emergencies.

DO NOT CALL THE SCHOOL OR SCHOOL PERSONNEL. If anyone is on duty, his/her time will be needed for emergency calls.

Emergency Closing Family Plan

Each family must complete an "**Emergency Closing Family Plan**" form that will be sent home in early September. It should be promptly returned to the child's teacher who will keep it in the classroom. The teacher will remind your child of the arrangements when an emergency closing occurs. An emergency closing could be due to snow, ice, heat, loss of electricity, fire, water main break, etc. The plan should indicate what a child should do in the event of the school closing. For instance, the plan might be to walk home with a sibling, to go home and call the parent at work, or to simply take the bus as usual.

Suggesting that the child use the office telephone to call the parent at work is not a reasonable solution since the telephone is in heavy use on these days and we cannot be sure that a parent can be contacted for last minute instructions.

Electronic Games, Toys, and Students' Personal Belongings

We believe that students should primarily focus on learning when they are in school. No electronic games, trading cards, toys, mechanical pencils, or special possessions of students

should ever be brought to school. Especially after holidays or birthdays, students who bring personal possessions to school are often tempted to spend more time thinking about those items than their schoolwork. Additionally, many of these items are costly, look the same, cannot have names written on them, and are easily broken/lost/stolen. That results in anger, accusations, or disappointment. Unfortunately, even putting items in one's backpack or desk does not ensure security. With their many duties, teachers should not be expected to guard students' belongings. Items such as these that are brought to school will be held by the teacher or office staff and sent home with the child at the end of the day or held until a parent comes to pick them up. Your cooperation and understanding is appreciated.



Emergency Contact Cards

We must emphasize the importance of current and accurate information on the Emergency Contact Cards that are you complete for each child. We use these cards to contact you in the case your child becomes ill, injured, or other reasons. On each card you will write the names and telephone numbers of adults whom we may contact if we are not able to contact you. These adults and you are the only people who will be permitted to pick up your child. Should it be necessary for another adult to do so, we must have your instructions in writing. That adult must report to the office and must show us picture identification. If the information such as telephone numbers change during the school year, please send us the new information in writing and we will adjust the card.



Family Educational Rights and Privacy Act (FERPA)

Under the FERPA, 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 United States Department of Education concerning failures by the school to meet regulations. Requests to inspect records must be submitted to the principal in writing. Complaints regarding FERPA infractions should be submitted, in writing, to the building principal.

First Aid and Health

Only emergency first aid is administered to students in case of minor accidents occurring at school. Beyond immediate necessary first aid, nothing is done until the student's parents or doctor can be reached, unless the emergency is such that he/she must be rushed to a hospital. We cannot treat injuries that were received outside of school. If a child comes to the Health Office too often, the parents will be consulted. Every minute in the Health Office is a minute lost from instruction or recess.

The school **MUST** have emergency phone numbers to contact you if your child becomes ill at school. You may want to have someone (a neighbor or relative) provide an alternate place to take your child if you cannot pick him/her up from school in a timely fashion. **Please keep the school informed if there is a change in your phone numbers at home, work, or of those people who are your emergency contacts.**

We urge you to keep your child home if he/she has the following conditions:

- Elevated temperature
- Upset stomach
- Severe cough
- Rash
- Sore throat

Our nurse may not treat children with these symptoms. A child who is well enough to come to school is expected to fully participate in all aspects of the school program. Please be sure that your child dresses appropriately for the weather. We urge you to send your child to school with boots as long as snow remains on the ground.

Dispensing of Medication

No prescription or over-the-counter medication shall be dispensed by any school personnel unless the school nurse has on file a note from the doctor and written parental permission authorizing the proper school personnel to dispense the medication in accordance with the directions of the doctor. The medication must be in the original prescription container and should be delivered personally to the school nurse by the parent. Authorization forms for the distribution of medication may be picked up in the nurse's office.



HIV Infection

While providing a safe, healthy environment for its students and employees, our school district must recognize the confidentiality of individuals who may be diagnosed as having HIV. All employees in 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.

