

# **Student Handbook**

2024-2025



## **CARL SANDBURG MIDDLE SCHOOL**

**Neshaminy School District**

30 Harmony Road

Levittown, PA 19056

215-809-6220

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## Administrative Team & Office Personnel

<b>Administrative Team</b>		
Mr. Derek Albarran	<a href="#">Principal</a>	215-809-6220
Mr. James Kelly	<a href="#">Assistant Principal</a>	215-809-6220
Mr. Stephen Link	<a href="#">Coordinator of Student Affairs</a>	215-809-6203
<b>School Counselors</b>		
Mrs. Courtenay Duffy	<a href="#">Counselor</a> - 8 <sup>th</sup> grade, 7 <sup>th</sup> grade (P-Z)	215-809-6225
Mrs. Debbie Glasson	<a href="#">Counselor</a> - 6 <sup>th</sup> grade, 7 <sup>th</sup> grade (A-G)	215-809-6225
Mrs. Giuliana Sophy	<a href="#">Counselor</a> - 5 <sup>th</sup> grade, 7 <sup>th</sup> grade (H-O)	215-809-6225
<b>Office Staff</b>		
Mrs. Joyce Caban	<a href="#">Secretary</a> , Principal	215-809-6223
Mrs. Alicia Good	<a href="#">Secretary</a> , Assistant Principal	215-809-6226
Mrs. Geriann Fullen	<a href="#">Secretary</a> , Counselors	215-809-6225
Mrs. Denise Mamie	<a href="#">Clerk</a>	215-809-6220
<b>Student Support Staff</b>		
Mrs. Sharon Binder	<a href="#">Nurse</a>	215-809-6386
Mr. Greg Lausch	<a href="#">Home &amp; School Visitor</a>	215-809-6596
Officer Nick Platenecky	<a href="#">School Resource Officer</a>	215-809-6220

## Daily Bell Schedule

**7:50...** Teachers open classrooms & supervise hall and classroom. Students report to locker and then 1<sup>st</sup> 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	
<b>Warning Bell (2 Minutes)</b>		7:58		<b>Warning Bell (2 Minutes)</b>		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		<b>LOCKER BREAK</b>		<b>9:55 – 10:00</b>	
<b>LOCKER BREAK</b>		<b>10:30 – 10:35</b>		<b>5<sup>th</sup> GRADE LUNCH</b>		<b>10:00 - 10:30</b>	
GRADE	LUNCH	PERIOD 4	PERIOD 5	<b>LOCKER BREAK</b>		<b>10:30 - 10:35</b>	
<b>6th Grade</b>	<b>10:35 – 11:05</b>	11:08 – 11:53	11:56 – 12:41	Period 3		10:35 - 11:28	
<b>7th Grade</b>	<b>11:23 – 11:53</b>	10:35 – 11:20	11:56 – 12:41	Period 4		11:31 - 12:24	
<b>8th Grade</b>	<b>12:11 – 12:41</b>	10:35 – 11:20	11:23 – 12:08	<b>Period 5 - BRAIN BREAK/RECESS</b>		<b>12:24 - 12:41</b>	
<b>LOCKER BREAK</b>		<b>12:41 – 12:46</b>		<b>LOCKER BREAK</b>		<b>12:41 – 12:46</b>	
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	
<b>LOCKER BREAK</b>		<b>2:22 – 2:27</b>		<b>LOCKER BREAK</b>		<b>2:22 – 2:27</b>	
Announcements & WICOR Organization		2:27 – 2:32		Announcements & WICOR Organization		<b>2:27 – 2:32</b>	
W.I.N. Period		2:32 – 2:55		W.I.N. Period		2:32 – 2:55	

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Buses Depart

After School Bus

4:15 (Monday – Thursday)

After School Bus

5:15 (Monday – Friday)

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## ACADEMICS: COURSES OF STUDY AND COURSE SELECTION



### **Grade Five — 4 Day Rotation**

Reading, English, Math, Science, Social Studies, Art, Music, Physical Education, Business/Computer Information Technology (BCIT) and Technology Education/STEM. (5<sup>th</sup> grade specials run in a Quintmester—each special runs for approximately 7 weeks consecutively before rotating to the next special area)

### **Grade Six — 4 Day Rotation**

Reading, English, Math, Science, Social Studies, Drama, Physical Education, Health, Music, Art and Technology Education.

