



2023-2024

Parent/Student Handbook

**Neshaminy School District
Herbert Hoover Elementary School**

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

Mission Statement:

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

Dr. David S. Glennon, Principal

Mrs. Tara Ring, Coordinator of Student Affairs

Mrs. Sandra Krauss, Secretary

Mrs. Christie Headley, Secretary

Ms. Megan Kovak, School Counselor (3-4)

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

Mrs. Kristi Wert, School Nurse

Mr. Robert Kaufmann, Head Custodian

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AMERICANS WITH DISABILITIES ACT OF 1990

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

ARRIVAL AND DISMISSAL

Students should arrive at school between 8:50 am and 9:10 am. Students are dismissed at 3:35 pm at the end of the day. Please review our website for additional information regarding our Arrival and Dismissal procedures.

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 am.
- Walkers 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 cross the street while the crossing guards are on duty.
- Dismissal begins at 3:35 pm. Please wait for your child to exit from the B, C, and D doors, if your child is a Car Rider.
- Please wait for your child outside the A doors if your child is a Walker.
- Students who walk to and from the Middletown Trace Apartments will exit from the B, C, and D doors.
- After you have been reunited with your child, please leave campus as soon as possible.

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-day homework/d dismissal instructions being given by teachers at that time.

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.

Crossing Guards are hired through Middletown Township and Lower Southampton Township to provide safety for our students crossing various intersections/streets within our school zones. Any concerns with crossing guards should be addressed through the Township.

ATTENDANCE (Policy 204)

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.

BICYCLES (SKATEBOARDS, SCOOTERS, ROLLERBLADES, ETC.)

Students are discouraged from riding bicycles to school. The school cannot be responsible for bicycles that are damaged, lost or stolen. Skateboards, scooters, rollerblades and heeies and similar items may not be brought or worn to school.

BIRTHDAYS AND CLASSROOM CELEBRATIONS

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

BREAKFAST/LUNCH PROGRAM

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

FREE & REDUCED PRICE MEALS

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

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

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

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 in the building. This includes our Cafeteria Aides, Nutrition Staff, and Custodial Staff.

To maintain a safe environment for our students, we are unable to permit parents, relatives, and friends to be present in the cafeteria during the lunch periods.

Students who are purchasing breakfast or lunch should use their Student ID Card or their Student ID Number to check out at the register. Having the Student ID Card or knowing the Student ID Number makes the serving line move faster.

COUNSELING SERVICES

The school counseling program is geared to help individual students fully use their abilities, interests and talents toward self-development and success in school. The school counselor is available to any student or parent needing assistance. The school 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 school counselor does not provide individual or group therapy but may meet with individual children or groups regarding school issues or concerns.

CURRICULUM

The Board recognizes its responsibility for the development, assessment, and continual improvement of the educational programming within the school district. To this end, the curriculum shall be evaluated, developed, and modified on a continuing basis and in accordance with a plan for curriculum improvement.

The curriculum is designed to provide students the opportunity to achieve the academic standards established by the Neshaminy School District School Board. Attaining the academic standards requires students to demonstrate the acquisition and application of knowledge.

The Neshaminy School District School Board adopts a curriculum plan that includes the requirements for courses to be taught; subjects to be taught, courses that are adapted for age, developmental needs; as well as any strategies need to assist students that have difficulty attaining the academic standards for a grade level and/or class.

The district's curriculum provides continuous learning opportunities, access for all students, counseling services to assist in career and academic planning, a continuum of educational programs and services for all students with disabilities, language instruction for English Learner students, Compensatory education programs for students, equal educational opportunity for all students, career awareness and vocational education, educational opportunities for identified gifted students.

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

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

Weapons

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

Terroristic Threats

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

Dress Code

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

Tobacco

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

School Property

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

Searches

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

Controlled Substances

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

Suspension/Expulsion

<http://go.boarddocs.com/pa/nesh/Board.nsf/goto?open&id=C7XRVQ6E53E1>

Electronic Devices

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

Hazing

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

Harassment/Sexual Harassment

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

Bullying/Cyber Bullying

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

Transportation

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

ELECTRONIC DEVICES

We permit students to have cell phones in school. However, there are specific guidelines your student must follow:

- Students must turn off their cell phones when they arrive to 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.

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 DRILLS

Fire and emergency drills are held on an average of once a month. These procedures help keep our students safe during the drills and if an actual emergency would occur. For a fire drill, students leave the building in a double file line using the exit that is posted in each room. Both teachers and students walk to their assigned parking spot. For a lockdown drill, teachers lock the door to their classroom, turn off all lights, close all blinds and have students move silently to the safest place in the room. Students are prepared in what to do in the event that a lockdown should occur while they are in the hallway, cafeteria, bathroom etc.

FERPA (Family Educational Rights and Privacy Act)

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

As part of the school district's annual notification under FERPA, we designate for this school year the following types of categories of information as "directory information." Directory information means information contained in the educational records of a student, which is not considered harmful or an invasion of privacy is disclosed, so that it may be disclosed without prior parental consent. The school district's list of directory information includes: the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, officially recognized activities and sports,

weight and height of members of athletic teams, degrees, honors and awards received, and the most recent education agency or institution attended. Examples of how the school district may disclose directory information include releasing to the newspaper, or other news sources, information about students who have been named to the honor roll, National Honor Society or valedictorian, or who participate in any student clubs, activities or sports. These examples are for illustration only and are not an exclusive list of the manner in which directory information may be disclosed.

