

# **2022-2023**

## **Parent/Student Handbook**

**Neshaminy School District  
Herbert Hoover Elementary School**

**501 Trenton Road \* Langhorne, PA 19047 \* 215 809 6340/6341**

**Mission Statement:**

The Neshaminy community **builds futures** by **empowering each child** to become a **productive citizen** and a **lifelong learner**.

**Dr. David S. Glennon, Principal**

**Mrs. Tara Ring, Coordinator of Student Affairs**

**Mrs. Debbie Chrobak, Secretary**

**Mrs. Christie Headley, Secretary**

**Ms. Christie Wood, School Counselor (3-4)**

**Ms. Stephanie Pawlak, School Counselor (K-2)**

**Mrs. Kristi Wert, School Nurse**

**Mr. Robert Kaufmann, Head Custodian**

## Table of Contents

	Page
<a href="#"><u>Americans with Disabilities Act</u></a>	3
<a href="#"><u>Arrival and Dismissal</u></a>	3
<a href="#"><u>Attendance</u></a>	3
<a href="#"><u>Birthdays and Classroom Celebrations</u></a>	5
<a href="#"><u>Breakfast/Lunch Program</u></a>	5
<a href="#"><u>Bus Students</u></a>	6
<a href="#"><u>Cafeteria</u></a>	7
<a href="#"><u>Cellphones</u></a>	7
<a href="#"><u>Crossing Guard</u></a>	7
<a href="#"><u>Curriculum</u></a>	7
<a href="#"><u>Discipline/Bullying/Cyberbullying</u></a>	8
<a href="#"><u>Discipline Plan</u></a>	16
<a href="#"><u>Elementary Student Assistance Program (E.S.A.P.)</u></a>	8
<a href="#"><u>Emergency Dismissal</u></a>	9
<a href="#"><u>Family Educational Rights and Privacy Act (FERPA)</u></a>	9
<a href="#"><u>Home Access Center (HAC)</u></a>	10
<a href="#"><u>Homework</u></a>	10
<a href="#"><u>Mandated Reporting of Child Abuse or Neglect</u></a>	10
<a href="#"><u>No Child Left Behind Act</u></a>	11
<a href="#"><u>Nurse</u></a>	11
<a href="#"><u>Schoolwide Positive Behavior Interventions and Supports (SWPBIS)</u></a>	11
<a href="#"><u>Recess</u></a>	12
<a href="#"><u>Special Education Services/Section 504 Notice</u></a>	12/13
<a href="#"><u>Title I Information</u></a>	13
<a href="#"><u>Visitors</u></a>	13
<a href="#"><u>Volunteers</u></a>	14

## **AMERICANS WITH DISABILITIES ACT OF 1990**

Neshaminy School District is required by law to comply with the Americans with Disabilities Act of 1990. For information about accessible facilities and reasonable accommodations available to disabled individuals attending District activities or programs, please contact the office of Pupil Services, (215-809-6588). Please contact the office at least 72 hours prior to any District activity or program so that all necessary arrangements can be made to accommodate disabled individuals.

## **ARRIVAL AND DISMISSAL**

Our **Morning Car Rider Arrival Line** and our **Afternoon Car Rider Dismissal Line** are both located on the blacktop. Please help us to maintain our “safe and joyful” learning environment by following these procedures:

- Leave time in the morning to wait **PATIENTLY** in the Car Rider Line.
- **Do not get out of your car** to say goodbye to your child or to hand him/her any items.
- **Be respectful** of others.
- **Encourage your child to take the bus** if the district provides transportation for your child.
- Please **do not attempt to conference with a teacher during the Arrival or Dismissal**.
- If you need to meet with a teacher, please contact the office and schedule an appointment.
- When exiting the blacktop in the afternoon, **please remain in your assigned lane**.
- Please follow the directions of the staff members assigned to support Arrival and Dismissal.
- **Please do not park in the parking lot and then walk to the blacktop to pick up your child.**

### **DISMISSAL**

If you are picking your child up, and your child is not expecting you, please report to the office. We will call your child’s classroom and let him/her know you are here. **Parents/guardians are not permitted to go directly to the classroom.** Students will be released only to those individuals whose names are on the emergency card located in the office. Please bring your Driver’s License for identification. If for any reason, someone will pick up your child other than who is listed on the emergency card, **YOU** must send a dated note to the office of this change. There is a sign-out book that must be signed by anyone taking a child out of the school prior to dismissal time.

