

***UPPER ELEMENTARY
SCHOOL
PARENT/STUDENT
HANDBOOK
2010-2011***



***NEW HOPE-SOLEBURY
SCHOOL DISTRICT***

***186 WEST BRIDGE STREET
NEW HOPE, PA 18938
215-862-8026 (P)
215-862-8027 (F)***

Message to Parents and Guardians:

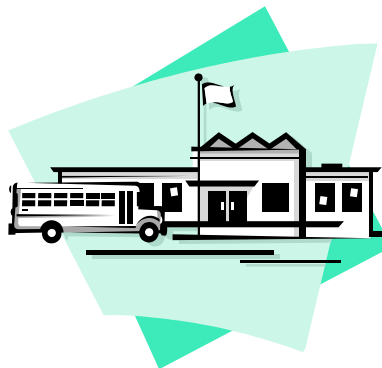
The elementary program of the New Hope-Solebury School District is designed to provide our children with experiences that meet their individual needs and stimulate learning in all developmental areas – physical, social, emotional and intellectual. Interactions and activities are organized to develop children’s self-esteem and positive feelings toward learning.

In this handbook we have attempted to bring together the many guidelines and procedures we believe will be helpful to you and your child in the Upper Elementary School. Please take the time to review the contents and highlight some of the key points for your child. It is important that we all begin the year with a clear sense of direction and expectation.

My very best to everyone for a happy, healthy and safe school year!

Thank you,

Amy K. Mangano, Principal



Upper Elementary School Building Information Table of Contents

Student Information:

- UES Mission Statement
- Arrival and Dismissal
- Attendance
- Lunch procedures
- Transportation
- Student Expectations

Parent Information:

- School News/Listserv
- Lost and Found
- Library/Media Center
- Field Trips
- Health Services
- Homework
- Communication with staff

NEW HOPE-SOLEBURY UPPER ELEMENTARY SCHOOL MISSION STATEMENT

It is the mission of the NHS-UES to create an environment of pride in academic and personal development through lifelong learning and excellence.

Throughout the school building and in the classrooms, students and parents will see a commitment to the district and building mission with a focus on the following four guidelines:

**RESPECT
RESPONSIBILITY
SAFETY
PRIDE**

ARRIVAL AND DISMISSAL

MORNING ARRIVAL

Students may begin arriving at school by car or bus at **8:25 AM**. Daily school attendance, lunch count and morning announcements are taken at **8:40 AM** and the instructional day begins at **8:45 AM**. Students should **not** arrive before 8:25 AM, because supervision is not available prior to that time. All school bus pick-up and drop-off is in the front of the building. All car pick-up and drop-off will be at the side of the building.

AFTERNOON DISMISSAL

The student instructional day ends at **3:10 PM**. Students will organize and pack-up from 3:10-3:20 and will be dismissed at **3:20 PM**. Any child leaving prior to the dismissal time must have a note from his/her parent/guardian and must be signed out in the main office. Unless there is an emergency, please try to avoid calling the office to change dismissal plans.

EARLY DISMISSAL

On early dismissal days, elementary students will be dismissed at 12:00 PM. These early dismissal days are on the district calendar: **9/1/10, 11/5/2010, 11/22/10, 11/23/2010, 1/21/2011, 4/1/2011, 6/14/2011.**

Please see the district calendar on the website.

STUDENTS REMAINING AFTER SCHOOL

When students are dismissed, they are expected to go directly home by bus or car. Walking to and from school is not permitted unless the child is accompanied by a parent/guardian. If a child is to stay at school, school personnel will obtain written permission from the parent/guardian in advance. Students remaining at school must be supervised by an adult.

FORGOTTEN ITEMS

Students will not be permitted to go to their classroom after school has been dismissed to retrieve forgotten items. If it is an emergency, the parent/guardian and student must check in at the school office to obtain permission to go to the classroom. **The school office closes at 4:30 PM.**

ATTENDANCE

ABSENCES/TARDINESS

If the child is to perform at his/her optimum level, regular attendance at school is important. Illness, recovery from accident, required court attendance, pre-approved family education trips and educational tours and trips, religious holidays, quarantine, death in the immediate family, impassable roads and exceptionally urgent reasons that directly affect the child are the only reasons for excusable absence from school. Coming to school daily and on time is critical for optimal student learning.

All absences will be treated as unlawful until the district receives a written excuse explaining the absence. This note MUST be submitted within 3 days of the absence.

Upon arriving late to school, the child and parent/guardian must report to the main office to sign in and a note is required. A student is tardy when he/she reports to school **after 8:45 AM.**

Please see the Board Policy on absence and lateness.

EXCUSING STUDENTS FOR NON-SCHOOL TRIPS

Upon receipt of a written letter of request from the parent/guardian, a student may be legally excused from school to accompany parents/guardians on a tour or trip when such a tour or trip is determined by the building principal to be of educational value. Homework and other assignments will be assigned at the discretion of the teacher. Students will be given the opportunity to make up missed assignments for all excused absences.

Please see the Board Policy on absences related to trips.

OBTAINING HOMEWORK DURING ABSENT PERIODS

Missed work and homework can be obtained after three days of missed school due to illness. Please contact your child's teacher with specific dates; all work and books will be left in the main office for pick-up at the end of the school day. Students will have ample time to make-up work that they have missed when they return from daily absences.

RELEASING CHILDREN FOR MEDICAL APPOINTMENTS AND EMERGENCIES

Children will be granted permission to leave school for medical appointments. Parents/guardians should notify the school in writing, giving the date and time of the child's release. The parent/guardian is to report to the school office to pick up the child. Parents/guardians are encouraged to make such appointments during off school hours whenever possible.

RELEASING CHILDREN FOR NON-EMERGENCY REASONS

Please make every effort possible to wait for dismissal to take your child home. We ask the cooperation of all parents and guardians to help us lessen the number of interruptions made to classrooms while instruction is taking place.

LUNCH PROCEDURES

ELEMENTARY SCHOOL FOOD SERVICE, John Dixon – Food Service Supervisor

Phone: 215-862-8176 Email: jdixon@nhsd.org

The District participates in the National School Lunch Program in all schools. This program requires that we serve meals that meet the NSLP nutrition guidelines. The menus and ala carte offerings comply with the Nutritional Standards for Competitive Foods in Pennsylvania Schools, developed by the Pennsylvania Department of Education, Division of Food and Nutrition. These standards address the issues related to the Wellness initiatives mandated by the Federal Government.

