

**Neshaminy High School  
Student Handbook**



**2023-2024**

## Table of Contents

<u>Alma Mater</u> .....	3
<u>Administration/Counselors</u> .....	4
<u>Bell Schedule</u> .....	5
<u>Academics</u> .....	5
• <u>Course Planning/Credits</u> .....	5
• <u>Grading System</u> .....	7
• <u>Graduation and Minimum Requirements</u> .....	10
• <u>Gym Night</u> .....	12
• <u>Hallways</u> .....	12
• <u>Homework/Honor Roll</u> .....	12
• <u>Home Access Center</u> .....	13
• <u>Plagiarism</u> .....	13
• <u>Pupil's Rights to Refuse Dissection</u> .....	13
• <u>Searches/Video Recording</u> .....	13
• <u>FERPA</u> .....	13
<u>Emergency Information</u> .....	14
<u>Student Services</u> .....	14
• <u>Transportation</u> .....	14
• <u>Student Dress</u> .....	15
• <u>Special Education/Section 504</u> .....	16
• <u>Nurses</u> .....	16
• <u>SAP (Student Assistance Program)</u> .....	17
• <u>Student ID Cards</u> .....	17
• <u>Technology</u> .....	17
• <u>Work Permit</u> .....	17
• <u>AM/PM Parent Drop-Off/Pick Up</u> .....	18
<u>Co-Curricular Activities/Athletics</u> .....	19
• <u>Eligibility/Athletic Guide</u> .....	19
• <u>Class Trips</u> .....	22
• <u>Fundraising</u> .....	22
• <u>Obligations</u> .....	22
• <u>Dances</u> .....	22
<u>Absence Policy and Procedures</u> .....	23
<u>Counseling Center</u> .....	24
<u>Board &amp; District Policies</u> .....	26
<u>Student Discipline Code</u> .....	28

## **ALMA MATER**

TUNE: "Varsity Song" Holy Cross College

Neshaminy High School, true to the  
End Echoes forever, sprits ascend  
Honest endeavor, virtue and strife  
Memories bring us the best years of our  
Life. Hail Alma Mater, hail red and blue  
Fellow Playwickians, we salute you  
Fond recollections vivid and true,  
Neshaminy High School we're loyal to you.

Adopted October 1950  
Words by Shirley Heizmann '52

**ADMINISTRATIVE/COUNSELORS  
ADMINISTRATION**

<b>Main Office</b>	<b>215-809-6100</b>
• Mr. Stephen Garstka – Principal	215-809-6102
<b>CO-CURRICULAR OFFICE</b>	
• Mrs. Lisa Pennington – Asst. Principal	215-809-6142
<b>GRADE 9 OFFICE</b>	
• Mr. Colin Trickel – Asst. Principal	215-809-6126
<b>GRADE 10 OFFICE</b>	
• Mr. William Ritchey – Asst. Principal	215-809-6124
<b>GRADE 11 OFFICE</b>	
• Ms. Lynn Knotts – Asst. Principal	215-809-6128
<b>GRADE 12 OFFICE</b>	
• Mr. Robert Mueller – Asst. Principal	215-809-6125
<b>GUIDANCE OFFICE</b>	
• Mr. Steve McAloon – Asst. Principal Scheduling	215-809-6101

**COUNSELORS**

<b>Guidance Office</b>	<b>215-809-6101</b>
• Ms. Christina Savage	Students A-Brot
• Mrs. Patience Burton	Students Brou-Del
• Mrs. Jill Ortman	Students Dem- Gal
• Mrs. Casey Rodgers	Students Gam – H
• Mr. Jeff McCaughey	Students I – Led
• Ms. Traci Hindle	Students Lee – Me
• Mrs. Jennifer Coe	Students Mi – Perk
• Mr. Erik Styer	Students Perl – San
• Ms. Catherine Geraghty	Students Sao-Thom
• Mrs. Heather Krajcer	Students Thon - Z

## BELL SCHEDULE

TIME	REGULAR	2-HOUR DELAY
<b>WARNING BELL</b>	7:15	9:15
<b>1<sup>ST</sup> PERIOD</b>	7:21– 8:14 (Announcements 8:07-8:14)	9:21 – 9:59 (Announcements 9:52-9:59)
<b>2<sup>ND</sup> PERIOD</b>	8:18– 9:04	10:03 – 10:34
<b>3<sup>RD</sup> PERIOD</b>	9:08 – 9:54	10:38 – 11:09
<b>4<sup>TH</sup> PERIOD</b>	9:58– 10:44	11:13 – 11:44
<b>5<sup>TH</sup> PERIOD</b>	10:48– 11:34	11:48 – 12:19
<b>6<sup>TH</sup> PERIOD</b>	11:38 – 12:24	12:23 – 12:54
<b>7<sup>TH</sup> PERIOD</b>	12:28 – 1:14	12:58 – 1:29
<b>8<sup>TH</sup> PERIOD</b>	1:18 – 2:05	1:33 – 2:05

## ACADEMIC/STUDENT SERVICES

### COURSE PLANNING GUIDE

Many opportunities are afforded students and parents by the professional staff to ensure that appropriate course selections are made. The NSD “Course of Study” is available on the NHS Website.

Please note the following when planning your program:

- a. Students are expected to remain in their selected courses for a full year. Students, parents, teachers, and counselors should be in agreement to assure the greatest success for each student’s assignments. A student’s schedule for the school year will be completed on the basis of the requests/alternates as indicated on the course selection sheet. Careful thought must be given to courses/alternates selected.
- b. Chose the course, not the teacher. Each choice should be based on the merits of the course content and its value to the student’s specific needs. Please understand that requests for schedule adjustments based on the issue of personnel will not be honored.

