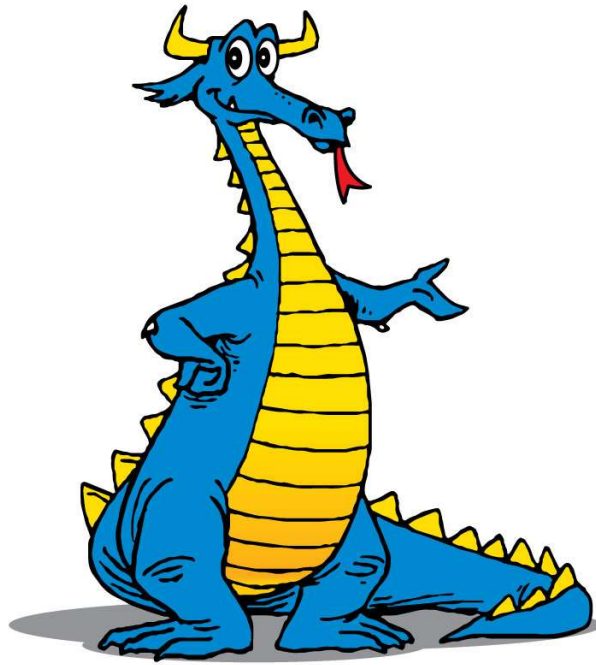


# PEARL S. BUCK Elementary School



## Family-Student Handbook 2022-2023

PEARL S. BUCK ELEMENTARY SCHOOL  
143 Top Road, Levittown, PA 19056  
215-809-6300

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## **AMERICAN EDUCATION WEEK**

Two days are set-aside in November for parents to visit the classroom and see their child in a learning situation. Please refer to our website calendar for this year's visitation dates. An invitation will be sent home with your child as the event approaches. We urge you to get a baby sitter if you have small children.

## **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 said office at least 72 hours prior to any District activity or program so that all necessary arrangements can be made to accommodate disabled individuals.

## **ATTENDANCE**

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements. Attendance is required of all students during the days and hours that school is in session, except that authorized district staff may excuse a student for temporary absences upon satisfactory evidence of mental, medical, physical, or other urgent reasons that may reasonably cause the student's absence. Student absences and/or truancy are monitored in accordance to School Board Policy 204. <http://go.boarddocs.com/pa/nesh/Board.nsf/goto?open&id=ALQRFL6C8DBB>

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

Students are welcomed into the building by our staff beginning at 8:50 AM. Parents/Guardians shall remain with their children until our staff is ready to receive students into the building.

- The school day officially begins at 9:10 AM.
- Dismissal begins at 3:35 PM.
- Walkers arriving prior to 8:50 AM are to be accompanied by a responsible adult.
- Car riders are to remain with a responsible adult until 8:50.
- Students are expected to go directly home when dismissed at the end of the school day and shall not play on the playground. This helps to ensure students are able to cross the street while the crossing guards are on duty.

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

## **BIRTHDAY CELEBRATIONS**

Parents/Guardians must discuss with your child's homeroom teacher any ideas regarding in-school celebrations for your child before making any firm plans.

Children often appreciate very simple ideas which celebrate their birthdays in school. We strongly encourage non-food items to avoid potential issues related to food.

**Please review our food practices information (found within this handbook) and contact your child's teacher to coordinate. *Unexpected food items will not be distributed.***

Parents may also consider donating a book to the library in honor of a child's birthday. Please contact our librarian for more information.

## **BUS STUDENTS**

Bus children are to ride their assigned bus **to and from school**. Students shall disembark at the same stop to which they are assigned coming to school. Please speak with your child about the proper behavior at a bus stop and on the bus. Any request to change a bus student's routine of getting to school or home should be placed in writing to the child's teacher and the principal. PLEASE DO NOT ASSUME your child may change a bus. Some routes are filled to capacity and cannot accommodate additional students. Further, conditions related to the pandemic may prohibit students from riding a different bus. Please call the school at 215-809-6300 for last-minute changes to your child's dismissal routine.

Children are expected to show the same respect to bus drivers as that afforded to their parents and Pearl Buck Staff. Repeated infractions of the bus rules may necessitate temporary or permanent denial of bus privileges. The bus driver will familiarize your child with the bus rules. Students should recognize that the bus and bus stop are still considered to be part of their school day and are therefore subject to the expectations and consequences of the Pearl Buck Elementary School discipline practices and School Board Policies.