FREE & REDUCED PRICED MEALS

Eligible students who qualify receive lunch free or at a reduced price of \$.40. These meals must meet guidelines established by the U.S. Department of Agriculture. Children in households receiving Food Stamps or TANF and most foster children receive a free meal benefit regardless of family income. You must complete one (1) Meal Benefit Application for all the children your family has enrolled in the School District every year. Applications are processed yearly to determine eligibility. To request an application, please contact Elizabeth Simon at 215-862-8026 x2109.

PAYMENT SYSTEM

With current national attention being focused on children's health and wellness issues, New Hope-Solebury School District's Food Service Department is excited to provide parents a

convenient, easy and secure online prepayment service to deposit money into your child's school meal account at any time. This service also provides parents the ability to view your child's account balance through a website called, MyNutrikids.com. By having money in each child's account prior to entering the cafeteria, we find the lunch lines move along much faster so your child has more time to eat and be with friends. Also, parents will have the ability to print out a copy of their child's transaction history report. This history report will show you all dates and times that your child has purchased a lunch within the past thirty days. However, if you choose not to take advantage of the online prepayment service you may continue to make advance payments via check, which should be made payable to: **New Hope-Solebury School Cafeteria Fund**. Please write your child's full name on the check. Monthly menus are posted on the building website.



Secure Deposits. Interactive Menus. Nutrition Information.

Registering for MyNutrikids.com

- You will first need your child's student ID number; you may get this number by contacting your child's school office.
- Go to the district website at: www.nhsd.org, click on Parent/Student Resources, click on the link to MyNutrikids.com OR go to www.MyNutrikids.com.
- Click **Sign Up** and enter the required information.
- Click **Finish** to complete the initial registration process.

Add Students to Your Family Account

- When you log in you will be taken to the homepage.
- Click **MyKids** from the main menu OR from the blue navigation bar above.
- This is a listing of the students in your account. It will be empty on your first visit to the site.
- Click **Add Child** and enter the required information.
- Click **Add** (next to your child's name) to continue.
- Click **Add Child** to repeat the process for additional children.
- NOTE: Your child's transaction history report will not display information during the initial account set up process.

How to Make a Deposit

- Click **Deposit Money** located next to **Add Student**.
- Enter an amount in the **Deposit** column next to your child's name. If you have more than one child, enter the amount you wish to deposit into the column next to each child's name. DO NOT deposit money for your entire family into ONE child's account.
- Click **Calculate**.
- Click **Make Deposit**.
- You will be directed to the PayPal web site to enter your payment information.
 1. You have the option to use your existing PayPal account or a major credit card to make your payment.
 2. If you are using your PayPal account, enter your email address and PayPal

password to continue.

3. If you are using a credit card, enter the required information. For your protection, MyNutrikids.com will not store your financial information.
- Click **Pay Now** when finished.
 - Click **Pay** once again to finish the process.

Things to know:

1. If you have more than one child in the District you can handle all online prepayments from the same online account.
2. Payments may be made through an existing PayPal account or with a major credit or debit card.
3. In order to use the online prepayment service, a small convenience fee for each transaction will be assessed to cover the bank fees. The convenience fee is \$1.75 per deposit transaction. Parents placing money into multiple meal accounts will only be assessed the \$1.75 fee once per deposit transaction. The District will not profit from the use of this site.

GUIDELINES ON TRANSPORTATION

The New Hope-Solebury School District provides transportation to and from school for all students who reside within the district's boundaries. The district utilizes **First Student Bus Company** for transportation services. Students are not permitted to walk to school or use rollerblades, scooters, bicycles and/or skateboards on school property or as a means of getting to and from school.

The following regulations will be reviewed by teachers with their students. It also is important that this information be reviewed by the parent/guardian with the child if the child rides a school bus:

- The bus driver is in charge. Students are to be respectful and obedient.
- **Students may ride only that bus to which they are assigned.**
- Standing, switching seats or moving around on a moving school bus is not permitted. These actions may interfere with the driver's performance and safety.
- Student misconduct on buses will be reported to the driver and/or principal.
- Students should wait for the bus in a safe place, well off the roadway.
- Students must form lines to board the bus.
- Questions concerning bus transportation should be directed to the **First Student Bus Company, 215-862-5910**

CHANGING A STUDENT'S MODE OF TRANSPORTATION

If a parent/guardian wishes to change a student's mode of transportation, it is necessary to write a note to the classroom teacher requesting the change. **However, parents/guardians are reminded that students may ride only that bus to which they have been assigned.** The teacher will forward the note to the office where it will be kept on file.

Students who do not normally ride on a bus will not be permitted to ride a bus to another student's home unless it is an emergency and is cleared by the principal.

STUDENT EXPECTATIONS

DISCIPLINE CODE

The district has a K-12 discipline code of conduct that all students are expected to follow. A fair, consistent discipline policy is an integral part of our sound educational program. A major goal of the school program is to maintain the best possible environment for learning. To reach this goal it is important that all members of our school family respect the basic rights of others. All children have the right to attend school free of physical or verbal abuse and to feel secure with their own property.

Students who fail to honor these expectations will be subject to appropriate interventions and logical consequences. These interventions and consequences include but are not limited to the following: verbal warning, counseling, parent conference, behavioral contract, community service, psycho-educational or agency referral, detention, suspension, police involvement, and expulsion.

Parent, teacher, administrator, and community support of these expectations, interventions and consequences will help advance and protect the instructional interests of all students.

Please see the attached K-12 Code of Conduct.

Students should not wear clothing that is disruptive to the educational program or activity. Students will not be permitted to wear the following:

- ✓ Clothing that advertises alcohol, tobacco or a controlled substance.
- ✓ Clothing that displays inappropriate words or graphics.
- ✓ Baseball caps, sun hats or kerchiefs (inside school).
- ✓ Spaghetti strap tops, halter/tube tops.
- ✓ Short skirts and shorts.
- ✓ Shorts, pants or skirts that expose the midriff or underwear.
- ✓ Flip flops or other sandals that cause imbalance or inability to maneuver safely.
- ✓ Roller sneakers, "wheelies".

Students wearing inappropriate clothing will be asked to change, call home, and review the rules for the reasons of health, safety and welfare of all.

TELEPHONE USE BY STUDENTS

Students are permitted to make telephone calls home in an emergency situation from the main office. Calling home to retrieve forgotten homework or class projects is not considered to be an emergency situation. While we recognize that some parents provide their children with cell phones for safety reasons, **cell phones are NOT permitted to be left on or visible in school. If your child needs to carry a cell phone for emergency reasons, it must be kept in a back-pack and turned OFF.** If a cell phone goes off in school or on the bus, and is seen any place other than a back-pack, it will be taken by the teacher immediately and a phone call will be made to parents to come and pick it up.