### **Grade Seven — 4 Day Rotation**

Reading, English, Math, Science, Social Studies, Public Speaking/Debate, Physical Education, Health, Business/Computer Information and Technology (BCIT), Music, Art and Technology Education. (7<sup>th</sup> grade specials run in a Quintmester—each special runs for approximately 7 weeks consecutively before rotating to the next special area)

### **Grade Eight — 4 Day Rotation**

English, Math (Math 8, Algebra, Geometry), Science, Social Studies, Elective Course (Spanish, French, AVID, Reading), Physical Education, Health, Business/Computer Information and Technology (BCIT), Music, Art and Technology Education.

*Physical education involves several weeks of swimming at each grade level.*

### **8<sup>th</sup> Grade Course Selection**

In the fall of eighth grade, students begin to plan for high school programming: meetings with Bucks County Technical High School (BCTHS) and Neshaminy High School counseling staff are scheduled to introduce programs and begin the planning process for high school. Parents and students are involved in the course selection process, which is designed to meet graduation requirements. Information, dates, and locations will be shared with 8<sup>th</sup> grade students and families.



### **ATTENDANCE (Board Policy 204)**

All students who are of the compulsory school age, meaning no later than age six (6) until age eighteen (18) need to attend school in the district boundaries they live in,

Neshaminy School District recognizes that attendance is an important factor in the educational success of all students. Therefore, the district expects and requires students to maintain a good attendance record and be in school during the days and hours that school is in session, except in cases where a student absence is temporary and may be excused by authorized district staff in accordance with applicable attendance laws and regulations.

However, the district also recognizes it is sometimes necessary for students to be absent from school. The procedures and regulations listed in this handbook are limited to the space which is available. We are governed by laws of the State of Pennsylvania pertaining to the School Code of Pennsylvania, and even though all the laws related to school attendance are not listed, students, parents and guardians are still accountable to review the policy in regard to student attendance. Please refer to [School Board Policy 204](#) to help guide you through the district's attendance policy and practices.

The following definitions may assist you in understanding school attendance regulations:

- Absence—Absence is the nonattendance of a student on those days and half days when school is in session. \*PARENTS MAY BE NOTIFIED BY THE SCHOOL OF A STUDENT ABSENCE VIA PHONE CALL, EMAIL AND OR TEXT MESSAGE, THE DAY OF THE ABSENCE OCCURRENCE.
- All student absences marked unexcused until an excuse note is submitted to the district school.
  - **Excused Absence**—Excused absence includes the absence of a student for any of the following reasons: illness, quarantine, death of an immediate family member, medical or dental appointments, authorized school activities, exceptionally urgent reasons, required court attendance, religious holidays observed by bona fide religious groups, religious instruction up to 36 hours per school year, as per the Pennsylvania School Code.
    - In the case of an excused absence, you are granted the privilege of making up any work or tests missed. However, the responsibility to make arrangements with teachers for make-up work is solely the students. If you anticipate an absence for a legal purpose, you should have approval prior to the date of the absence to be able to make up any work missed.
  - **Unexcused Absence**—Unexcused absence is the absence of a student for one of the following reasons: absence through parental neglect, illegal activity, or truancy.
  - **Unlawful Absence**—Unexcused absence is unlawful absence for all students of compulsory school age. Unlawful absences are coded as unexcused.
- Athletics/Activities—If you are absent from school, you are not permitted to participate in sports, music activities, or other after-school functions taking place on the day of absence.
- Lateness—Lateness is a student absence any time after the start of the school day session begins.
- When a student of compulsory age has three days, or the equivalent, of unexcused absence, an Official Notice of Child's Illegal Absence letter (Truancy) is sent via certified mail and return receipt requested by the Attendance Officer explaining that their child has exhausted the number of days of unlawful absences that the Public Code permits.
- The fifth unexcused absence will result in the immediate notification of a SECOND OFFENSE, to the attendance officer who may refer the case for administrative action and/or to the magisterial district judge.
- Once the district has notified the student and their family of the Truant behavior, the district may/will coordinate a school/family conference to discuss the cause of the child's habitual absences/truancy and develop a mutually agreed upon Student Absence Improvement Plan (SAIP) to improve/resolve the absence/truant behavior. As a result of the Student Absence Improvement Plan a doctor's note may be required for all additional student absences. At any time after the initial contact to the student and family the local justice will then proceed to take appropriate legal action against the parents/guardians and/or the student for violation of the public-School Code regarding compulsory school attendance. Failure to comply with the provisions of the Public-School Code regarding compulsory attendance is a summary offense.
- Please be aware that any accumulation of unexcused absences as a result of multiple family trips in one school year could result in a hearing before the District Justice and a possible fine.