- c. Discuss specific subject area choices with teachers and/or department chairpersons who can share valuable insight with respect to the nature of specific courses.
- d. When planning course level placement, consider taking the most challenging course load that you can handle without creating any undue duress. It may be better for the student to experience success in an appropriate placement rather than experience extreme difficulty in an inappropriate placement.
- e. It is considered a good educational practice to establish standards for students who wish to continue to work in areas of specialized study. A grade of “C” is the minimal grade that a student may earn in order to be recommended for continued study in sequential subjects, which also require the recommendation of the present teacher in that subject area.
- f. Students who fail courses in grades nine through twelve are expected to attend Neshaminy Summer School or another Neshaminy School District – approved summer school.
- g. Elective offerings are available for all students. These courses are scheduled as time, personnel and facilities allow. A student’s choice of elective subjects must be indicated in the space provided on the course selection form. Elective subjects are described under the discipline to which they belong and are listed on the course selection sheet in the electives request area. Elective subjects are scheduled, if possible, but not guaranteed.

**CREDITS – COURSE VALUE**

Courses that meet every day of the 6-day cycle will receive 1.0 credit. Classes that meet on alternate days of the 6-day cycle will receive 0.5 credits.

**CREDITS REQUIRED FOR PROMOTION**

In an effort to encourage students at an early stage to keep a sensible pace in earning their credits, the District has established a schedule of minimum credits to be earned by September 1<sup>st</sup> of each school year in order to be placed in the next grade.

- Minimum Credits:

From Grade	To Grade	Earned by September 1 <sup>st</sup>
9	10	5.5
10	11	10.0
11	12	15.0
	Diploma	21.0*

\*Please see page 7 for full graduation requirements

**CURRICULUM – SAFEGUARD/SENSITIVITY**

Dissection – See Pupil’s Right to Refuse

Health Topics – Parent Notification

Parents will be notified by the health and physical education department of all health curriculum topics presented at NHS. Families who believe certain topics are too sensitive or that the presentation of the information is the responsibility of the parent, the parent should notify the health teacher in writing as soon as possible. Appropriate alternative health assignments will be given.

## **GRADING SYSTEM/EVALUATION**

- A student who is medically excused from physical education is marked with an “X.” No credit is received for an “X”, however, the course will not have to be made up. When excused from physical education by the nurse, the student will not report to his/her physical education teacher. An “X” grade is assigned to any student who has not been enrolled/registered for fifty percent (50%) of the class session in any given marking period.
- Comments are used in order to better explain a report card grade. Comments are as follows:
  1. Shows evidence of consistent effort.
  2. Works well with others
  3. Shows desire for constant improvement
  4. Works efficiently in classroom activities
  5. Shows genuine interest in learning
  6. Contributes to class activities
  7. Shows imagination and creativity
  8. Demonstrates reliability and dependability
  9. Is capable of doing better work
  10. Needs to improve study habits
  11. Does not follow directions
  12. Performs poorly on tests
  13. Excessive absence is affecting schoolwork
  14. Unacceptable classroom behavior
  15. Indifferent attitude toward learning
  16. Does not complete class assignments
  17. Generally unprepared for class
  18. Fails to meet deadlines
  19. Should seek additional help from teacher
  20. Parent contact teacher through school office
  
- The total number of absences from class, including those that are excused as well as those which are unexcused, are recorded by teachers when entering grades. The number of times absent from class will appear on the report card for each marking period.
- Grades from previous schools and/or other teachers must be honored and placed on report cards.

Students will be graded on a numerical scale. Report cards will be issued to students four times each school year. All report cards are available on Home Access. Below is the numerical interpretation for each grade range based on a one credit course. All .5 credit courses are non-weighted (NW). Multiply the NW grade value by .5 to determine the numerical interpretation.

**Weighted Grading System**

<b>AP</b>	<b>HN</b>	<b>NW</b>	<b>Grade</b>	NW = Non-Weighted
5.0	4.5	4.0	A	AP = Advanced Placement
4.6667	4.1667	3.6667	A-	HN= Honors
4.3333	3.8333	3.3333	B+	
4.0000	3.5000	3.0000	B	
3.6667	3.1667	2.6667	B-	
3.3333	2.8333	2.3333	C+	
3.0000	2.5000	2.0000	C	
2.6667	2.1667	1.6667	C-	
1.3333	1.3333	1.3333	D+	
1.0000	1.0000	1.0000	D	
.06667	0.6667	0.6667	D-	
0.0	0.0000	0.0000	F	

**GRADING /USE OF (+) AND (-) IN MARKING PERIOD AND FINAL GRADE**

A plus (+) or minus (-) can be assigned to a final grade only. There is no A+, F+ or F-.

**GRADING/WARNING OF FAILING FOR UNSATISFACTORY WORK**

Teachers are encouraged to develop ongoing and continuous lines of communication with parents regarding students' unsatisfactory work. Warning notifications are distributed to parents in the fourth week of each marking period. Parents who have questions regarding class work are encouraged to call their child's guidance counselor. Parents can often assist in correcting poor study habits when informed on a regular basis.

