

NESHAMINY SCHOOL DISTRICT

CARL SANDBURG MIDDLE SCHOOL

LEVITTOWN, PENNSYLVANIA 19056

215-809-6221

ADMINISTRATION

Mrs. Dawn L. Kelly, Principal

Mr. Derek Albarran, Assistant Principal

GUIDANCE COUNSELORS

Mrs. Debbie Glasson – 8th and 5th (A-G)

Mrs. Giuliana Sophy – 7th and 5th (H-O)

Mrs. Courtenay Duffy – 6th and 5th (P - Z)

215-809-6225

DAILY SCHEDULE

7:50... Teachers open classrooms & supervise hall and classroom. Students report to locker and then 1st period.

7:58... **WARNING BELL 2 MINUTE**

Carl Sandburg Bell Schedule for 6th, 7th and 8th Grades				Carl Sandburg Bell Schedule for 5th Grade			
Student Release Bell		7:50		Student Release Bell		7:50	
Warning Bell (2 Minutes)		7:58		Warning Bell (2 Minutes)		7:58	
Homeroom		8:00 – 8:06		Homeroom		8:00 – 8:06	
Period 1		8:06 – 8:52		Period 1		8:06 – 8:59	
Period 2		8:55 – 9:41		Period 2		9:02 – 9:55	
Period 3		9:44 – 10:30		LOCKER BREAK		9:55 – 10:00	
LOCKER BREAK		10:30 – 10:35		5th GRADE LUNCH		10:00 - 10:30	
GRADE	LUNCH	PERIOD 4	PERIOD 5	LOCKER BREAK		10:30 - 10:35	
6th Grade	10:35 – 11:05	11:08 – 11:53	11:56 – 12:41	Period 3		10:35 - 11:28	
7th Grade	11:23 – 11:53	10:35 – 11:20	11:56 – 12:41	Period 4		11:31 - 12:24	
8th Grade	12:11 – 12:41	10:35 – 11:20	11:23 – 12:08	Period 5 - BRAIN BREAK/RECESS		12:24 - 12:41	
LOCKER BREAK		12:41 – 12:46		LOCKER BREAK		12:41 – 12:46	
Period 6		12:46 – 1:32		Period 6 - Specials		12:46 – 1:32	
Period 7		1:35 – 2:22		Period 7 Intervention & Enrichment		1:35 – 2:22	
LOCKER BREAK		2:22 – 2:27		LOCKER BREAK		2:22 – 2:27	
Announcements & WICOR Organization		2:27 – 2:32		Announcements & WICOR Organization		2:27 – 2:32	
W.I.N. Period		2:32 – 2:55		W.I.N. Period		2:32 – 2:55	

Buses Depart

After School Bus

After School Bus

4:15 (Monday – Thursday)

5:15 (Monday – Friday)

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ANNOUNCEMENTS

The student body is informed of daily activities and program changes at the beginning and at the close of the school day. Students are to remain absolutely quiet while the announcements are broadcast live. Announcements are also posted on our website on a daily basis.

ASSEMBLY PROGRAMS

Assembly programs are an important part of your school life. You may take part in the staging of an assembly program at least once while you are here because of the variety of programs that are presented.

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

1. Come to the auditorium in an orderly manner and sit down quietly. Remember, your route may lead past classes in session - any noise will disturb them.
2. Be considerate of others at all times.
3. Show your enthusiasm by applause only.
4. Leave the auditorium by standing and filing out in an orderly manner. Follow the directions of your teachers.
5. Remember to make your return trip to classes a quiet one, as other classes may be in session.

ATHLETICS

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

Eligibility reports should be run through the building administration weekly. Eligibility reports will be referenced through the Teacher Access Center on a Weekly basis. Students’ academic assessments will be reflective of the current work submitted and required for that interim within a particular course.

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

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

1. **AGE:** A pupil of a middle school, grades 7 and 8, shall be ineligible to compete in interscholastic athletic contests upon attaining the age of sixteen years, with the following exceptions:
 - a) If the age of 16 is attained on or after July 1, the pupil (a 9th grader) shall be eligible to compete through that school year.
 - b) If the age of 15 is attained on or after July 1, the pupil (a 7th and 8th grader) shall be eligible to compete through that school year.
2. **SCHOLARSHIP:** To be eligible for interscholastic competition, a pupil in grades 7 and 8 must pursue a curriculum approved by the principal and must maintain for the current semester or term, a passing grade in at least four major subjects or the equivalent. If he or she is failing three or more, they may not compete.
3. **HEALTH:** No pupil shall be eligible to represent his/her school in any interscholastic athletic contest unless he/she has been examined by a physician. All sports physicals must be done with the family doctor. There is a special physical form (PIAA) available online at <http://www.neshaminy.org/domain/104> or on our Sandburg website, <https://www.neshaminy.org/domain/2660> Just look for the PIAA physical form and print. The physical needs to be dated after June 1st for the following school year of athletic eligibility. If your son or daughter is in a fall sport, they do not need another physical until the next fall season. **That physical is good for a period of twelve (12) months from June 1st to May 31st.** If your child suffers a serious illness or injury within those twelve (12) months, they must be re-certified by their family doctor to play the next sport or return to the current sport.