Physical and Dental Examinations

Pennsylvania State law requires that all children entering school in kindergarten or first grade must have a physical and dental examination. Dental examinations are required for students in third grade. Parents may have their family doctors do the exams and return the forms to the nurse's office. If forms have not been returned, the examinations will be automatically be done at school by doctors. Parents who choose to have school doctors do the exams will be notified of any physical problems noted. The weight, height, eyes, and ears of every child are checked each year.

Food Services and Cafeteria

The school district's Food Service Department is self-supporting and non-profit. It is not funded by taxpayer dollars. However, each school cafeteria is maintained as a vital part of the educational program. As such, a well-balanced lunch is offered each day. The cost of a full lunch, including milk, is \$2.05; dessert is not included but can be purchased separately. Other items are also available, including pizza, hot dogs, hamburgers, peanut butter and jelly sandwiches, a variety of salads. For students who bring their lunch, a selection of milk, including low fat, is available. A variety of snacks and ice cream is also available. A monthly menu is available. They can be accessed on the Web (www.neshaminy.k12.pa.us), then highlight Food Service).

As participants in the National School Lunch Program, free or reduced priced lunches

are available to Neshaminy students. Application forms are sent home with each child the first week of school; they are also available from your school nurse.

All Neshaminy School District schools use a Point of Sale system for the purchase of food, beverages, and snacks. It is a computerized system that allows for prepayment from paying students but also recognizes a student's free or reduced payment status. Each student is assigned an account and PIN number with which to access the account.

By prepaying you can be assured that your child has money available daily to purchase a delicious and nutritious meal. Prepayments may be made by check or cash to the cashier or to the cafeteria manager before school begins. Checks are to be made payable to Neshaminy Food Service. Please write your child's full name and PIN in the memo section of the check. Daily cash payments will still be accepted, but it is important for the efficiency of the system that all students use their PIN number regardless of the payment method. However, the more students that use the prepayment method the quicker the lines will move.

It is important that students do not share their PIN number with anyone. Should a problem arise with your child's account, it can be closed and a new account with a new PIN number will be assigned.



IF YOUR CHILD DOES NOT HAVE A LUNCH FROM HOME

If a child forgets or loses his/her lunch money or bagged lunch, the cafeteria staff will cheerfully provide a full-menu lunch on a credit basis. The cost for the lunch must be repaid the next school day.

Menu lunches will be provided for a total of three meals; however, only one Pizza Parlor lunch will be provided.

After three lunches have been borrowed, the **cafeteria manager** will contact the parents by telephone. Habitual borrowing **may** indicate lack of responsibility by a student or that a family should be notified about our free and reduced lunch program. The manager should tactfully speak to the student's parent or guardian about this program.

After **three menued lunches have been provided** without payment, a lunch consisting of a peanut butter and jelly or cheese sandwich and milk will be provided, regardless of the number of times lunch money is lost by the child.

After **five lunches have been provided (menu and peanut butter/jelly or cheese sandwich)**, the cafeteria manager must notify the Food Service Director of the past due account.

The director will notify the parent/guardian, in writing, that **no additional meals will be provided as long as the balance remains unpaid**. The school principal will also be notified. We will continue to provide a peanut butter and jelly or cheese sandwich to the student for two days after the date of the letter. This will allow time for the letter to reach the parent/guardian.

After written notification to the parent/guardian, if the student does not have a lunch or lunch money, **lunches will not be provided by the department**. If a child does not have lunch or money, a school cafeteria aide will be notified who should inform the school principal or nurse. It may be necessary for school personnel to request that the home be visited to ascertain why the children are not given lunch or lunch money.

The cafeteria manager is responsible for recordkeeping of money owed and must not allow excessive borrowing to continue without taking action in accordance with this policy.

Meals should be provided to pre-primary and young primary students or for any handi-capped students who may be unable to take full responsibility for their lunch money. However, any excessive borrowing should be reported to the Food Service Director.

When a student is either prepaying or paying on a daily basis for meals, the student cannot be denied receipt of a current meal to pay for a past due account.