**GRADE REPORTING DATES FOR 2023-2024:**

Report Period Begins	Interim Progress Reports Distributed	Report Period Ends
August 30, 2023	October 3, 2023	November 3, 2023
November 6, 2023	December 13, 2023	January 26, 2024
January 29, 2024	March 2, 2024	April 5, 2024
April 8, 2024		
(Seniors Only)	April 26, 2024	TBD
(All Others)	May 3, 2024	June 14, 2024



## **GRADING/FAILURES**

A student who fails English or Social Studies in Grade 10 or Grade 11 may make the course up in one of two ways. The student may attend summer school classes or may repeat the course the next school year provided the student's schedule permits. Students who have failed a required first – semester course may make up that course second semester if their schedule permits and there are available seats in the class.

## **GRADING/FINAL EXAMINATIONS**

Approved departmental examinations are given to all students taking the same course in a particular grade level. Approximately 75% of the examination will be of the work common to all sections of that course. This portion of the test will be objective in design. The composition of the remaining portion of the examination will be determined by the classroom teacher. The examinations are designed to test that core of knowledge essential for satisfactory understanding of the course. The final exam will account for 20% of the student's final grade in a yearlong course.

Every effort must be made to schedule family vacations and summer jobs after final exams are completed. Parent requests for a student to schedule a final exam prior to the scheduled date should be made in writing to the building principal at least two (2) weeks prior to the final exam date.

Underclassmen final exam dates are scheduled for the last three (3) school days of the year. Senior final exams are scheduled for the last six (6) full school days prior to graduation rehearsal. Students who do not take a scheduled final exam are not completing all course requirements and could have their final grade lowered.

## **GRADING/COMPUTATION OF FINAL GRADES**

An objective, consistent format is used by all teachers when computing the final grade. In a full-year course, where a final examination is given, the final examination grade is equal to approximately 20% of the final grade. Students not completing all course requirements may have their final grade lowered.

Grading/Major Tests – In fairness to students, not more than two (2) major tests should be scheduled on any given day. With reasonable advance notice on an occasion where more than two are scheduled, one teacher will be asked to change his/her examination date.

### **Class Rank (12<sup>th</sup> Grade Only)**

Class rank is a numerical representation of the academic standing for a student attending the Neshaminy High School. It represents both quality and quantity of work completed during a student's academic career in grades nine through twelve. Calculation of rank will be determined by:

- Total earned quality points, not GPA. Based on weighted final course grade.

- All courses taken in summer school (make-up and enrichment), will count toward graduation credits but will not be factored into class rank. Courses marked with an “I” are not calculated in rank.
- Class rank and cumulative GPA will be calculated at the following times:
  - Grade 12, 3<sup>rd</sup> marking period
- Honor roll GPA will be calculated each marking period
- The selection of the senior class valedictorian and salutatorian will be based on rank calculated after the third marking period of the senior year.
- Course load (credits) by year are used to calculate GPA & Class Rank as follows: Beginning with the Class of 2024 NHS will no longer publish rank or select a Valedictorian or Salutatorian.

Grade 9	6.5 Credit Maximum
Grade 10	6.5 Credit Maximum
Grade 11	6.5 Credit Maximum
Grade 12	6.5 Credit Maximum
Total	26 Credits Maximum

It is recommended, but not required, that each student carry six (6) major subjects each school year. If the student feels there is an exceptional reason that six (6) majors is inappropriate, then review by the guidance department chairperson is required. Taking fewer than six courses will affect class rank.

A student and parent who feel that carrying a full-course load (6 majors) will have a negative impact on other courses being taken may request, in writing, that the sixth major recommended full-course load be waived. After review of all previous and course work, a determination will be made. The final decision may include a level change. If the sixth major is dropped, the student will be scheduled into a study hall for the remainder of the school year. A dropped sixth major may not be replaced with another course. Students may drop a seventh major at any time. The seventh major must be replaced with either lunch or study hall. A dropped seventh major may not be replaced with another course.

### **GRADING FINAL/FAILURE DEVIATION NOTICE**

Each teacher reports to the guidance counselor any student who has failed a course for the year. When a teacher computes grades at the end of a course, a deviation of one letter grade, up or down, may be made at the teacher's discretion. A reasonable explanation in writing as to the grade deviation must be turned in to the assistant principal in charge of scheduling. Please note: poor behavior and absenteeism are not supportable reasons for lowering a student's academic grade. Incomplete classroom assignments, major projects, research reports, science labs and final exams are examples (but not limited to) supportable reasons for lowering a student's academic record. The principal will review all deviation explanations. Students should not “count points.” Don't put yourself in the position that the final decision to pass or not pass a course is out of control. Earning points early in the year and shutting down at the end of the year places you in jeopardy of a grade deviation that will be supported.

### **GRADUATION AND MINIMUM REQUIREMENTS**

The graduation season is the time during which the school, the family and the student observe the certain rites which have come to be traditional upon the termination of formal secondary education. These rites have a deep meaning for most students and parents. Neshaminy approaches the graduation season, therefore, with great seriousness of purpose. The graduation activities are under the direction of the principal, the grade-level assistant principal, the assistant principal in charge of graduation logistics and the class advisor. The graduation exercises will be held out of doors. Rain dates are provided. The commencement date will be announced in March. The graduation ceremony is optional on the part of the seniors.

Students with poor behavior records may lose the privilege to attend the graduation ceremony.

The 21 required minimum credits may be earned in grades nine through twelve which means that approximately five or six credits should be earned each year (no lunch). Students must also meet the statewide graduation requirement outlined in Act 6 and Act 158, that includes scoring proficient or advanced on each Keystone event or successfully completing an alternative pathway.

