



Neshaminy School District

*Herbert Hoover
Elementary*

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

2015-2016

Family Handbook

Neshaminy School District

Mission Statement

Neshaminy is dedicated to empowering students to become accountable, creative, self-aware, and productive citizens who utilize the knowledge, the skills, the social consciousness and the desire for continuous learning. Essential to thrive in a rapidly changing world.

Our Neshaminy community has a proud tradition of integrating its people, its programs, and its resources.





Mr. Michael Rodriguez, Principal

Mrs. Debbie Chrobak, Secretary

Mrs. Carol Ritter, Secretary

Mrs. Christie Wood, Guidance Counselor

Mrs. Sharon White, School Nurse

Mr. Kirk Llewellyn, Head Custodian

Mrs. Teresa Martin, Manager of Food Services

From the Desk of Michael Rodriguez, Principal

Dear Parent/Guardian and Students,

Dear Parents:

Welcome back to the 2015-16 school year. At the beginning of every year, I like to suggest to parents/guardians three things that you can do to ensure that children have a fun and rewarding year. (1) **Focus on Organization**-This is a much needed skill that has lifelong benefits. Start by checking your child's assignment book and book bag daily. (2) **Encourage Responsibility**-Check to see that homework is done, but don't bring forgotten homework (or other items) to the school office. Children learn to be responsible by having tasks assigned that offer consequences as well as recognition for a job well done. And last, but not least... (3) **Stay Involved**-The most successful students are those whose parents stay involved in their education. Talk to your child about school; attend the next H&S meeting, and get to know your child's teacher. Teachers welcome your communication. Our jobs become much easier when we work closely with you.

Welcome to Herbert Hoover Elementary School.

Good Luck!

Sincerely,

Michael Rodriguez

Michael Rodriguez, Principal



AMERICAN EDUCATION WEEK

November 16th thru November 20th is American Education week. Tuesday, November 17th and Wednesday, November 18th parents are invited to visit the classroom and see their child in a learning situation. An invitation will be sent home with your child. We urge you to get a baby sitter if you have small children so as not to disrupt the learning environment.

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.

ELEMENTARY STUDENT ASSISTANCE PROGRAM (ESAP)

The **HOOVER ESAP TEAM** is an avenue to assist students with academic, behavioral, health and attendance issues. The ESAP team will look towards prevention, intervention and aftercare for students and their families by using in-school resources and outside agencies. Our goal is to assist students' success in school by helping them gain the strategies and resources to overcome their difficulties.

ARRIVAL AND DISMISSAL

DROPPING STUDENTS OFF AT SCHOOL IN THE MORNING

We have established a drop off location at Herbert Hoover. This area has a sidewalk that children can use to walk to our building. It is out of the way of buses arriving to our school and allows our students to walk on a sidewalk to enter our school.

That drop-off procedure was implemented to create a safe arrival area for our students. Unfortunately this procedure is not being adhered to by many of our families.

The staff and I respectfully ask that you follow the procedure listed below:

- Leave time in the morning to wait **PATIENTLY** in the carpool line
- Do **NOT** get out of your car to say good-bye to your child or hand them his/her belongings
- Be respectful of others-honking of horns is unnecessary and disrupts our students
- Encourage your child to take the bus if transportation is provided for them. This will cut down on the amount of cars each morning.

ATTENDANCE

The Hoover school day officially begins at **9:10 a.m. and ends at 3:35 p.m.** The doors to the school are open at **8:55 a.m.** so please refrain from dropping students off any earlier as there will be no supervision of children since the staff is busy preparing for the school day. Daily attendance is crucial to continued education progress, so whenever possible, parents should attempt to schedule health appointments or other activities outside the school day hours. Any parent who will be picking up his/her child earlier than dismissal time (3:30 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 at the appropriate time.**

Dismissal begins at 3:30 p.m. for "walkers and car riders." Buses will be dismissed in the order in which they arrive and students riding the bus will be dismissed from their classroom at the

end of the day. It is expected that all buses will be boarded by 3:50. Please anticipate delays during the first few days of school as well as during inclement weather.

The following information is based on Board Policy #552 and pertains to students:

- Children are expected to be in their classrooms **at 9:10 a.m.**
- Any student **arriving after 9:10 a.m. must be signed in at the school office by a parent or guardian.**
- All cases of early dismissal should **be preceded by a note from the parent stating the time, date and reason for dismissal.**
- A student who leaves school **prior to 10:30 a.m.** and does not return will be considered a full-day absent.
- When a student arrives after 9:10 a.m. but before 10:30 a.m., they will be marked as tardy.
- A student arriving after 10:30 a.m. will be marked as ½ day absent.
- A student who leaves before 1:00 p.m. is considered ½ day absent.

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 case of chronic irregular absence, school authorities may request a physician's certificate showing such absence to be justifiable.

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 absence 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 not limited to:

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

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



BACK TO SCHOOL NIGHT

This is a night for the parents to meet their child's teacher and visit the classroom. The teachers will give an overview of their program for the year. Class schedules, materials and textbooks will be shared. This year's Back to School Night will take place on **Thursday, September 10, 2015.**

	6:45 – 7:00 P.M.	Welcome by PTO/H&S
Session #1	7:05 – 7:40 P.M.	All Homeroom Teachers, IU and Guidance
Session #2	7:45 – 8:20 P.M.	All Homeroom Teachers, IU, Specialists and Guidance
Session #3	8:25 – 9:00 P.M.	Specialists, Title 1, Reading Specialists



BULLYING/CYBERBULLYING

“Effective April 23, 2008 the Neshaminy Board of School Directors approved Policy 553-Bullying/Cyberbullying. All forms of bullying and cyberbullying by District students are hereby prohibited. Anyone who engages in bullying or cyberbullying in violation of this policy shall be subject to appropriate discipline. This policy is in effect while students are on property within the jurisdiction of the District; while on school-owned and/or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the health and safety of students and staff as well as the good order, efficient management and welfare of the District. Any student who retaliates against another student for reporting bullying or extortion or for assisting or testifying in the investigation or hearing may be subject to disciplinary action. Please refer to Policy 553-Bullying/Cyberbullying for more detailed information.”



BUS STUDENTS

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

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

Children are expected to show the same respect to bus drivers as accorded to their parents and Hoover staff. 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, hop scotch, jumping rope, etc. Please speak with your child about the proper behavior at a bus stop and on the bus.

Only by strict enforcement of the rules can your child's safety be insured.



CAFETERIA

Your child is scheduled for a thirty minute lunch period each day. They may take longer if necessary. Cafeteria aides supervise the cafeteria. We would like to make the cafeteria as pleasant an eating place as possible. We do need the children reasonably quiet for the last five minutes of the lunch period for the purpose of taking back their trays and to line up to be dismissed. **Please discuss this procedure with your child.**

We would hope that the table manners of each child in the cafeteria reflects the manners they have learned and use at home. Children are expected to show the same respect for the cafeteria aides as that accorded to their parents and Hoover Staff.