Other Comments

- Milk money for children who bring their lunch should not be borrowed.
- Borrowing money for the purchase of snacks is not allowed.
- If your child is **celebrating a birthday**, our Food Service staff would be happy to arrange for a special in-class snack. Please discuss the arrangements with your cafeteria manager. Prices vary according to your request.
- Any child that drops his/her meal, should be given a replacement at once. Please use understanding and compassion in this situation. It is not our policy to chastise or embarrass any student.

It is a violation of the guidelines of the National School Lunch Program to continue to provide free meals to students who are not eligible for free meals.

Students' Cafeteria Behavior

The noise level in the cafeteria may seem loud sometimes but we consider it "happy noise" for the most part. Voices bounce off the walls and that increases the volume. Children are encouraged to stay seated, chat with friends at the table, and eat all of their lunch.

While in the cafeteria, students are expected to:

- Walk quietly to their assigned tables
- Wait to be called to the serving line
- After returning to their assigned tables with their lunch, students will remain seated and socialize quietly with their neighbors
- Dispose of trash and trays in an orderly manner and clean their table when directed.
- Stop talking when the 2 minute cleanup/lineup bell goes off
- Line up quietly for dismissal when directed

Homework

Homework may be assigned every night at the discretion of the classroom teacher. To be profitable, such assignments should be an extension of classroom learning. All children are encouraged to expand reading interest at home throughout the year.

Specific assignments may be related to units of study, projects, independent studies, and research efforts. Completion of schoolwork and reinforcement activities may also be assigned.

The purposes that homework is assigned include the following:

- 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.
- Promoting good study habits and motivation.
- Acquainting parents with what their child is learning in the classroom.

The teachers' responsibilities include:

- Explaining the purpose of each homework activity to the student.
- Creating activities that are necessary and beneficial, relevant to the area of study, reasonable

in length, and appropriate to the maturity and ability level of the student.

- Acknowledging the completion of homework assignments and/or providing feedback
- Not using homework as a disciplinary action for misbehavior of an individual student or group of students

The students' responsibilities include:

- Understanding that it is the student's responsibility to complete all homework activities as signed by his/her teachers. Failure to do so may lower a child's grade for that assignment.
- Doing his/her best to complete the assignment to the best of his/her ability and to submit it when it is due

The parents' responsibilities include:

- Giving the child a quiet place and any materials needed to complete the assignments
- Reviewing assignments, offering advice and encouragement to the child, and signing the homework or assignment book to confirm approval of his/her child's performance

Insurance

An insurance policy is available to each school child. This insurance covers accidents occurring during school and on the way to and from school. At the beginning of each year a brochure is sent home stating the premium cost. If you have not received an application, and would like to have one, please call the school office at 215 809 6320. If another form is available, it will be sent home to you.

Lost and Found

PLEASE LABEL YOUR CHILD'S BELONGINGS WITH THE CHILD'S FIRST AND LAST NAME. Items will be easier to return if we know which "Michael" or "Jennifer" owns it! Lost and found articles are sent to the "Found" box outside the library. If your child, for instance, does not come home with his/her jacket, please send a note to the teacher requesting that your child look in the classroom closet and the Found Box. The office staff will hold articles such as glasses, purses, or money.

Lost Books and other School Property

Reasonable care of all school property is expected. If text/library books or other school property are damaged/lost, it is the responsibility of the family to pay for their replacement. No final report cards will be issued until the families meet all obligations.

Lunch and Recess Schedules

	<u>Recess</u>	<u>Lunch</u>
Grades Pre-1, 1, 2	11:20 - 11:50	11:50 - 12:20
Grades 3 , 4	11:55 - 12:25	12:25 - 12:55
Grade 5	12:30 – 1:00	1:00 – 1:30

Mandated Reporting of Child Abuse or Neglect

§ 42.42. Suspected child abuse—mandated reporting requirements.

(a) *General rule.* Under 23 Pa.C.S. § 6311 (relating to persons required to report suspected child abuse), licensees who, in the course of the employment, occupation or practice of

their profession, come into contact with children shall report or cause a report to be made to the Department of Public Welfare when they have reasonable cause to suspect on the basis of their professional or other training or experience, that a child coming before them in their professional or official capacity is a victim of child abuse.