Subjects required:

Subject	Credits
English	4
Social Studies	4
Math	3
Science	3
Health	0.5
Physical Education	1.5
Electives	5.0
<b>TOTAL</b>	<b>21</b>

## **GYM NIGHT**

Gym Night is the annual school-wide athletic, dance competition sponsored by the Health and Physical Education Department. The student body is divided into the Blue (last names beginning with A-K) and Red (last names beginning with L-Z) teams. Students select captains at the end of the first marking period. These two nights are filled with exciting dance exhibitions, designed, and choreographed by the students, and relays between the Red and Blue teams. All eligible students are encouraged to participate in this, the largest school activity offered to our high school students. Rules, regulations and procedures pertaining to the eligibility of participants, captains and the elections of captains, co-captains will be distributed by the Health and Physical Education Department early in the school year.

## **HALLWAYS**

The hallways in Neshaminy High School are a very important part of the school. It is the duty of each student to maintain cleanliness in the halls. Each student should not only refrain from dropping things but should feel enough pride and responsibility in their school to pick up and

dispose of any debris that they may find littering the hallways. In order to avoid unnecessary discomfort to any student, the following rules should be kept in mind:

1. Students are to refrain from running, whistling, shouting, and pushing in the corridors at all times.
2. Students are not to loiter at the drinking fountain while classes are changing.
3. Students are expected to take the shortest possible route from one class to another.

## **HOMEWORK**

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. The purposes for which the teacher assigns homework activities include helping a student master a skill, encouraging a student to learn new things, assisting a student to understand what is being taught, developing a sense of responsibility and independence, and acquainting parents with what their child is learning in the classroom.

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

Students and parents alike have responsibilities for homework assignments. Students have responsibilities to meet in carrying out homework assignments made by the teacher. Failure to do so may subject the student to a lower grade for that assignment. Parents are encouraged to examine homework assignments and to offer advice toward their successful completion by the student.

## **HOME ACCESS CENTER**

Teachers update their grades regularly. Family can view their child's grades at any point during the school year. Different assignment names, point value, category of assignment/test, and due dates for each are visible in HAC. Information on HAC can be found on our website.

## **HONOR ROLL**

3.8 – Distinguished Honor Roll

3.1666 – Honor Roll

Based on weighted GPA using all enrolled course.

## **PLAGIRISM**

Cheating is defined by Webster's as "the act of fraudulently deceiving, the violation of rules, using trickery that escapes observation." Teachers establish appropriate academic penalties that are supported by the administration. National Honor Society members and officers of any school activity found cheating may be faced with removal from office and from the Society.

Teachers are encouraged to review standards regarding cheating during the first days of school and with parents on Back-to-School Night.

Neshaminy High School teachers may choose to use Turnitin.com as a resource. Turnitin helps educators and students take full advantage of the internet's educational potential by promoting originality in student work, improving student writing and research skills, encouraging collaborative learning, and saving valuable instructor time.

### **PUPIL'S RIGHT TO REFUSE DISSECTION**

Legislation passed in 1992, added to the Pennsylvania School Code, mandates that each school staff notify each student and his/her parent(s) or guardian(s) of the right to decline to participate in dissection, vivisection, incubation or capture of coordinate animals or their parts. (Vivisection is not part of the science curriculum in the Neshaminy School District). Should a student choose to decline active participation in a laboratory which includes any of the above-listed activities, they will be given an alternative assignment.

### **SEARCHES/K-9 SEARCHES**

The district has a compelling interest in protecting and preserving the health, safety, and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles, or belongings without individual suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons, or other dangerous materials. School officials have the authority to lawfully search students or their belongings, including possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety, and welfare of the school population.

### **VIDEO RECORDING**

Student families who wish to not have their child photographed or video recorded should contact their individual school buildings and fill out the necessary paperwork that is provided by the district.

Student video recording through an electronic device of the other students or any school facilities; during school hours, is strictly prohibited unless preauthorization is given by an administrator or designee and has a school related purpose.

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

Under the Family Education Rights and Privacy Act parents have the right to inspect their student's educational records; to seek amendment to educational records that are misleading, inaccurate, or violate the student's privacy; to consent to disclosures of personally identifiable information of a student; and to file a complaint with the U.S. Department of Education concerning failures by the school to meet said regulations. Requests to inspect records must be submitted to the building principal in writing. Complaints regarding FERPA infractions should be submitted, in writing, to the building principal.

As part of the school district's annual notification under FERPA, we designate for this school year the following types 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 if disclosed, so that it may be disclosed without prior parental consent.

The school district's list of directory information includes: the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received and the most recent education agency or institution attended.

Examples of how the school district may disclose directory information include: releasing to the newspaper, or other news sources, information about students who have been named to the honor roll, National Honor Society, or as valedictorian, or who participate in any student clubs, activities, or sports. These examples are for illustration only and are not an exclusive list of the manner in which directory information for your child or yourself.

Please submit any refusal with the types of information you wish removed from the list of directory information and mail your objections on or before, October 1 to your school's principal. If no written refusal is received, the school district may disclose directory information without your prior consent. It should also be noted that upon request, the district discloses educational records without consent to officials of another school district in which a student seeks to enroll.

## **EMERGENCY INFORMATION**

### **DRILLS**

Fire, lockdown, and emergency drills are practiced on a regular basis to help protect students and staff in the event of an emergency.

### **INCLEMENT WEATHER**

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

## **STUDENT SERVICES**

### **BUS PRIVILEGES**

The Board shall provide transportation for resident students in grades kindergarten through 12 to the district's public schools and charter, regional charter and nonpublic schools located in the district or within the district's transportation boundary or other placements as required by law or agreements. Transportation of students to/from their school building is a privilege and not a right, students may be removed from their bus for a period of time based on disciplinary/safety concerns.