ATTENDANCE

Students should realize the importance of good school attendance. Work missed by absence from school can never be made up completely. According to Pennsylvania School Law, absences from school may be excused for the following reasons only:

1. **ILLNESS OF STUDENT.** A doctor's excuse may be required for periodic absences of more than three days' duration.
2. **DEATH IN THE FAMILY.**
3. Absence for other urgent reasons (**EMERGENCIES**) approved by school authorities. (This may include religious observances, educational trips, etc.) **EDUCATIONAL TRIPS** require a written request at least **10 days in advance of the trip**. The hyperlink for vacation request is on Sandburg webpage. This request must come from the parents to the principal, who must sanction educational trips. Failure to do this could result in an unexcused absence. Students are responsible to complete assignments.

Absences other than these are unexcused and illegal. Since it is the responsibility of the parents or guardian to ensure proper attendance, the State has provided a means of enforcement. Violators are subject to a fine and costs. Any unanswered questions concerning absences should be referred to the school office.

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

1. You are required to bring an explanation from your parent or guardian (**preferably the day you return to school**). Calling the school for less than (3) days is not necessary. It does not replace a written excuse for your child's absences that should be presented to your child's homeroom teacher. You may also email your child's homeroom teacher when your child is absent.
2. Failure to provide written documentation within **THREE (3)** days of absence will result in referral to the office for disciplinary action.
3. Any request for early dismissal should be in writing the morning of the dismissal with the time requested. Students leaving early must sign out in the office. **NO EXCEPTIONS!**
4. If you are not in Homeroom by 8:00 A.M. you are late for school and must report to the office immediately to obtain a late pass. Continued lateness will result in disciplinary action. (Refer to "Discipline Code Lateness to School")
5. The only notes that will be accepted as excused latenesses will be those brought in the day a student is late and will state an excused reason for lateness such as sickness. Oversleeping or missing your bus are not acceptable reasons for an excused lateness. Lateness time is also accumulated and charged as illegal absence time.

NOTE: Students who experience serious absence problems (above 10% or 15 days per year) are subject to academic ineligibility and school board policy violation. This may also result in forfeiture of eligibility to attend school-sponsored social activities including class trips, dances, etc.

BICYCLES

Students have the option to ride bicycles to school. Bicycles must be locked to the bike rack located between the gym and classroom area. All bike safety rules should be followed when riding to and from school. Not crossing streets at appropriate places or complaints from drivers will result in the student losing the privilege of riding a bike to school. Students are cautioned that we do not assume responsibility for bicycles on the grounds of Carl Sandburg Middle School.

CAFETERIA

The school district's Food Service provider is Aramark. The price range of a full lunch, including milk, is \$3.35; dessert is not included but can be purchased separately. Other a la carte items are also available, including pizza, hot dogs, hamburgers, bagels, and a variety of salads and sandwiches. For students who bring their lunch, a selection of milk, including low fat, is available for \$.70; snacks and ice cream are also available.

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's nurse.

Point of Sale (POS)

All Neshaminy Schools use a computerized payment system. Each student has an account and can prepay into that account to cover meals and snacks in the cafeteria. This provides a convenience for the parents and the students.

Parents enjoy not having to find cash each day, and students often enjoy not having to carry extra cash. With less cash being handled in the lunch line, it will move faster. Please write your child's name and student ID number on the check. You can write more than one name and student ID number on the check if you have more than one student in Sandburg. Amount of check will be equally divided, unless otherwise noted.

<http://www.neshaminy.k12.pa.us/domain/18>

CAFETERIA RULES – SPIRIT Behavior is expected at all times.

1. Students are to walk, not run, at all times, including when entering or leaving the cafeteria.
2. Talking is to be in a conversational tone. (NO SHOUTING)
3. Students must remain seated at their seats throughout the lunch period once lunch is purchased.
4. Students are to go to the lavatory rooms before coming to, or after being dismissed from the cafeteria when possible.
5. Before students are dismissed by the aide or the teacher in charge, the table and the floor area around the table must be clean.
 - a. Students will clean table top and under table area.
 - b. Students will empty trash and return trays to dish wash area.
 - c. Table will be dismissed after the above is checked by staff member.
7. To provide for social training, proper dining habits must be maintained at all times in the cafeteria.

