



# PENNSBURY SCHOOL DISTRICT

134 YARDLEY AVENUE • P.O. BOX 338 • FALLSINGTON, PENNSYLVANIA 19058-0338

## 2024-2025

# FAMILY-SCHOOL HANDBOOK



**A National  
School District  
of Character**



AUGUST/SEPTEMBER 2024						
S	M	T	W	Th	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

8/26 - 8/29 - Teacher Workshop/Prof. Development  
8/30 - Teacher Holiday  
9/2 - Labor Day  
9/3 - Orientation for Students in Grades K, 6, and 9  
9/4 - Grades K-12 Report to School

S=20

OCTOBER 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

10/3, 10/4 - Rosh Hashanah

S=21

NOVEMBER 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

11/1 - Diwali  
11/5 - Teacher Workshop (Election Day)  
11/7 - End of First Marking Period  
11/8 - Grading Day (Gr. K-12)  
11/11 - Veterans' Day Observation  
11/25 - Parent/Teacher Conf. - ½ Day Students K-8  
11/26 - Parent/Teacher Conf. - ½ Day Students K-8  
11/27 - No School Students, AM Conferences K-8 Makeups, AM Professional Development 9-12  
11/28, 11/29 - Thanksgiving Recess

S=14

DECEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

12/23-12/31 - Christmas/Winter Recess

S=15

JANUARY 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1/1 - New Year's Day  
1/20 - Martin Luther King's Birthday  
1/30 - End of Second Marking Period  
1/31 - Grading Day (Gr. K-12)

S=20

FEBRUARY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

2/14 - Teacher Workshop (Early Dismissal K-12)  
2/17 - Presidents' Day

S=19

MARCH 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3/31 - Eid al-Fitr

S=20

APRIL 2025						
S	M	T	W	Th	F	S
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

4/4 - End of Third Marking Period  
4/7 - Grading Day (Gr. K-12)  
4/15 - Parent/Teacher Conf. - ½ Day Students K-8  
4/16 - Parent/Teacher Conf. - No Students K-8  
4/17, 4/18, 4/21 - Spring Break

S=18

MAY 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31











5/20 - Teacher Workshop/Professional Development (Primary Election Day)  
5/23 - Teacher Prof. ½ Day (K-8 only)  
5/26 - Memorial Day

S=20

JUNE 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

6/16, 6/17, 6/18 - Teacher Prof. ½ Day (K-12)  
6/18 - End of Fourth Marking Period & Last Day for Students and Teachers

### L E G E N D

 Student/Teacher Holiday	 Parent/Guardian - Teacher Conferences ½ Day-Students
 Teacher Workshop/Professional Development (NO STUDENTS)	 Parent/Guardian - Teacher Conferences No Students
 End of Marking Period	 First Day of School (All Students)
 Grading Day (K-12) (NO STUDENTS)	 Teacher Workshop (Early Dismissal K-12)
 Teacher Prof. ½ Day	 Half Day for Students

**S = Student Days**

**NOTE: Scheduled events reflected on this calendar may change due to weather or other circumstances. Please refer to the calendar tab at [www.pennsburyisd.org](http://www.pennsburyisd.org) for possible updates.**



# 2024-2025 FAMILY-SCHOOL HANDBOOK

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### MISSION STATEMENT

Recognizing our proud traditions and diverse community, the Pennsbury School District prepares all students to become creative, ethical, and critical thinkers for lifelong success in a global society.

# LETTER FROM THE SUPERINTENDENT

Dear Pennsbury Families,

Welcome to the 2024-2025 school year! Thank you for taking the time to review the material presented on these pages. The intent of this handbook is to provide information that can serve as a strong foundation for important home-school partnerships. Thank you for the trust you have placed in the school district to develop your children's academic, social, and emotional skills.

We have been busy over the summer preparing our curriculum, buildings, and grounds for the return of nearly 10,000 students. As we kick off a new school year, I would like to share a few quick highlights:

- Pennsbury High School - Exciting things are happening as we plan for the future of a new Pennsbury High School. [Stay up-to-date by visiting the PHS Project page on our website.](#)
- School Start Times - We are gearing up for a change to the high school start time in September 2025 to improve the physical and mental health of our students. More details to come!
- Safe Arrival - We are pleased to now offer the Safe Arrival attendance reporting system to report student absences. [Please review the Safe Arrival procedures found on our website.](#)
- PSD Text Messaging - Please text Y or YES to 67587 from the mobile number you have on file with the District to receive text messages in the event of emergencies, school closures, and more.
- [PowerSchool Login](#) Information - You should have received an email from our IT department with [specific instructions](#) explaining how to access PowerSchool. If you still need assistance accessing your PowerSchool account, contact: [parenttechhelp@pennsburysd.org](mailto:parenttechhelp@pennsburysd.org) or call 215-428-4117.
- Building Entrance Procedures - All schools utilize the RAPTOR system to track visitors. You must have a photo ID with you if you plan to visit any school.
- [Our website](#) is continuously updated throughout the year and contains a lot of useful information.
- School Calendars - The Board has approved calendars for the next 5 school years. You can find the 2024-25 calendar and all other Pennsbury calendars [here](#).
- Ask Penny - Have a question about Pennsbury? Don't trust the rumors, Ask Penny, and we will get you the answer: [askpenny@pennsburysd.org](mailto:askpenny@pennsburysd.org).



**Thomas A. Smith, Ed.D.**

Thank you for your support of Pennsbury over the years. It is a privilege to serve as your superintendent of schools, and I am grateful to the Pennsbury Board of Directors for their efforts to support our mission. Pennsbury is truly a unique district that is justifiably proud of our successes. I wish you and your children a great school year.

Sincerely,

**Thomas A. Smith, Ed.D.**  
Superintendent of Schools  
Pennsbury School District

## **MORE BACK TO SCHOOL INFORMATION**

In addition to our work to improve the district's academic programs, there are a number of equally important updates to our district programs that I would like to share with you as we prepare to return to school. More detailed information regarding each item will be shared throughout the year. In the interim, please take note of the following:

**Mindfulness** - Continuing into this year, students will start the day with a "Mindfulness Minute." During this minute, there will be no announcements made, no technology used, and no talking among staff or students. Research has shown that even a short time to "reset" at the beginning of the day can improve cognitive outcomes, socio-emotional skills, and general well-being. In addition, schools practicing daily quiet times have reported a decrease in negative student behaviors.

**School Start Times** - The Pennsbury School District has identified changing the high school start time as a goal to improve the physical and mental health of our students. There is a great deal of evidence that supports the academic and mental health benefits of later start times. We are targeting a change to the high school start time for September 2025. Details will be shared as we move toward this change.

**Student Wellness Programming** - An important component of a Pennsbury education is our commitment to developing the "whole child." You can view our newly developed [Framework for Character, Culture & Wellness](#) to see our plan to support our students, PreK-12.

**Parent/Family Academy** - We are continuing our [Pennsbury Parent Academy](#). The Parent Academy is offered FREE to parents to promote continued collaboration between families, schools, and the community. The Parent Academy offers a series of workshops and events aimed at helping families stay engaged with their child's academic and social success.

**Sustainability/Green School Efforts** - We have established a district Green Team to research and share best practices, highlight our accomplishments, and challenge ourselves to incorporate sustainability in all aspects of our school district operations. We are working to reduce our carbon footprint by reducing our use of paper and printer toner and increasing the use of green cleaning products. We are also committing to turning off lights and powering down projectors and computers when they are not in use.

**Pennsbury High School Project** - On June 15, 2023 the Pennsbury School District Board of Directors passed the 2023-24 school budget that includes a financial commitment for a major change to the PHS campus (either a major renovation to the West campus or the construction of a new high school on the grounds of the current high school campus). This project will take several years to complete. [Click here to stay up-to-date on the PHS Project.](#)

**Interested in Volunteering in our Schools?** - We are always looking for volunteers to help in our schools! Volunteers play a vital role in supporting the staff, students, sports programs, and other activities of our schools. Find more information [here](#).