(b) *Staff members of public or private agencies, institutions and facilities.* Licensees who are staff members of a medical or other public or private institution, school, facility or agency, and who, in the course of their employment, occupation or practice of their profession, come into contact with children shall immediately notify the person in charge of the institution, school facility or agency or the designated agent of the person in charge when they have reasonable cause to suspect on the basis of their professional or other training or experience, that a child coming before them in their professional or official capacity is a victim of child abuse. Upon notification by the licensee, the person in charge or the designated agent shall assume the responsibility and have the legal obligation to report or cause a report to be made in accordance with subsections (a), (c) and (d).

Neshaminy Board of School Directors

The Neshaminy Board of School Directors conducts a public meeting each month. These meetings are schedule in several different school buildings. Board Work Sessions are also help on a monthly basis at the Board Room in the administrative section of the Maple Point Middle School. Members of the public, who want to address the Board, should arrive at the meeting a few minutes early and sign their name on the “public comment sheet.” They will be called to the microphone in the order. Information about when and where the meetings will be held is listed on the district web page (www.neshaminy.k12.pa.us) and on the windows of the school doors.

No Child Left Behind Act

In 2002 the federal government passed the No Child Left Behind Act. This law allows parents of children in Title One schools to ask for certain information about their child’s teachers including:

- Whether the Pennsylvania Department of Education has licensed the teacher for the grades and subjects he or she teaches
- Whether the Pennsylvania Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under State regulations because of special circumstances
- The teacher’s college major, whether the teacher has any advanced degrees, and if so, the subjects of the degree
- The qualifications of any instructional aide who provides services to your child

If you would like to receive any of this information, please contact Neshaminy School District’s Human Resources Department at 215 752 6380.

Section 1601 of the No Child Left Behind Act gives parents the following rights:

- The right to preview “protected information” student surveys and the right to opt the student out of taking such a survey
- The right to receive notice and to opt a student out of receiving any non-emergency invasive physical examination not required by law

- The right to preview student data collection surveys for marketing purposes and to opt a student out of taking such a survey
- The right to inspect instructional materials used as part of a school district's educational curriculum

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

Parent Teacher Organization (PTO)

What a great group of people! At Everitt, our Parent Teacher Organization sponsors many family activities. They raise funds to provide class trips, library books, assemblies, student assignment books, and much more. Your participation in, and support of, the Everitt PTO will enrich your child's educational experience--and you'll have some fun, too!

The PTO Executive Board always needs the support of parent volunteers to make each event a success. With enough support, parents will be able to assist with the event and have time to enjoy it with their families.

Recess

Children need fresh air and exercise each day. All students in grades 1-5 have 30 minutes of recess before lunch. Please see that your child is dressed appropriately for weather conditions. Weather permitting, children will be expected to go outdoors daily.

Safety Rules for Outdoor Recess

The aides at recess must be visible to children on the playground. Once on the playground, children may never re-enter the building without the permission of the Recess Aides.

In order for all children to have a safe and pleasurable recess experience, children are expected to follow these rules:

- play actively without pushing, shoving, punching, pulling or hitting
- "gangs" of children are not permitted to march through the recess area
- jump ropes may be used for jumping only
- soft playground balls are permitted to be used
- Recess Aides may retrieve balls that leave the playground
- snowballs are never permitted
- trees may not be climbed
- dangerous areas must be avoided
- contact sports are not permitted
- while on swings, children must sit in an upright position, not twirl or jump off while the swing is in motion
- may not run in front or back of the swings that other children are using
- line up when the three minute bell rings and walk to the cafeteria in a quiet and orderly manner
- follow the directives of the recess aides at all times



Registration

Children shall be admitted to kindergarten if their fifth birthday occurs on or before Septem-

ber 1st. Registration takes place on an announced day in March prior to their entrance, or at any time thereafter. **Birth Certificates, Immunization records, and proof of residency must be presented** before the registration is considered complete.

The child should be registered as soon as possible after moving into our attendance area. Any available reports from the previous school should be presented at the time of registration.

Release of and Access to Children

The statements below apply to release of children and access to children in all situations including: custody cases, regular dismissal, early dismissal and emergency situations.