The district's transportation boundary is a distance not exceeding ten (10) miles by the nearest public highway outside the school district's border.

The Board shall provide transportation for students living within the prescribed limits when walking conditions to the school are found to be hazardous by the Department of Transportation. The Board will recognize one address of a parent/guardian or caregiver of the student(s) for transportation purposes, when the school catchment area differs between parent/guardian or caregiver for students residing in multiple residencies within the district.

## **STUDENT DRESS**

In accordance with Neshaminy School District School [Board Policy 221](#) "School attire must meet reasonable standards of cleanliness, not endanger student or public health, not be disruptive to the educational process and meet reasonable standards of appropriateness."

The school district/administration therefore has the authority to impose limitations on student dress in school. The school district/administration will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the school or constitute a health or safety hazard. Students may be required to wear certain types of clothing while participating in physical education classes, technical education classes, extra-curricular activities, or other situations where special attire may be required to ensure the health and safety of the student.

Inappropriate attire includes, but is not limited to:

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

## **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. Intellectual Disability
7. Multiple Disabilities

8. Orthopedic Impairment
9. Other Health Impairment
10. Specific Learning Disability
11. Speech and Language Impairment
12. Traumatic Brain Injury
13. Visual Impairment Including Blindness

The legal definitions of these disabilities, which the public schools are required to apply under the IDEA, may differ from those used in medical or clinical practice. The legal definitions, moreover, could apply to children with disabilities that have very different medical or clinical disorders. A child with attention deficit hyperactivity disorder, for example, could qualify for special education and related services as a child with “other health impairments,” “serious emotional disturbance,” or “specific learning disabilities” if the child meets the eligibility criteria under one or more of these disability categories and if the child needs special education and related services as a result. If you suspect that your child may be in need of services, please contact your school’s Guidance Counselor.

### **SECTION 504 NOTICE**

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

### **NURSES**

#### Medications in School

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

- All medications shall be administered in the building health suite by the Certified School Nurse, or in the absence of the Certified School Nurse by other licensed school health staff (RN, LPN), except as otherwise noted.
- In the event of an emergency, a district employee may administer medication when they believe, in good faith, that a student needs emergency care.
- The Building Nurse shall collaborate with parents/guardians, district administration, faculty, and staff to develop an individualized healthcare plan to best meet the needs of individual students.
- Any further explanation please refer to School Board Policy 210

### **PHYSICAL EXAMINATIONS, SCREENINGS, AND IMMUNIZATIONS**



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

### **EXCUSES FROM PHYSICAL EDUCATION CLASSES**

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

### **STUDENT ILLNESS DURING THE SCHOOL DAY**

Unless it is an emergency, students must have a pass from the teacher whose class they are missing before going to the nurses' office. The nurse will assess the student and determine if they need to be excluded from school. The nurses will make appropriate parent/guardian contact. Students must have parent permission prior to leaving school eve if they are 18 years old and are able to drive themselves home.

### **SAP (STUDENT ASSISTANCE PROGRAM)**

SAP identifies students whose behavior, attendance and/or grades indicate that they may have problems related to substance abuse, are depressed, or have other related concerns. Additionally, SAP identifies students who are at-risk. At-risk students are those who, at the moment, are not evidencing significant problems but whose probability of experiencing problems in the future is higher than the norm unless the course of their lives is changed. SAP sponsors nine different types of groups in the areas of prevention, intervention, support, and aftercare. Any student referred to SAP is assured of confidentiality as stipulated by law. SAP is not a part of the disciplinary process. Students may be referred to SAP by any staff member, parent, or other concerned person. Students frequently self-refer. You can get more information on SAP from your counselor or from a SAP member.

### **STUDENT IDENTIFICATION CARDS**

Neshaminy High School issues each student a photo ID card. There is an exception and requirement that students always carry or have access to your student ID while in school or attending a school related function. The student ID is used as a school safety resource tool for students, parents, and the administration as it enables the following: Student Identification, Entrance/Attendance to School Events, Bus Access, Lunch payment tool and possible other school related purchases.