With the increasing number of students in our “restrictive dismissal” orders, it has become increasingly difficult to monitor the situation in our cafeteria and to provide for the safety and security of ALL of our students.

For this reason, we are asking that parents/relative/friends do not join their children in the cafeteria at lunch. 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. We feel this decision is in the best interest of ALL our students.



Cell Phones

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

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

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

Electronic Devices are not permitted in school. The school will not be held responsible for lost or stolen cell phones, IPODS or any other electronic device.



CHORUS

Students in third and fourth grade may participate in the Hoover Elementary School chorus. Students are given a two week trial period to make a decision on whether or not they wish to participate. Once the decision is made to become a member of the chorus, they commit themselves to an evening performance.



CONFERENCES

Parents are asked to make conference appointments in order to discuss their child's progress. Please do not drop in for a conference unexpectedly. The teacher needs time to prepare materials if the conference is to be productive. You may contact staff members by calling the school at (215) 809-6340 or 6341 or emailing your child's teacher in advance to set up a meeting.



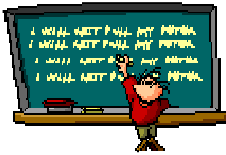
CROSSING GUARDS

For the safety of our students that walk to and from school, please have your student cross with the crossing guard.

- **Trenton Road and Willow Avenue**

DESTRUCTION OR LOSS OF PROPERTY

In the event that a child should lose or destroy any school property, **restitution** must be made. Deliberate vandalism will result in **suspension**.



DISCIPLINE

Discipline Guidelines are attached at the end of this handbook. It is each parent/guardian's responsibility to read these guidelines and encourage their child/ren to follow all rules.



EMERGENCY DISMISSAL

In the event school must close early for some unforeseen reason, the closing will be announced on **Parent Link**, radio stations **WBCB (Levittown, PA)**, **WCAU, WIP, WFIL (Philadelphia, PA)**. Our school number is **752**. School closing and emergencies are on the Neshaminy Cable TV Station on **Comcast channel 27** or **Verizon channel 43** and Neshaminy's website at www.neshaminy.org

We can never anticipate when an emergency will arise, but it is essential that your child/ren understands where he/she must go in case no one is at home and we are forced to close schools. We have attempted to indicate this in our Student/Parent Handbook and through the District memo sent out in early September, entitled **INCLEMENT WEATHER AND SCHOOL CLOSING (A/B Plan)**.

Please make sure that your child knows where to go in case of an emergency if no one will be at 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.

PTO

The PTO can only be effective with your support. We urge you to join and become an active member. The PTO has contributed greatly to enriching the educational programs of the Hoover Elementary School.

Officers of the PTO for 2015-2016

<u>POSITION</u>	<u>OFFICERS</u>	<u>Email address</u>
President	Kelly Rooney	Hooverpto@hotmail.com
1 st Vice President	Kristi Strongin	Kristilyn_Lankford@msn.com
2 nd Vice President	Jenn Rickards	rickardsjenn@gmail.com
Treasurer	Erin Kiss	erinkiss@kisselectricllc.net
Assistant Treasurer	Melissa Devine	mriviera@crsd.org
Recording Secretary	Shannon Kilcoyne	Spksrp0727@aol.com
Corresponding		Laurmc129@aol.com

Secretary	Lauren Eckert	
Parliamentarian	Kris Roba	Mcfrogger@verizon.net 267-939-9321
Faculty Representatives	Sue Kucuk	skucuk@neshaminy.k12.pa.us
Principal	Michael Rodriguez	Mrodriguez@neshaminy.k12.pa.us

HOMEWORK –Policy #619

Definition: Homework is an 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.

1. Helping a student master a skill
2. Encouraging a student to learn new things
3. Assisting a student to understand what is being taught
4. Developing a sense of responsibility and independence
5. Acquainting parents with their child is learning in the classroom

General Principals Concerning Homework Activities:

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

Student and Parent Responsibilities:

1. 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 the assignment.
2. Parents are encouraged to examine homework assignments and to offer advice toward the successful completion of same by the student.

INSURANCE

Student Accident Insurance is available to purchase through the School District. Literature will be sent home regarding the cost and the agent. If you wish to purchase insurance, the forms are to be completed and a check or money order for payment is to be sent directly to the insurance company.



Office of the Superintendent of Schools

Neshaminy School District

2001 Old Lincoln Highway • Langhorne, Pennsylvania 19047-3295

August 2015

LOW COST – HIGH LIMIT STUDENT ACCIDENT GROUP INSURANCE

THE SCHOOL DISTRICT DOES NOT CARRY MEDICAL INSURANCE ON STUDENTS

This is a reminder to parents with a child or children **attending** school in our School District that we do not carry medical insurance on students, but do provide parents with the opportunity to select a primary excess group insurance plan for students. Student accident insurance can help you eliminate the possibility of out-of-pocket expenses, since many group insurance policies no longer pay full hospital and medical expenses and may require a deductible or co-insurance. There are two plans available for your consideration:

- **Plan #1 - School Time Coverage** – Costs \$27 per student – This will cover injury occurring while the student is traveling to and from school, while attending school sponsored activities such as plays, assemblies, class trips, interscholastic sports other than Sr. high football, intramural sports, gym and physical education classes, etc.
- **Plan #2 - 24 Hour Coverage** – Costs \$98 per student – This will cover all of the above, plus accidents occurring away from school, in the evenings and on weekends, vacations, etc.

Please note that the plans should be considered in conjunction with any other family medical insurance you may have.

Please see the Brochure (Brochure may be found on Neshaminy School District's website) for a complete description of the plans and the various coverage options. If you have any questions, please call an Insurance Broker at American Management Advisors directly at (215) 946-8888 between 8:00 a.m. and 4:30 p.m.

PLEASE DO NOT SEND CASH!! Completed applications (Application may be found on Neshaminy School District's website) should be returned by mail with a check or money order for the correct premium, directly to:

American Management Advisors, Inc.
P.O. Box 366
Langhorne, PA 19047-0366

DO NOT RETURN THE APPLICATION & PAYMENT TO YOUR STUDENT'S SCHOOL

This insurance can be purchased anytime during the 2015-2016 school year. Parents enrolling more than one child must fill out an application for each child, write a separate check or obtain a money order for each child/student being enrolled and mail in separate envelopes to the address above. Your cancelled check or money order receipt is your proof of payment. Thank you!

