

# **POQUESSING MIDDLE SCHOOL**

## **Student Handbook**

### **2016 - 2017**



Neshaminy School District  
POQUESSING MIDDLE SCHOOL  
September 2006

*People will never know how far a little kindness will go.*

*...Rachel Joy Scott*

# Table of Contents/Links:

[Announcements](#)

[Aquatics Programs](#)

[Assembly Programs](#)

[Athletics](#)

[Attendance](#)

[Book Bags](#)

[Cafeteria Point of Sale System](#)

[Clubs and Co-Curricular Educational Activities](#)

[Conferences](#)

[Courses of Study and Course Selection](#)

[Damage or Loss of School Property](#)

[Dances](#)

[Family Educational Rights & Privacy Act \(FERPA\)](#)

[Fire and Emergency Drill](#)

[Guidance](#)

[Hall Passes](#)

[Homework](#)

[Honor Roll](#)

[Honor Society](#)

[Inclement Weather](#)

[Insurance](#)

[Intramurals](#)

[Lavatory](#)

[Library](#)

[Lockers](#)

[Lost and Found](#)

[Notice of Special Education Services](#)

[Nurse](#)

[Photographs](#)

[Physical Education](#)

[Promotion/Retention of Students](#)

[Protection of Pupil Rights Amendment](#)

[PTO](#)

[Report Cards](#)

[School Store](#)

[Student Council](#)

[Student Dress](#)

[Students Rights and Responsibilities](#)

[Summer School Programs](#)

[Testing](#)

[Transportation](#)

[Videotaping](#)

[Visitors](#)

[Withdrawal from School and Change of Address](#)

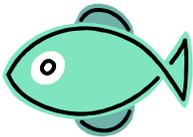
[Working Papers](#)

## Announcements



The public address system is the "daily newspaper" of the school. Opening exercises and all notices regarding school programs and activities are announced at 8:00 a.m. Effective communication **requires all students to listen carefully to all announcements and to write down information that may affect them.** Students are responsible for information given in writing and on the daily announcements. **Please stress the importance of daily announcements and note-taking to your child. Please use our web site: [Poquessing Middle School Web Site](#) for important dates and information links.**

## AQUATICS PROGRAMS (COMMUNITY) [Neshaminy Aquatics](#)



The Neshaminy School District supports and recommends students and family participation in the Community Aquatics Program. Indoor pools are located at Poquessing and Sandburg Middle Schools.

Four sessions are offered each year following this monthly schedule:

FALL - Sept., Oct., and Nov.

SPRING - Apr., May, and June

WINTER - Dec., Jan., Feb., Mar.

SUMMER - June, July, and Aug.

Various programs are offered for children and their families.

Some of them are: children's instructional swimming; community rental; swimming for the handicapped; competitive swimming; adult programs; and Red Cross certification courses. Announcements for the specific programs are made prior to the start of each session. Brochures are sent home with all elementary students and are available on request in the school office. For additional information, watch your local newspaper or call Dan Gallagher at 215-547-6354.

## ASSEMBLY PROGRAMS



During the year, various assembly programs are conducted to enhance the educational program. Assemblies may be designed for teams, grade levels, or the entire school. This kind of special educational program requires courteous and respectful student behavior. Students may be excluded from these programs if their behavior is not acceptable.

## ATHLETICS



Poquessing Middle School is a member of 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. Salmi.

Interscholastic offerings at Poquessing for students in grades 7-8 include:

**FALL:** football (boys), hockey (girls), soccer (coed), Cheerleading (girls)

**WINTER:** basketball (girls or boys), wrestling (boys), cheerleading (girls)

**SPRING:** baseball (boys), softball (girls), track (coed)

Physicals are required by P.I.A.A. for participation in **any of the three seasons.** Activity buses are available at 4:15 p.m. and 5:00 p.m. Monday through Thursday and at 5:00 p.m. only on Friday. Interscholastic activities usually meet until 5:00 p.m. daily.