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

## **TECHNOLOGY**

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

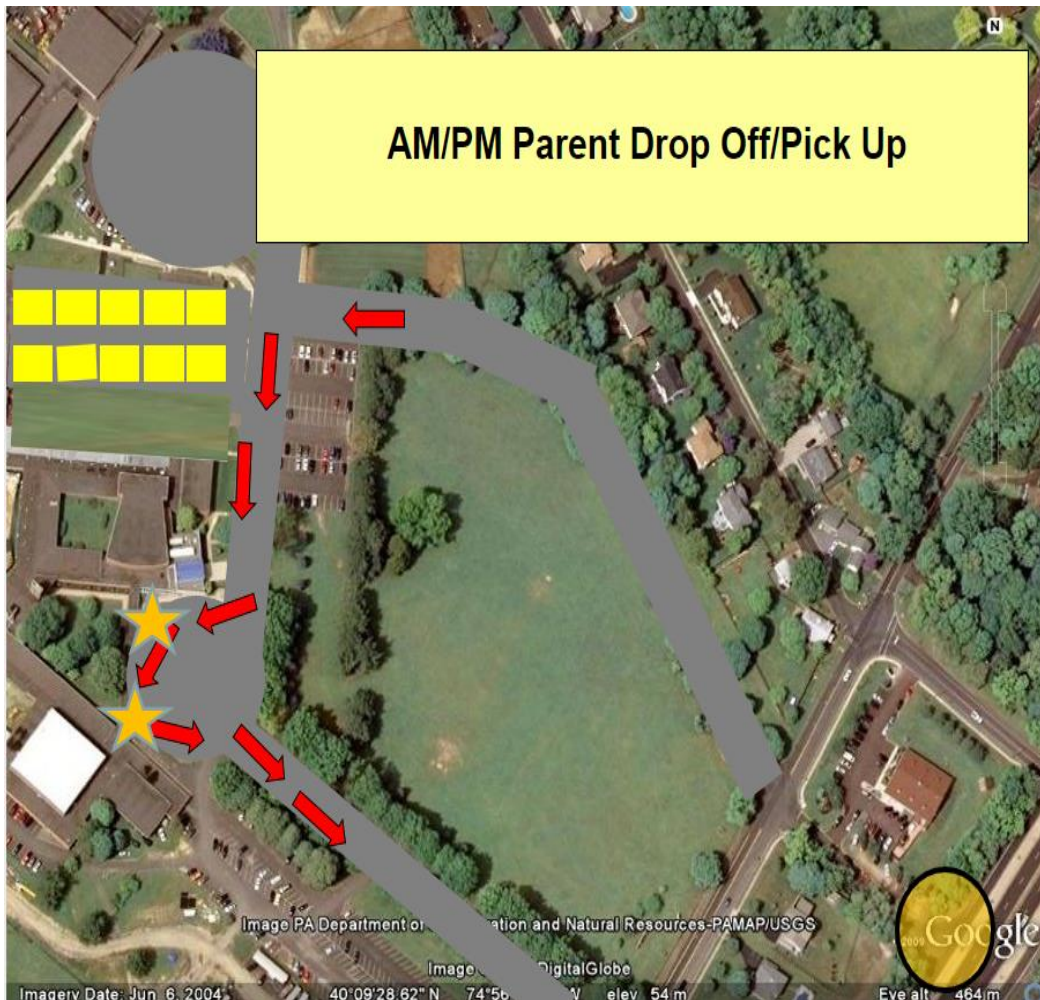
## **WORK PERMIT**

Students who seek employment before turning 18 years of age is required, by law, to have a work permit. Applications and information about obtaining a work permit are available on the Neshaminy High School website or at the high school and the three middle schools of the Neshaminy School District according to the following schedule.

- \* NHS Guidance Office – 7:00 AM to 2:00 PM
- \* Sandburg Middle - 9-11:30 AM to 1-3:30 PM
- \* Poquessing Middle – 7:30-12:00 and 1-3 PM
- \* Maple Point Middle – 8:00 AM – 4:00 PM

One transferable work permit is issued per application. That permit is meant to be used for multiple jobs at the same time or to be shown when changing jobs. If the student loses the permit, the application process must be repeated.

## AM/PM PARENT DROP-OFF/PICK UP



## CO-CURRICULAR/ATHLETICS

### Eligibility: Academic Eligibility for Student Participation in High School Co-Curricular Activities/Athletics

#### Purpose

The purpose of this policy is to encourage students participating in co-curricular activities/athletics to meet their academic requirements.

#### Marking Period Eligibility Requirements

##### Fall Season/Activities Requirements:

- A. Upper Classmen: At the conclusion of the previous school year, a prospective athlete who will be a member of the next school year's Sophomore, Junior or Senior class cannot receive more than one (1) "F" in a major subject for the final grade.

- a. To become eligible for Fall sports/activities in the event of more than one failure, the athlete must attend Summer School and pass all but one (1) of the failures.
- b. If Summer School is attended and they still do not meet the eligibility requirements, or they did not attend summer school they will not be eligible for three (3) weeks once the season/activity officially begins.
- B. Incoming Freshmen: Must have passed at least four (4) full credit subjects or their equivalent at the end of the prior school year to be eligible for the up-coming Fall season.

Winter/Spring Season/Activities Requirements:

- C. Marking periods during the school year: An athlete cannot receive more than one (1) failing grade in major subject at the end of the marking period.
- D. Upon the date of issuance of the report card, the student will remain ineligible for a period of three (3) weeks. After the conclusion of the first two weeks of ineligibility, the participant may circulate an eligibility update form to be signed by all of their teachers and reviewed by the assistant principal in charge of co-curricular programs. If the student is passing all but one major subject, the student may be permitted to resume participation/practice in the respective activity. Full eligibility to compete will be restored following an academic review after the third week of probation is completed.

Weekly Eligibility Requirements Athletics

- A. Eligibility will be run weekly during the fall, winter, and spring seasons.
- B. Teachers will identify students who are in-eligible on Fridays based on completed and turned in assignments and assessments.
- C. Ineligible students will be notified on Mondays by the Athletic Office.
  - 1<sup>st</sup> week ineligible: Will be allowed to attend practice but will not be able to attend or participate in scrimmages or games while they are ineligible.
  - 2<sup>nd</sup> week on list: Will not be allowed to attend practices, scrimmages, or games.
  - 3<sup>rd</sup> week on list: Removal from team.
- D. All ineligible athletes will be assisted with getting their grades up to become eligible.

**ENFORCEMENT OF POLICY**

- A. The Athletic Director and Principal of the high school is responsible for the enforcement of the policy establishing appropriate procedures to be followed by coaches and sponsor of the co-curricular activities/athletics.
- B. All athletes covered by PIAA regulations must continue to meet such regulations as are established by the PIAA. This also applies to students going from middle school to high school in co-curricular athletics.
- C. As part of the first meeting with the coach or faculty sponsor, each student will be required to submit their report card from the previous marking period as proof of eligibility.