TOYS AND ELECTRONIC DEVICES

Toys, trinkets, stuffed animals, dolls, action figures, video games, iPods and any other similar items or electronic devices, are not permitted in school. For a specific educational purpose, such as “Show and Tell,” a teacher may grant permission in advance for the child to bring the item for classroom use. If at any time the teacher or principal feels that student-owned items are inappropriate, the items will be confiscated and returned to the student at the end of the school day or returned to the parent/guardian.

BIRTHDAY CELEBRATIONS

Birthdays are an important part of a child’s life. To honor and celebrate our students, the principal will recognize each child with a birthday pencil and will be designated as a “star on the wall” on the main lobby bulletin board. **We respectfully ask that all food, balloons and gifts be saved for home parties with family and friends.**

RECOGNIZING AND TEACHING ABOUT HOLIDAYS

The study of holidays is a significant way in which children learn about the importance of culture. Traditions are highlighted and the similarities and differences in cultural practices are recognized. The communication of historical, cultural, religious and patriotic events with ceremonies or festivals is common across cultures. Therefore, it is natural for teachers to recognize and teach about these events as part of the planned curriculum or as a result of the expressed interest of students.

A holiday may be studied in relationship to the five themes of geography; location, place, relationship within places, movement and region. These themes may assist children in looking beyond the celebration itself to its historic, patriotic or cultural background. Holidays may also be explored in relationship to the food, customs, landforms and resources of the region.

We celebrate holidays as members of families or citizens of local communities. We also celebrate holidays as a nation or along with others around the world. Listed below are some activities in which students may participate while studying holidays:

- ✓ Researching holidays in order to tell specific information about their events and origins.
- ✓ Constructing content maps or organizing information about different types of holidays and the reasons for celebrations.
- ✓ Constructing calendar timelines showing times during the year when holidays around the world are observed.
- ✓ Constructing creative arts projects relating to specific holidays.
- ✓ Listening to and talking with guest speakers who have a strong knowledge base for a particular holiday (i.e., senior citizens, recent immigrants).
- ✓ Role-playing to encourage an understanding of the feelings associated with the celebration of the holiday.

These activities are listed as examples only and may serve as springboards for a more extensive study of specific holidays. **Please see the Board Policy on teaching about Holidays.**

Excusals from Recognizing and Teaching About Holidays and Holiday Celebrations

One of the primary objectives of public institutions of education must be to educate a student without either promoting or curtailing religious beliefs. The New Hope-Solebury School District tries to protect the rights of all parents/guardians to decide what is appropriate for the education of their children. Therefore, parents/guardians may ask that their children be excused from classroom discussions or activities related to particular holidays. Excusal requests should be submitted by the parent/guardian in writing to the classroom teacher who will present the request to the building principal. The building principal in cooperation with the assistant to the superintendent for curriculum and instruction will be responsible for granting or denying the request for excusal. Alternative activities will be provided for children excused from classroom activities. **Please see the district policy on religious exemptions.**

PARENT INFORMATION STUDENT SERVICES

SCHOOL NEWS/INFORMATION

School news will be sent out electronically via Listserv and posted on the school webpage. Be sure to sign-up for listserv at the district website, www.nhsd.org, under the parent resources section. Look for the FRIDAY FLYER!

LOST AND FOUND ARTICLES

Please check the “Lost and Found” in the café regularly for any lost items. Found articles will be displayed periodically so that children may make claims. Helpful hint: All personal articles belonging to your child should be marked or labeled on the inside with the child’s name. This includes book bags, wallets, lunch boxes, and articles of clothing such as sweaters, jackets, hats, etc. The Lost and Found will be cleaned out each month and all unclaimed items will be donated to local charities.

LIBRARY MEDIA CENTER

Library and computer lab facilities in the New Hope-Solebury School District are available to all students. This multi-media center provides instruction, story hours, book exchange, magazines, computer and internet access and other appropriate media. Children may select books and materials to take home and share with parents/guardians. Students are to return all borrowed items by the date due. Parents/guardians are responsible for replacing damaged and lost items. Students are responsible for any books or materials issued by the classroom teacher. Parents/guardians are responsible for replacing damaged and lost items. Final report cards will not be issued until all debts for books or materials are paid.

CLASS PLACEMENT

Class placement is designed to benefit all children. Children are assigned to classes so that each classroom reflects a reasonable distribution of gender, ethnicity, and school ability. As a matter of philosophy, we encourage parent/guardian input; however, the administration reserves the right to determine class placement in order to insure educationally appropriate placements for

each child. It is our ultimate goal to place students in a class where they can achieve academically, socially and emotionally.

FIELD TRIPS – PERMISSION SLIPS

Signed permission slips are required for students to participate in all field trips. Volunteers for trips are reserved for the legal parent/guardian of students. Siblings, neighbors and anyone other than the legal parent/guardian will NOT be permitted to attend class trips. In addition, parents are asked not to show up on trips unless assigned by the school. Students not participating in field trips still must attend school on the day of the trip. During the time of the field trip, they will be placed in another classroom with appropriate class work. Staying home during a field trip (if not ill) is an illegal absence. Students and parents/guardians are reminded that attending field trips is a privilege. Inappropriate behavior may be cause to have the privilege rescinded. For students requiring medication during the day, a parent/guardian may be asked to attend the field trip to administer the medication.

HEALTH SERVICES/PROCEDURES

Comprehensive school health services are available in each elementary school building. A certified school nurse (CSN) or a health room nurse is available to assess student needs, and provide appropriate health care as needed during the school day. Nurses provide annual vision and hearing screenings and monitor growth and development.

Parents are encouraged to keep the CSN informed of significant health concerns and diagnoses for their children. It is essential that the health office staff have current contact information for parent/guardians in the event of an emergency. If a student has special health needs it is recommended that the parent schedule a conference to arrange for these needs to be met during the school day. The CSN will assist the parent by preparing a plan of care for their student.

All medications and treatments require both a written physician's order and a parent/guardian's signature. Parents/guardians must deliver medication to the school clinic, as students are not permitted to transport medication. All medicine must be picked up by a parent at the end of the school year. Medicine not picked up will be discarded. Please see your school's website for additional information and health forms.