## BOOK BAGS

Book bags/backpacks are **not permitted** to be carried around during the school day. All bags should be stowed in a locker before homeroom and remain there throughout the day. However, small gym bags may be used for necessary gym clothes on scheduled P.E. days—all belongings should be locked in a gym locker during P.E. classes and after school athletics.



## CAFETERIA POINT OF SALE SYSTEM

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 students, but also recognizes a student’s free or reduced payment status. Each student is assigned an account and a 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. Pre-payments may be made through the SchoolCafe site, available at the district food service website, <https://www.neshaminy.org/domain/18>, or 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 Department**. 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 numbers 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.

## CANVAS

Neshaminy School District uses the Canvas learning platform as a tool to enhance access to digital learning resources–this includes communication and assignment details, resources, and submission. Canvas is available at <https://neshaminy.instructure.com>.



## CO-CURRICULAR ACTIVITIES (Athletics, Clubs, Activities)

Sandburg offers a wide variety of co-curricular activities during the course of each school year, including: instrumental and vocal music (band, chorus, orchestra, jazz band), PIAA and intramural athletics, after school and evening dances, yearbook, and the school musical. Activity information is available during daily announcements.

**Co-curricular Eligibility** - Building administration will run weekly eligibility reports through the Teacher Access Center. Students’ academic assessments will be reflective of the current work submitted and required for that interim within a particular course to determine if students are eligible for co- curricular activities. Students failing two or more courses will be ineligible to participate for that week until grades are passing.

**Discipline** - If a participant is suspended from school, whether in school or out of school, they may not take part in any practices, performances, or contests on the day(s) of the suspension.

**Substance Use/Abuse** - The use of drugs, alcohol, or anabolic steroids is prohibited. [School Board Policy 227](#) outlines the penalties for substance use/abuse. Therefore, all students who are participants in any co-curricular and or interscholastic activity whose conduct violates any School Board Policy, the School discipline code as it relates to School Board Policies and/or the secondary-level concurrence, shall be subject to the provisions set forth therein.

## ATHLETICS

Sandburg Middle School is a member of the P.I.A.A. (Pennsylvania Interscholastic Athletic Assn.) and the Lower Bucks County Athletic Leagues. Questions regarding the co-curricular program should be directed to the staff member in charge of the activity or to the co-curricular director, [Mr. Curtin](#). A summary of P.I.A.A. bylaws is available at [PIAA.org](#).

**Equipment and Uniforms** - The athlete is responsible for all equipment signed out to them.

## **General Rules –**

- (1) Athletes should leave all valuables at home or with the coach, not in the locker room.
- (2) No athlete may quit one sport and try out for another sport without the consent of the athletic director.
- (3) Any athlete that is dismissed from one team for a discipline reason will not be permitted to join another sport that season. League (Suburban One) Expectations: Coaches/Athletes - At the June 7, 1994 Suburban One League Operating Committee meeting, the following motion was approved: A coach or student/athlete removed from a contest for unsportsmanlike conduct (including pre/post-game) will receive a mandatory minimum one-game suspension. This suspension will be from the next game. This rule will be in effect for non-league and league athletic contests.