Sincerely,

Barbara Markowitz
Business Administrator

BM/sch
MI:Student InsLtr15/16

Neshaminy District Offices – 215-809-6000

Neshaminy High 215-809-6100 • Maple Point Middle 215-809-6230 • Poquessing Middle 215-809-6210 • Carl Sandburg Middle 215-809-6220
Pearl Buck Elem. 215-809-6300 • Oliver Heckman Elem. 215-809-6330 • Herbert Hoover Elem. 215-809-6340 • Lower Southampton Elem. 215-809-6350
Walter Miller Elem. 215-809-6360 • Joseph Ferderbar Elem. 215-809-6370 • Albert Schweitzer Elem. 215-809-6380



ITEMS IN SCHOOL

Children are **NOT** permitted to bring to school: **IPods radios, electronic or computer gaming systems, knives** (with their lunch), **water pistols, cam pistols, hard balls, excessive amounts of money**, or other items that might cause injury to other children or disrupt the educational program. This list is not all-inclusive.



LIBRARY

Library books are checked out to each child for one week. The book may be renewed once. Ask to see your child's library book/s. Discuss the content of the book. Your interest will promote his/her interest and progress.

If you would enjoy volunteering in our library, please call the school office at 214-809-6340 or 6341.



LOST AND FOUND

All items found on the playground or in the building are placed in the multi-purpose room (lunchroom) where they are stored. Eyeglasses are given to the nurse and the lost money or jewelry is given to the office staff. Please have your child check the lost and found box if he/she has lost anything. At the end of every year, we end up with a considerable amount of good clothing. Unclaimed clothing is donated to a charitable organization if not claimed by the end of the school year. Please do not forget to label your child's coats, sweatshirts and other belongings.



LUNCH PROGRAM

The school district's Food Service Department is self-supporting and non-profit. It is not funded by taxpayer dollars. However, each school cafeteria is maintained as a vital part of a **full lunch, including milk, is \$2.50** (subject to change per school board and/or state); **dessert is not included** but can be purchased separately. **Breakfast is served daily and costs \$1.25.** Other a la carte items are also available, including pizza, hot dogs, hamburgers, peanut butter and jelly sandwiches, a variety of salads. For students who bring their lunch, a selection of milk, including low fat, is available for **\$0.70**. A variety of snacks and ice cream is also available. A monthly menu is distributed to each child. Monthly menus can be viewed on the Neshaminy website at www.neshaminy.org by scrolling down to **Food Service Department**.

FREE & REDUCED applications are filled out online at WWW.PASCHOOLMEALS.COM starting July 1, 2015. If you don't have a computer or it isn't working properly, you can apply at your local library, school or come to the Food Service office.

NEW Neshaminy has a new point of sale program. Visit **WWW.PARENTONLINE.NET** to set up an account. Make deposits, check balances and purchases, receive low or negative balance reminders, set spending limits and more! Choose Meal Payment Options on the left for instructions. You'll need your child's student ID number which you can find on the report card mailed home last year, ask your child the number they use to log onto Neshaminy computers, or call your school or cafeteria office for the number

All Neshaminy School District schools use a Point of Sale system for the purchase of food, beverages, and snacks. It is a computerized system that allows for prepayment from paying students but also recognizes a student's free or reduced payment status. Each student is assigned an account and PIN number with which to access the account. By prepaying, you can be assured that your child has money available daily to purchase a delicious and nutritious meal. Prepayments may be made by check or cash to the CASHIER or to the CAFETERIA MANAGER ***BEFORE*** school begins. Checks are to be made payable to Neshaminy Food Service 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 number with anyone. Should a problem arise with your child's account, it can be closed and a new account with a new PIN number will be assigned.

If your child forgets or loses his/her lunch money or bagged lunch, the cafeteria staff will provide a lunch on a credit basis. The cost for the lunch must be repaid the next school day. This prompt repayment is important so this privilege is not abused. We understand that children can lose or forget their money on a given day. It is essential; however, that the privilege of borrowing money is not abused. If a lunch loan is made to a child, the cafeteria manager will telephone the parents. All emergency meals must be repaid. We thank you for your support and cooperation in helping our students develop responsibility.

If your child is celebrating a birthday, our food service staff would be happy to arrange for a special in-class snack. Please discuss the arrangements with your cafeteria manager. Prices vary according to your request.



Mandated Reporting of Child Abuse or Neglect

§ 42.42. Suspected child abuse—mandated reporting requirements.

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

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



MONTHLY CALENDAR/NEWSLETTER

The monthly Newsletter contains the Calendar for that month (last page of newsletter) which is posted on our website the beginning of each month. Please read the calendar carefully so that you will be aware of important activities. Each monthly calendar will have our five day rotation schedule noted. For those families who do not have internet access, a hardcopy of the calendar/newsletter can be picked up in our school office.



NURSE

Our nurse, Mrs.White is located in the A-Wing. If your child is ill, please **DO NOT** send him/her to school. The nurse is available only for accidents or illnesses occurring in school. We cannot treat injuries that were received at home.

Non-Prescription Drugs: - Occasionally, a parent will request that school personnel administer a non-prescription drug to a student. The parent must grant permission in writing along with a doctor’s note stating instructions and the number of days this non-prescription drug will be used.

Prescription drugs:-The district practice for dispensing medication to students is as follows:

“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 school personnel to dispense the medication in accordance with the directions of the doctor.” This permission form can be obtained through the nurse or school office.

A medical information form is attached to this document. Please fill it out and return it with your child as soon as possible.

It is important that the school have an up-to-date emergency sheet on file with the names and telephone numbers of several persons to call in case of an emergency.

Please notify the school nurse if your child is subject to seizures, allergic to bee stings, taking tranquilizers, or has any physical ailment that may affect his/her learning participation in the Physical Education Program or participation in recess.

PSSA TESTING SCHEDULE

PSSA (English Language Arts)	Grades 3, 4	April 11 – 15, 2016
PSSA (Mathematics)	Grade 3, 4	April 18 – 22, 2016
PSSA (Science)	Grade 4	April 25 – April 29, 2016
PSSA Make-up	Grade 3, 4	May 2 – May 6, 2016

Please remember that it is important for the students to not miss school during these tests. Do not schedule vacation during this time. Thank you for your cooperation in this matter.

Positive Behavior Intervention Support (PBIS)

Hoover Elementary School is in the 3rd year of implementing a Positive Behavior Intervention Support program (PBIS). The program fosters a positive school environment so that all students can be academically successful. The goal of the PBIS program is to recognize and reward students who meet the school's behavioral expectations. The school's mascot, the Hawk, has become the inspiration for the design of the program.