In an effort to help protect our students from unnecessary illness, we urge all parents to consider the following suggestions when preparing to send your children to school.

Please DO NOT send your child to school if your child has exhibited any of the following signs or symptoms of suspected illness:

- ✓ If your child has an elevated temperature of 100 degrees or more or has exhibited a temperature in the last 24 hours.
- ✓ If your child has vomited within the last 24 hours.
- ✓ If your child has repeated episodes of diarrhea in the last 24 hours.
- ✓ If your child has chills, loss of appetite and/or lingering headache.
- ✓ If your child has a significant amount of untreated nasal discharge, particularly if the discharge is yellow or greenish in color.
- ✓ If your child has a persistent cough and/or sore throat. Reminder: A sneeze or forceful cough can travel up to 3 feet.
- ✓ If your child is complaining of earache.

Please be mindful that medications such as Tylenol and Advil can reduce your child's symptoms, such as fever, but do not decrease their level of contagiousness.

PHYSICAL EDUCATION EXCLUSION

Students who are to be excluded from physical education classes for medical reasons must bring a note from the parent/guardian stating the reason for that exclusion. In cases involving exclusion for more than one physical education period, a medical doctor's statement with the reason for exclusion and the anticipated length of exclusion must be provided. The child still will attend physical education class and be expected to participate within the constraints delineated by the medical doctor. Please observe the following when your child is dressing for physical education (gym) class:

- ✓ Wear clothing that allows the child to move freely and safely.
- ✓ To help insure safety, pants should not have pockets, belt loops or zippers.
- ✓ Dresses are not appropriate without shorts or tights underneath.
- ✓ Jewelry, valuables and money should be left with the classroom teacher or at home.
- ✓ All students should wear sneakers in good repair. Preferably, sneakers should have non-marking soles.

HOMEWORK

Homework is an aid to learning and an integral part of the school program. The aims of homework in the New Hope-Solebury School District are:

- ✓ To reinforce learning
- ✓ To further develop skills
- ✓ To develop research and problem-solving skills
- ✓ To have students develop independent work-study habits
- ✓ To develop self-discipline

HOMEWORK SCHEDULE

Homework generally is assigned four times a week, Monday-Thursday. The following time limits are suggested, but may vary:

Grade 2 and 3	20-40 minutes
Grade 4 and 5	40-75 minutes

WHAT TO DO WHEN YOUR CHILD ASKS FOR HELP

Homework is explained to the students in class before it is assigned. If a child cannot do the work, is having difficulty or has exceeded the time limit above, send a note to the teacher the following morning. The teacher will address the matter.

HOMEWORK PROCEDURES FOR STUDENT ABSENCE FROM SCHOOL

Parents/guardians are expected to give teachers one week's notice prior to non-emergency extended absences.

HOMEWORK REQUESTS DURING SCHOOL ABSENCES

Students who miss homework due to an excused absence shall, upon a timely request, be given the opportunity to complete all assignments and tests that can be provided reasonably, for full credit.

Please see the Board Policy on homework.

RESOLVING CONCERNS WITH PRINCIPAL OR TEACHERS

You may have concerns about the policies and/or operations of the schools. Often parents/guardians experience confusion as to the proper person to contact for assistance. The following procedure should be used to resolve concerns:

- ✓ The classroom teacher is the initial contact in situations concerning your child.
- ✓ The principal should be contacted if the parent/guardian cannot resolve the concern with the classroom teacher or in matters dealing with general school policies.

CONTACTING CLASSROOM TEACHERS

The school urges parents/guardians to be in touch with their child's teacher if questions about school arise. Do not wait too long to discuss concerns. Please call or e-mail the teacher to set up a time to ask questions or discuss concerns. Unscheduled meetings on the playground or in the halls are not appropriate for serious discussions. Privacy is important in order to provide you and your child undivided and professional attention.

CONTACTING THE PRINCIPAL

If you have a question or concern that warrants administrative attention, please contact the building principal by phone or e-mail to set a time to discuss the matter.

GUIDANCE AND COUNSELING SERVICES

School guidance counselors are available in each elementary building. The counselor works with students individually, in small groups and in classroom settings. A comprehensive developmental guidance program is in place district wide. Counselors work in cooperation with teachers, principal and family members to assist children to grow and develop in a positive manner – academically, socially and emotionally. The counselor is available by phone or e-mail to discuss concerns or arrange a meeting if requested.

Please see the Board Policy on counseling services.

STUDENT PROGRESS REPORTING

The system of reporting pupil progress is on-going. Teachers collect informal and formal data daily on every student. There are many different ways in which data is reported: phone, email, and conferencing. A formal report card is issued quarterly. The purpose of the report is to communicate to students and their parents/guardians the student's progress in the school program during the marking period.

Parent/guardian conferences are generally scheduled in the fall for every student and in the spring for at-risk students. Conferences provide a personal opportunity for information and "feedback" about a child's growth, performance and behavior. Parents/guardians are strongly urged to attend. Parents can request meetings with teachers at any time during the year. Consistent communication is encouraged.

Standardized testing is administered to children to provide a continuing record of each child's academic progress in comparison with national norms. A letter will be sent prior to the test to

inform you of the type of test, dates and any other pertinent information. Parents/guardians also receive a copy of testing results, after each standardized test administration.

STUDENT TESTING

The PSSA (Pennsylvania System of School Assessment) will be administered to students in grades 3-5 enrolled in the district. The results of these tests provide the district with valuable information on its academic programs. During the coming school year, the following tests will be administered as part of this program:

Assessment	Dates	Grade(s)
PSSA Grade 12 Retest in Math, Reading, Science, and Writing	October 25 - November 5, 2010	12
PSSA Math and Reading PSSA-M Math PSSA-M Reading	March 14 -25, 2011	3 - 8, 11 4 - 8, 11 4 - 8, 11
PSSA Writing	March 28 - April 1, 2011	5, 8, 11
PSSA Science PSSA-M Science	April 4 - 8, 2011	4, 8, 11 8, 11
Continuation of all Make-Ups	April 11 - 15, 2011	As Needed
PASA Math and Reading	February 14 - March 25, 2011	3 - 8, 11
PASA Science	May 2 - 27, 2011	4, 8, 11
ACCESS for ELLs	January 24 - March 4, 2011	K - 12

Optional testing will be conducted by district professional personnel as needed, e.g., Informal Reading Inventory, Running Records, Dibels, Woodcock, Key Math, K-BIT, Everyday Math assessments and Harcourt reading assessments, and speech and language screening. These instruments will be used to further assess student scholastic aptitude, achievement, development and interest.