### **WALKERS**

Students termed as “walkers” are the children that, because of the distance to school, walk to school rather than ride the bus. Walkers may not take the bus unless they have a **note from a doctor** stating they cannot physically walk to school. The school doors open for children to enter the building at 8:50 a.m. Walkers are **NOT** to arrive at school before this time and should not be walking through private property without the owner’s permission. Students must go directly home when dismissed at the end of the school day (not play on the playground) in order to cross the street while the crossing guards are on duty.

## **ATTENDANCE**

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements. Attendance is required of all students during the days and hours that school is in session, except that authorized district staff may excuse a student for temporary absences upon

receipt of satisfactory evidence of mental, medical, physical, or other urgent reasons that may reasonably cause the student's absence. Student absences and/or truancy are monitored in accordance to **School Board Policy 204**.

<http://go.boarddocs.com/pa/nesh/Board.nsf/goto?open&id=ALQRFL6C8DBB>

The Board shall establish and enforce attendance requirements, in accordance with applicable laws and regulations, Board policy and administrative regulations.

The Hoover school day officially begins at **9:10 a.m. and ends at 3:35 p.m.** The doors to the school open at **8:50 am. Please do not drop students off at school any earlier than 8:50 am.** We do not have staff members available to supervise students prior to **8:50 am.** Daily attendance is crucial to continued educational progress, so whenever possible, parents should attempt to schedule doctor appointments, or other activities outside of school hours. Any parent who will be picking up his/her child earlier than dismissal time (3:35 p.m.) should come into the office to sign them out. **Please write a note to the teacher indicating what time you will be picking up your child and he/she will be called down to the Main Office at the appropriate time. In order to ensure that all students can dismiss from school in a safe and orderly manner, please do not attempt to change your child's dismissal time or format (Car Rider, Bus, etc.) between the hours of 3:00 pm and 3:30 pm.**

Dismissal begins at 3:30 p.m. for "walkers and car riders." Buses leave Hoover in the order in which they arrive. Generally, all buses leave Hoover by 3:50 pm. All students are generally home by 4:30 pm. **Please anticipate delays during the first few days of school as well as during inclement weather.**

- Children are expected to be in their classrooms **at 9:10 a.m.**
- A parent or a guardian must sign in students who **arrive after 9:10 a.m.**
- Parents must provide a written note or an email if they need to pick up their child prior to the regular dismissal time. The note or email must include the date, time, and reason for the early dismissal.
- A student who leaves school **prior to 10:30 a.m.**, and does not return, will be considered absent for the full day absent.
- When a student arrives after 9:10 a.m. but before 10:30 a.m., the student will be marked as tardy.
- A student arriving after 10:30 a.m. will be marked as absent for half the day.
- A student who leaves before 1:00 p.m. will be marked as absent for half the day.
- The principal can only approve five vacation days per student, per year.

**Absence Notes:** A note from the parent or guardian is required **the day the student returns to school after an absence.** The note should be specific as to the reason/s for the absence and list the date(s) involved. In the case of chronic irregular absences, school authorities may request a note from a physician indicating that the student's absences are due to a valid medical reason.

**Administrative Decision:** Specific questions not covered by these guidelines should be referred to the building administrator or designee for a determination. Unusual situations or anticipated absences requiring interpretation of compulsory School Attendance Laws should be brought to the administrator's attention before the anticipated absence.

**Excessive Absence or Truancy:** The Neshaminy School Board of Education believes that regular attendance in the classroom is conducive to learning and that frequent absences of pupils from school will disrupt the learning process.

The consequences of a student's accumulating an excessive number of absences (excused or unexcused) are serious. Our School Board Policy on attendance provides punitive measures for students and parents involved in unlawful or excessive absences.

These include, but are not limited to:

- Restriction from participation in school activities
- Written warnings
- Citations from the Home and School Visitor
- School District complaint filed with the District Magistrate
- Failing grades for worked missed
- Retention in grade level

Parents and guardians are urged to stress punctuality and regular attendance habits with their children.