## **CAFETERIA**

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

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

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

## **CELL PHONES**

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

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

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

## **CURRICULUM**

The Neshaminy community builds futures by empowering each child to become a productive citizen and a lifelong learner. The Neshaminy School District Strategic Plan notes that student academic success is a function of:

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

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

## **DISCIPLINE**

The board finds that student conduct is closely related to learning. Maintaining appropriate standards of discipline in the school district is essential to the establishment of a proper educational environment. The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the school district during the time they are under the supervisions of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.

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

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

Discipline Guidelines for our school 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. Additional information regarding the District's School Discipline Policy can be found at:

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

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

This program helps us to create a positive school environment so that all students can experience success. The goal of the SWPBIS program is to teach students how to make appropriate behavior choices. If a student experiences challenges with making appropriate behavior choices, the SWPBIS program has a process to help students learn how to manage their behavior. Teachers design behavioral interventions for students who need additional support with making appropriate behavior choices. A student who is struggling can receive additional lessons regarding our behavioral expectations. In addition, teachers create individual incentive plans to address a student's specific behavior. Additional staff members such as our school counselors or behavioral therapists can provide small group or individual instruction on coping skills, decision-making, and thinking before making a choice. Research has shown that this program can decrease the number of Discipline Referrals and increase student learning outcomes. At Pearl Buck, we expect our students to demonstrate STARR behaviors: Safe, Thoughtful, (positive) Attitude, Respectful, Responsible.

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

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

## **EMERGENCY DISMISSAL**

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

In the event of inclement weather, one of three conditions will exist and any decision will apply to all Neshaminy Schools:

1. Schools will be in session and begin at regular time.
2. Schools will start two hours later than usual. Students should report to their bus stops two hours later than usual and wait for at least 30 minutes for the bus to arrive. School will be dismissed at the regular time unless notification is given of an early closing.
3. NO SCHOOL. Students should not report to school.

## **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. 10 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.

## **FOOD PRACTICES**

In order to accommodate the increasingly varied health needs of our students, the Pearl S. Buck staff has been instructed to limit food-related events during the school year. However, events involving food will be permitted under the parameters noted below. These parameters apply to school-day events.

- If you would like to provide a treat to your child’s class, please contact your child’s teacher directly to discuss appropriate options. *Non-food treats are preferred.*
- Teachers will provide to parents advance notice of classroom activities involving food. Parents will have an opportunity to discuss concerns and options with the teacher.
- All food and non-food items are to be discussed with and approved by the classroom teacher prior to having the items delivered to school. *Unexpected items will not be distributed.*
- Food shall not be shared between students. This applies to lunch and snack-time as well. This expectation is discussed in-class with students.
- Only store-purchased food, in original containers with food labels, may be distributed in classes. In order to reduce/avoid unintentional cross-contamination, homemade items may not be distributed.
- In certain cases, it may be necessary for food items to be limited to a specific brand due to ingredients.
- Candy shall not be distributed to students.
- A classroom teacher may need to specifically avoid or limit a type of food consumed within his or her classroom in order to manage specific health needs.

### 4<sup>th</sup> Grade Move-Up Events:

- A general menu will be provided to all 4<sup>th</sup> grade families.
- Ingredient-specific information will be provided to families of food allergy students.

## **GUIDANCE SERVICES**

The guidance program is geared to help individual students fully use their abilities, interests and talents toward self-development and success in school. The guidance counselor is available to any student or parent needing assistance.

The guidance counselor is ready and able to meet with parents and students to provide suggestions and to facilitate the use of school and other resources. The guidance counselor does not provide individual or group therapy but may meet with individual children or groups regarding school issues or concerns.

## **HIV INFECTION**

While providing a safe, healthy environment for its students and employees, our school district must recognize the confidentiality of individuals who may be diagnosed as having HIV. All employees in Neshaminy School District are required to follow Universal Health Care Prevention in all settings and at

all times. Questions regarding specific school board policies on this subject should be directed to the principal.

### **HOME ACCESS CENTER**

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

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

If you have lost or misplaced your HAC Login or Password, please contact the office at (215) 809-6300.

### **HOMEWORK**

The purpose of homework assignments should be to help student master skills; encourage new learning; assist student understanding and comprehension; development of responsibility and independence and acquaint parents/guardians with what their child is learning in the classroom. Students are responsible for completing homework assignments as directed. The homework shall complement classroom instruction and be planned and evaluated with respect to its purpose, appropriateness, and completion time, while the demand of homework in relationship to the students' personal time shall be consistent with the best interests of the students regarding other valuable experiences to be gained outside of school. For additional information regarding our District's Homework Policy, please review this website: <http://go.boarddocs.com/pa/nesh/Board.nsf/goto?open&id=AYP35A700D39>

### **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 the educational program. As such, a well-balanced lunch is offered each day. For the 2022-2023 school year, breakfast are currently free to all students. Weekly menus are shown on the Neshaminy Network Television (Comcast and Verizon) and can be accessed on the Web at [www.neshaminy.org](http://www.neshaminy.org), and then select "Food Services" under the "Parents" link in the red header.