The Hoover staff headed by a core team of staff members received training from the BCIU on developing a PBIS program. The Hoover staff developed behavioral expectations for several areas, which include the classroom, hallway, cafeteria, bathrooms, bus and playground. At the start of the school year, students will be taught about the expectations in each area. Students are also taught that every action has a consequence and that making a good choice will keep them out of trouble. Once they have been taught about good choices, the staff then recognizes positive behavior through different methods. Each staff member carries a lanyard that contains positive recognition slips. Staff members give these slips out to students who are observed meeting and often exceeding the expectations. Students who are given a slip come to the office to sign the Hoover Hawk All Stars book. While at the office the student selects a number from 1-200. Another student cannot pick the same number. The student then goes to the main lobby bulletin board and places his/her slip on the spot that matches that number on the Principal's All Star Club bulletin board. Once all of the spaces in a row or column on the Principal's Two Hundred are filled, every student in that row or column receives a mystery motivator prize. Those prizes include having a special lunch served to them by the principal, extra recess, electronics time, and/or a healthily treat.

Next the office staff or PBIS team member then makes a phone call home to each student who receives a slip that day. The call alerts the family about the positive behavior the child demonstrated.

In the event that a student does have trouble with his or her behavior, the PBIS program also has a process to help students manage their behavior. Behavioral interventions are designed for students who need more support than provided through the core program. Typically the need for intervention is evidenced by repeated office discipline referrals in a short period of time. A student who is struggling can receive booster lessons on the expectations. In addition, individual incentive plans can be developed to address a student's specific behavior. Additional staff members such as our guidance counselor or behavioral therapist can provide small group or individual instruction on coping skills, decision-making and thinking before making a choice.

Research has shown that the program has been successful by decreasing the number of office referrals and an observed increase in positive behavior by all students. At Hoover, students and staff are expected to practice/embrace the PBIS mission to be **Safe, Responsible and Respectful**.

Please contact your child's teacher or the school office if you would like additional information on this program.

Behavioral Expectations

Expectations	Classroom & Specialists	Cafeteria	Bathroom	Bus	Hallways	Outdoor Recess (playground)	Indoor Recess	Bus Port/Arrival	Dismissal
Respect	<ul style="list-style-type: none"> * Appropriate Voice level * Allow others to learn * Follow staff directions 	<ul style="list-style-type: none"> * Wait for food quietly * Voice Level 0-1 * Raise hand for help * Follow staff directions 	<ul style="list-style-type: none"> * Lock the door. * Voice level 0 * Aim * Flush the toilet when finished * Leave area clean 	<ul style="list-style-type: none"> * Voice level 1 * Follow all directions from bus driver, first time, every time. * Use kind words * Take care of bus property 	<ul style="list-style-type: none"> * Voice level 0 * Keep personal space. * Follow staff directions 	<ul style="list-style-type: none"> * Take turns and include others * Good Sportsmanship * Stop when you hear whistle (signal) * Voice level 0 * Use "kind" language * Follow adult's directions 	<ul style="list-style-type: none"> * Voice level 2 * Stay at doorway to ask adult for help * Respect others property * Follow staff directions 	<ul style="list-style-type: none"> * Voice level 1-2 * Keep personal space * Calmly wait behind the pencil 	<ul style="list-style-type: none"> * Voice level 1 * Keep personal space * Follow staff directions
Responsible	<ul style="list-style-type: none"> * Take care of room materials * Take ownership of your behavior 	<ul style="list-style-type: none"> * Sit at table * Eat your own food * Leave with permission 	<ul style="list-style-type: none"> * Quickly and quietly * Use supplies as intended * Give others their privacy * Wait patiently for your turn 	<ul style="list-style-type: none"> * Keep belongings inside backpack * use self control * Tell the truth 	<ul style="list-style-type: none"> * Go immediately to your destination * Hold door for person behind you 	<ul style="list-style-type: none"> * Use your words not your fist * Dress to the weather * Share equipment * Take care of and return equipment * Report problems to teacher * Lining up by class number * Use personal space * Enter/exit building quietly 	<ul style="list-style-type: none"> * Pick an activity and stay with it * Approved activities only * Put things back where you found them 	<ul style="list-style-type: none"> * Students enter from 8:50-9:10 * Go immediately to your destination * Hold the door for person behind you 	<ul style="list-style-type: none"> Walkers: * Cross at crosswalk * Go straight home Parent Pick-up: * Wait at curb Kids Club: * Go directly to the gym Bus Riders: * Listen attentively * Keep all belongings/food in bookbags * Tell the truth

Expectations	Classroom & Specialists	Cafeteria	Bathroom	Bus	Hallways	Outdoor Recess (playground)	Indoor Recess	Bus Port	Dismissal
Safety	<ul style="list-style-type: none"> * Sit properly * Keep hands, feet, and objects to self 	<ul style="list-style-type: none"> * Walk * Keep hands, feet, and objects to self 	<ul style="list-style-type: none"> * Wash your hands 	<ul style="list-style-type: none"> * Stay seated correctly * Get on & off bus one at a time * Look both ways when getting off bus * Keep hands, feet, & objects to self 	<ul style="list-style-type: none"> * Walk * Single file * Eyes forward * Keep hands, feet, & objects to self 	<ul style="list-style-type: none"> * Follow the rules of the activity * Stay in recess/activity area * Keep hands feet & objects to self 	<ul style="list-style-type: none"> * Stay seated during activities * Walk in classroom * Keep hands, feet & objects to self 	<ul style="list-style-type: none"> * Enter one at a time * Walk * Keep hands, feet, & objects to self 	<ul style="list-style-type: none"> * Walk to where you need to be * Stay in bus line * Keep hands, feet, & objects to self



PLAYGROUND RULES

1. **NO** “Piggy Backing”
2. **NO** Tackle Football
3. **NO** games such as “Keep Away or Suicide”
4. **NO** Bumper Cars
5. **NO** Skateboards
6. **NO** Standing on swings. (Stay outside painted lines when swings are in use.)
7. **NO** Snowball throwing
8. **NO** Hardballs on playground

In all concerns, children report to the person on duty.

The above examples are not intended to be all inclusive.

RECESS

Children need fresh air and exercise everyday. Time is allotted in our daily schedule for each class to have recess. Please see that your child is dressed properly for the weather conditions. Because children do need fresh air and exercise, your child is expected to go out daily (weather permitting). This year students will be going out to recess before lunch. See the schedule below:

CAFETERIA

LUNCH/RECESS SCHEDULE

KINDERGARTEN	• RECESS	• 11:15 - 11:45
KINDERGARTEN	• LUNCH	• 11:45 - 12:15
1 st /2 nd GRADE	• RECESS	• 11:45 - 12:15
1 st /2 nd GRADE	• LUNCH	• 12:20 – 12:50
3 rd /4 th GRADE	• RECESS	• 12:25 - 12:55
3rd/4th GRADE	• LUNCH	• 12:55 - 1:25

RELINQUISHING CHILDREN

Dismissal Reminders: - Parents are to PLEASE WAIT for their child/ren outside of the school building.

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 driver’s license for identification. If for any reason someone will pick up your child other than who is listed on 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.