### **BIRTHDAYS AND CLASSROOM CELEBRATIONS**

Due to food allergies, parents may send in non-edible items (pencils, stickers, books, etc.) for classroom birthday celebrations, provided that the parents coordinate these celebrations with the teacher in advance. For other classroom celebrations, please strictly adhere to the information sent home by your child's teacher to protect the safety of our students. Cupcakes, pretzels, candy, edible items, and balloons cannot be distributed to students in our school.

### **BREAKFAST/LUNCH PROGRAM**

The district recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The district will provide students with adequate space and time to eat meals during the school day. The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA). The district shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, national origin, age, sex or disability. The price charged to students shall be established annually by the district in compliance with state and federal laws. You can learn more about our program here: <https://www.neshaminy.org/domain/18>

### **FREE & REDUCED PRICE MEALS**

You can apply online for Free or Reduced Price Meals at: <https://www.neshaminy.org/Page/27732>

If you do not have a computer, or it is not working properly, you can apply at your local library, school or come to the Food Services office.

Your child has a thirty-minute lunch period every day. Cafeteria Aides supervise the students in the cafeteria. Our goal is to make the cafeteria a “Safe and Joyful” place for your child. The last five minutes of the lunch period is used so that students can return their trays, throw out their trash, and line up to be dismissed. Please discuss this procedure with your child. In order to maintain a safe environment for all our students, we are unable to permit parents, relatives, and friends to be present in the cafeteria during lunch periods. If you would like to have lunch with your child on a special occasion or for any reason, please feel free to sign your child out at lunch.

### **BUS STUDENTS**

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 a not 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 (1.25 miles for Elementary School Students) or when walking conditions to the school are found to be hazardous crossroads as labeled 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.

Bus students are to ride their **assigned bus** both to and from school. They are to board the bus at the stop nearest their home. They are to get off at the same stop as they got on when coming to school.

Children **may not** take the bus in order to **visit friends, go to Scouts, go to piano lessons, etc.**, without the permission of the principal. **Requests of this nature must be in writing.**

In order to ensure that everyone can arrive at school safely, students are expected to make appropriate behavior choices on the bus. **Repeated infractions of the bus rules may necessitate denial of bus privileges.** The bus driver will familiarize your child with the bus rules.

Bus stops are where children go to line up for their bus, not a place to go in the morning to play tag, ball, hopscotch, jumping rope, etc. Please speak with your child about the proper behavior at a bus stop and on the bus.

## **CAFETERIA**

Your child has a thirty-minute lunch period every day. Students may take longer if necessary. Cafeteria Aides supervise the students in the cafeteria. Our goal is to make the cafeteria a **“Safe and Joyful”** place for your child. The last five minutes of the lunch period is a **“Quiet Time”** so that students can return their trays, throw out their trash, and line up to be dismissed. **Please discuss this procedure with your child.**

We expect our students to **“Be Respectful”** to all adults at Hoover Elementary School. This includes our Cafeteria Aides, Nutrition Staff, and Custodial Staff.

In order to maintain a safe environment for all our students, we are unable to permit parents, relatives, and friends to be present in the cafeteria during the lunch periods. If you would like to have lunch with your child on a special occasion or for any reason, please feel free to sign your child out at lunch. We request that you please return your child to the school in time for afternoon classes. Thank you for your cooperation with this matter.

## **CELLPHONES**

We permit students to have cellphones in school. However, there are specific guidelines that your child must follow:

- Students must turn off their cell phones when they arrive at school.
- Phones are not to be visible during normal school hours (backpack, etc.)

Students in violation of these guidelines will have their phones confiscated and returned at the end of the day. A second offense will result in confiscation, and a parent must pick up the phone. For the protection and avoidance of electronic devices being lost/stolen we recommend that students do not bring any type of electronic device to school. Our teachers are not responsible for lost or stolen cell phones, iPads, computers, SMART Watches, or other electronic devices.

## **CROSSING GUARDS**

For the safety of our students who walk to and from school, please have your child cross the street with the crossing guard at **Trenton Road and Willow Avenue.**

## **CURRICULUM**

The Neshaminy community builds futures by empowering each child to become a productive citizen and a lifelong learner.

The Neshaminy School District Strategic Plan notes that student academic success is a function of:

- “What is taught?”
- “How is it taught?”
- “How is it measured?”