**If/when lunches require payment:** 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 meal. Prepayments may be made by check or cash by sending it to school with your child in an envelope marked with his/her name and pin number. 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 that 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.

### **NO SMOKING**

The board prohibits possession, use or sale of tobacco by any students or adult at any time in all district facilities and buildings and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. The Board prohibits possession, use or sale of tobacco by students or adults at school-sponsored functions, both on and off school property, such as athletic and/or music functions and other school sponsored activities. Tobacco includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material and smokeless tobacco in any form, including electronic lighters or vaping devices.

### **NON-DISCRIMINATORY PRACTICES**

"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 conditions 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 Mrs. Theresa Hinterberger, Director of Human Resources at 2001 Old Lincoln Highway, Langhorne, PA 19047 or call 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 instruction:

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

The legal definitions of these disabilities, which the public schools are required to apply under the IDEA, may differ from those used in medical or clinical practice. The legal definitions, moreover,

could apply to children with disabilities that have very different medical or clinical disorders. A child with attention deficit hyperactivity disorder, for example, could qualify for special education and related services as a child with "other health impairments," "serious emotional disturbance," or "specific learning disabilities" if the child meets the eligibility criteria under one or more of these disability categories and if the child needs special education and related services as a result. If you suspect that your child may be in need of services, please contact your school's Guidance Counselor.

## **NURSE**

Health and Safety protocols related to the pandemic are continuously in flux. Please refer to District communications regarding our current protocols.

Our nurse and our health aide are available for medical services. If your child is ill, please **DO NOT** send him/her to school.

- **Children must be fever-free for at least 24 hours before returning to school.**

The nurse is available only for accidents or illnesses occurring in school. We cannot treat injuries that were received at home.

All medications shall be administered in the building health suite by the Certified School Nurse, or in the absence of the Certified School Nurse by other licensed school health staff (RN, LPN), except as otherwise noted.

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

The Building Nurse shall collaborate with parents/guardians, district administration, faculty and staff to develop an individualized healthcare plan to best meet the needs of individual students.

In order for the school personnel to distribute prescribed or over-the-counter medication, the following conditions must be met:

- A written note is required from the doctor.
- A permission form, available in the nurse's office, must be on file authorizing school personnel to dispense the medication according to the directions of the doctor.
- The medication must be in a container appropriately labeled by the pharmacy or physician for the student. Medication in plastic bags, aluminum foil, envelopes, old pill bottles, etc. will not be administered.

In cases when these conditions are not met and the administration of medication is necessary, the parent or guardian may come to school to administer the medication.

Under no circumstances should a child have any form of medication, prescription or over-the-counter, to self-administer during the school day.

Other information related to nursing services: <https://www.neshaminy.org/domain/25>

## **IMMUNIZATION REQUIREMENTS**

The Pennsylvania Department of Health requires that all children at any grade, kindergarten through 12 (including all public, private, parochial and intermediate unit students) show proof of immunization before they can attend school in the Commonwealth. The Commonwealth of Pennsylvania has recently changed their requirements for childhood immunizations. Please read the information below for more information, and contact your child's School Nurse if you have any questions.

- [Parent Information \(PDF\)](#)
- [Immunization Clinic Schedule](#)
- **Diphtheria and Tetanus** – 4 doses of tetanus, diphtheria and acellular pertussis (1 dose on or after the 4th birthday)
- **Polio** – 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given), a fourth dose is not necessary if the third dose was administered at age 4 years.
- **Measles, Mumps, Rubella** – 2 doses of Measles, 2 doses of Mumps and one dose of Rubella, given on or after the 1<sup>st</sup> birthday as an MMR. The second doses of Measles and Mumps are usually given as an MMR but may be Measles & Mumps only given at least one month after the first dose.
- **Hepatitis B** – 3 doses with the first and second doses at least one month apart and the third dose 16 weeks after the first dose but not prior to six months of age.
- **Varicella** – 2 doses on or after the first birthday or evidence of chicken pox disease.

## **PROVISIONAL ENROLLMENT**

Children entering school for the first time and children entering school from another state must have initial immunization shots in each vaccine. The parents' plan for completion of the required immunization shall be submitted to the school. All immunization requirements shall be completed within eight months of entrance to school. If the requirements are not met, the student will be excluded.