Copies of the most recent legal communication that pertains to the school setting regarding: custody, release of students and access to students must be presented to the school at registration, prior to the beginning of each school year and at the time that an access situation arises.

Any individual, to whom children may be dismissed, must be identified on the **Emergency Information Card**. Please write additional names and phone number of the reverse side of the card if necessary. Keep in mind that the card is printed on self duplicating paper and that you will have to write the information on the back of both sheets.

In order for a child to be released to anyone who is not on the emergency card, a note concerning the specific release must be presented prior to or at the time of the release.

In the event that a note is not provided, and the parent or guardian calls to request that a child be released to someone who is not on the emergency card, verification of the caller's identity must be made by the principal or designee before releasing the child.

A child will be released to a parent or guardian in the absence of any documentation restricting the child's release.

The **most recent** court order or legal documentation permitting or restricting release of a child will be followed. A Bucks County Court Order supersedes any other legal documentation, regardless of date of issue.

A letter or note from a parent or guardian which is not issued from a court but which attests to a court restriction on release of a child or requests a restriction will be accepted - but only as a stop-gap measure. However, presentation of such a letter warrants contact of the parent or guardian who sent the letter, before any release takes place.

Reporting Cards

A report card (with the 2010-11 school year the report card will be referred to as "Progress Report") is issued four times a year. At the end of the first marking period, a parent-teacher conference is held in the child's classroom. Teachers make every effort to meet at a mutually convenient time including before, during, or after school. Parents are encouraged to discuss their concerns about the curriculum or their child's academic or social progress with the teacher the conference. If more time is needed, another conference will be planned.

Although the teacher is the primary source of information about what is happening in the classroom, parents who have other questions about general school rules or preferred practices may call or make an appointment to see the guidance counselor or principal.

Safety Patrol

Fourth grade students considered for the Safety Patrol must meet the following criteria: acceptable grades, superior behavior, acceptable work habits, good sense of responsibility, conscientious, positive attitude, kind and considerate, leadership potential (but not "bossy"), ac-

cepts constructive criticism, won't take advantage of his/her peers, accepts suggestions well, and can serve as an "authority" figure.

In May, the names of all fourth grade walkers will be listed on a sheet. Selected staff will be asked to think about each of the students. They will nominate as many of the students as they feel meet the criteria. Their decision is based on the total year's experience and never used as a threat or reward.

We only need a limited number of Safeties and try our best to place as many of the students who have received several recommendations. While we understand that some students may feel disappointed by not being selected, we feel that it is the fairest way to determine members of the Patrol.



Once selected, Safeties must maintain the characteristics listed above. Not doing so could lead to their temporary or permanent removal. This decision is the prerogative the Safety Patrol Coordinator.

Safety/Security



The Safety of our children and teachers and the security of our building must not be compromised at any time. Our children cannot be placed at risk every day by freely allowing non-students/non-staff members to enter the building without first requesting permission through our security intercom system. This policy applies to everyone.

No one, except for staff and students, is permitted in our building without first reporting to the main office. At both main entrances to the school are security monitoring systems. Simply ring the security button, state your name and business, and then report directly to the main office. **Under no circumstances is anyone to go anywhere inside the building, other than the office, without authorization.** Everitt staff members have been directed to have all adult(s) report to the office should they appear at their classroom and/or in the hallways. **This policy remains in effect throughout the day and whenever students are present in our building.** If you need to speak to your child's teacher, send in a note or make an appointment through our main office. The start of the students' day is critical and this is not the time for parents/guardians to have audience with their teachers. Our teachers need to be in their classrooms supervising and helping their students prepare for the start of their day. This is likewise true for the end of the day.

No one will be allowed to enter our building without a legitimate reason to do so. Wanting to walk your child into the school or to their classroom is not a legitimate reason to come into the school. Likewise, at the conclusion of the day, persons waiting for students to be dismissed must wait at the appropriate location outside of the building. Students that are either walkers or

car riders will be departing the building at specifically designated exits. Once again, even at dismissal, we cannot continue to compromise the safety of our children by allowing free and unmonitored access to our building.