## **ATHLETIC GUIDE FOR SPORTS**

Attendance – Athletes must be in school by 11:00 AM and complete the school day on the day of a competition/practice in order to compete in any athletic event that occurs that day or evening. If the contest is on Saturday, the athlete must be in school by 11:00 AM on Friday and complete the school day. An exception will be made if the athlete has a scheduled doctor's appointment, in which case a note from the doctor must be submitted to the athletic director. If the athlete has a pre-arranged college visitation, they will be excused after receipt of the college-visit verification.

Coaching Rules – Any additional rules developed by the head coach of any sport must be approved by the athletic director.

Discipline – If an athlete is suspended from school, whether in school or out of school, they may not participate in any practices or contests the days of the suspension.

Eligibility – Refer to Board Policy – Academic Eligibility.

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

General Rules – (1) Athletes should leave all valuables at home and not in the locker room. (2) No athlete may quit one sport and try out for another sport without the consent of the athletic director. (3) Any athlete that is dismissed from one team for a discipline reason will not be permitted to join another sport that season.

League (Suburban One) Expectations – Coaches/Athletes – At the June 7, 1994, Suburban One League Operating Committee meeting the following motion was approved:

A coach or student/athlete removed from a contest for unsportsmanlike conduct (this is to include pre – and post-game) will receive a mandatory minimum one-game suspension. The PIAA has established a supplemental disqualification category for unsportsmanlike conduct that will include additional penalties. This suspension will be from the next game. This rule will be in effect for non-league and league athletic contests.

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

Sportsmanship – Athletes are expected to act with a high level of sportsmanship. They are always in the public eye, both in season and out of season, and should act accordingly. As athletes, others see them as positive role models. With this in mind, they have an obligation to

(1) show respect for authority and property; (2) maintain academic eligibility and training rules; and (3) emphasize ideals of sportsmanship, loyalty, ethical conduct, and fair play.

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

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

Summary of P.I.A.A. By-Laws are available @PIAA.org.

## **CLASS TRIPS**

A District trip policy covering class trips and other large-group trips, e.g., instrumental and vocal, is in place. There are important limitations in time, costs, and degree of participation. In preparation for the class or group trip, each coordinator or faculty sponsor will conduct a sufficient number of meetings with the parent/guardian and participants so that they are thoroughly oriented to the rules and regulations, the cultural and historical background of the trip's destination, travel arrangements and general travel information (i.e., medication, currency, room lists).

The administration reserves the right to exclude any student from the class trip on the basis of prior disciplinary problems as long as the student has been so informed a req time prior to the trip.

The administration reserves the right to review discipline and/or absences with regard to extenuating circumstances. Every effort will be made to schedule class trips and/or performing-group trips of all kinds that take students out of school or class before May 20<sup>th</sup>. The only exception will be make-up athletic contests for sports in season when participating in a school sponsored trip. Students are expected to inform their homeroom and classroom teachers the day before an excused absence from school. Participants must also meet co-curricular academic eligibility requirements.

## **FUNDRAISING**

The sale of candy or any other items in school (hallways, classrooms, cafeteria, library, courtyards, and campus) during the school day by any organization, group or individual is not permitted. Individual students will lose the fund-raising privilege if sales occur during the school day. All fund-raisers taking place in school must have prior co-curricular approval.

## **OBLIGATIONS**

Students are issued textbooks and other articles that belong to Neshaminy School District for use during the school year. It is the responsibility of the student to return that property, in the condition that it was issued, directly to the staff member who issued it. Students not complying will be charged the replacement cost or a damage assessment for the article. Students will not be permitted to receive a parking permit, purchase dance tickets, or receive graduation tickets until all obligations have been resolved.

## **DANCES** (See Attendance, Class Cuts and Social Privilege Contract)

Dances, including Freshman and Sophomore Dinner and Junior and Senior Proms, must be approved by the appropriate administrator, and scheduled through the Co-Curricular Office. Eligibility will be determined by the grade-level principal based on discipline (see class trips), and successful resolution of obligations. All dances will be held on Friday or Saturday evenings and will be concluded by 10:00 PM, unless an exception request is approved by the principal.

## **ABSENCE POLICY AND PROCEDURES**

### **ATTENDANCE (Policy 204 Reference)**

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

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

However, the district also recognizes it is sometimes necessary for students to be absent from school. The procedures and regulations listed in this handbook are limited to the space which is available. We are governed by laws of the State of Pennsylvania pertaining to the School Code of Pennsylvania, and even though all the laws related to school attendance are not listed,

students, parents and guardians are still accountable to review the policy in regard to student attendance. Please refer to the following School Board Policy [SchoolBoardPolicy204](#) to help guide you through the district's attendance policy and practices.

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

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



violation of the public-School Code regarding compulsory school attendance. Failure to comply with the provisions of the Public-School Code regarding compulsory attendance is a summary offense.

- Please be aware that any accumulation of unexcused absences as a result of multiple family trips in one school year could result in a hearing before the District Justice and a possible fine.

## **COUNSELING CENTER**

Teachers, administrators, and special service personnel such as the nurse, social workers and psychologist are part of the team. They work together to promote the proper climate for the educational and emotional growth of the students.