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

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

**Attendance** - Athletes must be in school by 11:30 AM and complete the school day on the day of a competition/practice in order to compete in any athletic event that occurs that day or evening. If the contest is on Saturday, the athlete must be in school by 11:30 AM on Friday and complete the school day. An exception will be made if the athlete has a scheduled doctor's appointment, in which case a note from the doctor must be submitted to the athletic director. If the appointment is scheduled in the morning, the athlete is expected to return to school with a doctor's note.

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

## **Interscholastic offerings at Sandburg for students in grades 7-8 include:**

**FALL:** football, field hockey, soccer, cheerleading

**WINTER:** basketball, wrestling, cheerleading

**SPRING:** baseball, softball, track & field

The **comprehensive initial pre-participation physical evaluation** form (CIPPE) must be completed by a physician on or after June 1, 2024, and remains valid through May 31, 2024. **The physical need only be done once a year, but is required to participate in any of the three seasons. Sports physicals are not completed at school and should be scheduled with a family physician. The [CIPPE/Physical Form](https://www.piaa.org) is available in the Sandburg office or online at <https://www.piaa.org>.**

If your child is injured and has to miss several weeks of a season, or they miss an extended length of the school year due to illness, they must be re-certified by their family doctor before a return to play.

**Intramural activities at Sandburg** offer opportunities for students in grades five through eight to pursue sports, clubs, and other activities. These programs are offered throughout the year. Activities are supervised by faculty members under the direction of the co-curricular director. No previous skills or experience is required in order to participate—all are welcome. Offerings *may* include: Non-contact football, soccer, basketball, wrestling, street hockey, weight-lifting, swimming, softball, tennis, physical fitness, and volleyball. Activities meet until 4:00 p.m., Monday through Thursday. Activity buses are available at 4:15 p.m. and 5:15 p.m. Monday through Thursday.

## COUNSELORS



The school counselor's office is designed to help individual students make maximum use of their capacities, interests, and knowledge, and to make a self-satisfying adjustment to the concerns of their own development leading toward responsible adulthood. The counselors are always available to help any student or parent seeking assistance. Students may request a conference with a counselor at any time through email, or the guidance office. Mrs. Fullen will schedule an appointment at the earliest possible time and notify the student through the homeroom teacher. Parents are encouraged to call whenever they desire information or assistance. Students should consider counselors as persons to whom they may go for help with educational, vocational, or personal problems.

## DISCIPLINE

The Neshaminy School District believes that student behavior/conduct is closely related to student learning. Maintaining appropriate standards of discipline in the school district is essential to the establishment of a proper educational environment. The Neshaminy School District shall establish fair, reasonable, and nondiscriminatory rules and regulations regarding the conduct of all students in the school district during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities. The Student Discipline Policies govern student discipline, and students shall not be subject to disciplinary action because of race, sex, color, gender, religion, sexual orientation, national origin, or handicap/disability. All students must adhere to Board policies and the rules noted within their respective classrooms/building. Any disciplinary measures handed down to a student will be in accordance with School Board Policy. Below is a list of some of the Policies (but not all) that are directly related to students in regard to possible disciplinary issues. You are asked to review these policies with your child.

- [Student Discipline](#)
- [Weapons](#)
- [Terrorist Threats](#)
- [Dress Code](#)
- [Tobacco](#)
- [School Property](#)
- [Searches](#)
- [Controlled Substances](#)
- [Suspension / Expulsion](#)

- [Electronic Devices](#)
- [Hazing](#)
- [Harassment / Sexual Harassment](#)
- [Bullying / Cyber Bullying](#)
- [Transportation](#)

## **ELECTRONIC AND 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 **powered off and in lockers** 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. 1<sup>st</sup> offense – phone will be held in the office / detention will be issued / parent phone call will be made  
2<sup>nd</sup> offense – phone held in office / detention will be issued / parent pick up  
3<sup>rd</sup> 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**



Fire, lockdown and emergency drill procedures are practiced regularly. These procedures help to protect the student body and staff should a fire or other emergency occur. For a fire drill, students leave the building in a double file line using the exit that is posted in each room. Both teachers and students walk to their assigned parking spot. For a lockdown drill, teachers lock the door to their classroom, turn off all lights, close all blinds and have students move silently to the safest place in the room. Students are prepared in what to do in the event that a lockdown should occur while they are in the hallway, cafeteria, bathroom, etc.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**



Under the Family Education 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, date 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, 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 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.