## MEETING DATES:

### AUGUST 2024

Action Board Meetings:  
August 15

### SEPTEMBER 2024

Action Board Meeting:  
September 19

### OCTOBER 2024

Action Board Meeting:  
October 17

### NOVEMBER 2024

Action Board Meeting:  
November 21

### DECEMBER 2024

Action Board Meetings:  
December 19

### JANUARY 2025

Action Board Meeting:  
January 16

### FEBRUARY 2025

Action Board Meeting:  
February 20

### MARCH 2025

Action Board Meeting:  
March 20

### APRIL 2025

Action Board Meeting:  
April 17

### MAY 2025

Action Board Meeting:  
May 15

### JUNE 2025

Action Board Meeting:  
June 19

# PENNSBURY BOARD OF SCHOOL DIRECTORS



(Top row, l-r) Dr. Joanna Steere (President), Joshua Waldorf (Vice President), Chip Taylor (Assistant Secretary), Dr. Jeannine Delwiche, & Lois Lambing

(Bottom row, l-r) TR Kannan, Linda Palsky, Donna Ahrens, & Donna Petrecco

Not pictured: Student Representatives Zaki Ali & Nivrithi Kanubaddi

Normally, the Pennsbury School Board holds its monthly public meeting at 7:30 p.m. on the third Thursday of the month in the multi-purpose room at Fallsington Elementary School. Please see the meeting schedule for 2024-2025 on this page. Additional special meetings may be scheduled as necessary. Dates of Board Action and Committee meetings are posted on the [Pennsbury website](https://www.pennsbury.org), advertised in the *Bucks County*

*Courier Times*, posted on all Pennsbury social media channels ([Facebook](https://www.facebook.com/pennsbury), [X \(Twitter\)](https://twitter.com/pennsbury), [Instagram](https://www.instagram.com/pennsbury)), and on the bulletin board in the Fallsington Administration Building. All board meeting agendas and minutes can be found on [BoardDocs](#).

**Board Action and Special Meetings:** Members of the public may address the Board for up to five minutes during public comment sections of meetings on agenda and non-agenda items. Up to 90 minutes have been set aside for public participation. This comment period may be extended with concurrence of the School Board. The opportunity to comment during the public comment session will be open to all. Priority will be given to the following stakeholders: (a) residents of the School District; (b) School District taxpayers; (c) Representative of a company that is a School District taxpayer; (d) Employees of the District; and (e) Parents/students of the District. All individuals wishing to comment shall, prior to the start of the meeting, register on a form and will include their name, municipality, and business affiliation, if applicable. One form will be for stakeholders and a second form for anyone else who wishes to address the Board. Any person speaking during the public comments session shall state their name. If commenting on behalf of a company as a taxpayer, then the speaker shall also state the name of the company and the fact that they are speaking on behalf of the company. Members of the public may not cede their five minutes of participation time to other persons. The Board president will call speakers to the microphone in sign-in sheet order. Comments that become obscene will be ended immediately. At the conclusion of this public comment period, the School Board may respond to public comments or direct the Superintendent to do so. The Board may also opt to take the matter up at a future meeting so that the district administration can research the matter. Written correspondence may be sent to the School Board via the Superintendent or sent to the Board Secretary at this address: 134 Yardley Avenue, P.O. Box 338, Fallsington, PA 19058-0338.

Dr. Joanna Steere	.....President.....	(Region 3)	.....	jsteere@pennsburysd.org
Josh Waldorf	.....Vice President.....	(Region 1)	.....	jwaldorf@pennsburysd.org
Chip Taylor	.....Assistant Secretary.....	(Region 2)	.....	lpalsky@pennsburysd.org
Dr. Jeannine Delwiche	.....Board Member.....	(Region 3)	.....	jdelwiche@pennsburysd.org
Lois Lambing	.....Board Member.....	(Region 1)	.....	llambing@pennsburysd.org
TR Kannan	.....Board Member.....	(Region 1)	.....	tr.kannan@pennsburysd.org
Linda Palsky	.....Board Member.....	(Region 3)	.....	lpalsky@pennsburysd.org
Donna Ahrens	.....Board Member.....	(Region 2)	.....	dabrescia@pennsburysd.org
Donna Petrecco	.....Board Member.....	(Region 2)	.....	dpetrecco@pennsburysd.org

See page 8 for further information on the School Board and School Board Policies.

# ASSOCIATE STUDENT REPRESENTATIVES

The Board of School Directors recognizes that the students attending the Pennsbury School District are their most important concern. The Board established the position of Associate Student Representative to provide a communication link between itself and the student body. The Board will appoint two representatives each year to serve as non-voting members. The representative shall:

1. Possess a genuine interest in and devotion to education at Pennsbury, a willingness to give time and effort to the work, a capacity for understanding people, and the ability to work cooperatively with others.
2. Be willing to attend all regular meetings, discuss items presented on the agenda, and suggest other items for consideration.
3. Be nonpartisan in dealing with school matters and not subordinate the education of children and youth to any partisan principle, group interest or personal ambition.
4. Exhibit personal integrity, intelligence, and appreciation of good education.

# PTO PRESIDENTS 2024-2025

Becky Bryson .....	Afton Elementary School
Monique Dufresne, Kelli Botti .....	Edgewood Elementary School
Megan Esmonde-Bogan, Ali Gatsch .....	Eleanor Roosevelt Elementary School
Michelle Phillips, Jennifer Klacik .....	Fallsington Elementary School
Michelle Reese .....	Makefield Elementary School
Krista Savidge .....	Manor Elementary School
Kelly Dugan .....	Oxford Valley Elementary School
Trish Cartolaro .....	Penn Valley Elementary School
Laren Henrickson, Jigna Patel .....	Quarry Hill Elementary School
Megan Brashier .....	Walt Disney Elementary School
Donna Gross, Jen DeFrancisco .....	Charles Boehm Middle School
Beth Alon .....	Pennwood Middle School
Gabriella Obermeier, Kim Perri .....	William Penn Middle School
Hilary Walp .....	Pennsbury High School

## CENTRAL ADMINISTRATION

<b>Superintendent</b> , Thomas A. Smith, Ed.D .....	215-428-4110
<b>Assistant Superintendent of Curriculum &amp; Instruction</b> , Theresa Ricci, Ed.D.....	215-428-4197
<b>Assistant Superintendent of Administration</b> , Kristopher Brown, Ed.D.....	215-428-4199
<b>Chief Financial Officer</b> , Christopher M. Berdnik.....	215-428-4114
<b>Director of Data, Assessment and Accountability</b> , Elizabeth Aldridge, Ed.D.....	215-428-4280
<b>Director of Human Resources, Professional Development, &amp; Equity</b> , Cherrissa M. Gibson, Ed.D.....	215-428-4100, ext. 10007
<b>Director of Facilities</b> , George Steill .....	215-428-4162
<b>Assistant Business Administrator</b> , Kimberly Steffy .....	215-428-4127
<b>Interim Director of Special Education</b> , Dr. Charles Lambert.....	215-428-4186
<b>Director of Student Services</b> , Laurie Ruffing.....	215-428-4181
<b>Director of Technology</b> , Timothy McCleary .....	215-428-4116
<b>Director of Transportation</b> , Rebecca Kurtz.....	215-428-4165
<b>Supervisor of Public Relations</b> , Jennifer Neill .....	215-428-4178
.....	
<b>Supervisor of Wellness, Athletics, &amp; Extra Curricular</b> , Lou Sudholz .....	215-949-6862
<b>Food Service Director (The Nutrition Group)</b> , Ashley Belcher Dowd.....	215-248-4100, ext. 22202
<b>KidsCare</b> , Debbie & Charlie Stough.....	215-230-3445

# SCHOOL HOURS

## ***NORMAL SCHOOL HOURS***

Pennsbury High School  
 All Middle Schools  
 All Elementary Schools

## ***OPEN***

7:20 a.m.  
 8:10 a.m.  
 9:00 a.m.

## ***CLOSED***

2:15 p.m.  
 2:55 p.m.  
 3:40 p.m.