### **EXCEPTIONS**

#### **1. Medical Exception**

Children need not be immunized if a physician provides a written statement that immunization may be detrimental to the health of the child. When the physician determines that immunization is no longer detrimental to the health of the child, the child shall be immunized according to procedure.

Only licensed medical doctors and doctors of osteopathy can sign for medical exemptions. If a medical exemption is for a specific antigen(s), this should be indicated in the statement of exemptions. All other immunizations will still be required.

#### **2. Religious Exception**

Children need not be immunized if the parent, guardian, or emancipated child objects in writing to the immunization on religious grounds or on the basis of a strong moral or ethical conviction similar to a religious belief.

**Even if your child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine-preventable disease.**

## **COMMUNICABLE DISEASES IN SCHOOL CHILDREN**

The following guidelines for communicable diseases are regulated by the Department of Health. Children diagnosed with diseases may return to school after they have adhered to the appropriate time guidelines listed below:

- (a) Chickenpox — six days from the last crop of vesicles.
- (b) Acute Contagious Conjunctivitis (Pink Eye) — Twenty-four hours from institution of appropriate therapy.
- (c) Diphtheria — Two weeks from the onset or until appropriate negative culture tests.
- (d) Impetigo Contagiosa — Unit judged non-infective by child's physician.
- (e) Measles — Four days from the onset of rash.
- (f) Mumps — Nine days from the onset or until subsidence of swelling
- (g) Pediculosis Capitis (Head Lice) and Pediculosis Corporis (Body Lice) — After appropriate treatment has been given. Students must see school nurse prior to entering a classroom.
- (h) Pertusis (Whooping Cough) — Four weeks from the onset or several days from institution of appropriate antimicrobial therapy.
- (i) Respiratory streptococcal infections including scarlet fever — 24 hours from institution of appropriate antimicrobial therapy.
- (j) Ringworm — all types — until judged non-infective by the child's physician.
- (k) Rubella (German Measles) — Four days from the onset of rash.
- (l) Scabies — Until judged non-infective by child's physician.

Any disease not covered by these regulations should be reported to the school nurse for proper advice and implementation of regulations.

Procedures for reporting, controlling and regulating communicable diseases, including COVID, in the Neshaminy School District are based upon the guidelines outlined in the Pennsylvania Department of Health Regulations.

## **PARENT-TEACHER ORGANIZATION**

The Pearl S. Buck Elementary School Parent-Teacher Organization (PTO) can only be effective with your support. We urge you to join and become an active member. The Buck PTO has contributed greatly to enriching the educational programs for the children of Pearl Buck Elementary School while also organizing events that bring our community together throughout the school year.

Parents are encouraged to keep in close contact with the school. Teachers may be contacted by email, note or telephone. Messages are placed in the teachers' mailboxes as they are received. Teachers do have access to district e-mail but for time-sensitive issues, it is discouraged since the e-mail may not be received until the end of the school day. Please use the classroom teacher as the first line of communication for addressing your child's needs. Teachers will generally share their preferred means of communication at the start of the year. Parent-teacher conferences are held in November and/or as the need arises. If you wish to have a conference with your child's teacher or another member of the staff, please call ahead to make an appointment.

## **PARENTAL RESPONSIBILITIES**

Please send your child to school each day having had breakfast (or being prepared to buy it) and ready with supplies, homework, forms, signed paperwork a lunch plan and a dismissal plan.

Please make sure that you are familiar with the Family Handbook and especially the sections on Student Expectations and Discipline.

Please make sure you are familiar with our procedures for picking up children from school and, especially at the end of the day for dismissal. This information is outlined in our weekly e-newsletter at the start of the year.

Please do not send drinks or other item that requires refrigeration.

Please make sure you discuss with your child the plan for dismissal before school begins each day.

Any requests to change the regular dismissal plan must be placed in writing to the teacher/office.

Except for emergencies, please refrain from calling the office to change the dismissal plan during the school day.

When arranging for an early dismissal, please try to pick up students before 3:15 p.m. so that we may avoid interrupting the classroom between 3:15 p.m. and 3:35 p.m. due to important end of the day homework/dismissal instructions being given by teachers at that time.

## **PROGRESS REPORTS**

Progress reports are available at trimester intervals (three times per year). Availability of the most current trimester reports will be announced via our newsletter and/or by each child's teacher. General trimester dates: December, March, June.

## **RECESS**

Children need fresh air and exercise every day. We provide our students with a recess period every day. Please ensure that your child is dressed properly for the weather conditions. Because children do need fresh air and exercise, your child will go outside for recess every day (weather permitting) in temperatures as low as 20 degrees F, and into the mid 90s.