We wish to provide a happy, wholesome atmosphere in the cafeteria. Consequently, we expect ALL students to:

- a. Obey any adult staff member in charge at all times.
- b. Respect property.

NOTE: If students are requested to pick up trash (whether it be their trash or not) we expect this to be done. This is important, so that all students may have a clean cafeteria. Students who experience difficulty in the cafeteria will be removed to a restricted area for their lunch.

DETENTION AND SUSPENSION

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

Frequently letters are sent, or telephone calls made, to the parents so that they may be informed of any emerging problem in order to assist the school in finding a solution to the student's difficulties. At times, it is necessary to suspend a student from school when his/her record warrants it. Final decisions in matters concerning suspension will be made by the administration. If a student is suspended from school, a parent may be required to accompany the child for a reinstatement conference.

NOTE: Students who experience chronic behavior problems (and receive two (2) suspensions of any kind) may forfeit the right to attend all afterschool social activities for the remainder of the school year.

All books and materials are to be taken home prior to a suspension. A student assigned to I.S.S. must bring all of these materials plus their lunch. Failure to do so will result in office detention. Work done in I.S.S. is to be turned in to the last period I.S.S. teacher. Work missed during an O.S.S. suspension is the student's responsibility and is to be completed during the suspension period and must be turned in to the teacher within two school days of their return to school.

DISCIPLINE

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

<http://www.neshaminy.org/domain/571>

COMMONWELATH OF PENNSYLVANIA
STATE BOARD OF EDUCATION
CHAPTER 12 STUDENTS

REGULATIONS ON STUDENT RIGHTS AND RESPONSIBILITIES

12.6 Exclusion from School (suspensions and expulsions)

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

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

ELECTRONIC DEVICES / NUISANCE ITEMS

Cameras, laser pens, toys, and other disruptive nuisance items may not be in school. These items will be confiscated and returned to parents/guardians when they come to the assistant principal's office.

Cell phones may be brought to school, however must remain "off" during school hours.

- 1. If the cell phone is found on – a phone call will be made to parent and phone will be kept in the office until the end of day
- 2. 1st offense – phone will be held in the office / detention will be issued / parent phone call will be made
2nd offense – phone held in office / detention will be issued / parent pick up
3rd offense – all the above plus ISS
- 3. All attempts should be made to get in contact with parent/guardian to have phone given to family prior to the close of the school day.

EMERGENCY DRILLS

Emergency drills are held several times each year, weather permitting. This procedure helps to protect the student body should a fire or other emergency occur. The exit to be used is posted in each room.

Students leave the building in a single file and walk with their teachers to the assigned area for the classroom. It is required that the following rules be absolutely obeyed by every student during drills:

- 1. Stop work when warning alarm sounds and do not talk to anyone. Windows must be closed!
- 2. Follow the teacher's directions for lining up at the door in single file.
- 3. Move quickly from the room and through the halls, and do not talk to anyone.
- 4. Last person to leave the room will close the door.
- 5. Follow the teacher to the exit assigned to that room.
- 6. Line up alphabetically in single file and do not talk to anyone. Attendance will be taken when the class reaches the assigned area.
- 7. Watch your teacher for any directions that may be given.
- 8. Quiet will be maintained as you return to the classroom.
- 9. For the safety of the entire school, these rules must be followed by every student.
- 10. Your teacher is responsible for enforcing these rules and dealing with students who violate them.

FERPA
(Family Educational Rights & 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 U. S. 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.

As part of the school district's annual notification under FERPA, we designate 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, dates and place of birth, 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, 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 not 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.

FIGHTING

- 1st Offense:
 - Informal Parent/Guardian Meeting
 - 3 days out – Cited (at the High School Level, not the Middle School Level)
 - Note that in some situations it may be longer than 3 days out (cooling off period). These cases are usually extended to 5 days. Parents have the opportunity at this meeting to present their case.
- 2nd Offense: District Administration may look to place the student in an Alternative Setting for a 2nd offense
- Special Education Students: will be reviewed on case by case basis with the building administration, supervisor of Special Education and District Administration (Administration/Director of Special Education)

GUIDANCE

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

GUIDANCE APPOINTMENT PROCEDURES:

1. A student may request an appointment with his/her guidance counselor by emailing their counselor.
2. During the day while classes are in session, if necessary, a student may create an E-Hall Pass to the Guidance Office. The teacher will honor the request providing the situation warrants the student leaving their instructional class.

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

The student must learn to make decisions wisely. To help make these decisions, the student may need individual guidance in the understanding of themselves and others.