# EMERGENCY SCHOOL CLOSING - NORMAL SCHOOL HOURS

It is the policy of the Pennsbury School District to operate every day that children can be transported safely. If it is necessary to close school, notice will be posted as follows:

## **OFFICIAL NOTIFICATION**

- Automated calling system
- Online: [www.pennsburyisd.org](http://www.pennsburyisd.org)
- SchoolMessenger Text Alerts - Text Y or Yes to 67587 to receive PSD text messages
- Official Pennsbury [Facebook](#), [Instagram](#), [X \(Twitter\)](#)

## **SECONDARY NOTIFICATION**

The following radio and television stations will also announce Pennsbury by name if school is closed:

**RADIO: WBCB-1490AM, WPST-94.5FM**

**TELEVISION: CBS-3, NBC-10, 6-ABC, and FOX-29**

Weather conditions may be such that a delayed opening of two or three hours will be necessary. Notification of a delayed opening will be communicated in the same manner as a school closing. Buses will arrive at stops two or three hours later than usual and school will begin two or three hours later.

## **DELAYED OPENING SCHEDULE**

	<b><i>2 hr. Delay</i></b>	<b><i>3 hr. Delay</i></b>
Pennsbury High School .....	9:20 a.m. ....	10:20 a.m.
Middle Schools .....	10:10 a.m. ....	11:10 a.m.
Elementary Schools .....	11:00 a.m. ....	12:00 p.m.

FOR FURTHER INFORMATION, PLEASE REFER TO THE [SCHOOL CLOSING & DELAY INFORMATION PAGE](#) ON THE PENNSBURY SCHOOL DISTRICT WEB SITE.

# SCHOOL BOARD POLICIES

To view the full set of School Board Policies on the District website, [click here](#).

Among those indexed online are many policies of interest to families, such as those that concern school volunteerism, student wellness, cafeteria accounts, and use of electronic resources, to name a few.

A school district is the local organization of the Pennsylvania State Department of Education and functions within the legislation and constitutional mandates of the state. The nine members of the School Board, also known as School Directors, are elected by a majority of the district's citizens to operate the school system. Although elected locally, they are unpaid state officials and representatives of the legislature, charged with the responsibility of creating school policies and conducting the business of the school district. The authority vested in them by the state is effective only when they act in a body as the Board, and an individual member has no authority to make decisions or promises that are binding on the Board. It is the responsibility of the Board to establish School Board Policies which are implemented by the administration.



# STUDENT SERVICES

## REGISTRATION FOR ENROLLMENT

Registration of all new students entering Pennsbury will be accomplished centrally. Parents/guardians may begin to register online. Parents/guardians should consult the [Student Registration page](#) on the School District website, or call the office of the Director of Student Services at 215-428-4100 to confirm all necessary paperwork for registration, including, but not limited to, birth certificate, immunization records, proof of residency, and any available previous school records.

## KINDERGARTEN

The kindergarten experience is a most valuable one and contributes greatly to each child's personal and social development. Pupils may enroll in kindergarten if they will be five years of age on or before September 1st of the current school year. Parents/guardians must present the child's birth certificate or other acceptable documentation along with proof of immunization requirements and proof of residence. Information concerning immunizations can be obtained from any school nurse or on the [Nursing Services](#) page of the School District website.

Children who have not attended kindergarten may enroll in first grade, if they will be six years of age on or before September 1st of the current year. Parents/guardians must present the child's birth certificate, proof of immunization, and proof of residence for admittance to school.

### **KINDERGARTEN AND 1<sup>ST</sup> GRADE ENROLLMENT**

#### **2024-2025 SCHOOL YEAR AND BEYOND:**

K - 5 years old by September 1 • 1st - 6 years old by September 1

Please call Student Services at 215-428-4100 for more

## ATTENDANCE

According to the School Laws of Pennsylvania, all absences are unexcused or illegal except for the following reasons: illness of the student; death in the immediate family; quarantine; religious holidays; and other urgent reasons which directly affect the child. The parent or guardian must, by law, present an excuse for each absence within 3 school days. The school administration may request that absences be verified by a medical professional if the absences are considered excessive. The Pennsbury School District now offers Safe Arrival to report student absences. [Please visit the Attendance Page on our website for detailed information.](#)

**Students must submit evidence of required immunization according to Pennsylvania Department of Health regulations prior to attendance in any school within the Commonwealth. At this time, the COVID-19 immunization is not a requirement for school-age children.**

## RAPTOR VISITOR MANAGEMENT SYSTEM

The Pennsbury School District is now using the RAPTOR Visitor Management System. Raptor enhances school safety by reading a visitor's identification, comparing the information against a sex offender database, alerting campus administrators if a match is found or (if no match was made) printing a visitor badge that includes a photo, name of visitor, and time and date of the visit. All visitors and guests to the school should be scanned into the system. PSD employees with a district-issued ID badge do not need to be scanned.

## SCHOOL AND CLASSROOM VISITATION BY PARENTS AND GUARDIANS

The Administration and faculty welcome and encourage visits to school by parents or guardians of students. All requests for classroom visitations must be scheduled in advance with the school principal. The principal will seek to arrange a mutually-convenient time. It is essential to minimize disruption to the educational program. An individual principal shall have the authority to prohibit entry of any person to the school. If, in the judgment of the school principal, the possibility exists for a classroom visitation to be disruptive or to interfere with the educational setting, they may deny permission. The school principal or their designee shall accompany any visitor during classroom visitations. Classroom visitors may not interfere in any way with classroom activities during visitations. No visitor shall be allowed to photograph or videotape any person or any part of any building or to tape record any conversation of any kind without prior approval by the

*continued...*

# **STUDENT SERVICES (continued)**

## **HOMEBOUND INSTRUCTION**

Students who are ill and cannot attend school and will be absent three weeks or more may secure forms for homebound instruction by sending a written request to the Student Services department. The required documentation, including a parent/guardian request form and two doctors' statements that the child should receive homebound instruction, will be mailed to the parent/guardian after the written request is received. This service is provided by the School District.

## **TRANSFER FROM DISTRICT**

If a child is moving from the District, the parent/guardian should notify the school of the date the child is moving and the name and address of the new school he/she will be attending, if it is known, so that a transfer card may be prepared for the student. Parents/guardians of secondary students should call the guidance office at the school of attendance with this information.

## **LEAVING SCHOOL**

Pennsylvania law requires attendance in school until the student becomes 18 years of age. If a student is considering the possibility of leaving school, they should see the counselor in the Guidance Office as soon as possible.

## **WORKING PAPERS (ONLY FOR THE STATE OF PENNSYLVANIA)**

Pennsylvania State Law requires every person under 18 years of age to obtain an employment certificate before working in an establishment or occupation. (Newspaper carriers, domestic helpers and farm workers are exempt.) The required papers may be secured through the Pennsbury School District by taking the following steps:

1. Contact the Student Services Office in the Administration Building in Fallsington for a "Promise of Employment Certificate." Be sure to bring your birth certificate with you.
2. Complete the necessary requirements on the Promise: signed by parent/guardian in the presence of a district representative; the student must be present when the permit is issued to sign the completed document.
3. 14 through 17-year-old students may obtain a Transferable Work Permit which may be used for every change of jobs until graduation from high school.

Visit the [Student Services](#) page of the School District Website for more information.

## **HEALTH SERVICES**

All parents/guardians of children attending the Pennsbury schools are urged to follow health regulations carefully to help control infectious and contagious diseases during the school term. In the event of illness, it is requested the teacher be notified.

If a student suffers a chronic physical ailment about which members of the Health Department should know in order to increase the efficiency of their work with the students, notice should be given to the school nurse in the building which the child attends.

Any student requiring an adjustment in program because of a physical condition must always present a written request from their parent/guardian for such an adjustment. The request should state the nature of the condition and the length of time an adjustment in program is necessary. In cases requiring continuous adjustment in the student's program for periods of a week or more, a written statement from a physician should be presented to the school nurse in the building which the child attends.