No staff member, parent, or visitor is exempt from the following rules. Members of the PTO support and follow these rules. Your cooperation will increase the probability that all children will remain safe.

- ALL parents, visitors, or non-Everitt NSD employees will report to the office upon entering the building.
- ALL parents, visitors, or non-Everitt NSD employees will state their business within the school.
- ALL parents, visitors, or non-Everitt NSD employees will be given a visitor/ identification-badge to wear before going to another location in the school.
- NO parents, visitors, or non-Everitt NSD employees may ever go directly to a classroom or student area without the permission of the office staff
- Everitt school staff will greet all parents, visitors, and non-Everitt NSD employees who do not have visitor/identification badges and direct them or walk them to the office

Everitt school staff will call the school office to report any parent, visitor, or non-Everitt NSD employees who is in a student area and does not have visitor/identification badges



SAP (Student Assistance Program)

The Everitt Student Assistance Program (ESAP) will provide prevention and intervention programs for all students, particularly those at risk, using a well-designed process and set of procedures. The focus is on identifying students who may be experiencing difficulties with basic life skills, learning skills, social interaction, self-concept, communication skills, decision-making and identity issues. Also, students whose families are going through crisis might be referred for help and support. Strategies include individual, group, classroom, and grade level participation. SAP provides a system in which students, staff and parents will attempt to supply what is needed for each student to grow into a happy, healthy and productive citizen.

School Calendar

A calendar of district-wide events including dates when the schools will be closed will be distributed to all families. Scheduled school activities specific to Everitt Elementary School such as assemblies, standardized testing, and report card distributions will be listed each month on the school calendars that are part of the Everitt Newsletter. Please read the newsletter and keep the calendar handy so you can refer to it throughout the month.

Smoke-Free Environment

Per the Board of School Directors, no smoking is permitted in school or on school property at any time. This includes any events that are held at Everitt including Field Day, parties, picnics, school trips, or other special events. No smoking is ever permitted at any-time anywhere by anyone on any NSD property.

Any student found with tobacco products of any kind will be subjected to disciplinary action including possible civil penalties.



Special Services

Special services available to the children on an as-needed basis at the Everitt Elementary School by certified and/or licensed professional staff include non-therapeutic counseling and guidance, educational/psychological assessment (only with written permission of the parent or legal guardian), tutoring in reading by the our Reading Specialist and through Title One, speech and language therapy (and other therapies as written in Individual Educational Programs), and

health-related counseling.

Instrumental music lessons are available to students in grades three to five.

Special Education Services

Neshaminy School District provides special education and related service to resident children with disabilities who are ages three through twenty-one. Under the federal Individuals with Disabilities Education Act, or “IDEA,” children qualify for special education and related services if they have one or more of the following disabilities and, as a result, need specially designed instruction: Autism, Deaf-Blindness, Deafness, Emotional Disturbance, Hearing Impairment, Mental Retardation, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech and Language Impairment, Traumatic Brain Injury, and Visual Impairment Including Blindness.

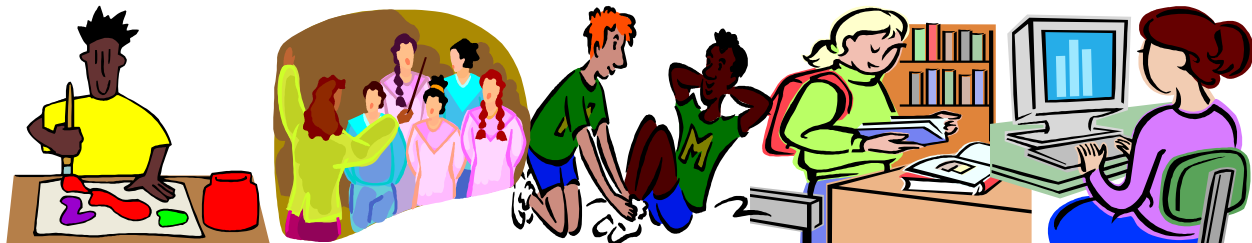
The legal definitions of these disabilities, which the public schools are required to apply under the IDEA, may differ from those used in medical or clinical practice. The legal definitions, moreover, could apply to children with disabilities that have very different medical or clinical disorders. A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