HALLS

The hallways in the Carl Sandburg School are a very important part of the school. It is the duty of each student to maintain cleanliness in the halls. Each student should not only refrain from dropping things but should feel enough pride and responsibility in his or her school to pick up and dispose of any debris that he or she may find littering the hallways. In order to avoid unnecessary discomfort to any student, the following rules should be kept in mind:

1. Students are to refrain from running, whistling, shouting, and pushing in the corridors at all times.
2. Students are not to loiter at the drinking fountain while classes are changing.
3. Students are expected to take the shortest possible route from one class to another.

HALL PASSES

A hall pass is permission needed by a student leaving the classroom. When a student wishes to leave the classroom for any reason, he/she must sign out using the E-Hall pass software found in their chromebooks and obtain the teacher's approval.

1. Students must have an authorized E-Hall pass, properly filled out and authorized by their teacher to go to the lavatory. However, no pass will be required before homeroom or after school and between classes.
2. Students are discouraged from requesting permission to go to lavatories during classroom time to minimize interruptions and distractions of the learning.
3. Only one student may be excused from a classroom at a time.

HEARING SUPPORT PROGRAM

The Bucks County Intermediate Unit provides a Hearing Itinerant Program to all schools, elementary and secondary. Students with hearing difficulty, whether mild to severe, may be capable of competing successfully in a regular school program with this itinerant assistance.

The Hearing Impaired Program offers the students a variety of academic and support services to enable him/her to achieve full potential, academically as well as socially and emotionally despite the hearing loss. Any parent may call the school to speak with his/her child's guidance counselor for further information about the program.

HOMEWORK

Homework is an important part of student learning.

A good assignment tells the pupil three things:

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

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

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

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

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

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

1. Letting the pupil know how thoroughly he/she is to read or to study by indicating clearly what kind of recall is expected.
 - a. Thorough recall
 - b. Recall of main points only
 - c. Recall only of points connected with certain topics or principles
 - d. Recall accompanied by inferential or critical thinking in order to write discussion-type answers or to participate in class discussion.
2. Indicating the skills the pupil is to use, always demonstrating them when they are new or difficult by doing a part of the assignment with the pupils.
3. Previewing textbook materials for pronunciation and meanings of key words for identification of main ideas, and for development of geographical and time concepts where necessary.
4. Setting a motive for reading: For what reason should we read?

HONOR ROLL

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

To be eligible for the Scholarship Honor Roll, a student must have grades of "B" or better in all subjects with no more than one "C". If the "C" is in a major subject, it must be balanced by an "A" in a major subject area. If the "C" is in a minor, an "A" must balance. Honor Rolls are published at the close of each marking period. Sustained honors achievement can result in qualifying for the Presidential Academic Fitness award and possible induction into the National Junior Honor Society. See your counselor for details.

IDs

1. There is an expectation and requirement that students always carry or have access to your student ID while in school or attending a school related function. The student ID is used as a school safety resource tool for students, parents and the administration as it enables the following; Student Identification, Entrance/Attendance to School Events, Here Comes the Bus scan card, Lunch payment tool and possible other school related purchases.
2. As a precautionary measure, secondary students are encouraged to save or scan a picture of their personal ID card on their personal cell phone device. One replacement ID is available in the Main Office at no cost; all additional ID's will cost \$4.00 for a replacement.

INSURANCE

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

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

INTRAMURAL SPORTS

The intramural program offers opportunities for all students to participate in actual game competition in the fall, winter, and spring seasons. Students are encouraged to take part in all intramural sports. Permission slips must be submitted for each activity.

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

LOCKERS

Each student will be assigned to a locker that has a lock on it. **Students are responsible for the lock and the locker.** A student's locker is subject to periodic inspection by school authorities for the purpose of good housekeeping and cleanliness. School officials also have the right to search any locker at any time to prevent their use for illegal purposes and to protect the welfare of the student body. Dog searches may be used. The district has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials. School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population.

Students are only to go to their lockers before and after school and during locker breaks. All other times students must have an e-hall pass, especially for the locker.

LOCKS

1. All students must provide their own locks for gym lockers. **IT IS IMPORTANT THAT BOOKS AND OTHER ITEMS OF VALUE ARE KEPT LOCKED AS THESE ITEMS ARE YOUR RESPONSIBILITY.**
2. Students may not store gym clothing in the physical education locker room, (i.e. no lock is to remain on a lock in the locker room as these lockers are needed to house visiting sports teams in after-school competitions.)
3. Report all locker problems to the Guidance Office.

LOST, FOUND AND FORGOTTEN

A "Lost and Found" service is provided for the student body. If you find any items, especially valuables, turn them into the office for security reasons.