REPORTING PRACTICES

A report of your child's progress is made four (4) times a year. A Parent /Teacher Conference is held at the end of the first marking period.

Progress Reports

1. First Marking Period – 47 Days

- Beginning **Wednesday, September 2, 2015**, and ending **Friday, November 13, 2015**
- IPR's due in e-School on **Wednesday, October 7, 2015**
- Teacher Grade Entry **Monday, November 16, 2015 ending Friday, November 20, 2015**
- Report Cards Online as grades are entered

2. Second Marking Period - 44 Days

- Beginning **Monday, November 16, 2015**, and ending **Friday, January 29, 2016**
- IPR's due in e-School on **Wednesday, December 16, 2015**
- Teacher Grade Entry **Monday, February 1, 2016 ending Friday February 5, 2016**
- Report Cards Online as grades are entered

Note: **Keystone Testing Winter Wave 1 – December 2, 2015 to December 16, 2015**
Keystone Testing Winter Wave 2 – January 6, 2016 to January 20, 2016

3. Third Marking Period - 43 Days

- Beginning **Monday, February 1, 2016**, and ending **Friday, April 8, 2016**
- IPR's due in e-School on **Wednesday, March 2, 2016**
- Teacher Grade Entry **Monday April 11, 2016, ending Friday April 15, 2016**
- Report Cards Online as grades are entered

Note: **Spring Break – Monday March 21, 2016 to Friday March 25, 2016**

4. Fourth Marking Period – 45 Days + 3 Final Exam ½ Days

- Beginning **Monday, April 11, 2016** and ending **Tuesday, June 14, 2016**
- Senior IPR's Due in e-School on **Wednesday, May 4, 2016**
- Other IPR's due in e-School on **Wednesday, May 11, 2016**
- Teacher Grade Entry – **Senior Grades due in e-school on last day for Seniors (TBD)**
Teacher Grade Entry – **Underclassmen Grades due in e-school on Friday, June 17, 2016**
- Report Cards mailed no later than Friday, June 24, 2016

Note: **Keystone Spring Testing Window – May 16, 2016 to May 27, 2016 (8th Grade Algebra)**
AP Testing Window – May 2, 2016 to May 13, 2016

SAFETY PATROL

The Hoover Elementary School has a Safety Patrol under the direction of a Faculty Advisor and with the guidance of the Lower Southampton Police Department and Keystone AAA.

The members of the Patrol assist the students within the school, calling buses at the end of the day and at designated posts outside the school.

SCHOOL BOARD

The Neshaminy Board of School Directors conducts a public meeting each month. All parents are encouraged to attend these meetings. Please check the District website for dates and places. School board Work Sessions are also opened to the public.



SCHOOL DAY

Grades Kindergarten through fourth attend school from **9:10 a.m. until 3:35 p.m.** Our school doors are open at **8:55 a.m.** If your child **walks**, try to arrange the **arrival** of your child **as close to 8:55 a.m.** as possible. The school doors open for our children at 8:55 a.m.



SCHOOL PICTURES

Student pictures are taken at the Hoover Elementary School the fall of each year. Packets of photographs will be available for purchase for those parents who wish them. All pictures must be prepaid on the day pictures are taken. This year's picture day is scheduled for **Wednesday, September 30th**. Picture make-up day is scheduled for **Friday, November 6, 2015**.

Too Good for Drugs and Too Good for Violence

The school year, 2015-16, starts the district's prevention curriculum in all of the grades from Kindergarten to graduation. The ***Too Good for Drugs and Too Good for Violence*** curricula teach life skills to aid students in making good decisions for themselves and their community especially with regards to drug use and violence. Tools, such as De-Escalation Skills, "I" messages, and Stop-Think-Plan, taught in this curriculum can empower students to stand up for themselves and express their feelings. Learning and rehearsing problem-solving skills will equip students with ways to advocate for themselves and others and to take ownership for their actions. Strong Social and Emotional Learning paves the way for strong Academic Learning to take place.



STUDENT DRESS CODE

The way a child dresses usually reflects his actions in school. Short shorts, cut off shirts, halter tops, tube tops, undershirts or see through clothing should not be worn to school.

Policy 508- Student Dress Code:

I. STATEMENT OF POLICY

School attire must meet reasonable standard of cleanliness, not endanger student or public health, not be disruptive to the education process and meet reasonable standards of appropriateness, Students may be required to wear certain types of clothing while participating in physical education classes, shops, extra-curricular activities, or other situations where special attire may be required to insure the health or safety of the student.

II. EXAMPLES OF INAPPROPRIATE DRESS

- A. Hats without purpose worn in the building.
- B. Bare or stocking feet.
- C. Apparel with offensive words or pictures.
- D. Heavy clothing normally worn only outdoors.
- E. Any apparel that overexposes the body.

III. IMPLEMENTATION OF POLICY

- A. The entire school staff shall be responsible for encouraging appropriate standards of personal appearance and for the carrying out of this policy. The achievement of this result shall be the responsibility of each building and administrator.
- B. Guidelines shall be published in staff and students handbooks and be sent to parents by way of appropriate media.

STUDENTS RIGHTS & RESPONSIBILITIES

The majority of students at the Hoover Elementary School respect public property and personal property, as well as the rights of other students. Those few students who act in a manner and/or whose conduct disturbs the learning environments or threaten the health, safety and welfare of themselves and others, subject themselves to disciplinary action. Disciplinary action could result in suspension. –See copy of Policy 505 – DISCIPLINE – Neshaminy School District attached.



TELEPHONE

Our office telephone number is **(215) 809-6340 or 6341**. Should an emergency arise that makes it necessary to communicate with your child, please call the office.

If a need arises where a child **MUST** call home, permission must be received from their teacher or staff member to use the office phone. **Children may not use cell phones. Children are not permitted to use the phone to call parents to request visiting a friend's home.** Arrangements of this sort must be in writing from **both** parents. Frequent calls from the same student will be screened to be sure that due to lack of responsibility the child is not constantly asking parent/s to bring in assignments, etc.

TITLE IX STATEMENT

“Neshaminy School District is an equal opportunity education institution and will not discriminate on the basis of age, race, color, national origin, sex, religion and/or handicapping condition in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. for information regarding civil rights or grievance procedures, contact the Director of Human Resources, 2001 Old Lincoln Highway, Langhorne, PA 19047.



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. This doctor’s note should be sent to **Mr. Paul Minotti, Department of Transportation, 2001 Old Lincoln Highway, Langhorne, 19047.**

The school doors open for children to enter the building at 8:55a.m. This is time our staff is scheduled to arrive. Walkers are **NOT** to arrive at school before this time and should not be walking through private property without the owner’s permission.

Students are expected to 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.