Student Social/Emotional Success is a function of the same. A twenty-first century education goes well beyond Reading, Writing and Arithmetic. Neshaminy School District guarantees that all students have access to a high-quality curriculum and instruction. To access the Neshaminy School District Curriculum, click on the link below.

<https://sites.google.com/neshaminy.org/neshaminycurriculum/>

## **DISCIPLINE**

The Board finds that student conduct is closely related to learning. Maintaining appropriate standards of discipline in the school district is essential to the establishment of a proper educational environment. The Board 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.

## **BULLYING/CYBERBULLYING**

On November 23, 2021, the Neshaminy Board of School Directors approved Policy 249 - Bullying/Cyberbullying. The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students. Please refer to Policy 249- Bullying/Cyberbullying for more detailed information.

<http://go.boarddocs.com/pa/nesh/Board.nsf/goto?open&id=BXLJ2U4B1EF1>

We have posted our **Student Discipline Plan** at the end of this handbook. Please review this plan with your child so that we can maintain a “**safe and joyful**” environment at our school.

Additional information regarding the **District’s School Discipline Policy** can be found at:

<http://go.boarddocs.com/pa/nesh/Board.nsf/goto?open&id=C7XRN26D5C12>

## **ELEMENTARY STUDENT ASSISTANCE PROGRAM (E.S.A.P.)**

The ESAP team functions to evaluate the academic, behavioral and social/emotional concerns that teachers may have regarding students. The goal of the ESAP team is to remove barriers to learning, and to promote and support personal/social development through a systematic process involving prevention, intervention and follow-up services. The ESAP team meets regularly to discuss, evaluate and program for our students. Additional information regarding our E.S.A.P. program can be found here: <https://www.neshaminy.org/Page/26833>



## **EMERGENCY DISMISSAL**

School closures due to anticipated conditions (weather or other circumstances) will be announced with as much notice as possible. In the event school must close early for some unexpected/unforeseen reason, the closing will be announced on the District Website and school webpages, text message, phone calls, and email. Neshaminy School District employs the use of the Blackboard system to contact families at listed phone numbers in the event of an emergency. We can never anticipate when an emergency will arise, but it is essential that your child understands where he/she must go in case no one is at home, and we are forced to close schools. Please make sure that your child knows where to go in case of an emergency and what to do if he/she arrives home from the bus stop and no one is home.

## **FERPA (Family Educational Rights and Privacy Act)**

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. Request 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 of 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 is 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 valedictorian, or who participate in any student clubs, activities or sports. These examples are for illustration only and are not an exclusive list of the manner in which directory information may be disclosed.

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

Please submit any refusal with the types of information you wish removed from the list of directory information and mail your objections on or before, October 1 to your school's principal. If no written refusal is received, the school district may disclose directory information without your prior consent.

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

### **HOME ACCESS CENTER**

Parents can access attendance data, transportation information, student schedules, and student Progress Reports through our district's Home Access Center (HAC). Parents/guardians can access the Home Access Center here:

<https://hac.neshaminy.org/HomeAccess/Account/LogOn?ReturnUrl=%2fHomeAccess%2f>

If you have lost or misplaced your HAC Login or Password, please contact the office at (215) 809-6340.

### **HOMEWORK**

The purpose of homework assignments should be to help student master skills; encourage new learning; assist student understanding and comprehension; development of responsibility and independence and acquaint parents/guardians with what their child is learning in the classroom.

Students are responsible for completing homework assignments as directed. The homework shall complement classroom instruction and be planned and evaluated with respect to its purpose, appropriateness, and completion time, while the demand of homework in relationship to the students' personal time shall be consistent with the best interests of the students regarding other valuable experiences to be gained outside of school.

For additional information regarding our District's Homework Policy, please review this website:

<http://go.boarddocs.com/pa/nesh/Board.nsf/goto?open&id=AYP35A700D39>

### **Mandated Reporting of Child Abuse or Neglect**

§ 42.42. Suspected child abuse—mandated reporting requirements.

(a) *General rule.* Under 23 Pa.C.S. § 6311 (relating to persons required to report suspected child abuse), licensees who, in the course of the employment, occupation or practice of their profession, come into contact with children shall report or cause a report to be made to the Department of Public Welfare when they have reasonable cause to suspect on the basis of their professional or other training or experience, that a child coming before them in their professional or official capacity is a victim of child abuse.

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

## **NO CHILD LEFT BEHIND ACT**

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.)