[Annual Public Notices: Special Education Services, Gifted Students, Services for Protected Handicapped Students, Destruction of Records, Medical Assistance, and the Family Education Rights and Privacy Act \(FERPA\)](#)

## HALL PASSES



A hall pass is permission needed by every student leaving the classroom. This helps to keep the halls clear of unnecessary traffic. Sandburg utilizes both digital and physical passes to maximize safety and accountability of students.

**Note:** Except in emergencies, pupils are expected to visit the lavatory between classes or at locker breaks.

## HALLWAYS

The hallways in Sandburg Middle School are an 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 their 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.

## HOME ACCESS CENTER (HAC)

Teachers update their grades regularly. Families can view their child's grades at any point during the school year. Different assignment names, point value, category of assignment/test, and due dates for each are visible in HAC. Click [here](#) for Home Access Center.

**Information on HAC can be found on our website.**

## HOMEWORK



Homework is any activity planned or approved by the teacher to be completed by the student outside of the regular classroom without the immediate and direct supervision of the teacher.

## 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.

## HONOR SOCIETY



This organization recognizes and encourages academic achievement while developing other characteristics essential to citizens in a democracy. These ideals of Scholarship, Character, Service, Leadership and Citizenship remain as relevant today as they were in the first student induction ceremony in 1929. **Students must maintain a 3.5** overall grade average on a 4.0 scale for academics as well as meet other criterion in keeping with the ideals of the National Junior Honor Society. Students in grades 7 and 8 are chosen for this special honor during the fourth marking period. A formal induction ceremony is then held one evening in late spring.

## INCLEMENT WEATHER



If it is necessary to close school, delay opening, or dismiss early due to inclement weather or any emergency, an automated phone call will go out to all staff and parents/ guardians to the phone number listed in our information system. The transcript of this phone call will be emailed to all email addresses on file as well. For sign up, visit our website.

## INSURANCE



Provisions have been made again this year for parents to obtain extended insurance coverage for students in case of accidents while en route to and from school, during school hours, and while engaged in school sports and activities. Any student involved in an accident should report it promptly to the school nurse.

A parent letter and student accident insurance brochure is available on our website --

<https://www.neshaminy.org/domain/71>. It is required that all students have insurance **before** engaging in the athletic program. Interested parents are to return payment and forms to homeroom classes.

## LOCKERS



A hallway locker will be assigned to each student—all hallway lockers come with an assigned lock. Personal locks used on hallway lockers will be removed. Gym lockers are only to be used during P.E. class and during scheduled co-curricular athletics. **It is strongly advised that** personal items be locked up during P.E. and athletics, and that valuable items be left at home (students provide their own lock for gym lockers). The school cannot assume responsibility for lost or stolen items.

### **ALL LOCKERS ARE THE PROPERTY OF THE NESHAMINY SCHOOL DISTRICT.**

They are to be used **only** by the students to whom they are assigned, and they will be inspected periodically during the school year. The administration reserves the right to inspect any locker to protect the general welfare of the student body and/or to investigate any possible illegal activity (in accordance with [Board Policy 226](#)). Students are **NOT** permitted to share lockers. Disciplinary measures will be taken with any student found entering another student's locker. Restitution must also be made for any lost lock or locker damage. Cost to replace the school lock is \$5.00.