Tests for visual efficiency are done each year at any time on any child who presents signs of symptoms of eyestrain or faulty vision. Parents/guardians are notified in the event that a deficiency is suspected.

Hearing tests are performed on the children in kindergarten, 1st, 2nd, 3rd, middle and high school grades. Children who are suspected of having faulty hearing are referred to their family physician for further study.

First aid supplies are placed in every building and are readily accessible in the event of an emergency. The services of a school nurse are obtainable at all times.

Students with health problems may require medications in order to permit them to remain in school and function optimally in the school setting. Prescription medications will be administered upon written order of a physician. The medication must be accompanied by a note from the parent or legal guardian giving permission for the prescribed medication to be administered. A prescription label must accompany each drug and must include the following: prescription number, date of prescription,

*continued...*

student's name, name of drug, directions for administration, name of physician prescribing the medication and name of the drug store that filled the prescription.

## **STUDENT SERVICES (continued)**

(This information is included on the prescription label from the drug store.) All medications sent from home must be kept in the nurse's office, in a locked cabinet or drawer, and be administered in that office.

**It is the responsibility of the parent/guardian to make arrangements for a student who needs to be transported home during school hours because of injury or illness. In cases of extreme medical emergencies, the District will contact the nearest ambulance service as well as the parents/guardians in order to facilitate immediate care.**

The School District does not discriminate on the basis of age, race, color, national or ethnic origin, sex, or handicap in employment practices or in administration of any of its education programs and activities in accordance with applicable federal statutes and regulations. EOE

## **HOMELESS FAMILIES: MCKINNEY-VENTO ACT INFORMATION**

**The McKinney-Vento Act defines homeless children and youth as individuals who lack a fixed, regular, and adequate nighttime residence. This definition also includes:**

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- Children and youth who may be living in motels, hotels, trailer parks, shelters
- Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, or
- Migratory children who qualify as homeless because they are children who are living in similar circumstances listed above

### ***SCHOOL ENROLLMENT***

In accordance with the McKinney-Vento Action, the Pennsbury School District will immediately enroll the homeless child or unaccompanied youth in school, even if the child or youth lacks records normally required for enrollment, such as previous academic records, medical records, proof of residency or other documentation. Please contact our homeless liaison, Laurie Ruffing, at the number below for more information.

**[CLICK HERE TO ACCESS THE BASIC EDUCATION CIRCULAR ON HOMELESSNESS](#)**

### ***HOMELESS LIAISON***

Laurie Ruffing, Director of Student Services

215-428-4181

[lruffing@pennsbury.org](mailto:lruffing@pennsbury.org)

### ***RESOURCES***

[National Center for Homeless Education](#)

[Family Service Association Resources for the Homeless](#)

# **VOLUNTEERING IN PENNSBURY SCHOOLS**

The well-being and safety of all students are a top priority in Pennsbury School District. Please be aware that parents/guardians who volunteer in the school, and parents/guardians who volunteer to be a field trip chaperone **must** obtain prior background checks/clearances in advance. **This will be strictly enforced to comply with District Policy and ensure the safety of the children.** We sincerely appreciate your understanding and compliance with this policy. Volunteers are welcome in Pennsbury schools contingent upon the current Health and Safety Plan in place.

## **HOW TO OBTAIN BACKGROUND CLEARANCES:**

1. **[Act 34 Criminal Background Check](#)**

The fee for volunteers who work with children is waived effective July, 25, 2015.

2. **[Act 151 Child Abuse History Clearance](#)**

The fee for volunteers who work with children is waived effective July, 25, 2015.

3. Prospective volunteers WHO HAVE NOT resided in the Commonwealth of Pennsylvania for 10 consecutive years, must also obtain the FBI Clearance/Fingerprinting. Applications forms and instructions are [available here](#). **Service Code - 1KG6Y3**. The cost of the fingerprint service is \$27.00. You must register prior to going to the fingerprinting location.

**\*A prospective volunteer is required to obtain only the Pennsylvania State criminal background and child abuse clearances, and is not required to secure the above FBI/fingerprint clearance if, and only if, the following three conditions are met:**

- The prospective volunteer is applying for an unpaid position;
- The prospective volunteer has been a resident of the Commonwealth of Pennsylvania continuously for the prior ten (10) year period; and
- The prospective volunteer swears or affirms in writing that the prospective volunteer has never been convicted of a disqualifying crime in the Commonwealth of Pennsylvania or another state, district or foreign nation, or under a former law of the Commonwealth of Pennsylvania.

**Please be aware that background/safety clearances may take four weeks or longer to obtain. If you are interested in being a chaperone, please plan accordingly and obtain your paperwork early.**

**NOTE: Clearances will need to be renewed every 60 months (5 years).**

[Please visit the Volunteer Clearances page on our website for information regarding how to submit your volunteer clearances.](#)

Board Policy #916 on volunteering in the Pennsbury schools may be [viewed here](#).

## **PROGRESS REPORTS**

The Pennsbury School District provides electronic reports of student progress to parents/guardians throughout the school year. Secondary parents/guardians may access Canvas to monitor student performance and grades.

## **PARENT/GUARDIAN-TEACHER CONFERENCES**

It is hoped that these personal conferences will develop a close and friendly relationship between the school and the home which will enable parents/guardians and teachers to work and plan together. This relationship will assure the best progress in development of sequential skills necessary for success in school work. Conferences are scheduled as follows:

- **Grades K-8 (Fall Conferences):** Half day (PM) on November 25, 2024 and half day (PM) on November 26, 2024
- **Grades K-8 (Spring Conferences):** Half day (PM) on April 15, 2025 and full day on April 16, 2025

Your building principal will notify you of scheduled conference dates and times of early dismissal.

## **REPORT CARDS**

Report cards are issued as follows:

- **Kindergarten Report Cards:** Marking periods 2, 3, & 4
- **Grades 1-12:** All four marking periods

## **REPORT PERIODS**

Report periods end as follows\*:

- **FIRST – November 8, 2024**
- **SECOND – January 31, 2025**
- **THIRD – April 4, 2025**
- **FOURTH – June 18, 2025**

\*Dates may be adjusted if schools are closed.

## **POWERSCHOOL SIS**

The Pennsbury School District uses PowerSchool SIS as its student information system. Through PowerSchool, parents and students can access grades, attendance, transportation, demographic data, and more. Parents will receive an invitation from the Pennsbury Technology Department on how to set up their accounts. Students will access their accounts using their Google credentials. Please contact [familytechhelp@pennsburysd.org](mailto:familytechhelp@pennsburysd.org) for assistance. [The PSD Family Tech Hub also contains information about PowerSchool and other technology-based information.](#)

## **WEB SERVICES**

Students are expected to use only web services approved by the Pennsbury School District, as described in the Student Code of Conduct.

## **1:1 CHROMEBOOK INITIATIVE**

Students in grades 6-12 are eligible to participate in the [District's Chromebook program](#). In order to participate, students are required to purchase a protection plan for their Chromebook. The annual cost of the protection plan is \$40.00 (reduced to \$15 for financial hardship). This cost includes a case that is to be kept on the Chromebook at all times. This case serves as a means to personalize the device, as well as protect it from damage.

*continued...*

## **1:1 CHROMEBOOK INITIATIVE (continued)**

The protection plan does NOT provide coverage for the loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and/or abuse. Parents/Guardians will be responsible for the full cost of replacement (\$220.00) if it is determined that damage has been caused by intentional abuse and/or misuse of the device is lost or stolen and \$20.00 for a lost or intentionally abused and/or misused charger.

This device will need to be returned upon graduation or withdrawing from the district.

The district has installed Internet filtering software that cannot be removed from the Chromebook. The district will solely determine what is filtered. Please understand that it is impossible for the Pennsbury School District to restrict all potentially inappropriate materials, and by signing the agreement you will not hold the District responsible for materials accessed with a District Chromebook.

More information on Pennsbury's 1:1 Chromebook initiative is [available here](#).