### SPORT PHYSICALS FOR 2016-2017 SCHOOL YEAR

Neshaminy School District is changing the sport physical system to meet the PIAA's **new requirements.** We will NOT be offering any sport physicals at Poquessing. **All sport physicals must be done with the family doctor. There is a special form available in the Poquessing office or on line at <https://www.piaa.org>.**

**The physicals need only be done once a year.** 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 the entire school year for all sports. We are recommending that any student going into the seventh grade or higher have their physical during the summer months making them ready for any sport during the entire school year. If on the spur of the moment they wish to go out for a sport they will not need to make a doctor's appointment during the school year.

There is one other new rule that parents should be aware of for the future. If your child is injured and has to miss several weeks of a sport season or they miss an extended length of the school year due to illness they must be re-certified by their family doctor to play the next sport or return to the first sport.

Intramural activities at Poquessing may include: Non-contact football, soccer, boys' and girls' basketball, wrestling, street hockey, weight-lifting, slimnastics, swimming, softball, tennis, physical fitness, and volleyball. Activities meet until 4:00 p.m., Monday through Friday. Activity buses are available at 4:15 p.m. and 5:15 p.m. Monday through Thursday and at 4:15 p.m. only on Friday.

## **ATTENDANCE [Board Policy 552 Attendance](#)**



Neshaminy School District has adopted an Attendance policy. This policy is included as part of this handbook. Please review it carefully for information regarding, excused absences, lateness, absence notes, family trips, early dismissal and academic credit. Students and parents should realize the importance of regular school attendance. Work missed due to absence from school can never be made up in its entirety. Parents are asked to check the school calendar, to try to plan any absences (except emergencies, of course) when school is not in session. Classroom assignments are **usually not given prior to an absence**. It is unrealistic to assume that students can do assignments prior to the time that the material has been taught. The burden of making up work after an absence and keeping pace with the class usually presents a real disadvantage to any child. We understand that unique exceptions do occur which requires a student to be absent from school. **PLEASE CONSIDER CAREFULLY THE POSSIBLE EFFECT ON YOUR CHILD.**

## **BOOK BAGS**



Book Bags are **not permitted** to be carried around during the school day. Small gym bags with handles are to be used on scheduled gym days but books may not be carried in these bags. This is a safety issue and will be strictly enforced.



## **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 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.

## CLUBS AND CO-CURRICULAR EDUCATIONAL ACTIVITIES



In addition to athletic and intramural activities, the following educational activities may be offered at Poquessing: instrumental music (band, orchestra, jazz band for selected students); chorus; publications (yearbook and newspaper--literary and photography); dramatics (musical); Math Counts competition; Science Olympiad; and video production. Times for all activities are **announced** in school.

## CONFERENCES



In order to keep parents informed about their child's progress, conferences are held on occasion. Teachers contact parents for a number of different reasons. Parents may contact the school at any time and request that arrangements be made for a conference with any staff member/s. The best information can be gained by a parent meeting with a teacher or a team of teachers and/or the counselor. Parents are encouraged to check on their child's progress.

## COURSES OF STUDY AND COURSE SELECTION

### Grade Five--5-Day Rotation

Reading, English—writing, Math, Science, Social Studies, FLES (Foreign Language Emersion), Art, Music, Physical Education, Business/Computer Information Technology (BCIT) and Technology Education/STEM.



### Grade Six--Subjects 4-Day Rotation

English, Social Studies, Math, Science, Reading, Drama, Physical Education, Health, Business, Computer, Information and Technology (BCIT), Music, Art and Technology Education with the introduction of Project Lead the Way.

### Grade Seven--Subjects 4-Day Rotation-

English, Social Studies, Math, Science, Reading, Speech, Physical Education, Health, Business, Computer, Information and Technology (BCIT)\*, Music\*, Art\* and Technology Education with the introduction of Project Lead the Way\*. \*7<sup>th</sup> grade specials are offered 35 days in a Quintmester rather than the usual 45 day marking period.

### Grade Eight-- 4-Day Rotation

English, Social Studies, World Language: Spanish or French, Reading, Algebra I (full year) or Algebra 1 Part 1 (full year) of a two year course, Geometry, Science, \* Physical Education (3), Health (1/2 yr.) (3), Business, Computer, Information and Technology (BCIT), Music, Art and Technology Education with the introduction of Project Lead the Way.