Section 504 Notice

Under Section 504 of the Federal Rehabilitation Act of 1973, and under the federal Americans with Disabilities Act, some school age children with disabilities who do not meet the eligibility criteria outlined above might nevertheless be eligible for special protections and for adaptation and accommodations in instruction, facilities, and activities. Children are entitled to such protections, adaptation, and accommodations if they have a mental or physical disability that substantially limits or prohibits participation in or access to an aspect of the school program. Please contact your school’s Guidance Counselor for further information.

Specialists’ Schedules

Students in grades kindergarten to five go to one special activity such as Art, Music, Physical Education, Library, or Computer each day. They are planned on a FIVE-DAY ROTATION SCHEDULE that means that “Day 1” is on the first day of school and each subsequent day follows as Day 2, Day 3, Day 4, and Day 5. Should we have a holiday or unexpected school closing, the rotation begins again on the day students return to school. Using a five-day rotation schedule ensures that child will have an equal number of class sessions in each of the special areas.



Standardized Testing 2010-2011

Elementary		
DIBELS	Grades K, Pre-1 st , 1, and 2	September 20-October 1
DRA 2	Grades 1, 2, 3, 4, and 5	September 27- October 30
4 Sight (Math and Reading)**	Grade 3, 4, and 5	September 13-17
DRA 2	Grades 1, 2, 3, 4, and 5	January 10- February 11
DIBELS	Grades K, Pre-1 st , 1, and 2	January 10-21
COGATS	Grade 2	March 21-31
4Sight (Math and Reading)**	Grades 3, 4, and 5	January 19-20
PSSA (Reading and Math)	Grades 3, 4, and 5	March 14-25
PSSA (Writing)	Grade 5	March 28-April 1
PSSA (Science)	Grade 4	May 2-27
DRA2	Grades 1, 2,3,4, 5	May 9-June 10
DIBELS	Grades K, Pre-1 st , 1, and 2	May 2-13
IOWAS	Grades 1	January 24 - 28

Student Teachers and Volunteers

Emerging educators in certified college-training programs are placed with cooperating teachers for on-the-job training in the classroom setting. These students work under the supervision of an assigned teacher and are an asset to the educational program of the school. We expect all students to treat them with the respect.

Volunteers are recruited, screened, and trained to work in the library and with children as tutors or classroom helpers. They work under the guidance of a member of the school staff. Volunteers for the PTO are always welcome and should feel comfortable calling any member of the PTO Executive Committee.

Telephones

We urge parents to call the school (215 809 6320) about any concerns related to their children's academic, health, or social condition. We have a principal, a full time guidance counselor, a part-time certified school nurse, and other staff who are devoted to your children's well being. An answering machine is in operation when the school office is closed.

Please keep a school calendar handy and plan ahead to avoid calls about routine matters. Should an emergency arise that makes it necessary to communicate with your child, our office staff will take the message and share it with your child. It is not possible to call students to the telephone. If the message is of a highly sensitive issue, please speak with Mr. Modica, Mrs. Sophy, or Mrs. Aguilar and they will assist you.

The use of the office telephone by children is discouraged.

Textbooks, Supplies and School Property

All textbooks are provided by the school district. Students are expected to give their textbooks and library books reasonable care and to replace any that are lost or damages. Hard-back books must be covered with paper throughout the year. PLEASE DO NOT USE PLAS-

TIC ADHESIVE MATERIAL TO COVER SCHOOL TEXTS. PLEASE put your child's first and last name on each book cover, school bag, lunch box, and coat.

School related items such as pencils, pens, erasers, etc., may be purchased throughout the year from our school store which will be open one day every other week during lunch recess. Students damaging school property will be given the consequences listed in the discipline section of this handbook.

Video Taping of Students

For instructional improvement purposes, teachers from time to time videotape their classroom lessons. Before that would occur, parents and guardians would have the option of having their children excluded. The teacher will send home a form. Families will express, on the form, whether or not permission is granted in this regard. This form should be returned to the teacher within a day or two.