**IMPORTANT: Please note that personal laptops and tablets will not be permitted for use by students during the school day.**

## **TUTORING SERVICES**

Tutoring services are available at no cost throughout the school year. Parents/guardians may contact their school counselor or Principal for more information.

## **PENNSYLVANIA STATE ASSESSMENTS**

Please try to avoid student absences during these times:

### **KEYSTONE EXAMS**

**January 3-17, 2025**

**PENNSBURY HIGH SCHOOL**

Algebra I, Biology, Literature  
.....

**ALL MIDDLE SCHOOLS**

Students enrolled in Geometry  
in Fall 2024 will take Algebra I  
Keystone in January 2025

**May 13-24, 2025**

**PENNSBURY HIGH SCHOOL**

Algebra I, Biology, Literature  
.....

**May 14-15, 2025**

**ALL MIDDLE SCHOOLS**

Algebra I

### **PSSA TESTING WEEKS**

**April 22, 23, 25, 2025**

English & Language Arts (Gr. 3-8)  
.....

**April 28 - 29, 2025**

Math (Gr. 3-8)

**May 1-2, 2025**

Science (Gr. 5 & 8)

**April 28 - May 2, 2025**

Make-ups (all grades)

## **FAQ: PENNSYLVANIA STANDARDIZED TESTING IN PENNSBURY**

### **PENNSYLVANIA KEYSTONE EXAMS**

#### **Q. What are the Keystone Exams?**

The Keystone Exams are required end-of-course assessments designed by the Pennsylvania Department of Education to evaluate proficiency in Algebra 1, Biology, and Literature (English 10). All students must take each exam at least once. A student who does not demonstrate proficiency on an exam will be retested. Pennsbury students must demonstrate proficiency on all three exams to graduate or provide evidence to satisfy the requirements of at least one additional Pennsylvania graduation pathway.

#### **Q. Who will participate in the Keystone assessments?**

Students in grades 7-11 who are completing Algebra I, Algebra IB, English 10, and Biology will be assessed at the conclusion of the course.

*continued...*

# **PENNSYLVANIA STATE ASSESSMENTS (continued)**

## **Q. When will the Keystones be administered?**

Students enrolled in the aligned Keystone courses in the fall semester will take the assessment in January. Spring semester students and middle school students will be given the test in May.

## **Q. How are the Keystone results reported?**

Two copies of the individual student report for all Keystone Exams will be sent to the School District. One copy will be sent home to parents/guardians; the other will be kept by the School District.

## **Q. May parents see the Keystone Exams?**

Parents and guardians may review the Keystone Exams if they believe they may be in conflict with their religious beliefs by making arrangements with the school Principal once the exams arrive at the school. Confidentiality agreements must be signed, and no copies of the Keystone Exams or notes about exam questions will be permitted to leave the school. If, after reviewing the Keystone Exams, parents or guardians do not want their child to participate in one or all of the exams due to a conflict with their religious beliefs, they may write to the School District Superintendent prior to the beginning of the exam(s) to request to excuse their child from the exam(s).

## **Q. Which students take the assessments?**

English & Language Arts and Mathematics – Grades 3, 4, 5, 6, 7, and 8  
Science – Grades 4 and 8

For information on how PSSA results are reported and whether parents may see the exams, please refer to the section above on Keystone Exams. The same information applies to the PSSAs.

## ***ENGLISH & LANGUAGE ARTS (ELA) AND MATHEMATICS (Grades 3-8)***

### **Q. What types of questions are on the assessments?**

Students respond to three types of questions: multiple-choice, selected-response (reading only), and constructed-response. In a multiple-choice question, the correct answer is chosen from four options. Selected-response questions in ELA have two parts, and students select one or more answers for each part. Constructed-response questions require students to compose their responses. These include open-ended questions in mathematics and short-answer questions in ELA, as well as text-dependent analysis questions in ELA. Short-answer questions require students to compose a brief response to support their answer, while open-ended questions generally require students to provide a greater level of detail in support of their answer (such as showing or describing the steps performed to complete a calculation). For the text-dependent analysis question, students analyze a text and use evidence from the passage to compose an essay.

### **Q. What is assessed in ELA?**

The ELA assessment addresses two major reporting categories that encompass the reading process. Students read a number of passages from both fictional and nonfictional genres and respond to questions about these passages. By answering these questions, students indicate both their comprehension and reading skills and their analysis and interpretation of fictional and nonfictional text. Students are assessed in writing skills on the ELA assessment, as well.

### **Q. What is assessed in mathematics?**

The mathematics assessment addresses five major reporting categories. The proportion of items in each reporting category varies by grade level. As a part of the assessment of Reporting Category A, Numbers and Operations, students respond to a section of items in which a calculator is not permitted. Open-ended items require the students to show all of their work (calculations, graphs, drawings, etc.) and to explain in writing how they solved the problems.

## ***SCIENCE (Grades 4 and 8)***

### **Q. What is assessed in science?**

The science assessment addresses the four major reporting categories: The Nature of Science, Biological Sciences, Physical Sciences, and Earth and Space Sciences. The proportion of items devoted to each reporting category varies by grade level.

## **RELEASE OF INFORMATION**

School districts are required by law to release secondary school students' names, addresses, and telephone listings to military recruiters and institutions of higher education. If you do not want the above information provided to military recruiters and institutions of higher education, you must submit a written request to the high school principal's office prior to the start of the 2024-2025 school year. Otherwise, the School District is required to release this information to the appropriate agencies. If you have any questions, please contact the high school principal at 215-949-6700 (East) or 215-949-6780 (West).

## **EDUCATIONAL EQUITY**

The Pennsbury School District is committed to fostering an inclusive educational environment that understands, respects, and embraces individual differences as assets that serve to enhance our school community. For more information, [visit the department website](#).

## **SPECIAL EDUCATION**

### **ATTENTION PARENTS/GUARDIANS – IMPORTANT INFORMATION**

#### ***PROGRAMS FOR ELIGIBLE OR PROTECTED HANDICAPPED STUDENTS***

In compliance with state and federal law, notice is hereby given by the Pennsbury School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services (eligible students). If your child is identified by the District as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

1. Autism/pervasive development disorder
2. Blindness or visual impairment
3. Deafness or hearing impairment
4. Mentally gifted
5. Intellectual disability
6. Multiple disabilities
7. Traumatic brain injury
8. Other health impairments
9. Orthopedic impairment
10. Emotional disturbance
11. Specific learning disability
12. Speech and language impairment
13. Deaf-blindness

If you believe that your school-age child may be in need of special education services and related programs, you may request an evaluation at any time, whether or not your child is enrolled in the District's public school program. Requests for evaluation are to be made in writing to the Director of Special Education or to one of the Special Education Supervisors.

If you believe that your young child (age 3 years to school-age) may be in need of early intervention services, you may request evaluation processes designed to assess the needs of your child and to determine their eligibility. These services would be available to you at no cost and are accessed through the local Intermediate Unit. For further information, contact the District Director of Special Education.

**Confidentiality:** All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact in writing the person named above or any building principal.

### **RIGHTS OF HANDICAPPED STUDENTS ANNUAL NOTICE TO PARENTS/GUARDIANS**

In compliance with state and federal law, the Pennsbury School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or

*continued...*



## **SPECIAL EDUCATION (continued)**

For further information on the evaluation procedures and provision of services to protected handicapped students, contact the following: special education supervisor, school principal, or guidance counselor.

### **RIGHTS OF MENTALLY GIFTED STUDENTS**

Special Education for Gifted students is a Pennsylvania mandate program under Chapter 16 of the PA School Code. Procedural safeguards are followed as defined in Chapter 16. The Pennsbury School District conducts a multi-criteria evaluation to determine eligibility for specialized instruction. Parents/guardians may request an evaluation if they believe their child to be mentally gifted. Further information is [available here](#).

## **TRANSPORTATION**

The Pennsbury Board of School Directors provides transportation to and from school for all public, private, and parochial students.