*Physical education involves 1/4 year of swimming at each grade level.*

At the end of eighth grade, students begin to select more specific vocational and educational course offerings as part of the High School program. Parents and students are involved in the course selection process, which is designed to meet graduation requirements. An evening parent meeting will be established to explain the high school program for all interested 8<sup>th</sup> grade students and their parents.

*High School course planning guide: [Neshaminy High School | Academic Scheduling/Records Office](#)*

## DAMAGE OR LOSS OF SCHOOL PROPERTY



Restitution must be made for any damage or loss of school property. Textbooks, locks, uniforms, and supplies cost taxpayers a great deal of money. Please encourage your child to take extreme care of all school materials. The cost of lost or damaged items will be assessed by school personnel and charged to the student. Report cards and schedules will be held until all obligations have been met.

## DANCES



Dances are held for Poquessing Middle School students only. They are run by student council and are held at various times throughout the year. All school regulations are in effect during dances, and the school administration reserves the right to restrict attendance based on poor grades, attendance, or a poor disciplinary record.

**Dances will be scheduled from 7:00 p.m. – 9:00 p.m.** Students are **expected** to be picked up promptly at 9:00 or risk further dance privileges. **PARENTS MUST COME INTO THE BUILDING TO PICK UP THEIR CHILDREN.** No student is admitted after 7:30 p.m. unless they have prior permission from the building administration. Tickets are sold at lunchtime during the week preceding the dance. **NO TICKETS** are sold at the door. **Only students attending Poquessing Middle School may attend school dances.**

Students may not leave dances early unless they are signed out by their parent/guardian. Student dress is expected to meet dress code requirements. Failure to comply with these expectations will revoke future dance privileges. Our dances have been wonderful social activities.

All students are required to comply with attendance, discipline and academic requirements set forth for social activities.

## 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.

## **FIRE AND EMERGENCY DRILL**



Fire and emergency drills are held on an average of once a month. 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 single file and walk to a designated assembly area. The most feasible day will be selected for this drill.

## **GUIDANCE PHONE: (215) 809-6215**



The guidance program is designed to help individual students make maximum use of his/her capacities, interests, and knowledge and to make a self-satisfying adjustment to the problems of his/her 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 the guidance office. Miss Lombardo 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.

### **Counselor assignments are:**

**Grade 5 - (A – G) Mr. Passman – [gpassman@neshaminy.k12.pa.us](mailto:gpassman@neshaminy.k12.pa.us)**

**(H - O) Mrs. Lenahan – [clenahan@neshaminy.k12.pa.us](mailto:clenahan@neshaminy.k12.pa.us)**

**(P – Z) Mrs. Abrohms – [tabrohms@neshaminy.k12.pa.us](mailto:tabrohms@neshaminy.k12.pa.us)**

**Grade 6 - Mrs. Lenahan – [clenahan@neshaminy.k12.pa.us](mailto:clenahan@neshaminy.k12.pa.us)**

**Grade 7 - Mr. Passman – [gpassman@neshaminy.k12.pa.us](mailto:gpassman@neshaminy.k12.pa.us)**

**Grade 8 - Mrs. Abrohms- [tabrohms@neshaminy.k12.pa.us](mailto:tabrohms@neshaminy.k12.pa.us)**

## **HALL PASSES**



A hall pass is a permission slip needed by every student leaving the classroom. Lavatory, he/she must have an appropriate pass from the teacher. This helps to keep the halls clear of unnecessary traffic. Students must sign out each time they leave the room, and sign in when they return.

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



## 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. All students are provided an Agenda book to record daily and long term assignments.

### Purposes:

- A. Helping a student master a skill.
- B. Encouraging a student to learn new things.
- C. Assisting a student to understand what is being taught.
- D. Developing a sense of responsibility and independence.
- E. Promoting good study habits and motivation.
- F. Acquainting parents with what their child is learning in the classroom.

### General Principles:

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

### Student and Parent Responsibilities:

- A. It is understood that the student has responsibilities to meet in carrying out homework assignments made by the teacher. Failure to do so may subject the student to a lower grade for that assignment.
- B. Parents are encouraged to examine homework assignments and to offer advice toward the successful completion of it by the student.