## NOTICE OF SPECIAL EDUCATION SERVICES / SECTION 504



Neshaminy School District provides special education and related services to resident children with disabilities who are ages three through twenty-one. Under the federal Individuals with Disabilities Education Act, or “IDEA,” children may 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:

1. Autism
2. Deaf-Blindness
3. Deafness
4. Emotional Disturbance
5. Hearing Impairment
6. Intellectual Disability
7. Multiple Disabilities
8. Orthopedic Impairment
9. Other Health Impairment
10. Specific Learning Disability
11. Speech and Language Impairment
12. Traumatic Brain Injury
13. 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.

## **NURSES**

### **Medications in School**

All medication shall be brought to the nurse's office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the parent/guardian. All medication shall be stored in the original pharmacy-labeled container and kept in a locked cabinet designated for storage of medication. Medications that require refrigeration shall be stored and locked in a refrigerator designated only for medications. The district shall not store more than a thirty-day supply of an individual student's medication.

- 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.
- In the event of an emergency, a district employee may administer medication when they believe, in good faith, that a student needs emergency care.
- 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.

- Any further explanation please refer to [School Board Policy 210](#).

### **Physical Examinations, Screenings, and Immunizations**

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

### **Excuses from Physical Education Classes**

Excuses from physical education classes must be presented to the school nurse. The nurse will provide a note for the Physical Education teacher concerning the student illness or injury and maintain a record of the excuses in the student health file. If a student has an injury or illness that requires building accommodations such as an elevator key or extra time between classes, the student should report to the nurses' office at the start of the school day with physician and/or parent notes.

### **Student Illnesses During the School Day**

Unless it is an emergency, students must have a pass from the teacher whose class they are missing before going to the nurses' office. The nurses will assess the student and determine if they need to be excluded from school. The nurses will make appropriate parent/guardian contact.

## **OBLIGATIONS**

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

## **PHOTOGRAPHS**

Each year, school photographs are taken of every student for school records. Pictures may be purchased by parents if they so desire. Information will be sent home with all students in early September. **Picture Day is Tuesday, September 10, 2024. Re-takes are scheduled for Tuesday, October 22, 2024.**

## PHYSICAL EDUCATION



All students are expected to participate in all physical education and aquatics classes. Excuse from any activities in these classes for medical reasons is granted only by the school nurse, who will indicate the specific activities to be avoided. Any request to be excused from any physical education activities must be accompanied by a note from a parent. **Excuse multiple consecutive class periods requires a doctor's note. Notes must be presented to the nurse before 8:00 a.m. on the day of the class.** Students are required to supply their own bathing suits and towels for swimming.

**STUDENTS MUST PROVIDE LOCK TO SECURE BELONGINGS DURING CLASS.**

## PROMOTION AND RETENTION

A student shall be promoted when he/she has successfully completed the curriculum requirements and has achieved the academic standards established for the present level for a course, based on the results of multiple course assessments under the direction of a professional staff member. A student shall advance to the next grade/course sequence by demonstrating mastery of the required skills and knowledge.

Summer Programming: students and their families should contact the school counselor in early Spring to review any summer program offerings (such as enrichment, credit recovery, ESY, etc.).

## 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.***



## REPORT CARDS

Report cards and interim progress reports will be accessible through the [Home Access Center](#). Please be sure to contact our counseling department for a password to the district’s **Home Access Center**. HAC is a portal to student records, inclusive of registration information, schedule, grades, attendance etc. Report cards are calculated four times per year as a means of communicating the level of achievement in each subject area as determined by the respective teacher. The use of Home Access Center will provide the most up to date interim progress and marking period information. Families are encouraged to communicate with teachers for further explanations regarding a specific subject area. Attendance is also recorded on the final report card.

Scholarship for each subject is marked as follows: A - Superior, B - Above Average, C - Average, D - Below Average, F - Failing, I -Incomplete (excessive absence and work must be made up within a reasonable time), X - Excused (medical excuse), N - No Grade (for students enrolled for less than 20 days of the marking period.)