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

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

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

HOME ACCESS CENTER

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

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

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

HOMEWORK

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

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

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

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

IMMUNIZATIONS AND COMMUNICABLE DISEASES

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.

- 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 1st 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) Pertussis (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.

Here is a link to our Board Policy regarding Immunizations and Communicable Diseases:

<https://go.boarddocs.com/pa/nesh/Board.nsf/goto?open&id=AKVS3J709E91>

LOST AND FOUND

All items found on the playground or in the building are stored in a container in the lobby. Eyeglasses are given to the nurse and money and jewelry are given to the office staff. Please have your child check the lost and found container if he/she has lost anything. We end up with a considerable number of items in the lost and found container and therefore unclaimed clothing is donated to a charitable organization a few times per year. Please label your child's coats, sweatshirts and other belongings with their name or initials so we can return them in the event an item gets lost.

MANDATED REPORTING OF CHILD ABUSE OR NEGLECT

42.42. Suspected child abuse—mandated reporting requirements.

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

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

NURSE

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

- Children must be fever-free for at least 24 hours before returning to school.
- The School Nurse is available only for accidents or illnesses occurring in school. We cannot treat injuries that were received at home.
- All medications shall be administered in the building health suite by the Certified School Nurse, or in the absence of the Certified School Nurse by other licensed school health staff (RN, LPN), except as otherwise noted.
- In the event of an emergency, a district employee may administer medication when they believe, in good faith, that a student needs emergency care.
- The School Nurse shall collaborate with parents/guardians, district administration, faculty and staff to develop an individualized healthcare plan to best meet the needs of individual students.

For additional information regarding our School Nursing Services, Immunization Records, and Medication Policies, please view our District Nursing Services: <https://www.neshaminy.org/domain/25>

PTO

The Hoover PTO can only be effective with your support. We urge you to join our PTO and become an active member of this organization. Members of the PTO have contributed time, talent, and financial support to enrich the educational programs of our students.

PROGRESS REPORTS/REPORT CARDS

Beginning in September 2017, Neshaminy changed the kindergarten – 4th grade Progress Report frequency and grading system. The goal is to improve communication and understanding of progress in a way that is more student-centered and aligned with current evidence-based practices. The changes include three notable shifts from the previous report cards:

- Reporting periods will be reported in trimesters (3 times per year).
- Performance indicators will be specific to standards aligned to the Pennsylvania Core State Standards (PCSS) in each subject for each grade.
- Academic Performance Level for Standards Achievement indicators changed from to a letter-based set as follows:

- E – Exceeds Standards/Expectation
- M – Meets Standards/Expectation
- A – Approaching the Standard/Expectation
- I – Improvement Needed
- NA – Not assessed this marking period

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).

REGISTRATION/PHOTOGRAPHS/VIDEOS

You can register your child at:

<https://www.neshaminy.org/register>

Most of our parents allow district employees to photograph and video their students. We often then use these photos and videos to promote our educational program on social media and in our newsletters to parents. If you do not want your child to be photographed or included in videos, please indicate this in the appropriate section of the online registration portal.

RELINQUISHING CHILDREN TO PARENTS/GUARDIANS

If you are picking your child up early, please report to the office. We will call your child's classroom and let him/her know you are here for an early dismissal. Parents/guardians are not permitted to go directly to the classroom. We do not have students wait in the office for early dismissal so if you have an appointment, please allow yourself an additional 10-15 minutes for your child to gather their belongings and make their way to the office. Students will be released only to a guardian or those individuals whose names are listed in Home Access Center (HAC). If for any reason someone other than a PARENT/GUARDIAN will pick up your child for an early dismissal, you must send a dated note in with information to the office. There is a sign-out book located in the front office that must be signed by anyone taking a child out of the school prior to dismissal time. A driver's license or proper photo ID is required to pick up a student. No exceptions.

SCHOOLWIDE POSITIVE BEHAVIOR SUPPORTS AND INTERVENTIONS (SWPBIS)

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

SPECIAL EDUCATION SERVICES

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

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

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

Section 504 Notice

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

TITLE I INFORMATION

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

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

<https://www.neshaminy.org/Page/43923>

TITLE IX

Dr. Kevin Kane is our district’s Assistant to the Superintendent and our Director of Pupil Services. He is also our district’s Title IX Coordinator. If you have any questions regarding our Title IX program, please contact Dr. Kane at (215) 809-6588.

TRANSPORTATION

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

The district's transportation boundary is a distance not exceeding ten (10) miles by the nearest public highway outside the school district's border. The Board shall provide transportation for students living within the prescribed limits (1.25 miles for Elementary School Students) or when walking conditions to the school are found to be hazardous crossroads as labeled by the Department of Transportation. The Board will recognize one address of a parent/guardian or caregiver of the student(s) for transportation purposes, when the school catchment area differs between parent/guardian or caregiver for students residing in multiple residencies within the district.

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

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

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

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

VISITORS

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

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

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

VOLUNTEERS

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

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

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

Additional information regarding our Volunteer Program can be found here:

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