**Most teams have web links that are updated regularly for homework and/or other information.**

## HONOR ROLL



The middle school administrators and guidance personnel have established the following policy in connection with honor rolls; there will be one honor roll. Minimum requirements for the Scholarship Honor Roll are as follows: a "B" average 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. If the "C" is in a special subject it must be balanced by an "A" in a special subject.

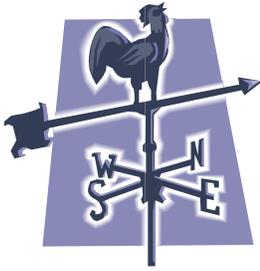
Honor Rolls will be published in the local newspaper at the close of each marking period.

## HONOR SOCIETY



Poquessing Middle School has been recognized by the National Junior Honor Society in 1995. 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 announcement will be made by Parentlink to parent phone and the Neshaminy App. Also to radio and posted on the District Web Page. Philadelphia radio networks will announce schools by code number. Local stations announce by name of district.

**NESHAMINY RADIO CODE NUMBER IS: 752 also check the District's Web Site [www.neshaminy.k12.pa.us](http://www.neshaminy.k12.pa.us)**

**DO NOT CALL: POQUESSING, THE POLICE, OR RADIO/T.V. BROADCASTING STATIONS.** This only delays important emergency calls. Make advance provisions for your child/children in case an emergency situation should occur. At the time of emergency, we are usually unable to convey messages. Administrators remain at school until every student has left the building.

In bad weather, buses may be delayed. Please instruct your children to wait at the bus stop a reasonable time so they do not miss the bus. If you are not going to be at home, always provide a place for your child to go in case school is dismissed early. This will only be done in case of inclement weather or an emergency. Your cooperation and understanding will be appreciated if we have to change our regular schedule.

## INSURANCE



Provisions have been made again this year with American Management Advisors, Inc., 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.

Pamphlets listing premiums and benefits are distributed to all students/parents in September. Completed applications are due by the end of September. 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.

## INTRAMURALS



The intramural program offers opportunities for both boys and girls in grades five through eight to begin to develop skills in various 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. Everyone is welcome.

Intramural Activities meet Monday through Friday at the discretion of the advisor. Information will be announced and posted on a regular basis on our web calendar. Activity buses are available at 4:15pm and 5:15pm on a limited basis for those involved in after school activities.

## LAVATORY PRIVILEGES



Students are expected to go to the lavatory between classes, during lunch, PE classes, or at locker break. It may be necessary to leave a class for that purpose on some occasion. Permission from the teacher is required. In the event that this privilege is abused, students may be placed on "restricted lav." A parent conference with the nurse may also be required if it appears that a possible medical problem exists based on the frequency of requests to go to the lavatory.

## LIBRARY

The library, which is located opposite the auditorium, is open from 8:00 a.m. until 4:00 p.m. In addition to housing from 12,000 to 14,000 books, the facilities of the library accommodate reference materials, filmstrips, recordings, magazines, and a vertical file, which contains pamphlets and articles on numerous subjects. A computer is also available for student use. Students may use the library throughout the school day if they have passes issued by one of their subject teachers. Students who use the library after school will be asked to secure a ride home at the close of the library at 4:00 pm.



## LOCKERS



A hall locker will be assigned to each student. The district will provide a lock for your locker. Gym lockers are only to be used during gym. **It is strongly suggested that you obtain a lock for use during gym class.** Students are advised that they should not bring valuable items to school. Protect your valuables. 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 (violation of Policy 505 or 510). 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 lock is \$5.00.

## LOST AND FOUND



Lost articles are brought to the main office. Unclaimed articles of clothing will be donated to those in need. Lost books are placed on a table inside the main office. Other valuables are kept in a safe place. Please check the main office if you have lost or misplaced articles.

## Notice of Special Education Services



Neshaminy School District provides special education and related service to resident children with disabilities who are ages three through twenty-one. Under the federal Individuals with Disabilities Education Act, or "IDEA," children qualify for special education and related services if they have one or more of the following disabilities and, as a result, need specially designed instruction:

1. Autism
2. Deaf-Blindness
3. Deafness
4. Emotional Disturbance
5. Hearing Impairment
6. Mental Retardation
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.