## **SAP (Student Assistance Program)**

SAP identifies students whose behavior, attendance and/or grades indicate that they may have problems related to substance abuse, are depressed or have other related concerns. Additionally, SAP identifies students who are at-risk. At-risk students are those who, at the moment, are not evidencing significant

problems but whose probability of experiencing problems in the future is higher than the norm unless the course of their lives is changed. SAP sponsors nine different types of groups in the areas of prevention, intervention, support and aftercare. Any student referred to SAP is assured of confidentiality as stipulated by law. SAP is not a part of the disciplinary process. Students may be referred to SAP by any staff member, parent or other concerned person. Students frequently self-refer. You can get more information on SAP from your counselor or from a SAP member.

## **STUDENT DRESS**

In accordance with Neshaminy School District School [Board Policy 221](#), "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."

The school district/administration therefore has the authority to impose limitations on student 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 school 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 classes, extracurricular activities, or other situations where special attire may be required to ensure the health and safety of the student.

### **Inappropriate attire includes, but is not limited to:**

- Any apparel that overexposes the body parts
- Bandanas, hoods, and hats
- Choker collar, large chains, and sharpened studded collars
- Non-medically necessitated masks
- Overly distracting attire
- Any additional items that the administration deems inappropriate

## **STUDENT ID's**

There is an expectation and requirement that students always carry or have access to their 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 and attendance to school events, bus access, lunch payment, and other possible school related purchases.

As a precautionary measure, secondary students are encouraged to save or scan a picture of their personal ID to their personal cell phone device. One replacement ID is available in the Main Office at no cost, all additional replacement ID's will cost \$4.00.

## **STUDENT RIGHTS AND RESPONSIBILITIES (Searches/K-9 Searches)**



It is recognized that students have individual civil liberties and rights, which must be observed. School officials also have obligations to exercise reasonable controls (e.g. Any possible search of a student by a school official is based on a reasonable suspicion that the search would reveal a violation of school rules or produce evidence of unlawful activity). All individuals, students as well as adults, have the responsibility of working together for the common good.

[Neshaminy Board Policy 226](#) indicates that, “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.”

## TECHNOLOGY

Acceptable Technology Use Policy/Student Guideline form needs to be signed by parent or guardian before a student may use a district computer, notebook or Chromebook which is available [here](#). All guidelines for proper use and consequences are outlined in this document.

## TITLE IX

It is the policy of Neshaminy School District not to discriminate on the basis of sex in its educational programs, activities, and employment policies as required by Title IX of the 1972 educational amendments. Inquiries regarding compliance with Title IX may be directed to District Offices, 2001 Old Lincoln Highway, Langhorne, PA 19047 (phone 215-809-6500). Inquiries may also be directed to the Director of the Office for Civil Rights, Department of Health, Education, and Welfare, Washington, D.C.

## TRANSPORTATION



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, not a right; students may be removed from buses 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 caregiver of the student(s) for transportation purposes when the school catchment area differs between caregivers for students residing in multiple residencies within the district.

In addition to bus transportation provided each morning and at closing time each day, special activities buses leave the school each day at approximately 4:15 p.m. and 5:00 p.m. These buses **do not** make all the regular bus stops, **but will** transport pupils to within a reasonable distance of their homes. Activity buses load at the rear entrance of the school, behind the gymnasium. **Students are only allowed to leave with an authorized person listed on their emergency card or with written parent permission. Students remaining after school for a late bus must be involved in a school activity.**

Spectators at scheduled athletic games may ride the 4:15 p.m. bus as long as the bus is not at capacity. The privilege of using any school bus may be revoked for any pupil who, in the considered opinion of the bus driver and the administration, has abused such privilege. Students on school property after school, **if they are not directly involved in an activity with a teacher**, are considered to be **TRESPASSING**. Spectators may watch scheduled athletic contests or competitions between schools. No one may stay at school to observe a practice session with any group.

## **VIDEO RECORDING**

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.

## **VOLUNTEERS / CHAPERONES**

All parent and guardian volunteers (trips, in-school events etc.) must follow the [Neshaminy School District Policy](#) and maintain up-to-date clearances through the district's [App Garden](#). All visitors to the building must sign in and enter through the main office.