Students are to check with the nurse for lost eye glasses.

NOTE: The procedure in Sandburg is NOT to call students out of class to pick up items which have been left at home (chromebooks, lunches, homework, clothing, etc.). Students are requested to check the drop off tables outside the main office between classes or before lunch for items that have been brought in by their parents.

MEDIA CENTER

The library is a storehouse of information; used by all the students at Carl Sandburg Middle School. It answers all kinds of questions, assists you in your work, and provides you with information and pleasurable reading material. The library is open before and after school. The HOURS ARE 7:45 A.M. TO 2:55 P.M.

Rules and Regulations

1. To be admitted during the school day, students must present their E-Hall pass approved by a teacher. The librarian or library aide is present to assist students in finding books on their particular topic or interest.
2. Books circulate for a two-week period and may be extended for another two weeks.
3. This does not include days of absence, weekends or days when school is not in session. Overdue books may be returned at any time. Fine money may be paid later.

Students are encouraged to go to the library to select a book or to do research.

NURSE - SCHOOL HEALTH SERVICES

The School Nurse, Mrs. Binder, will be in her office from 7:25 a.m. until 2:55 p.m. All students coming to the nurse must have an E-Hall pass approved by the teacher. No student is to accompany another student to the nurse's office unless the teacher deems it absolutely necessary as in cases of severe injury or illness.

Our nurse is on call for the entire school day. No student is permitted to leave the school because of an illness until he/she has seen the nurse, received permission to leave, and is signed out in the main office by a parent/guardian.

All accident cases shall be sent to the nurse or, if the case is severe, the nurse should be called to the scene.

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

Physical examinations are required by state law for all 6th grade students and dental examinations are required by state law for all 7th grade students. Anyone having difficulty obtaining these examinations should contact the school nurse for available resources.

Students are not permitted to call parents during the school day due to illness without being seen by the nurse.

For more information on Neshaminy School District's nursing services and state mandated health services, please follow this link <https://www.neshaminy.org//site/Default.aspx?PageID=264>

NESHAMINY SCHOOL DISTRICT **MEDICATION POLICY 210**

1. All medications shall be administered in the building health suite by the Certified School Nurse, or in the absence of the Certified School Nurse by other licensed school health staff (RN, LPN), except as otherwise noted.
2. In the event of an emergency, a district employee may administer medication when they believe, in good faith, that a student needs emergency care.
3. The Building Nurse shall collaborate with parents/guardians, district administration, faculty and staff to develop an individualized healthcare plan to best meet the needs of individual students.
4. Any further explanation please refer to School Board Policy 210

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

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

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

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

PHOTOGRAPHS

BarksDale Photo has been contracted to take students' pictures on **Tuesday, September 13, 2022**. The purpose of this is to provide photographs for the students' personnel records so that they may be kept up-to-date. A student shall have his picture taken each year that he/she attends Carl Sandburg Middle School. Students are urged to "dress up" for PICTURE DAY! **MAKE-UP DAY WILL BE TUESDAY, OCTOBER 25, 2022.**

PHYSICAL EDUCATION

GRADES 5 – 12

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

STUDENT MUST PROVIDE A LOCK TO SECURE BELONGINGS DURING CLASS.

PROCEDURE ON MEDICAL EXCUSAL FROM P.E.

I. Temporary Medical Excusal

Parental requests for temporary medical excuses must be taken to the physical education teacher the day of the physical education class. Request notes should include the student's name, date, and the reason for the request. A note from the doctor is required for more than one week.

When requests for excuses are excessive, unreasonable or inappropriate, the teacher or nurse should inform the student that a PHYSICIAN'S REFERRAL FORM, signed by a doctor, must accompany further requests.

Where medically possible, students should participate on a limited basis (judgment will be made in emergency situations). In situations where modification of activities is inappropriate, the student shall be placed in the non-activity medical limitation alternate assignment.

II. Long Term Medical Excusal

Students should be instructed by the nurse and the physical education teacher to have the PHYSICIAN'S REFERRAL FORM completed by the physician and parent or guardian. This form must be completed promptly and returned to the school nurse **at 7:50 AM and before Homeroom**. The nurse will keep the original and forward a copy to the physical education teacher and department chairperson

Upon receipt of the completed form, the teacher and the department chairperson should determine whether:

1. The student should remain in regular physical education class under modified conditions.
2. Student should be transferred to regular physical education class where activity is appropriate for student's limitations.
3. The student shall be placed on a non-activity educational program. This program will include written reports and projects, completed under the supervision of the physical education staff.