Additional information regarding our **District’s Special Education Programs** can be found here:

<https://www.neshaminy.org/domain/2643>

## **NURSE**

- Health and Safety protocols related to the pandemic are continuously in flux. Please refer to District communications regarding our current protocols.
- Our nurse and our health aide are available for medical services. If your child is ill, please DO NOT send him/her to school.
- Children must be fever-free for at least 24 hours before returning to school.
- The School Nurse is available only for accidents or illnesses occurring in school. We cannot treat injuries that were received at home.
- 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 School 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.

For additional information regarding our School Nursing Services, Immunization Records, and Medication Policies, please view these websites:

<https://www.neshaminy.org/domain/25>

<https://www.neshaminy.org/Page/273>

<https://www.neshaminy.org/Page/274>

## **SCHOOLWIDE POSITIVE BEHAVIOR SUPPORTS AND INTERVENTIONS (SWPBIS)**

This program helps us to create a positive school environment so that all students can experience success. The goal of the SWPBIS program is to teach students how to make appropriate behavior choices. If a student experiences challenges with making appropriate behavior choices, the SWPBIS

program has a process to help students learn how to manage their behavior. Teachers design behavioral interventions for students who need additional support with making appropriate behavior choices. A student who is struggling can receive additional lessons regarding our behavioral expectations. In addition, teachers create individual incentive plans to address a student's specific behavior. Additional staff members such as our school counselors or behavioral therapists can provide small group or individual instruction on coping skills, decision-making, and thinking before making a choice. Research has shown that this program can decrease the number of Discipline Referrals and increase student learning outcomes. At Hoover, we expect our students to be "Respectful, Responsible, and Safe."

## **RECESS**

Children need fresh air and exercise every day. We provide our students with a recess period every day. Please ensure that your child is dressed properly for the weather conditions. Because children do need fresh air and exercise, your child will go outside for recess every day (weather permitting).

## **SPECIAL EDUCATION SERVICES**

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 qualify for special education and related services if they have one or more of the following disabilities and, as a result, need specially designed instructions:

- Autism
- Deaf-Blindness
- Deafness
- Emotional Disturbance
- Hearing Impairment
- Mental Retardation
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Specific Learning disability
- Speech and Language Impairment
- Traumatic Brain Injury
- Visual Impairment Including Blindness

The legal definitions of these disabilities, which the public school 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 might nevertheless be eligible for special protections and for adaptation and accommodations in instruction, facilities, and activities. Children are entitled to such protections, adaptations, and accommodations if they have a mental or physical disability that substantially limits or prohibits participation in or access to an aspect of the school program. Please contact your school's Guidance Counselor for further information.

### **TITLE I INFORMATION**

Qualifications of Title I Staff - The **No Child Left Behind Act** allows parents of children at Title I schools to ask certain information about their child's classroom teachers. This information includes:

- Whether the PA Department of Education has licensed the teacher for the grades and subject he or she teaches ▪ Whether the PA Department of Education has decided that the teacher can teach in a classroom without being licensed
- The teacher's college major; whether the teacher has any advanced degrees, and if so, the subject of the degree
- The qualifications of any instructional aide who provides services to your child.
- If you would like to receive any of this information, please contact Neshaminy School District, Human Resources Office, at 215-809-6606.

### **VISITORS**

While we encourage parents and guardians to be actively involved in their child's education, visitors do not have automatic or immediate access to any school area or to any school personnel. Upon entering the building, all visitors must register at the Security Kiosk System in the Lobby Area.

- Registration will require your license to be scanned into a criminal database
- Once you have scanned your license you must report to the Main Office for a Visitor's Pass
- If you are signing in late students, dropping off items you will leave in the Main Office area and exit the building
- Parent meetings, etc. will require you to sign in and obtain a visitor's pass; the Pass must be always worn in a prominent place while in the building. At the conclusion of the visit, please return to the office, sign out and return the pass.

We value the health, safety, and welfare of our students, therefore at no time should parents or visitors enter the school building and go directly to their child's classroom or any other area of the building. To protect our students, all staff members will be required to ask anyone they see in the building for the visitor's badge. Staff members will respectfully direct any person without a badge to the front office. No person shall visit or audit a classroom or other activity, nor shall any person remain on school premises without the approval of the principal or their designee. After 8:55 a.m. no visitors may interrupt the instructional process by taking a teacher's attention away from the students while classes are in session.