### **ELEMENTARY STUDENTS**

Students in Grades K-5 shall be transported to and from school if they:

1. Live more than 1.0 mile from school.
2. Live 1.0 mile or less from school but have hazardous walking conditions.

### **MIDDLE SCHOOL STUDENTS**

Students in Grades 6-8 shall be transported to and from school if they:

1. Live more than 1.5 miles from school.
2. Live 1.5 miles or less from school but have hazardous walking conditions.

### **HIGH SCHOOL STUDENTS**

Students in Grades 9-12 shall be transported to and from school if they:

1. Live more than 1.8 miles from school.
2. Live 1.8 miles or less from school but have hazardous walking conditions.

The above eligibility guidelines may not apply to children with special needs. Transportation for these students will be provided in accordance with their individual education plans.

School bus stops are located at street corners or locations that are safe, accessible, and centralized for resident students attending all schools serviced by the Pennsbury Transportation Department. The existence of hazardous walking conditions will be taken into consideration when determining bus stop locations. The absence of sidewalks in an area does not automatically create a hazardous walking condition. Although only PennDOT can officially designate a street as "hazardous," the administration will evaluate walking routes from time to time to determine if they present hazardous conditions.

If, after two consecutive weeks there are no students at a designated bus stop, the bus will no longer go to that stop.

### **BUSPATROL**

Pennsbury School District has partnered with Bus Patrol to equip its entire fleet of 121 buses with automated enforcement technology to reduce the rate that motorists illegally pass stopped school buses. BusPatrol will equip every bus in Pennsbury School District's fleet with AI-powered stop-arm cameras to detect and capture the license plate of vehicles that ignore school bus stopping laws. Video data is shared with law enforcement to review and issue citations to educate motorists on the school bus stopping law and the presence of automated enforcement technology. PA state law requires motorists to stop at least 10 feet away from school buses with red lights flashing and stop-arm extended. Drivers must stop for a school bus approaching in any direction to allow children to enter and exit the bus safely. A violation for a driver captured by the stop-arm camera will result in a \$300 fine. The technology, installation, and maintenance are provided at zero cost to the school district through the violator-funded program.

*continued...*

## **TRANSPORTATION (continued)**

Children should be informed of the following:

- A. Students are asked to be at designated bus stops at least five minutes prior to scheduled bus arrival times and to respect private property surrounding the stops.
- B. Students must obey the bus driver and abide by the rules that are posted on each bus (see itemized list of rules contained in this section).
- C. Parents/guardians are requested not to ask that their children ride other than their regularly-assigned bus. If you desire your child to leave the bus at other than his/her assigned stop, a written note must be furnished to the driver and the principal.
- D. Children should be advised not to get off their bus at a stop other than their own (unless a written note is furnished, as stated in item C.) If a bus stop is unfamiliar to them or if they are accustomed to being met at the stop and no one is there for them, they should advise the driver and they will take appropriate actions.
- E. School bus transportation is a privilege, not a right. Student misbehavior may result in a suspension from the bus.

**During a normal school schedule, students are asked to be at designated bus stops at least five minutes prior to scheduled bus arrival times and to respect private property surrounding the stops.**

Late Bus transportation is provided at the secondary level for after-school activities such as academic enrichment, band practice, play practice, and athletics. Late Buses are designated to go to various areas in the District, and the drop-off points are more general in scope (the stops do not always coincide with the students' regularly-assigned bus stops). Students entering the Late Bus should ask the driver where the drop-off points are located in their development. Students returning to school from academic or athletic events after the Late Buses have departed will be responsible for providing their own transportation home.

### **ACADEMIC AND ATHLETIC LATE BUS SCHEDULE**

TYPE OF RUN	SCHOOL	DEPARTURE	DAYS
Academic .....	PHS East Campus .....	4:05 p.m. ....	Tuesday/Thursday
Academic .....	PHS West Campus.....	4:10 p.m. ....	Tuesday/ Thursday
Academic .....	William Penn .....	4:05 p.m. ....	Tuesday/ Thursday
Academic .....	Charles Boehm .....	4:10 p.m. ....	Tuesday/ Thursday
Academic .....	Pennwood.....	4:15 p.m. ....	Tuesday/ Thursday
Athletic .....	PHS East Campus .....	5:05 p.m. ....	Monday to Friday

### **RULES POSTED ON SCHOOL BUSES**

- 1. Follow the driver's directions the first time they are given.
- 2. Be courteous.
- 3. Stay in your seat.
- 4. Keep all parts of your body and all objects in the bus.
- 5. No pushing, shoving, or fighting at any time.
- 6. No eating, drinking, smoking, or spitting.
- 7. No profanity or name calling of any kind.

If a question about school transportation should arise at any time, parents/guardians should contact the office of the child's school of attendance. If necessary, the Transportation Department may be reached at 215-428-4165 between the hours of 6:00 a.m. and 5:00 p.m. or at 215-428-4166 between the hours of 5:00 p.m. and 7:00 p.m.

# FOOD SERVICES

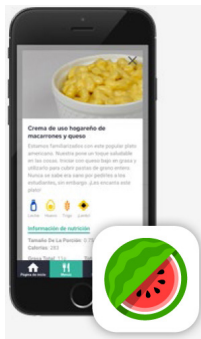
## ALL STUDENTS ARE ELIGIBLE TO RECEIVE FREE BREAKFAST!

We are excited to announce that breakfast will continue to be free for all students for the 2024-2025 school year! Breakfast will be available at no cost to all students in the district. Complete meals as defined by the USDA will be served and accounted for as a free meal. A la carte food sales will be available at this time. Meals will only be provided for instructional days.

Through The Nutrition Group, the Pennsbury School District provides food service in cafeterias at all schools. Students will receive well-balanced, hot or cold breakfast or lunch, including milk and a selection of fruits, vegetables, and fruit juice. A variety of a la carte items are available on an everyday basis for an additional cost.

Breakfast and lunch at all levels are planned to meet the standards established by the National School Lunch Act of 1946 as administered by the United States Department of Agriculture and the Pennsylvania Department of Education. Under these guidelines, in order to receive a free school breakfast or lunch, a student must choose at least three out of the four components for breakfast and three out of the five components for lunch (including a fruit and/or vegetable). The selections include meat/meat alternative, fruits, vegetables, grains, and a choice of fat free or 1% milk. Good nutrition is basic to good health and

## YOUR SCHOOL MENU IS DIGITAL!



The Nutrition Group utilizes Nutrislice: an interactive, online way to view your child's school menus. With Nutrislice, you can:

- View images and descriptions
- View nutrition information for each food
- Filter the menu for specific food allergies
- Rate foods and see carb counts
- Access the menus with the Nutrislice mobile app!



Visit: [pennsbury.nutrislice.com](https://pennsbury.nutrislice.com) to see menus!

## STUDENT MEAL CAFETERIA ACCOUNT

Each student in the Pennsbury School District may have a point-of-sale cafeteria account. Parents/guardians may deposit money in advance on a student's account using the website, [www.schoolcafe.com/PennsburySD](http://www.schoolcafe.com/PennsburySD) for a la carte food items. Even if a parent/guardian does not want to place money on their child's account online, they may still use the online account to track balances and receive low balance notifications. In lieu of online payments, cash or check payments can be provided to the school cafeteria cashier. A la carte items are not part of the National School Lunch Program and cannot be charged if a student has a zero or negative balance on their school cafe account.

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# **FOOD SERVICES (continued)**

## **COLLECTION OF UNPAID MEAL CHARGES**

When a student's account goes into a negative status, their parent/guardian will receive notification. The District is required to provide a meal to any child regardless of the balance on their account if a child requests one. Charges for meals will continue to be applied against the child's account and the parent/guardian will be responsible for payment. **If a parent/guardian does not want the District to provide their child with a meal when funds are not available, the parent/guardian must provide the District with a written directive to withhold meals from the child.**

Monies deposited to a negative balance account will first be used to purchase a current day meal. Any remaining funds will be used to satisfy the negative balance.

A la carte foods are not part of the National School Lunch Program and cannot be charged if a student has a zero or native balance on their school café account.