CHILD ABUSE/NEGLECT

To insure the safety and well being of every child, whenever there is reasonable cause to suspect child abuse or neglect, schoolteachers, administrators and nurses are required *by law* to report to the appropriate county and/or local authorities.

“Abused Child” means a child under 18 years of age who exhibits evidence of serious physical or mental injury not explained by the available medical history as being accidental, sexual abuse

or serious physical neglect, if the injury, abuse or neglect has been caused by the acts or omissions of the child's parents or by a person responsible for the child's welfare.

CHILD CUSTODY ISSUES

CHILDREN OF DIVORCED PARENTS/GUARDIANS WITH CUSTODY DECREE

At registration time, the parent/guardian must present the custody document to the school. The school district will follow the terms of the custody decree specifically. A copy of the document will be maintained in the child's school file. If there are changes to the decree, please provide the school with the current and updated copy.

CHILDREN OF SINGLE, SEPERATED OR DIVORCED PARENTS/GUARDIANS WITH NO CUSTODY DECREE

Both parents/guardians will be allowed access to the child as well as to all data pertaining to the child: report cards, educational and health records, the right to attend parent/guardian conferences and school activities. The parent/guardian with whom the child is living will routinely receive all report cards and other communications regarding their child. The nonresident parent/guardian may request in writing the same information. This request should be addressed to the building principal.

Parents/guardians will be notified and urged to attend meetings pertaining to special education placement, discussions pertaining to promotion or retention, suspensions, expulsions or other serious disciplinary matters. Therefore, it will be the parents'/guardians' responsibility to keep the school information of their current addresses and phone numbers.

The parent/guardian with whom the child is living will be notified in the event of serious accidents. If this parent/guardian is not available, the person(s) listed on the health emergency card will be contacted. If these contact persons are not available, the nonresident parent/guardian will be contacted if possible. The nonresident parent/guardian may request in writing that he/she be notified in the event of a serious accident. The district will make reasonable efforts to comply with such requests.

PSYCHOLOGICAL SERVICES

Psychological services are available through established referral procedures. These services are designed to diagnose and/or assess the nature and causes of learning exceptionalities, and to assist in the determination of appropriate action. The school participates in a child study team process prior to the referral to psychological services. The child study team members may include but are not limited to the following: principal, counselor, classroom teacher, psychologist, reading specialist, instructional support specialist, and parents. The child study team assesses situations that arise in student academic, social and emotional concerns of students, puts action plans in place, evaluates and monitors the plans and then meets to plan for the future. When goals are not met, a decision needs to be made regarding further psychological testing. All students will go through the child study team process at some level. If you have questions regarding this process contact the building principal.

PARENT AND COMMUNITY PARTICIPATION

The New Hope-Solebury School District welcomes and encourages parental and community involvement. For specific information about volunteer service in the elementary school, please

contact your homeroom teacher and/or the building principal. The New Hope-Solebury School District recognizes the importance and value of interest and involvement by citizens of the school community in the programs of the district. Cooperation of parent, educators and residents of the district is desirable and necessary for the advancement of the total educational program. Many residents have readily volunteered their services in assisting with programs and projects which have helped to enrich the educational experience of our students. Involvement by parents/guardians or other residents in any school program or activity is to be consistent with the educational goals of the district.

VISITING THE SCHOOL/PARENT INVOLVEMENT

It is our ultimate goal to create opportunities for parents/guardians to be active in the learning and social aspects of their children's educational career. Parents/guardians are welcome to observe classrooms and other school areas and activities by contacting the principal at least twenty-four hours in advance to schedule the visit. It should be understood that visitors may not take any time from the teachers and students while classes are in session. Parents/guardians are welcome and encouraged to attend school functions.

In addition, there are a variety of events that parents/guardians may be involved in and be a part of at the school. This may be in the form of class activities, social gatherings, assemblies and educational programs. Classroom teachers will provide you with a listing of these opportunities for sign-up. At times, there may need to be a limit on the number of parents in a classroom to keep the activity focused on the children as well as to be mindful of student safety and well-being. All volunteers who assist in the schools in an on-going basis will need to acquire formal clearances. All clearances must be current, accurate and on file in the main office. The forms can be obtained from the district website or in the main office.

Please read the board policy on visitation.

Policies and District Information Table of Contents

Important Information:

- Mission Statement
- Philosophy of Education
- Board of School Directors
- District Office Administration
- School Buildings Administration
- Parent Organizations
- Hazardous Weather and Emergency Closings
- District Policy Summaries
 - Visitors
 - Athletic Eligibility
 - School Property
 - Smoking/Tobacco Policy
 - Asbestos Management
 - A Child's Right to Special Education
 - FERPA
 - Equal Rights and Opportunity Policy
 - Right to Know
- Middle Bucks Institute of Technology
- Acceptable Use Guidelines for Students and Staff
- Media Release Form
- Parent Portal: Statement of Intended Use and Professional Expectations

District Policies:

- Nondiscrimination- Qualified Students with Disabilities (103.1)
- Field Trips (121)
- Attendance (204)
- Family Educational Trips (204.1)
- Weapons (218.1)
- Tobacco use (222)
- Controlled Substances/Paraphernalia (227)
 - Reasonable Suspicion Drug Testing of Individual Students (227/Attachment)
- Harassment (248)
- Bullying (249)
- School and Classroom Visitors (907)
- Volunteers (916/Attachment)
- District K-12 Code of Conduct

NEW HOPE-SOLEBURY SCHOOL DISTRICT MISSION STATEMENT

The New Hope-Solebury School District takes pride in its commitment to excellence. We strive to inspire and empower our students to become passionate, confident, life-long learners, with the skills and strength of character to contribute to a diverse and ever-changing world.

PHILOSOPHY OF EDUCATION

The New Hope-Solebury School District views every student as unique, important and deserving of personalized instruction. This approach to education is possible because of the district's small size and the commitment of its Board of School Directors, administration, teachers and staff, parents and community to high-quality education.

The district offers a meaningful, purposeful and holistic approach to learning, which builds connections among subject areas and calls upon students to be active learners. Using the critical skills of computation, problem solving, reading, writing and discussion, students learn how to learn in a supportive setting where students and teachers come to know each other well.

Classes are small, with approximately 1600 students enrolled in grades Kindergarten through 12. Enrichment is important because many students are high achievers. However, the district's academic philosophy applies to all students. Teachers work toward raising academic expectations; they focus on the students, not on labels; and they encourage all students to challenge themselves. At New Hope-Solebury, a unique benefit is the individual and personal attention given to our students.