COMMUNITY AQUATIC PROGRAM

The Neshaminy School District supports and highly recommends student and family participation in the community Aquatic Program. Indoor pools are located at each of the middle schools. Four sessions are offered each year following this monthly schedule:

FALL	September, October and November
WINTER	December, January, February and March
SPRING	April, May and June
SUMMER	June, July and August

A wide variety of programs are offered for children and their families. Some of them are:

- Children’s Instructional Swimming
- Family Recreation swimming
- Community Rental
- Swimming for the Handicapped
- Competitive Swimming and Diving
- Adult Programs (five different types)
- Red Cross Certification Courses

Announcements for the specific sessions are made prior to the start of each session. Flyers are sent home with all elementary students.

For additional information watch you local newspaper or contact the Program Coordinator at:
(215) 547-6354



SCHOOL CLOSING STATEMENT

I WOULD LIKE TO BRING A FEW POINTS TO YOUR ATTENTION TO MAKE SUCH FUTURE SITUATIONS MORE COMFORTABLE FOR ALL CONCERNED:

- **The [Parent Link](#) SYSTEM WILL BE INITIATED**
- Always listen to WBCB (1490) for the **most** recent developments on school closings. Also check our web site at www.neshaminy.org
- Watch our local cable television stations Verizon channel 43 or Comcast channel 27 for school closing updates.
- Please make alternate arrangements for a safe place for your child to stay in case of early dismissal. Be sure your child knows vital information. (AB EMERGENCY PLAN).
- Be sure you have **updated** our office with **EMERGENCY** telephone numbers where you can be reached.
- Please **DO NOT TELEPHONE** the office for changes or last minute arrangements for your child unless **it is an EMERGENCY**.
- As a parent/guardian, you may always come to the office and sign out your child to take home in case of an **EMERGENCY**.
- Children are asked to wait at their bus stops for a reasonable time on snow days. Most likely the bus will be late rather than early. Should children return to nearby homes to wait inside a protected area, it is advisable to have an adult or older child stay at the bus stop so the bus driver will not miss the children at the scheduled bus stop

DISCIPLINE PLAN

BULLY PREVENTION PROGRAM/ CHARACTER DEVELOPMENT

The Hoover Elementary School supports a school-wide program to reduce bullying and to teach character development. Bullying occurs when one child or group of children **repeatedly and intentionally** hurt another child through words and/or actions, as explained under district policy #506. Bullying and bullying behaviors may involve physical aggression, such as fighting, shoving, hitting or kicking; verbal aggression, such as name-calling, threats and rumor spreading; non-verbal aggression, such as intimidation, threatening gestures and deliberate exclusion from a group or activity, and/or cyber bullying, as explained under district policy #553.

Using the Neshaminy “Takes Pride” initiative, we will try to provide and maintain a positive and proactive community that supports the diverse needs of every student. As a school we will encourage: Trustworthiness, Acceptance, Kindness, Empathy, Service, Perseverance, Respect, Initiative, Dependability, and Esteem-building.

POLICY 505 – DISCIPLINE

I. GENERAL

Effective discipline should serve two purposes: first, it should prevent a recurrence of a particular misbehavior in a student, and second it should be a learning experience for the student, permitting him/her to see why certain school rules have been made and why they must be followed. Discipline is more than *making* a student do what is right; it should encourage a student to *choose* to do what is right. Maintaining appropriate standards of discipline in the Neshaminy School District is essential to the establishment of a proper educational environment. As such, it is imperative that those persons responsible for the maintenance of discipline be made fully aware of the guidelines set up to accomplish these ends, and that all policies jointly developed by administrative and staff personnel are completely in accord with these established guidelines.

The District's philosophy on a positive and proactive approach to discipline shall be implemented consistently across the high school, middle school and elementary levels. While specific codes and procedures may vary from building to building at the middle and elementary levels, each building principal at these levels shall select representatives of his/her discipline committee to communicate with their colleagues in the other middle/elementary schools to ensure that discipline practices are broadly similar across the District. In working to maintain the standards of discipline, it is further assumed that all the necessary supportive services will be brought into play. These will include (in addition to teachers) the use of counselors, parents, administrators, psychologists, psychiatrists, social workers, home and school visitors, local authorities, and all others who might contribute to solving any discipline problem or to maintaining the approved standards of discipline.

II. SPECIFIC GUIDELINES

Discipline within each building, on school grounds, at bus stops, on school sponsored activities off school property, during travel on school district buses and during any form of transportation involving school sponsored activities shall be administered in conformity with all federal and state statutes and regulations.

Minor Breaches of Discipline

- Misbehavior on the part of the student which impedes orderly classroom procedures.
- Misbehavior whose frequency of seriousness tends to disrupt the orderly operation of the school.

Major Breaches of Discipline

Acts directed against persons or property put whose consequences do not seriously endanger the health or safety of others in the school. The examples listed below are included but are not intended to be all inclusive.

- Threats made against a member of the staff
- Physical assault on a member of the staff
- Vandalism of school property or personal property while on school premises (major)
- Theft of school or personal property (major)
- Abuse of alcohol and other drugs (see Board Policy 510)

The major breaches of discipline listed above, because of their serious nature, require prompt disciplinary action, including the involvement of local law enforcement officials home and school visitor, and social worker, when deemed necessary.

The basic responsibility for maintenance of discipline in the classroom shall rest with the classroom teacher. In working toward the resolution of classroom discipline problems (including attendance), each teacher will take the following steps in sequence:

- Work with the pupil on an incident by incident basis to remedy problems.
- Contact the parents on an ongoing basis as problems arise and /or repeat themselves throughout the school year. Elicit their support and assistance in an attempt to resolve the problems.
- Avail yourself of the opportunity, in conjunction with the administrator, to meet with the parent and student in an attempt to solve the problem.
- Refer the problem to the building administrator if the problem is not resolved or if the problem is deemed to be a major breach of discipline.
(A feedback procedure shall be used to communicate case disposition to the staff member who initiated the action).

Suspension from school shall be the sole prerogative of the building administrator.

- Prior to any suspension, the student must be given notice of the reason for the suspension and have an opportunity to respond.
- Removal from a class must be approved by the building administrator or his/her designee.

Corrective action which may include the laying on of hands, shall be taken by members of the staff in the following instances:

- In self-defense
- To protect other pupils
- To keep a pupil from injuring himself or herself
- To remove a pupil from, or direct a pupil to a given area after the child refuses to follow a directive. Staff should exercise judgment in this matter by calling for administrative assistance when necessary.

Any regular education pupil who poses such a severe disciplinary problem that his/her presence in the classroom or in the school makes it impossible to conduct normal school activities, and whose behavior does not improve after having been involved with teachers, parents, administrators, and special service personnel to resolve the matter, shall be suspended from school by the building administrator (up to 10 days) until such time as the District Superintendent and/or Board of School Directors decide on a course of action to be taken based on the recommendation of the building administrator involved. Special education students and those thought to be special education students, who pose a severe discipline threat must be disciplined in a manner that conforms to federal and state statutes and regulations.