Visitors in the School

Visitors are always welcomed in our school. However, to protect our students and staff, parents and other visitors **do not** have automatic or immediate access to any school area or to any school personnel. Doors will be locked at all times.

All school visitors are required to:

- **report to the school office**
- **follow the school building procedures regarding visitations (see p. 23-24)**
- **obtain a school visitor pass before going to any part of the school**

No person shall visit or audit a classroom or other school activity, nor shall any person remain on school premises without the approval of the principal or his/her authorized representative. It is unlawful for visitors to remain on school grounds if they are in violation of these rules.

Neshaminy School District

Annual Public Notices 2010-11 School Year

Protection of Pupil Rights Amendment

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

- The right to preview "protected information" student surveys and the right to opt a student out of taking such a survey.
- The right to receive notice and to opt a student out of receiving any non-emergency, invasive physical examination not required by law.

- The right to preview student data collection surveys for marketing purposes and to opt a student out of taking such a survey.
- The right to inspect instructional and assessment materials used as part of a school district's educational curriculum.

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

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

Qualifications of Title I Staff

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

This information includes:

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

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

Special Education

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

Under the Individuals with Disabilities Education Act, commonly referred to as the "IDEA," children qualify for special education and related services if they have one or more of the following disabilities and, as a result, demonstrate a need for special education and related services: (1) mental retardation, (2) hearing impairments, including deafness, (3) speech or language impairments, (4) visual impairments, including blindness, (5) serious emotional distur-

bance, (6) orthopedic impairments, (7) autism, including pervasive developmental disorders; (8) traumatic brain injury, (9) other health impairment, (10) specific learning disabilities. If a child has more than one of the above-mentioned disabilities, the child could qualify for special education and related services as having multiple disabilities. Children ages three through nine years old may also be eligible if they have developmental delays and, as a result, need special education and related services.

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

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

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

Rights under Section 504 of the Rehabilitation Act of 1973

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

of the hearing officer to a court of competent jurisdiction.

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

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

Students who are Mentally Gifted:

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

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

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

Student Records

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

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

Parent consent. Parent consent is required in writing prior to the release of any personally identifiable information concerning a child with disabilities. Parent consent is not required, however, prior to the release of information (1) to a hearing officer in a special education due process hearing; (2) to public school staff and contractors with a legitimate educational interest in the information; (3) to officials or staff of other schools and school systems at which the student is enrolled or intends to enroll; (4) to federal or state education officials and agencies and to the Comptroller of the United States; (5) to accrediting organizations to carry out their accrediting functions; (6) to comply with a lawful subpoena or judicial order; (7) in conjunction with a health or safety emergency to the extent necessary to protect the health and safety of the child or others; or (8) that the public schools have designated as “directory information.” Disclosure without consent of the parent is subject to certain conditions more fully described in the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and its implementing regulation, 34 C.F.R. Part 99.

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

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

Disclosure of records containing personally identifiable information to other schools and institutions. Public school entities disclose personally identifiable information concerning students to educational agencies or institutions at which the student seeks to enroll, intends to enroll, or is enrolled, or from which the student receives services, when that agency or institution requests such records.

Access to records by school officials with a "legitimate educational interest." School officials with a legitimate educational interest in the personally-identifiable information contained in education records can have access to personally identifiable information without parent or student consent. Each school entity designates in its education records policy those persons who have a "legitimate educational interest" that would allow such access to education records. Such persons typically include teachers of the child, building administrators, guidance counselors to whom the child is assigned, members of instructional support and multidisciplinary teams in the course of screening and evaluation activities, records custodians and clerks, public school administrators with responsibility for programs in which the student is enrolled or intends to be enrolled, school board members sitting in executive session in consideration of matters concerning the child upon which only the school board can act, program specialists and instructional aides working with the child, therapeutic staff working with the child, and substitutes for any of the foregoing persons

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

Complaints to the United States Department of Education. Complaints concerning alleged failure of a public school entity to comply with the requirements of the Family Educational Rights and Privacy Act may be addressed to the United States Department of Education as follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605