PROMOTION AND RETENTION

1. A student shall be promoted when she/he has successfully completed the curriculum requirements and has achieved the academic standards established for the present level for a course, based the results of multiple course assessments under the direction of a professional staff member. A student shall earn the right to advance to the next grade/course sequence by demonstrating mastery of the required skills and knowledge.
2. Summer Programming; students and their families should contact school administration or counseling team in early Spring to review any Summer Program offerings (such as; enrichment, credit recovery, ESY...)

PROTECTION OF PUPIL RIGHTS AMENDMENT

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

1. The right to preview "protected information" student surveys and the right to opt a student out taking such a survey.
2. The right to receive notice and to opt a student out of receiving any non-emergency, invasive physical examination not required by law.
3. The right to preview student data collection surveys for marketing purposes and to opt a student out of taking such a survey.
4. 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.)

REPORT CARDS

The progress report card of the Carl Sandburg Middle School was originally designed by a District Report Card Revision Committee. The procedure for reporting makes use of District computers. Letter grades will be used to

report the achievement the student has made in the area of scholarship. REPORT CARDS WILL BE POSTED ELECTRONICALLY and can be viewed via the Home Access Center.

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

A - Superior	I - Incomplete
B - Above Average	X - Excused
C - Average	N - No Grade
D - Below Average	S - Satisfactory
F - Failure	U - Unsatisfactory

Comments regarding effort and behavior are included on the report.

S.A.P.

The Student Assistance Program is an INTERVENTION PROGRAM established within the Neshaminy School District. The Student Assistance Program membership consists of the assistant principal, a middle school teacher, guidance counselors, and the school nurse. The S.A.P. members are selected from the school personnel and have been trained to identify and refer "high risk" students to appropriate local agencies for assessment and possible counseling and rehabilitation programs. The concept and function of the Student Assistance Program is strictly to help, to be an advocate for these students, similar to the Employee Assistance Program in private industry.

SCHOOL STORE

A school store is operated as a service to our students. It is staffed by members of the student body and supervised by Mrs. Jackson. It provides students with a place in which to purchase general school supplies and a few novelty and clothing items. The store is open in the morning before classes and after school. Occasionally, it is opened during special evening programs.

SPECIAL EDUCATION SERVICES **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.

The legal definitions of 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.

Proof of residency is completed through Pupil Services in July for Kindergartners, 5th grade students and 9th grade students. Any family with residency concerns in any grade level should be followed up with Pupil Service Director and Social Workers who are assigned to complete residency checks.

Deadline for return is November. Pupil Services receives and uploads forms.

SPEECH AND LANGUAGE

Speech and Language services are offered to students at our school by the Bucks County Intermediate Unit #22. Our Speech and Language Pathologist treats students who have difficulty in articulation, language, fluency, social communication, or voice. Students are enrolled in the program through the Individualized Education Program process, which includes referring, screening, and evaluating. Students are provided with at-home assignments.

Any questions regarding this program should be directed to the Speech/Language pathologist who is assigned to the Carl Sandburg Middle School and/or any of the guidance counselors.

SPORTSMANSHIP

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

A CODE OF FAIR PLAY

Section I

1. We will refrain from heckling officials; we will abide by their decisions.
2. We will give cheers for injured players of BOTH teams.
3. We will refrain from heckling or yelling at players or opponents.
4. We will not applaud any unsportsmanlike conduct on the part of a player.
5. We will refrain from cheering or making noises that are intended to interfere with any type of contest.
6. We will not disturb the rooting section of our opponents; we will respect their opportunity to cheer for their own team.
7. We will observe all regulations of the home school.
8. We will refrain from defacing or disturbing the property or decorations made by the home or visiting school.
9. We will let the contest begin and end with the game.
10. We will endeavor to influence all others and establish ourselves in the way of good school standards and sportsmanship for which Sandburg is well known.

Section II

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

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

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

STUDENT DRESS CODE

- I. The school district/administration has the authority to impose limitations on students' dress in school. The school district/administration will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard. Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.
- II. Statement of Policy: School attire must meet reasonable standards of cleanliness, not endanger student or public health, not be disruptive to the educational process, and meet reasonable standards of appropriateness. Administration may consider differences in leg length among students when determining appropriate dress.
- II. Examples of **INAPPROPRIATE** Dress:
 - A. Hats, bandanas, or hoods should not be worn (boys and girls)
 - B. Items having points or containing sharp edges
 - C. Bare or stocking feet
 - D. Non-medically necessitated masks
 - E. Shirts cannot be altered

- F. Distracting attire
- G. See-through clothing without proper undergarments
- H. Clothing which advertises alcohol, drug, tobacco, sexual or violent messages
- I. Any apparel that overexposes the body
- J. Undergarments should **NEVER** be visible (boys and girls)
- K. Any additional items that Administration deems inappropriate

STUDENT-OF-THE-MONTH

Student-of-the-Month is a monthly award presented to twelve students - three students per grade level. Staff members nominate students who show good citizenship, participate in class and school activities, are willing to help others, and maintain satisfactory grades. The winners receive a certificate and their photographs and personality sheets are displayed in a showcase in the main hall.