The pupil personnel services, which are included in the guidance functions in Neshaminy High School, are varied. Specialized counseling by trained personnel is the keystone of the program. The following services are available to students through their guidance counselor:

- Arranging conferences with parents, students, and teachers.
- Administering and interpreting standardized tests and their results to teachers, students, and parents.
- Identifying students needing special help and providing ways to meet their needs and providing documentation for special placement.
- Registering and orienting new students.
- Providing educational and vocational information through counseling, printed material, college, and career conferences.
- Scheduling students in class to meet their educational needs.
- Referring students to appropriate specialists for diagnosis and treatment.
- Counseling students.
- Supervising recordkeeping and providing transcripts and recommendations for students and graduates.
- Implementing of the Buckley Amendment pertaining to student records.

### **ACT ASSESSMENT – (American College Testing)**

The best indication of how well you will do in college is a measure of how well you can perform the skills necessary for college coursework. The ACT measures these skills in English, Mathematics, Reading, and Science reasoning. Test passages and questions are deliberately chosen to reflect the range of cultures in our population. ACT test dates at NHS are listed in the school calendar. Students may obtain a copy of “ACT Assessment – Preparing for the ACT Assessment” and “Registering for the ACT Assessment” from the Guidance Office (Grades 11 and 12).

### **CHANGE OF ADDRESS/PROOF OF RESIDENCY PROCEDURES**

Issues regarding change-of-address and proof of residency are handled through Pupil Services at the Neshaminy School District office.

### **COLLEGE REPRESENTATIVE VISITS**

Many college representatives visit Neshaminy High School to discuss their schools with interested students. Visits are announced regularly during the morning announcements and are held throughout the day. Additional information is available in the Guidance Office.

### **COLLEGE VISITATIONS – Campus Visits**

Procedures for visiting college campuses are described in the “ATTENDANCE” section of this handbook.

### **RIGHT-TO-KNOW LAW**

Upon reasonable request, student information maintained by the public schools must be made available to a student if the student is over 18 years of age or to the parent or guardian if the student is under 18. Data to be made available include records maintained by the public schools.

### **SAT I & II TESTING**

Neshaminy High School test dates are posted on the NHS Canvas Counseling Center page. To register for the SATs. Please visit [www.collegeboard.org](http://www.collegeboard.org). SAT scores are useful to college admissions offices in comparing the preparation and ability of applicants from the different high schools. School Code is 392145.

### **SCHOLARSHIPS**

Scholarship applications are kept posted in Naviance and updated daily. Scholarship are advertised during the morning announcements.

## **APPENDIX I – Board & District Policies**

There are two main sources of governing rules:

- Board Policies

These Policies are created by the Board of School Directors to give direction to the Administration on how the Board would like the District to be run. These “rules of the road” can be specific or general, depending on the purpose of the Board. Board Policies are organized by “series”.

- District Procedures

The Administration and other staff offer more detailed implementation of Board Policies and other needed rules through published handbooks or other materials. District procedures offer a basic understanding of important information and ways in which District employees will operate.

These practices are in line with Board Policies and frequently offer more detail. Expectations of others (i.e., students, and parents) may also be detailed.

Please note that copies of all district and board policies can be viewed on Board Docs located on the Neshaminy School District website.

## **APPENDIX II – NHS Student Discipline Code**

### **Neshaminy High School Student Discipline Code 2023/2024**



### Overarching Expectations

- Be where you're supposed to be.....  
.....when you're supposed to be there
- Follow directions/directives....the first time given
- Accept and appreciate differences among us
- Lead by doing the next right thing

## **Neshaminy High School**

### **Student Discipline**

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

accordance with School Board Policy. Below is a list of some of the Policies (but not all) that are directly related to students in regard to possible disciplinary issues. You are asked to review these policies with your child.

**Student Discipline**

<https://go.boarddocs.com/pa/nesh/Board.nsf/goto?open&id=CCCR4P6C31B8>

**Weapons**

<https://go.boarddocs.com/pa/nesh/Board.nsf/goto?open&id=AKVS4A709EB0>

**Terroristic Threats**

<https://go.boarddocs.com/pa/nesh/Board.nsf/goto?open&id=AKVS4B709EB2>

**Dress Code**

<https://go.boarddocs.com/pa/nesh/Board.nsf/goto?open&id=AKVS4F709EB7>

**Tobacco**

<https://go.boarddocs.com/pa/nesh/Board.nsf/goto?open&id=CGVLQ6564A81>

**School Property**

<https://go.boarddocs.com/pa/nesh/Board.nsf/goto?open&id=CAYRE76D9642>

**Searches**

<https://go.boarddocs.com/pa/nesh/Board.nsf/goto?open&id=AKVS4K709EBE>

**Controlled Substances**

<https://go.boarddocs.com/pa/nesh/Board.nsf/goto?open&id=BH9PDG641D18>

**Suspension/Expulsion**

<https://go.boarddocs.com/pa/nesh/Board.nsf/goto?open&id=C7XRQ6E53E1>

**Electronic Devices**

<https://go.boarddocs.com/pa/nesh/Board.nsf/goto?open&id=AYP35N700D4B>

**Hazing**

<https://go.boarddocs.com/pa/nesh/Board.nsf/goto?open&id=BXLJ2G4B0F8B>

**Harassment/Sexual Harassment**

<https://go.boarddocs.com/pa/nesh/Board.nsf/goto?open&id=B52JWT4D9ACD>

**Bullying/Cyber Bullying**

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

**Transportation**

<https://go.boarddocs.com/pa/nesh/Board.nsf/goto?open&id=AZVLKK56C451>