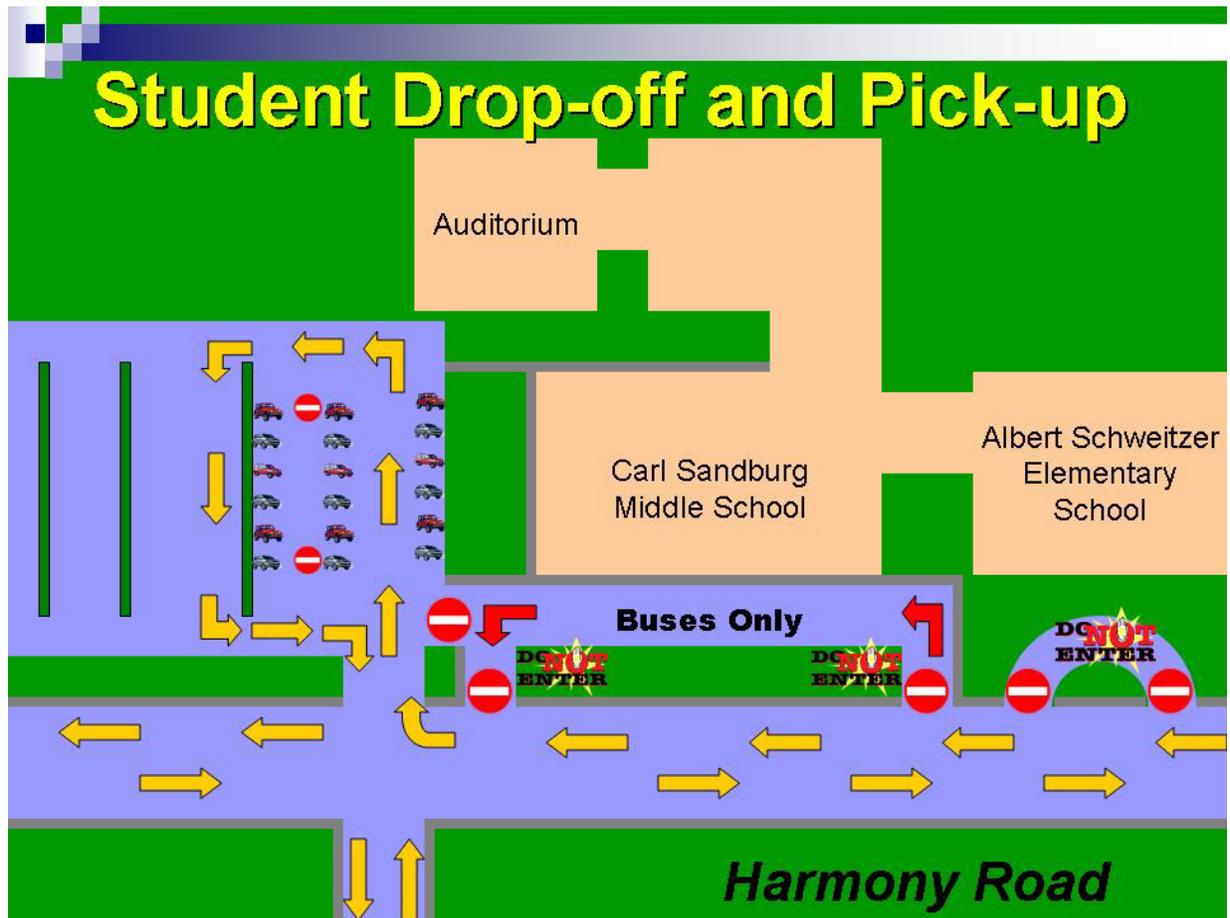
## **WITHDRAWAL FROM SCHOOL (GUIDANCE OFFICE)**

School authorities must know several days in advance, in writing, if a family is moving from the district. A note or an email from a parent or guardian should be sent to the student's guidance counselor. Parents are required to sign a ***Withdrawal Official Notification*** form when a child transfers from the district to allow records to be sent to the new school.

## **WORKING PAPERS (GUIDANCE OFFICE)**

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.

## APPENDIX A – STUDENT DROP-OFF AND PICK-UP



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.