III POLICY

IMPLEMENTATION

Implementation of the established discipline policies of the Board is a joint responsibility of teachers and administrators.

All building administrators shall work cooperatively with their certified staff to develop an appropriate discipline code and set of procedures for their building to carry out the guidelines established above. Board member, parent and student input will be solicited during the development of the discipline code. All individual building discipline code and procedures must be submitted to the District Superintendent/Designee for approval.

Each discipline committee shall have as its responsibility the development of a building discipline code, set up within the guidelines established by Board Policy. Each building discipline code shall provide procedures as to how infractions of school rules will be handled.

Disciplinary action to address lateness to class may not include any procedure that causes a student to miss class time. However, this restriction does not apply to an accumulation of lateness that rises to the level of in-school or out-of-school suspensions, where missed class time is obviously unavoidable.

Each building principal is responsible for establishing a discipline committee made up of certified staff, support staff and administration. Board member, parent and student input will be solicited. The Superintendent must approve of the composition of the committee prior to October 1 of each school year.

All members of the committee must agree to work in a collegial fashion with the best interest of the students driving their decision making. Meetings are to be held at least once each marking period. Each building's discipline committee will develop provisions to allow the use of discretionary options and flexibility in dealing with discipline problems. The goal of the committee is to establish a safe, orderly and caring building climate.

Each building-level team, as one of its first priorities annually, will develop and agree upon a procedure to ensure that impasse does not delay the process of making necessary revisions to existing discipline codes. The process should outline the step to be taken at the building-level to resolve any dispute between members.

The procedure should be all-encompassing including a process for recording and sharing the minutes of discipline committee meetings and a process by which disagreement will be sent to the District Superintendent for final resolution. Under no circumstances may such a procedure include provisions that would allow either building administrators (as a group) or certified staff (as a group) to unilaterally prevent further revisions or changes to the discipline code or to the dispute procedure itself.

The building discipline code and procedures shall be clearly spelled out in the teacher's handbook and pupil's handbook.

Federal and state statutes regarding discipline will take precedence over any individual building's discipline code.

The building administrator is responsible for said compliance with all applicable federal and state statutes and regulations. The Board may make the services of the District solicitor available to all members of the staff who desire them as a result (directly or indirectly) of implementing this policy.

PROTECTION OF PUPIL RIGHTS AMENDMENT

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

- The right to preview "protected information" student surveys and 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 materials 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.)

JR/sab

Annual notices-Principal Memo 2005.Doc

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 service 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.

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 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 about 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.

AHERA Act

“Neshaminy School District has engaged Eagle Industrial Hygiene Assoc., Inc., to fulfill the requirements of the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR Part 763, Subpart E. This law requires that each Local Education Authority (LEA) engage EPA accredited individuals to initially inspect and subsequently reinspect every three years all student and staff accessed areas for the presence of both friable and non-friable asbestos containing materials (ACM) and to develop an Asbestos Management Plan from the information developed from the building inspections. All areas of our facilities were inspected for asbestos-containing materials.

The Management Plan provides a description of the amount, type, location and condition of all ACM found in these areas. The Plan also contains a detailed schedule of responses and activities for handling the ACM. The Management Plan is available for review by interested parents, faculty and staff in all school offices during business hours.

Sincerely,

*Barbara Markowitz
Business Administrator”*



Neshaminy School District

2001 Old Lincoln Highway • Langhorne, Pennsylvania 19047-3295

MEDICATION ORDER

No prescribed or over the counter medication shall be dispensed by any school district personnel unless the school nurse has on file an order from the physician and written parental permission authorizing the appropriate personnel to dispense the medication in accordance with the directions of the physician.

PHYSICIAN ORDER:

Student name _____ Age _____ Date of Order _____

Name of Medication _____

Dosage and Route of Administration _____

Time or Frequency of Administration _____

Printed Name of Physician _____

Address & Phone Number of Physician _____

Signature of Physician _____

Any medication administered by school personnel must be delivered to the school nurse, the school principal or his / her designee and is required to be in a container appropriately labeled by a pharmacy or a physician.

I hereby authorize the Neshaminy School District personnel to dispense a prescription or over the counter medication to my child in accordance with the policies of the Neshaminy School District.

Parent Signature _____

School Web Page Permission Form

The Hoover Elementary School has a school home page on the World Wide Web or Internet. Our web page address is: www.neshaminy.k12.pa.us

As part of your child's school participation, he/she may have his/her photograph included in a web page article. At NO time will a picture of your child be identified with a name or any personal information.

The purpose of our web page is twofold: to provide you with information about the school and its activities and to provide a showcase for our students and their successes.

Please return this form with your signature if you **DO NOT** want your child's picture to be used for any reason. Failure to return the form will be considered permission to use a photo.

Student's Name: _____ **DO NOT** Teacher's Name: _____

I DO NOT want my child's picture to be used on the school home page. I understand that this may necessitate my child being blacked out of a group photo such as a class picture.

Signature of parent or guardian: _____

Videotape Permission



Dear Parent/Guardian:

For instructional improvement purposes, teachers from time to time videotape their classroom lessons. If you would **not want** your son or daughter to be in such videotape, please indicate this on the form below.

I **would not** want my son/daughter to be videotaped.

Name of student: _____

Teacher: _____

Parent/Guardian Signature: _____ (Date) _____

Web/Video tape/Internet permission

Elementary Internet Permission Form

Our library has installed computers which provide our students with access to the Internet. It is possible for our teachers and librarians to present lessons to your children which will access specific websites as per our school board policy.

It will also be possible for students to access the Internet. Students will use our library computers primarily to learn research skills and to find information. Our library curriculum includes teaching students the basics of Internet usage as a research tool. Students using the Internet will be doing so only under the supervision of a staff member.

Before permitting students to access the internet, parental permission must be secured. Please complete the form below only if you **DO NOT** wish your child to access the internet. If you have any questions please feel free to contact Mrs. Phelan, our schools librarian.

As the parent/guardian of _____, _____ **I DO NOT GIVE**
Permission for him/her to access the Internet through the school computers.



(Parent/Guardian Signature)

(Date)

Please read each section. If you do not want your child to participate in any of the above, sign, date and return this form to your child's teacher.