## **VOLUNTEERS**

One who voluntarily provides a service to the school district without compensation. The building principal authorizes the selection and use of parents/guardians, community members, and others, as volunteers to assist and supplement regular school district staff. The principal will provide a policy letter to each volunteer and obtain an affirmation form to be completed by the volunteer. Under no circumstances shall a volunteer be considered an employee of the district. A volunteer shall receive no wages or other valuable consideration for the performance of volunteer services. The volunteer position is not a right, but a privilege that is conferred by the Board. Any such volunteer position may be eliminated at any time for any reason or no reason.

All volunteers will be required to register on the new App-Garden and complete the following:

- Read the Volunteer Letter and School Board Volunteer Policy.
- Print, read, and sign the Volunteer Affirmation.
- Read and fill out the Act 24 Arrest/Conviction Report and Certification Form.
- Apply for the PA State Police Criminal Record Check (Act 34) 31
- Complete the Volunteer Affidavit OR apply for your Federal Criminal History (Based on questions asked).

Additional information regarding our Volunteer Program can be found here:

<https://www.neshaminy.org/domain/2376>

**Neshaminy School District  
HOOVER ELEMENTARY SCHOOL  
501 Trenton Road  
Langhorne, PA 19047  
David S. Glennon, Principal**

Dear Parent(s)/Guardian(s):

In order to ensure that parents, students, and staff members can create and maintain a **“Safe, Joyful, and Challenging”** learning community at Hoover Elementary School, **the Discipline Plan** below will be in effect at our school.

Our teachers use the following strategies to teach students how to make appropriate behavior choices:

- The Morning Meeting
- Responsive Classroom Program
- The PBIS Program
- The “Seven Habits of Happy Kids/Leader in Me” Program

Our teachers ensure that students understand our expectations for behavior in all school environments (classroom, cafeteria, hall, playground, bus, etc.).

If a student makes an inappropriate behavior choice, the teacher reviews the behavioral expectation with the student.

If the student continues to make inappropriate behavior choices, the teacher may refer the student to an administrator for an additional disciplinary consequence.

Please review the **Hoover Discipline Plan** below and the **NESHAMINY DISCIPLINE POLICY**. If you have any additional questions about our behavioral expectations for your child at Hoover, please contact your child’s teacher, the Coordinator of Student Affairs, or me.

Sincerely,

David S. Glennon, Ph.D.  
Principal

## **HOOVER ELEMENTARY SCHOOL DISCIPLINE PLAN**

Our mission is to empower “each child to become a productive citizen and lifelong learner.” We teach our students our behavioral expectations. We supervise and monitor their behavioral choices throughout the day. When students make inappropriate or unsafe behavioral choices, we help them to learn how to make better choices in the future. We expect our students to:

- **Be Respectful**
- **Be Responsible**
- **Be Safe**

When students make inappropriate or unsafe behavior choices that disrupt our learning environment, our teachers, staff, school counselors, and administrators work with students and parents to help our students to make better choices in the future. For example, we:

- Investigate the alleged misconduct
- Provide consequences to the student
- Contact the student’s parent or guardian

Depending upon the results of the investigation, the severity of the misconduct, and the number of prior instances of misconduct by the student, we use the following strategies to help students to make appropriate and safe choices in the future:

- Warning
- Reteach the expected behavior/procedure
- Student/Teacher Conference
- Meeting with School Counselor
- Student/Administrator Conference
- Phone call to Parents
- Parent/Teacher Conference
- Loss of Recess Period(s)
- Loss of Cafeteria Privilege (student must eat lunch in a small group setting)
- Parent/Administrator/Teacher/Student Conference
- Assigned Seat in the classroom, cafeteria or on the Bus
- Loss of Bus Privilege
- Time Spent in the Office
- Loss of Music, PE, Art, or Library Privilege
- In-school Suspension (ISS)
- Out of School Suspension (OSS)
- Police Contact

The disciplinary actions listed above are not all inclusive and are at the discretion of the principal. For a severe breach of discipline, that could result in a Policy Violation, please refer to District Policy #218.

<http://go.boarddocs.com/pa/nesh/Board.nsf/goto?open&id=C7XRN26D5C12>