## NURSE



A school nurse serves Poquessing Middle School and Ferderbar Elementary School. Only the **nurse** can decide if a pupil should be sent home, in which case parents will be notified by the nurse or designee. The nurse keeps on file an emergency telephone number in order to notify parents. **IT IS ESSENTIAL THAT THE**

### **EMERGENCY INFORMATION BE COMPLETED AND RETURNED TO SCHOOL.**

Changes should be reported to the school office. When the nurse is not in her office, students in need of medical help must report to the office.

**NOTICE:** 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 are not acceptable and will not be administered.

## 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 Thursday, September 22<sup>nd</sup> and re-takes are scheduled for Friday, November 18<sup>th</sup>.**

## 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 for more than two 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.

## PROMOTION/RETENTION OF STUDENTS



The philosophy of middle school is to have the student placed in a situation where he/she can achieve success from the school experience. This is particularly important at the close of the school year when decisions regarding promotion and failures are considered. After a complete evaluation of the individual student by each of his/her major and special subject teachers, a case study will be held with the appropriate guidance counselor on a team basis in May or June during team meetings.

Recommendations will be made to the principal via the counselor concerning pupils who are possible failures in certain subjects and possibly for the entire year. The practice for consideration for retention in a particular grade is based on the following subject failures:

1. Failure in two major subjects.
2. Failure in three special subjects.
3. Failure in one major and two special subjects.

A major subject is defined as a class that meets five or more periods per week for the entire year. A special subject is defined as a class that meets less than four periods per week.

When there is some consideration given to an individual case, the following alternatives are considered by the team:

1. Promotion.
2. Repeating the grade. (Retention)
3. Promotion on condition.
4. Failure on official records but unconditional placement in next grade.
5. Promotion only upon successful summer school make-up work. Eligibility for summer school must be considered.

With all of this information, and recommendations from the team made available within the case study team, the final decision shall remain with the administration.

## 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.]***

## 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 please call the Human Resources Office, at 215-809-6606.

## PTO (formerly called HOME AND SCHOOL ASSOCIATION)



Parents are strongly encouraged to become involved with our "Parent/Teacher Organization." All parents will be asked to join our parent organization by paying a small membership fee at "**Back to School Night**" on **Thursday, September 22, 2016**. In addition, assistance is often needed for various projects throughout the year.

A group of parents has regularly attended monthly meetings and supported dances, Recognition Ceremony, and other social functions in which all students are involved. Purchases for our school are made from fund raising activities through the PTO and have greatly benefited the students.

PTO has a mutual interest--**YOUR CHILD**. In whatever way you can, **please** support our PTO. It takes **all** parents working together to support our special efforts for your children.



### REPORT CARDS

**Report cards and interim progress reports will be accessible through Home Access Center.** A hard copy of your student's report card will be mailed home at the end of the fourth marking period. Please be sure to contact our guidance department for a password to the district's Home Access Center. This connection will entitle you to your students records, inclusive of registration information, schedule, grades, attendance, discipline etc.



Report cards are calculated four times a year as a means of communicating to parents the level of achievement in each subject area as determined by the respective teacher. The use of e-school plus will give you the most up to date interim progress and marking period information.

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.)

Parents are encouraged to communicate with teachers for further explanations regarding a specific subject area. Teachers may use enclosure cards to explain grades when further explanations are necessary. Attendance is also recorded on the final report card.

## SCHOOL STORE



During the school year, a school store will be located next to Room 100. A limited number and variety of items will be available at very low cost. Such items are usually of the "School Spirit" type (i.e., book covers, pennants, duffel bags, novelties, and stationery supplies). The store is operated by a faculty member. It is open immediately before and after school. During the first two weeks of school, it may be open for short periods during the school day.

## STUDENT COUNCIL



A student group representing all Poquessing students will be organized shortly after the opening of school. Under the guidelines, representatives will be elected for each classroom. The president and vice-president must be eighth graders. The secretary and treasurer may be from any grade level.