At the end of the school year all nominees for Student-of-the-Month from the entire year are eligible to become Student-of-the-Year. Two students per grade level receive this final award.

TRANSPORTATION

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

Students are requested to conduct themselves in a proper manner at all times. The bus driver must be obeyed to ensure the safety of all. If this privilege is abused by any student, he or she will lose the privilege of riding the school bus.

The Board shall provide transportation for resident students in grades kindergarten through 12 to the district's public schools and charter, regional charter and nonpublic schools located in the district or within the district's transportation boundary or other placements as required by law or agreements. Transportation of students to/from their school building is a privilege and not a right; students may be removed from their bus for a period of time based on disciplinary/safety concerns.

The district's transportation boundary is a distance not exceeding ten (10) miles by the nearest public highway outside the school district's border.

The Board shall provide transportation for students living within the prescribed limits when walking conditions to the school are found to be hazardous by the Department of Transportation. The Board will recognize one address of a parent/guardian or caregiver of the student(s) for transportation purposes; when the school catchment area differs between parent/guardian or caregiver for students residing in multiple residencies within the district.

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.

Bus Regulation-School Board Policy 900

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

Schedules

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

VAPING

- 1st Offense Vaping (Tobacco): One day ISS – Vape Educate (If not completed the student continues in ISS or another administrative alternative to completion path is offered.)
- 1st Offense Vaping with Marijuana: This is a policy violation – 3-day Suspension, Vape Educate and a 45-day social contract which begins after suspension ends. Police are notified (fine involved)
- 2nd Offense – Vaping (Tobacco): 3-day suspension and repeat Vape Educate with a fine.
- 2nd Offense Vaping with THC: Policy violation, conversation with district administration, on possible placement of student in an alternative setting for remainder of the school year. Police are notified and fine is issued.
- Note: Policy change notes students will receive a fine for 2nd offense. County Court determines fine, fines can range between \$50----upwards to \$400.00 after court costs are included. Citations for Tobacco and THC may be written by the SRO. Testing of product can only be done by a trained official to be admissible in court.

VIDEOTAPING

Student families who wish to not have their child photographed or videotaped should contact their individual school buildings and fill out the necessary paperwork that is provided by the district.

Student videotaping through any electronic device of other students or any school facilities; during school hours, is strictly prohibited unless preauthorization is given by an administrator or designee and has a school related purpose.

VISITORS

ALL VISITORS TO CARL SANDBURG MIDDLE SCHOOL MUST REPORT TO THE OFFICE.

Parents are invited to visit the school at any time. Please report to the office upon arrival in the building. Photo ID is required.

WALKING TO SCHOOL

Those students who live within a prescribed distance from school walk to and from school. They must report to their Homeroom between 7:50 and 7:59 in the morning.

When students have been dismissed at the end of the W.I.N. Period, students walk to their lockers to collect homework, books, and supplies and then exit the school immediately. After 3:00 p.m., no student should be in the building unless he/she is under the direct supervision of a teacher. At 4:00 p.m. all outside doors are locked and only those students participating in an activity and under the direct supervision of a teacher are allowed access to the building.

Students are permitted to use all exits and entrances except the “D” and “F” areas on the Schweitzer side of the school.

Students are to cross at the following intersections where crossing guards are provided:

Trenton Road and Forsythia
Hay and Harmony Roads
Harmony and Heartwood Roads
Heartwood and Trenton Roads

WITHDRAWAL FROM SCHOOL

When a student moves from the district or leaves school for any reason, contact the Guidance Office by phone or note two (2) weeks before the last day of attendance. The phone call or note should state the reason for leaving the school and the address of the new residence. Withdrawal forms will need to be filled out. It will be necessary for the student to then clear all books, payment of fines, cleaning out of lockers, return Chromebook, etc. Transcripts will be forwarded to the new school district upon request by that school.