We are a community of learners--students, teachers, administrators, and other employees. The District's curriculum encourages developing understandings, asking essential questions and applying new learnings. Our teachers are enrolled in continuing education courses, consistently, and many have earned advanced degrees.

BOARD OF SCHOOL DIRECTORS

Email: schoolboard@nhsd.org

President: Mrs. Rebecca R. Malamis
Vice President: Mr. Laurence R. Fieber
Secretary: Mr. Gregory K. Hogg
Treasurer: Mr. John F. Cook

Members: Mrs. Amanda Elefante Mr. Christopher Nally
Mrs. Laura Irish Hefty Mrs. Marlene Panzica
Dr. Janice I. Kaufman Mr. John Vaughn
Mrs. Genevieve F. Wahlgren

Meetings of the New Hope-Solebury Board of School Directors are normally scheduled for 6:30 p.m. in the District Office Conference Room. Meeting dates, times and minutes are listed on the district website. The public is invited to attend board meetings. Opportunities for public participation are provided.

DISTRICT OFFICE ADMINISTRATION

New Hope-Solebury School District
180 West Bridge Street, New Hope, PA 18938
Phone: 215-862-2552; Fax: 215-862-2906
Office Hours: 7:30 a.m. to 5:00 p.m.

Superintendent:	Dr. Raymond J. Boccuti
Assistant to the Superintendent for Curriculum, Instruction and Professional Development:	Ms. Joyce A. Mundy
Director of Business and Finance/ School Board Secretary:	Mr. Gregory K. Hogg
Director of Human Resources:	Mrs. M. Christine Trioli
Director of Information Management Systems:	Mr. Scott F. Radaszkiewicz
Director of Pupil Services:	Mr. David Lieberman
Director of Operations (including Transportation):	Mr. David M. Hansel
Athletic Director:	Mr. Theodore J. Harrington
Food Services Supervisor:	Mr. John A. Dixon
Manager Custodial Services:	Mr. Peter A. Rivera

SCHOOL BUILDINGS – ADMINISTRATION

New Hope-Solebury High School – Grades 9-12

182 West Bridge Street, New Hope, PA 18938

School Hours: 7:50 a.m. to 2:30 p.m.

Office Hours: 7:00 a.m. to 4:00 p.m.

Principal: Dr. Stephen B. Young

Phone: 215.862.2028

Fax: 215.862-3198

New Hope-Solebury Middle School – Grades 6-8

184 West Bridge Street, New Hope, PA 18938

School Hours: 7:50 a.m. to 2:30 p.m.

Office Hours: 7:30 a.m. to 4:00 p.m.

Principal: TBD

Phone: 215.862.0608

Fax: 215.862.2862

New Hope-Solebury Upper Elementary School – Grades 3-5

186 West Bridge Street, New Hope, PA 18938

School Hours: 8:45 a.m. to 3:15 p.m.

Office Hours: 8:00 a.m. to 4:30 p.m.

Principal: Ms. Amy K. Mangano

Phone: 215.862.8026

Fax: 215.862.8027

New Hope-Solebury Lower Elementary School – Grades K-2

P. O. Box 569, 3020 N. Sungan Road, Solebury, PA 18963

School Hours: 8:45 a.m. to 3:15 p.m.

Office Hours: 8:00 a.m. to 4:30 p.m.

Principal: Mr. Kenneth M. Silver

Phone: 215.297.5438

Fax: 215.297.0988

PARENT/TEACHER ORGANIZATIONS

Home School Association (HSA) – Grades K-5

President: Mrs. Beth Keating

Parent/Teacher Group (PTG) – Grades 6-8

President: Mrs. Julie Cimbalista

Parent/Teacher Forum (PTF) – Grades 9-12

President: TBD

HAZARDOUS WEATHER & EMERGENCY CLOSINGS

This information is to help parents prepare for emergency school closings or delays because of hazardous weather. Although our overall goal is to guard against disrupting educational programs, the safety of students is our primary concern when weather conditions are hazardous.

When is the decision made to close schools?

A decision is made early in the morning based on radio and television broadcasts, road conditions, and recommendations of transportation personnel, police, and the superintendent.

How is the public notified?

Conditions permitting, notification of emergency closings will occur as follows:

- Connect-ED telephone message (to registered households)
- Listserv computer message (to registered households)
- Website posting (www.nhsd.org).

In addition, the following television and radio stations will announce our school closing information:

- FOXTV29 – www.fox29.com
 - CBS3 TV – www.kyw1060.com
 - WPVI-TV6 – www.6abc.com
 - NBC10 – www.NBC10.com
- Radio KYW 1060 AM—*School Code 767*

Unless announcements of school closings or delays are broadcast, schools will be open and our school buses and vans will run. However, pickup times may be somewhat affected by weather conditions. When schools are closed, they will reopen the next school day, unless we broadcast otherwise.

What happens if the weather becomes severe during the school day?

Sometimes it is necessary to dismiss students early because of hazardous conditions that develop during the day. When that happens, parents need to know:

- Families will be informed through announcements on Connect-ED, listserv, website, and TV stations.
- Dismissal times will be broadcast through the methods listed above.
- Students will be dropped off at their regularly designated locations. Requests for transportation changes **will not** be honored during emergency weather conditions.
- Usually secondary students will be dismissed first to allow them, and parents, to arrive home before younger children.
- When emergency dismissals occur, all activity buses, after school, and evening activities are canceled.
- Parents may elect to go directly to their children's school location to sign out their children.

What about delayed openings?

One or two hour delayed openings may be broadcast when it appears that students and staff can get to school safely if extra travel time is provided.

When one or two hour delays occur, buses and vans will arrive at their stops one or two hours later than usual and school will begin in accordance with the following:

	1 hr. delay	2 hr. delay
High School	8:50 AM	9:50 AM
Middle School	8:50 AM	9:50 AM
Elementary Schools	9:45 AM	10:45 AM

***WHEN SCHOOLS ARE CLOSED,
ALL AFTER-SCHOOL, COMMUNITY, AND K-5 AFTER CARE
ACTIVITIES ARE CANCELED.***

DISTRICT POLICIES

School Visitors

Parents/guardians are most welcome and encouraged to visit schools. To ensure safety and order in the schools, school visits are governed by Board Policy No. 907. Visitors should make arrangements in advance with the school office in accordance with the guidelines set forth in the board policy.