Reasonable efforts shall be made by the District to collect unpaid meal charges from parents/guardians. Collection efforts shall not have a negative impact on the student involved, but will focus on the parents/guardians responsible for providing funds for meal purchases.

Each month the cafeteria manager will send out a letter or email to the parents/guardians of all students whose accounts have negative balances. The Financial Services department may send additional correspondence on behalf of the Business Administrator. The letters will also remind parents/guardians that the children from families whose income falls below a specified level may be eligible for a free or reduced-rate breakfast and lunch and can apply at [www.schoolcafe.com/PennsburySD](http://www.schoolcafe.com/PennsburySD).

Negative balances will be carried over at the end of the school year. Collection efforts will also continue into the new school year. If above collection attempts have been unsuccessful, Parents/guardians of students with a negative balance greater than one-hundred dollars (\$100.00) may be turned over to a collection agency. All fees associated with collection activity, including but not limited to legal fees, collection agency fees, expenses, and any associated court costs in addition to the negative account balance will be the responsibility of the parent/guardian.

## **DONATIONS FOR STUDENT ACCOUNTS**

The District may accept donations to help pay outstanding meal charges. When a donation is received, the District will apply the amount as requested by the donor. If the donation is not for a specific student, the Central Office Administration will apply the donation to outstanding lunch debts according to the age of debt, beginning with the oldest incurred.

## **INACTIVE STUDENT AND EMPLOYEE CAFETERIA ACCOUNTS**

According to School Board Policy 808.2R1, the School District's food service provider and the Financial Services Department shall review the cafeteria student and employee account balances on a regular basis, but no less than once per year to determine which accounts are inactive. For the purposes of this policy, an account becomes inactive when a student is no longer enrolled in the School District or an employee is no longer employed by Pennsbury.

When it has been determined that a student or employee account is inactive, the School District will apply the following procedures based on the value of the balance on the account.

For balances greater than or equal to \$3.00 the District will send a letter to the student or employee at the individual's last known address. The letter will indicate that they have a balance available and they can request a refund by completing the request form accompanying the letter. The letter will also indicate that dormant account fees of \$1.00 per month will begin to accrue 30 days after the date of the letter. The balance less applied fees will be available to the individual until the fees have exhausted the balance due.

Balances of less than \$3.00 will be assessed a \$1.00 per month dormant account fee and will remain on the School District's

## **TITLE VI, IX, SECTIONS 503 & 504**

This institution is an equal opportunity provider.

Pennsbury School District shall not discriminate in its educational programs, activities, or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legally-protected classification. This policy is in accordance with State and Federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Pennsylvania Human Relations Act. Information relative to special accommodations, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Sections 503 and 504 may be obtained by contacting the School District.

## **ESEA TITLE I**

Title I is a federally-funded program under the Elementary and Secondary Education Act (ESEA). Title I provides school districts with extra resources to help improve instruction in high-poverty schools and ensures that poor and minority children have the same opportunity as other children to meet challenging academic standards. In Pennsbury, the funding for this program is used in the elementary grades to support reading and math achievement. In designated schools, part-time, highly qualified teachers provide extra reading/math support and serve as part of the building team under the leadership of the principal. Parent/guardian involvement is an integral part of the program with scheduled meetings and presentations at the building and district level.

### **RIGHT TO REQUEST TEACHER QUALIFICATION**

If you are the parent/guardian of a student attending a school receiving Title I funds, you have the right to request the professional qualifications of the classroom teachers who instruct your child.

Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

1. Whether the Pennsylvania Department of Education has licensed or qualified the teacher for the grades and subjects they teach;
2. 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;
3. The teacher's college major, as well as any advanced degrees they may have attained;
4. Whether any paraprofessionals provide services to your child, and, if they do, their qualifications.

If you would like to receive any of this information, please send a request in writing to your child's principal. In addition to specifying the information which you would like to receive, please be certain to include your name, address, and a telephone number at which you can be contacted during the day.

You will be notified if your child is being taught for four or more consecutive weeks by a teacher who is not considered to be highly qualified for the subject area in which they are teaching.

## **TECHNICAL HIGH SCHOOL**

Pennsbury students (grades 9-12) may attend the Bucks County Technical High School. The Technical High School has a comprehensive program that includes occupational and career training as well as a full roster of academic courses. Information concerning enrollment at the Technical High School may be obtained from the student's assigned School Counselor.

## **CABLE TELEVISION**

The *Pennsbury Channel* is available on Comcast Cable Channel 28 and Verizon FiOS 42. School news and sports are covered along with other information. As a service to viewers, radio station WBCB 1490AM provides the audio backdrop for portions of Pennsbury Channel programming. However, the views expressed on WBCB radio do not necessarily reflect those of the Pennsbury School District.

## **PHOTOGRAPHY, ID, AND INTERVIEW CLEARANCES**

Student photographs, identification, and interviews for all forms of print and electronic media occurring inside any Pennsbury school building or on any school premises shall be permissible with advance approval of the School District.

Parents/guardians wishing to have their child(ren) excluded from such activities must notify the school principal in writing and [complete the PSD Media/Social Media OPT-OUT form on our website](#) at the start of the school year or when the child is first enrolled in the School District if this occurs mid-year. Questions concerning this District Photography, ID, and Interview Clearances statement may be directed to the Public Relations Department at 215-428-4178.

## **STUDENT ACCIDENT INSURANCE**

**The Pennsbury School District does not provide insurance coverage for students who are injured while at school.** Student Accident Insurance programs are offered to the students of the Pennsbury School District at a stipulated rate for each coverage desired during the school year. There are two programs available. The plans are designed to help supplement any insurance a family may already have by satisfying deductibles or co-insurance requirements, or limiting the possible financial impacts of an injury if no other insurance is purchased. Remember that the more active a child is, the more valuable this coverage can be. The parent/guardian may select either one of these plans:

**24-HOUR COVERAGE (ACCIDENT ONLY)** – This plan provides around the clock coverage to your child 24 hours a day, while they are in school, at home, or away. Coverage is provided from the effective date of the insured student’s coverage for which premium has been received by the insurance carrier to the opening of the next school term. *Excludes all interscholastic sports.\**

**SCHOOL TIME COVERAGE (ACCIDENT ONLY)** – This plan provides coverage to your child while they are on school premises, during school hours/days, attending school-sponsored and supervised activities including travel directly without interruption between the student’s residence and school/activity with transportation furnished by the school. Coverage is provided from the effective date of the insured student’s coverage for which premium has been received by the insurance carrier to the end of the regular school term. *Excludes all interscholastic sports.\**

**The School District recommends that parents/guardians take advantage of these plans for their children.** Information is sent to each family at the beginning of each school year; new students enrolling during a school year are given the opportunity to take this insurance. For more information on student accident insurance and to download the application form, [click here](#).

*\*NOTE: The District’s student athletic policy provides coverage for students involved in interscholastic sports, band, cheerleading, grades 1-12 extra-curricular activities, Physical Education classes, and Intramurals.*

## **COMMUNITY SCHOOL**

The Pennsbury Community School sponsors an adult education program with a wide selection of educational, enrichment, and fitness opportunities. These courses are offered to adults who are out of high school and 18 years or older. Residency in the Pennsbury School District is not required in order to enroll in the classes, which are offered during two general program sessions: Fall and Spring. Classes meet once a week for one to eight weeks depending on the course. The Fall 2024 session is scheduled to begin in September. The Spring 2025 session will start during mid-February. Community School program information may be obtained online by visiting the Community tab of the District Website. Those who may be interested in teaching a course in the Pennsbury Community School are welcome to call 215-428-4199.

## **GOLD CARDS FOR SENIOR CITIZENS**

Pennsbury School District Gold Cards are distributed to School District residents only. To qualify, you must be at least 62 years of age or older OR receiving disability benefits. Gold Card holders are entitled to free admission to all School District concerts, plays\*, and athletic events played at home (except for Sports Nite). [Click here to fill out an application](#) for a Pennsbury Gold Card, or visit the receptionist at the Pennsbury Administration Building, which is located at 134 Yardley Avenue in Fallsington. Proper ID is required.