The Student Council will serve as the voice of Poquessing students. All matters of student interest and activity may be discussed at the meetings. Minutes of each meeting will be taken. Representatives are responsible for communicating with respective classes.

## STUDENT DRESS



In accordance with Neshaminy School District School Board Policy 508, "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."

Examples of inappropriate dress include: hats without purpose, bare or stocking feet, apparel with offensive words or pictures, heavy clothing normally worn only outdoors, any apparel that overexposes the body, muscle shirts, tube tops any other low cut tops (shoulders must be covered), undergarments are not to be exposed at any time, bare midriffs, shorts/skirts that are not fingertip length when arms are at sides, shorts that are torn, tight fitting or spandex types.

## STUDENT RIGHTS AND RESPONSIBILITIES



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.

## SUMMER SCHOOL PROGRAMS



Neshaminy usually provides summer programs for make-up courses, enrichment, fine arts, and summer stock. Questions about the availability of summer programs should be referred to the administrative or counseling staff in May-June.

## TESTING



There are several different kinds of group tests that are given to students throughout the district. Standardized testing has no influence on your child's grades. Results do help us to determine potential, academic growth, and information essential for effective planning/course selection.

Every effort should be made for students to be present when standardized tests are given. Test results help us help your child. We encourage every student's best efforts. Your support in ensuring a good attitude and preparation (a good night's sleep, breakfast, encouragement) is appreciated.

## TRANSPORTATION



In addition to the regular bus transportation provided each morning and at closing time each day, special activities buses leave the school each day at approximately 4:15 pm and 5:00 pm. These buses **do not** make all the regular bus stops, **but will** transport pupils to within a reasonable distance of their homes. Activities 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 pm or 5:00 pm bus as long as this 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 in the school or 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.

## VIDEOTAPING:



A certified staff member may videotape a student(s) in a graded activity if the student(s) have a parent permission slip on file. If the student's grade is based on the videotape, the tape must be kept until one week after the end of the marking period in which it was created. Parents are legally entitled to view the videotape.

To videotape a student(s) in a co-curricular, non-graded activity such as a band performance or assembly, a parent permission slip for the student(s) must be on file. This videotape may be erased at any time.

Teachers may choose to be videotaped for the purpose of staff development, but must give signed permission before doing so. Students in the classroom must also have signed parent permission slips on file. These videotapes will be erased within ten school days of the recording date. The staff developer and certified staff member videotaped are the only people permitted to view videotaped recorded under these circumstances.

## VISITORS

Students are not encouraged to bring visitors to school. However, permission may be granted, provided a written request to visit the school is submitted by the **visitor's parents at least two days in advance of his/her planned attendance**. Requests should be addressed to the principal and are limited to one middle school age visitor per student. The student must assume complete responsibility for this visitor throughout the school day. **NO STUDENT VISITORS WILL BE PERMITTED DURING THE FINAL TWO WEEKS OF THE SCHOOL TERM.**

Parents and other adult visitors are welcome at any time with approval of the administration. Any visitor must stop at the school office before visiting any areas of the building. Anyone not reporting to the office will be considered in violation of the Trespass Laws.

## WITHDRAWAL FROM SCHOOL (GUIDANCE OFFICE)



School authorities must know several days in advance if a family is moving from the district. A note, signed by a parent or guardian, should be sent to school. On the last day of attendance, when all obligations have been met, a transfer card will be issued. Parents are required to sign a release of information form when a child transfers from the district to allow records to be sent to the new school.

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



The issuance of employment certificates (working papers) can only be done by the school and is done within the provisions of the Pennsylvania Child Labor Law and the Federal Wage and Hours Law. Before an employment certificate can be issued, a student must have a definite promise of employment and must report to the guidance office with his/her birth certificate or proof of birth. Parents must bring in the completed application, which must be signed in the presence of the appropriate school personnel.

**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 EDUCATION AMENDMENTS. INQUIRIES REGARDING COMPLIANCE WITH TITLE IX MAY BE DIRECTED TO THE DISTRICT OFFICES, 2001 OLD LINCOLN HIGHWAY, LANGHORNE, PENNSYLVANIA 19047 (OFFICE PHONE 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.**