## **RELINQUISHING CHILDREN TO PARENTS/GUARDIANS**

If you are picking your child up at a time other than our regularly scheduled dismissal, whether or not your child is expecting you, please report to the office. We will call your child's classroom and let him/her know you are here. You will not be permitted to go directly to the classroom.

The statements below apply to release of children and access to children in all situations including: custody cases, regular dismissal, early dismissal and emergency situations:

- Copies of the most recent legal communication that pertains to the school setting regarding: custody, release of students and access to students must be presented to the school at registration, prior to the beginning of each school year and at the time that an access situation

arises. The most recent court order or legal documentation permitting or restricting release of a child will be followed. A Court Order supersedes any other legal documentation, regardless of date of issue.

- Students will be released only to those individuals whose names are listed in e-School as a guardian or emergency contact. If for any reason someone will pick up your child other than who is listed in e-school, you must send a dated note to the office of this change with full name(s) and contact information.
- In the event a note is not provided, and the parent or guardian calls to request a child be released to someone who is not listed in e-school, verification of the caller's identity must be made by the principal or designee before releasing the child.

## **SOCIAL AND EMOTIONAL LEARNING**

The Neshaminy School District in accordance with the Pennsylvania Department of Education has made Social and Emotional Learning a priority for the Neshaminy community. All employees, students, and community members are encouraged to become familiar with and to participate in the SEL initiative. The District is dedicated to providing training and education to promote and reinforce the skills necessary for increasing interpersonal and intrapersonal skills. These skills have been identified as necessary for employment in the 21<sup>st</sup> century. Employers want people who know how to get along with others. Communities need people who can contribute toward a peaceful neighborhood. Children and adults will develop essential social and emotional skills such as self-awareness, self-management, social awareness, relationship skills, and responsible decision-making.

## **SPECIAL EDUCATION PROGRAMS**

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

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

The legal definitions of these disabilities, which the public school are required to apply under the IDEA, may differ from those used in medical or clinical practice. The legal definitions, moreover, could apply



to children with disabilities that have very different medical or clinical disorders. A child with attention deficit hyperactivity disorder, for example, could qualify for special education and related services as a child with “other health impairments,” “serious emotional disturbance,” or “specific learning disabilities” if the child meets the eligibility criteria under one or more of these disability categories and if the child needs special education and related services as a result. If you suspect that your child may be in need of services, please contact your school’s Guidance Counselor. 13 Section 504 Notice Under Section 504 of the Federal Rehabilitation Act of 1973, and under the Federal Americans with Disabilities Act, some school age children with disabilities who do not meet the eligibility criteria outlined might nevertheless be eligible for special protections and for adaptation and accommodations in instruction, facilities, and activities. Children are entitled to such protections, adaptations, and accommodations if they have a mental or physical disability that substantially limits or prohibits participation in or access to an aspect of the school program. Please contact your school’s Guidance Counselor for further information.

### **VISITORS IN SCHOOL**

Parental interest in the educational process is the lifeline of school performance. Visitation of parents is encouraged and always welcomed. However, prior arrangements must be made before visiting the classrooms. The security of the building and the safety of our students are paramount to all of us.

While we encourage parents and guardians to be actively involved in their child's education, *visitors do not have automatic or immediate access to any school area or to any school personnel*. Pearl Buck Elementary has a secure entry system which will REQUIRE visitors to provide official ID (e.g. driver’s license, credit card) prior to accessing the building. ID’s will be scanned by the entry system. Upon entering the building, the visitor must first proceed directly to the front office to sign in and obtain a visitor's pass. This pass must be worn in a prominent place at all times while in the building. At the end of the visit, please return to the office, sign out and return the pass. We value the health, safety, and welfare of our students, therefore at no time should parents or visitors enter the school building and go directly to their child's classroom or any other area of the building. In an effort to protect our students, all staff members are required to ask anyone they see in the building for their visitor's badge. Staff members will respectfully direct/escort any person without a badge to the front office. In order to visit any place or person, visitors must always:

- Check in at the front office and sign in with the purpose of the visit.
- Follow the school building procedures regarding visitations.
- Obtain a school visitor pass before frequenting any part of the school. Please turn off or place on vibrate all cell phones while inside the building.
- In order to protect the students and integrity of the school facilities, all visitors are required to enter through the main entrance and to advise the principal, or designee, of the purpose of their visit. Visitors may be denied access at any time.
- No person shall visit or audit a classroom or other activity, nor shall any person remain on school premises without the approval of the principal or his designee.
- It should be understood after 8:50 AM that no visitors may interrupt the instructional process by taking a teacher's attention away from the students while classes are in session.
- It is unlawful for visitors to remain on school grounds in violation of these rules.