For Pennsbury Community (Adult) School, Gold Card membership entitles the holder to one course at half price. This does not apply to Art classes. If registering for more than one course, half-price will apply to the less expensive course fee.

Questions? Please email Alexis Sakalauskas at [asakalauskas@pennsburysd.org](mailto:asakalauskas@pennsburysd.org). We welcome our senior citizens to participate in School District events as valued members of the Pennsbury community!

*\*Gold Card holders receive \$10 off one orchestra or first-level balcony seat, or a free upper-level balcony seat, for PHS’s annual musical*

**HELP KEEP OUR SCHOOLS SAFE. IF YOU SEE OR HEAR SOMETHING,  
SAY SOMETHING!**

**BUCKS COUNTY SCHOOL WATCH HOTLINE:**

Students, parents/guardians, teachers and staff members should anonymously report situations that may put students in jeopardy at school by calling the Bucks County School Watch Hotline 24-hours, toll-free at 1-877-888-7140. The hotline is intended to help keep schools safe by notifying local school and law enforcement officials of potential acts of violence, theft, weapons on campus, drug and/or alcohol abuse before they occur. Trained telecommunicators answer the call, gather information and relay that information to the local police department and respective school district officials. If you know of or have heard of a threat to school safety, call the hotline!



Students and their families can also anonymously report concerns to Safe2Say Something. Call 1-844-SAF2SAY or go to [www.safe2saypa.org](http://www.safe2saypa.org)

## **COUNSELING RESOURCES & HOTLINES FOR URGENT CIRCUMSTANCES**

Pennsbury counseling staff members and psychologists are available for support of students in crisis situations and for those students who may be distressed about recent losses. For further information, please contact your school principal.

Immediate help is always available from these 24-hour hotlines:

### **Lenape Valley Mobile Crisis Hotline**

877-HELP-709

OR

### **Lenape Valley Foundation Crisis Intervention Services**

800-499-7455

## **ANNUAL NOTIFICATIONS**

Parents/Guardians,

Please visit the District Facilities Web page to view annual notices concerning Pest Management and the Asbestos Hazard Emergency Response Act (AHERA) in the Pennsbury School District.

**[Pesticide Notification](#)**

**[Asbestos Notification](#)**

Should you have any questions, please contact:

**Mr. George Steill**  
**Director of Facilities**  
**215-428-4162**  
**[gsteill@pennsburysd.org](mailto:gsteill@pennsburysd.org)**





## High-quality health care coverage from CHIP helps keep kids strong

### CHIP COVERS

- Routine check-ups
- Prescriptions
- Hospitalization
- Dental
- Eye Care
- Eyeglasses
- Behavioral care
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CHIP covers uninsured kids up to age 19 in Pennsylvania. It doesn't matter why your kids don't have health coverage right now; CHIP may be able to help. Most kids receive CHIP for free. Others can get the same benefits at a low cost.

CHIP is brought to you by leading health insurance companies who offer quality, comprehensive coverage.

There is no limit on income. If your income is below CHIP guidelines, your child may be enrolled in Medical Assistance.

**APPLY/RENEW**

[CHIPcoversPAkids.com](http://CHIPcoversPAkids.com) • 800-986-KIDS



**AFTON ELEMENTARY SCHOOL**

1673 Quarry Road  
 Yardley, PA 19067  
 Main Office: 215-321-8540  
 FAX: 215-321-3620  
**PRINCIPAL:** Dr. Joseph Masgai

**EDGEWOOD ELEMENTARY SCHOOL**

899 Oxford Valley Road  
 Yardley, PA 19067  
 Main Office: 215-321-2410  
 FAX: 215-321-2412  
**PRINCIPAL:** Stephanie Hultquist

**ELEANOR ROOSEVELT  
ELEMENTARY SCHOOL**

185 Walton Drive  
 Morrisville, PA 19067  
 Main Office: 215-428-4256  
 FAX: 215-428-4263  
**PRINCIPAL:** Lisa Follman

**FALLSINGTON ELEMENTARY SCHOOL**

134 Yardley Avenue  
 Fallsington, PA 19058  
 Main Office: 215-428-4170  
 FAX: 215-428-5210  
**PRINCIPAL:** Vincent DePaola

**MAKEFIELD ELEMENTARY SCHOOL**

1939 Makefield Road  
 Yardley, PA 19067  
 Main Office: 215-321-2420  
 FAX: 215-321-2422  
**PRINCIPAL:** Eileen Martin

**MANOR ELEMENTARY SCHOOL**

401 Penn Valley Road  
 Levittown, PA 19054  
 Main Office: 215-949-6770  
 FAX: 215-949-6772  
**PRINCIPAL:** Terri Salvucci

**OXFORD VALLEY  
ELEMENTARY SCHOOL**

430 Trenton Road  
 Fairless Hills, PA 19030  
 Main Office: 215-949-6808  
 FAX: 215-949-6810  
**PRINCIPAL:** Chris Becker

**PENN VALLEY ELEMENTARY SCHOOL**

180 North Turn Lane  
 Levittown, PA 19054  
 Main Office: 215-949-6800  
 FAX: 215-269-4827  
**PRINCIPAL:** Barbara Hidalgo

**QUARRY HILL ELEMENTARY SCHOOL**

1625 Quarry Road  
 Yardley, PA 19067  
 Main Office: 215-321-2400  
 FAX: 215-369-0804  
**PRINCIPAL:** Richard Rebh

**WALT DISNEY ELEMENTARY SCHOOL**

200 Lakeside Drive North  
 Levittown, PA 19054  
 Main Office: 215-949-6868  
 FAX: 215-949-6815  
**PRINCIPAL:** Ernesto Ortiz, Ed.D.

**CHARLES BOEHM MIDDLE SCHOOL**

866 Big Oak Road  
 Yardley, PA 19067  
 Main Office: 215-428-4220  
 FAX: 215-428-9605  
**PRINCIPAL:** Travis Bloom, Ed.D.  
**ASSISTANT PRINCIPAL:** David Schwind

**PENNWOOD MIDDLE SCHOOL**

1523 Makefield Road  
 Yardley, PA 19067  
 Main Office: 215-428-4237  
 FAX: 215-428-4265  
**PRINCIPAL:** Derek Majikas  
**ASSISTANT PRINCIPAL:** Ryan Kennedy

**WILLIAM PENN MIDDLE SCHOOL**

1524 Derbyshire Road  
 Yardley, PA 19067  
 Main Office: 215-428-4280  
 FAX: 215-428-1549  
**PRINCIPAL:** Corey Turkish  
**ASSISTANT PRINCIPAL:**  
 Vincenza Maiorano-Dever

**PENNSBURY HIGH SCHOOL****West Campus**

608 South Olds Boulevard  
 Fairless Hills, PA 19030  
 Main Office: 215-949-6780  
 FAX: 215-949-6857

**CAMPUS PRINCIPAL:** Reggie Meadows  
**LEAD ASSISTANT PRINCIPAL:** Laura Tittle  
**ASSISTANT PRINCIPALS:**

Ryan Regensburg  
 David Shemaria

**East Campus**

705 Hood Boulevard  
 Fairless Hills, PA 19030  
 Main Office: 215-949-6700  
 FAX: 215-949-3896

**LEAD ASSISTANT PRINCIPAL:** Ryan Staub  
**ASSISTANT PRINCIPALS:**

Sara Corso  
 Pete Carfagno

**Village Park Academy**

75 Unity Drive  
 Levittown, PA 19054  
 215-949-6740  
**COORDINATOR OF THE ACADEMY:**  
 Wayne Demore



[www.pennsbury.org](http://www.pennsbury.org)

**PENNSBURY**  
 SCHOOL DISTRICT

**ADMINISTRATION BUILDING**

134 Yardley Avenue • P.O. Box 338  
 Fallsington, Pennsylvania 19058-0338  
 Telephone: 215-428-4100  
 FAX: 215-295-8912