Athletic Eligibility

No student/athlete shall be eligible to participate in any interscholastic athletic practice or game unless he/she has participated in a pre-participation physical evaluation performed by a licensed physician. This physical, along with the accompanying forms (Section 1,2,3,3B, and 4), must be completed after June 1st (the summer before the start of the season) and prior to the first day of practice that school year.

Prior to participation in each subsequent season in the same school year, he/she must complete Section 5 of the PIAA forms prior to the start of practice. If any of the questions in this form are answered yes you must have your physician complete and sign Section 6 prior to participation in any subsequent sports that school year.

District Property

District property issued to students is expected to be returned upon request in the condition in which it was issued. Students and their parents/guardians will be billed for the cost of replacing lost or damaged items. The billing for lost or damaged property will be based on the current replacement cost.

Students and their parents/guardians will be given a reasonable time period for remitting payment for lost or damaged property. Students and/or parents/guardians may request an extension of the due date if necessary. If payment is not remitted by the due date, the student will immediately become ineligible for extracurricular activities (athletics inclusive), field trips and graduation until such time as payment is received in full by the school office.

Smoking/Tobacco Policy

New Hope-Solebury School District is a smoke-free environment. The use and/or possession of tobacco products is prohibited by State (Section 6306.1 of Act 145, Title 18) and District code on school property and at school events.

Asbestos Management Plan

The New Hope Solebury School District has engaged Eagle Industrial Hygiene Assoc., Inc. to fulfill the requirements of the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR Part 763, Subpart E. This law requires that each Local Education Authority (LEA) engage EPA accredited individuals to initially inspect and subsequently re-inspect every three years all student and staff accessed areas for the presence of both friable and non-friable asbestos containing materials (ACM) and to

develop an Asbestos Management Plan from the information developed from the building inspections. All accessible areas of the facilities were inspected for asbestos-containing materials.

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

A Child's Right to Special Education

Every child has the right to be properly educated. If a child is disabled, gifted, or both AND as a result of the disability, giftedness or both needs specially designed instruction, the child has a right to:

Free and Appropriate Education: Free means at no cost to the parents; appropriate means that the child will gain reasonable benefits from the educational program.

Evaluation: Parents may request an evaluation at any time. Parents must give permission for a Multi-Disciplinary Evaluation to be done. This evaluation is a collection of assessments done to help determine if the child is disabled, gifted, or both, and needs specially designed instruction. Parents must be included in the evaluation process. The evaluation must be conducted within 60 days after parental permission has been received. An Evaluation Report (summary of findings and recommendations) must be communicated to the parents.

Individualized Education Program (IEP): A conference must be held by the IEP team, which includes the educators and the parents. This IEP team makes all the decisions about this child: eligibility, programs, services, and related services. Decisions made at this conference are written in the IEP document. The district must provide everything that is included in the IEP document.

Least Restrictive Environment: A child with a disability must be educated with non-disabled peers, with supports and services to the maximum extent appropriate. Schools may not isolate or segregate a child merely because of disabilities. However, a child can be educated in a separate environment if the needs are so severe that they cannot be met in the regular class or building. Deciding where a child is to be educated can only be done after the IEP has been written. Parents must sign a form indicating agreement with placement.

- Every child with a disability or developmental delay, birth to beginning of school age, is entitled to early intervention programs.
- Every child with a disability can receive a high school diploma after the age of 18 if that student has completed the IEP. However, every child with a disability and needing special attention is entitled to education until the age of 21, at which time the child is entitled to a diploma.
- Every child with a disability who needs to learn appropriate behavior is entitled to a behavior management program. This program is to be individually designed to help the student learn to behave appropriately. Corporal punishment may not be used on a disabled student. Disabled students who need specially designed instruction may not be suspended from school for more than 10 consecutive days or 15 cumulative days because of inappropriate behavior.

- There may be no quotas for special education.
- There may be no waiting lists for special education.

These rights are not guaranteed only if they are inexpensive, easy to provide, or convenient for the school. **THESE RIGHTS ARE ABSOLUTELY GUARANTEED BY THE LAW.**

If you believe the school has violated your child's rights or you disagree with school officials, you have the right to express your opposition. You may choose to access the Special Education Mediation System at 1-800-922-4334. You may choose to request a pre-hearing conference or a due process hearing by contacting your child's principal in writing. Certified mail is recommended.

FERPA Policy

The New Hope-Solebury School board recognizes the need to protect the privacy rights of special education students and their parents. The New Hope-Solebury School board will adhere to the provisions of state and federal law pertaining to these privacy rights, including but not limited to the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended and its accompanying regulations, the Individuals with Disabilities Education Act (IDEA), as amended and its implementing regulations, and the Pennsylvania Public School code of 1949. The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal or Director of Special Education and Pupil Services a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents or eligible students may ask the School to amend a record that they believe is inaccurate, misleading, or otherwise in violation of the student's privacy rights. They should write the School principal or Director of Special Education and Pupil Services and clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of the student's privacy rights. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or

grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School and/or District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

Equal Rights and Opportunity Policy

To comply with federal laws, state laws and state department of education regulations concerning equal rights and opportunities, and to assure those with our district, the New Hope-Solebury School District declares itself to be an equal rights and opportunities agency. As such, it does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex, marital status, or non-relevant handicaps or disabilities as defined by law. The district's commitment to nondiscrimination extends to students, employees, prospective employees and the community.

For information regarding this policy, and for information regarding services, activities and facilities that are accessible to and usable by handicapped or disabled persons, please contact our Pupil Services Director at 215.862.2552, ext. 6222.

Right to Know

As a parent of a student at New Hope-Solebury School District, you have the right know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a uniform and understandable format, including alternative formats upon request; and to the extent practicable, in a language parents can understand. Specifically, you have the right to ask for the following minimum information about each of your child's classroom teachers:

- Whether the Pennsylvania Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Pennsylvania Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call your child's building principal.

TECHNICAL SCHOOL

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

2740 Old York Road, Jamison, PA 18929

School Hours: 7:45 a.m. to 10:30 a.m., 11:30 a.m. to 2:15 p.m.

Office Hours: 7:30 a.m. to 4:00 p.m.

Director: Kathryn Strouse

Assistant Principals: Rick Black and Thomas Viviano

Phone: 215.343.2480

Fax: 215.343.8626

Middle Bucks Institute of Technology is located in Warwick Township on Old York Road in Jamison, Pennsylvania. Middle Bucks is a high school campus of the Centennial, Central Bucks, Council Rock and New Hope-Solebury School Districts.