**NESHAMINY SCHOOL DISTRICT
MEDICAL INFORMATION UPDATE**

STUDENT NAME: _____ DOB: _____

TEACHER: _____ GRADE: _____

CURRENT MEDICAL/EMOTIONAL PROBLEMS: _____

Has your child had **any illnesses, accidents, fractured bones, etc.**, within the past year? **Please explain:**

CURRENT FOOD ALLERGIES: _____

Describe Reaction: _____

List Treatment: _____

Approximate date of last reaction or diagnosed by testing: _____

Dietary restrictions or special dietary needs: _____

NON-FOOD ALLERGIES: _____

Describe **REACTION** and **TREATMENTS:** _____

Does your child take any medication? _____

List Medications _____

Does your child need to take any medication at school? _____

Please specify and contact the school nurse _____

Have there been any changes in your family structure that the nurse, teacher should be made aware of?
(ex. Death in family, divorce, move, changes in household, etc.)

PLEASE, EXPLAIN: _____

Does your child wear glasses? _____

DISTANCE _____ READING _____ NEED TO WEAR AT ALL TIMES

Parent/Guardian Signature

Date

Neshaminy School District

Annual Public Notices
2015 -2016 School Year

Protection of Pupil Rights Amendment

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

- The right to preview “protected information” student surveys and the right to opt a student out of taking such a survey.
- The right to receive notice and to opt a student out of receiving any non-emergency, invasive physical examination not required by law.
- The right to preview student data collection surveys for marketing purposes and to opt a student out of taking such a survey.
- The right to inspect instructional and assessment materials used as part of a school district’s educational curriculum.

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

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

Qualifications of Title I Staff

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

This information includes:

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

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

Special Education

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

Under the Individuals with Disabilities Education Act, commonly referred to as the "IDEA," children qualify for special education and related services if they have one or more of the following disabilities and, as a result, demonstrate a need for special education and related services: (1) intellectual disability, (2) hearing impairments, including deafness, (3) speech or language impairments, (4) visual impairments, including blindness, (5) serious emotional disturbance, (6) orthopedic impairments, (7) autism, including pervasive developmental disorders; (8) traumatic brain injury, (9) other health impairment, (10) specific learning disabilities. If a child has more than one of the above-mentioned disabilities, the child could qualify for special education and related services as having multiple disabilities. Children ages three through nine years old may also be eligible if they have developmental delays and, as a result, need special education and related services.

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

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

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

Rights under Section 504 of the Rehabilitation Act of 1973

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

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

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

Students who are Mentally Gifted:

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

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

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

Student Records

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

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

Parent consent. Parent consent is required in writing prior to the release of any personally identifiable information concerning a child with disabilities. Parent consent is not required, however, prior to the release of information (1) to a hearing officer in a special education due process hearing; (2) to public school staff and contractors with a legitimate educational interest in the information; (3) to officials or staff of other schools and

school systems at which the student is enrolled or intends to enroll; (4) to federal or state education officials and agencies and to the Comptroller of the United States; (5) to accrediting organizations to carry out their accrediting functions; (6) to comply with a lawful subpoena or judicial order; (7) in conjunction with a health or safety emergency to the extent necessary to protect the health and safety of the child or others; or (8) that the public schools have designated as “directory information.” Disclosure without consent of the parent is subject to certain conditions more fully described in the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and its implementing regulation, 34 C.F.R. Part 99.

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

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

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

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

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

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

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

Neshaminy School District
HOOVER ELEMENTARY SCHOOL
Trenton Road
Langhorne, PA 19047
Michael Rodriguez, Principal

2015/16

Dear Parents:

To improve the discipline procedures that we have done in the past, we are sending home this discipline plan. This plan is now in effect and represents the results of many hours of work by the staff.

Our goal is to create self-discipline within each child in order to make *Hoover a positive and safe learning environment*. **Discipline should be restorative and reflective.**

Effective discipline should serve 3 purposes.

1. It should prevent a recurrence of a particular misbehavior in a student
2. It should be a learning experience for the student, permitting him/her to see why certain school rules have been made and why they must be followed.
3. It is more than making a student do what is right; it should encourage a student to choose to do what is right.

All our students should feel welcomed, valued and respected.

As has always been the case, the primary responsibility for the maintenance of discipline lies with the classroom teacher, but we will be turning to you for assistance and support should problems continue.

Please read this new discipline plan and review it with your child. Also review the **NESHAMINY DISCIPLINE POLICY** in the Parent/student Handbook, since any aspects of the district policy not specifically included in Hoover's plan is considered to be part of our plan.

Sincerely,
Michael Rodriguez
Michael Rodriguez, Principal

HOOVER ELEMENTARY SCHOOL

DISCIPLINE PLAN

I. PHILOSOPHY OF DISCIPLINE

Our goal is to promote self-discipline within each child in order to create a positive and safe learning environment for everyone. Discipline should be restorative and reflective.

Effective discipline should serve 3 purposes:

1. It should prevent a recurrence of a particular misbehavior in a student.
2. It should be a learning experience for the student, permitting him/her to see why certain school rules have been made and why they must be followed.
3. It is more than making a student do what is right; it should encourage a student to choose to do what is right.

II. RESPONSIBILITIES

Students: Students shall exhibit the expected behaviors of “Be Respectful, Be Responsible and Be Safe”.

Parents: Parents shall be role models and actively assist their children and the school to realize the behavioral expectations of “Be Respectful, Be Responsible and Be Safe. Parents are encouraged to support Positive Behavioral Intervention and Supports (PBIS) in our school.

Staff: The staff as role models, shall work with students and parents in a positive manner to encourage self-esteem and promote positive behavior. Staff will support Positive Behavioral Intervention and Supports (PBIS). Communication and/or documentation among all stakeholders will also reinforce the expected behavior.

III BEHAVIORAL EXPECTATIONS

Discipline is important in our school. An orderly atmosphere must exist within the school in order for maximum learning to occur. Therefore, our students are expected to “Be Respectful, Be Responsible, and Be Safe”.

IV CHARACTER DEVELOPMENT

Neshaminy's *Too Good K-12* programs effectively reduce risk factors and build protective factors that all kids need. They also provide the basis for a safe, supportive and respectful learning environment.

Hoover Elementary School is using the Positive Behavioral Intervention and Supports (PBIS) system to encourage everyone to *Be Respectful, Be Responsible, and Be Safe*. PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school’s ability to teach and support positive behavior for all students. Rather than a prescribed program, PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is not a

program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn

V CONSEQUENCES FOR UNEXPECTED BEHAVIOR

Definition: Misconduct that obstructs the orderly operation of the classroom and/or school (repeated or serious in nature).

A breach of discipline will result in one or a combination of the consequences listed below:

- Loss of recess
- Loss of assembly privilege
- Phone call to parents
- Meeting with guidance counselor
- Loss of bus privilege
- Suspension from school
- In-school suspension
- Removal of lunch privilege (May not eat in the lunchroom)
- Loss of one or more extra-curricular activities
- After school detention

The above disciplinary actions 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, refer to District Policy #505.

Please sign detach and return to your child's teacher by September 30, 2015.

I have read the summary of the **Hoover Elementary School Discipline Plan.**

Parent or Guardian Student

Date