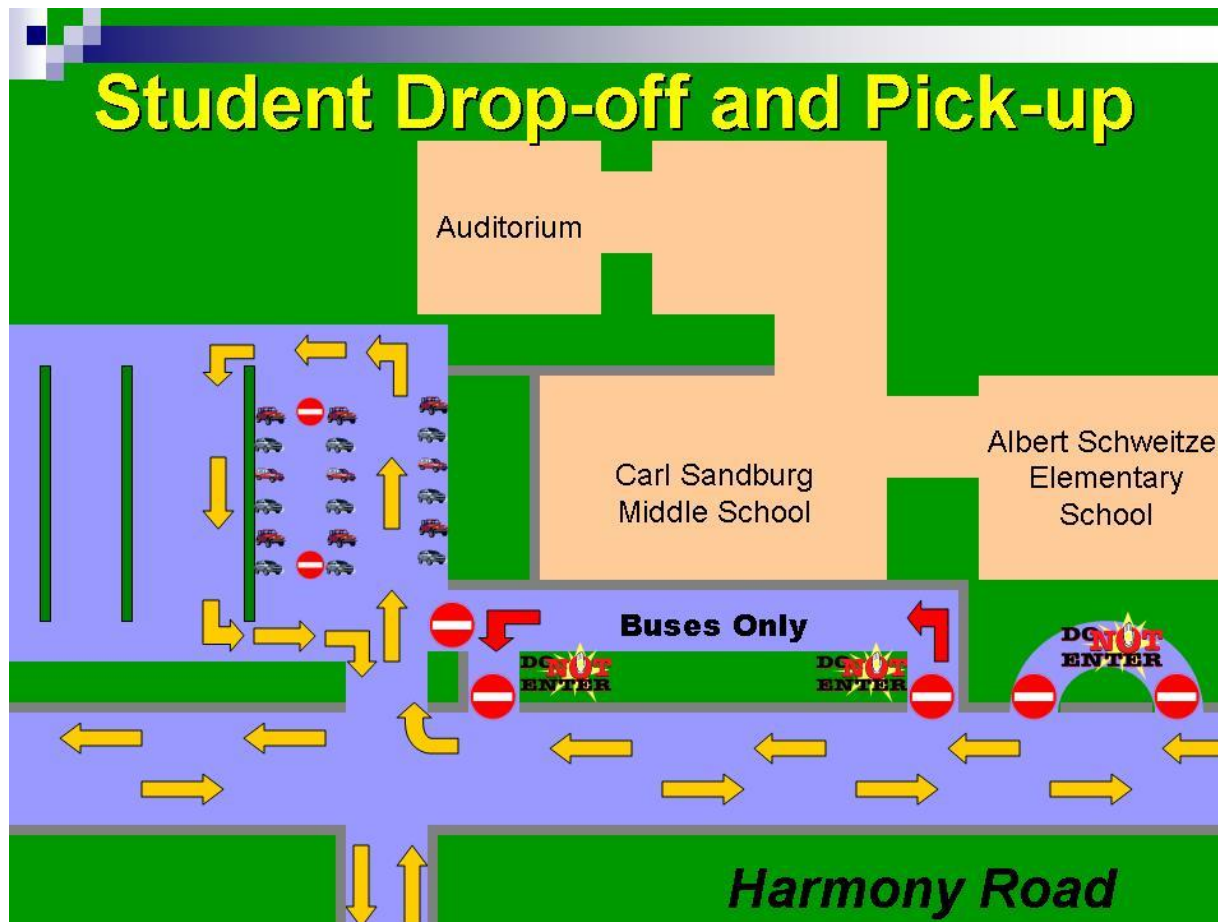
WORKING PAPERS

Before a student can obtain working papers for after school and summer employment, he/she must be at least fourteen years of age. The student can come to the main office, pick up the work permit application and have their parent fill the form out at home. Once the form is filled out, the student brings the application back to school. The student will need to provide proof of age as indicated on the application to receive a work permit. It is also not necessary for a student to have a job to apply for a permit.

TITLE IX POLICY STATEMENT

“NESHAMINY SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EDUCATION INSTITUTION AND WILL NOT DISCRIMINATE ON THE BASIS OF AGE, RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION AND/OR HANDICAPPING CONDITION IN ITS ACTIVITIES, PROGRAMS OR EMPLOYMENT PRACTICES AS REQUIRED BY TITLE VI,

TITLE IX AND SECTION 504. FOR INFORMATION REGARDING CIVIL RIGHTS OR GRIEVANCE PROCEDURES CONTACT THERESA HINTERBERGER, DIRECTOR OF HUMAN RESOURCES, DISTRICT OFFICES, MAPLE POINT MIDDLE SCHOOL, LANGHORNE, PA. 19047 (215-809-6606)”.



Parents are NOT PERMITTED to drop-off or pick-up students in the Schweitzer circle or in front of the school during the start of the school day or dismissal times. Please follow the map as outlined above. This is for the safety of all of our students! Wait time is not much longer when following the proper procedures and is certainly worth keeping our children safe! So, please set an example for your children and follow the proper procedures.