Visit the school's website at www.mbit.org.

Middle Bucks operates ten career clusters and twenty-one state-approved career and technical programs for secondary students with staff consisting of approximately 30 professionals and 30 support personnel. Using a competency-based education model, instruction is individualized and self-paced. In addition to secondary students, enrollment in the daytime program is open to adults where space is available. Middle Bucks also operates an adult evening program during the fall and spring semesters that consists of approximately 30 course offerings. MBIT also offers customized training programs throughout the year.

To apply or obtain more information, please contact MBIT at 215-343.2480 or visit the website at www.mbit.org.

New Hope-Solebury School District Network and Internet Acceptable Use Guidelines for Students and Staff

2010-2011

Students, staff and administration of New Hope-Solebury School District have individual computer accounts, which allow access to school network resources including email and the Internet.

Please read these guidelines carefully and sign below. You will be held responsible for following ALL of these guidelines. Failure to comply with these guidelines will result in disciplinary action up to and including suspension from school, depending upon the severity of the offense.

Board Regulation #815 states:

“All computer communication systems, and all communications and stored information transmitted, received, or contained in the NHSD Network’s systems are NHSD property and are to be used only for school-related purposes. In the event there is a reasonable suspicion that a user is using the NHSD Network in violation of the guidelines stated in this policy, a system administrator or teacher may gain access to a student’s private correspondence or files without prior notice. System administrators also may need to access private files as part of regular system maintenance.”

Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with District Policy 815.1 and 814.2, accepted rules of network etiquette, and Federal and State law. Specifically, the following uses are prohibited:

1. Use of the network to facilitate illegal activity.
2. Use of the network for commercial or for-profit purposes.
3. Use of the network for non-school related work on more than an incidental basis.
4. Use of the network for product advertisement or political lobbying.
5. Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Use of the network to access obscene or pornographic material.
8. Use of inappropriate language or profanity on the network.
9. Use of the network to transmit material likely to be offensive or objectionable to recipients.
10. Use of the network to intentionally obtain or modify files, passwords, and data belonging to other users.
11. Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws.
12. Use of the network to disrupt the work of other users.
13. Impersonation of another user.
14. Sharing District password with, or allowing password to be used by, anyone else.
15. Loading or use of unauthorized games, programs, files, or other electronic media.

16. Destruction, modification, or abuse of network hardware and software.
17. Quoting personal communications in a public forum without the original author's prior consent."

New Hope-Solebury Internet Use Guidelines

In addition to the guidelines from the Board Regulation #815, students agree to use the Internet and email for *educational* purposes.

I will not use the school network computers or printers:

1. to play non-educational, curriculum related games;
2. to enter any information about myself, anyone else, or my school. This includes name, address, telephone number, email address, or any other information;
3. to access, send, promote or print hate mail, threats, harassing information, derogatory remarks, material of a sexual nature, and other antisocial communications;
4. for illegal, commercial or for profit purpose;
5. to purchase or order *any* items including stocks and auction items (e.g. eBay or similar websites);
6. to participate in chat, chat rooms, interactive bulletin boards, web-based email or any other online real-time conversations. I will not sign or send messages through "guestbook's" that appear on websites unless it is under the supervision of a staff member;
7. to impersonate or misrepresent other users on the network;
8. to download any files or programs, including games, MP3's, other music, or video.

These guidelines are also posted on the web. Policies can be found in all district offices and libraries.

I have read the Network Acceptable Use Guidelines. I agree to follow these guidelines. I understand that if I violate the rules my account can be terminated and I may face other disciplinary measures. **I understand that I am responsible for my account and all activity within my account.**

In signing this form you have signified that you have read and agree to these guidelines.

Please print full name

Signature

Date

New Hope-Solebury School District

180 W. Bridge Street New Hope, PA 18938

MEDIA RELEASE FORM

Student Name: _____
Print Name

Homeroom: _____

School Name: _____

Date: _____

The New Hope-Solebury School District (NHSD) is committed to protecting the privacy of all students and their families. The following is provided to offer you as a parent/guardian the right to choose whether or not your child may be photographed, videotaped or recorded for publicity or for internal purposes, such as newsletters, school and NHSD presentations, NHSD advertisements, NHSD web site, etc.

I, _____, the parent/guardian of _____ hereby give my full and complete permission, without reservation or restriction, for my child to be photographed (still or motion) and/or tape recorded (audio or video) by employees of the New Hope-Solebury School District and its education partner organizations.

____ I understand and agree that I am hereby waiving all claims to the use of said photographs, slides, films, videotapes, audiotapes or other audiovisual representations taken or made of my child.

____ I do not wish to allow my child to be photographed, videotaped or recorded.

Please Print:

Name of Parent/Guardian Signature

Signature

Date

NEW HOPE-SOLEBURY SCHOOL DISTRICT

Parent Portal: Statement of Intended Use & Professional Expectations

The Parent Portal is intended to provide parents and guardians with a reasonably current and comprehensive status report on the academic standing of their children.

Teachers are required to enter all graded assessments and assignments on the portal in accordance with the following time windows.

- Assessments and/or assignments are to be posted on the portal within two school days of their administration and/or announcement. For example, if a graded assignment is given to students on a Tuesday, the assignment should be posted on the portal by no later Thursday of that week.
- Student grades for assessments and/or assignments are to be posted by the assigning teacher within fourteen calendar days of their administration or submission. For example, a unit test is administered on May 4. The grade for that test is to be posted on the portal by no later than May 18.
- All marking period assessments and/or assignments are to be posted by the teacher by no later than the fifth school day prior to the end of the marking period.

Further examples:

1. Mrs. Jones assigns a project to her students on Tuesday, February 6. The assignment is due on Tuesday, February 13. Mrs. Jones is required to post the assignment on the portal by no later than Thursday, February 8. The grade for the assignment is to be posted by no later than Tuesday, February 27.
2. The last day of the marking period is November 8. Mr. Smith plans to administer a unit test on the last day of the marking period, November 8. Mr. Smith is required to post this test on the portal by no later than November 1.

**Policies and Procedures
Student and Parent Sign Off Sheet
2010-2011 School Year**

Student's Name: _____

Grade Level: _____

I have read the policies and procedures of the New Hope-Solebury School District as stated in the student handbook.

My signature below indicates that I understand that the policies and procedures will be upheld by school administration and will comply with the guidelines as they are explained.

Student's Signature: _____

Parent's Signature: _____