Pennsbury School District was named a National School District of Character and all 14 Pennsbury schools were individually honored as National Schools of Character by Character.org, a national advocate and leader for the character education movement. Pennsbury was recognized by this Washington, D.C.-based organization for our district-wide use of character development to drive a positive impact on academics, student behavior, and school climate.
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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.

WHAT IS CHARACTER EDUCATION?

Pennsbury’s primary comprehensive planning goals focus on student achievement and character education. We believe that character education is essential to creating schools where students feel safe and happy to learn. Character education is about teaching, practicing, and modeling personal and civic universal virtues or traits that make people good human beings. It is about learning with our heads, our hearts, and our hands to be caring and civil, to be respectful and responsible, and to be empathetic and ethical individuals. In our schools, character education takes many forms that specifically address safe and drug-free schools, service learning, emotional literacy, violence prevention, bullying prevention, and other similar initiatives.
Dear Pennsbury Parents and Guardians:

Thank you for taking the time to review the material presented to you within these pages. The intent of this handbook is to provide information that can serve as a strong foundation for important home-school partnerships. Please know how much I value the trust you have placed in our school system to develop your children’s academic, social, and emotional skills.

I am a proud son of two former educators. My father was a high school English teacher for over three decades, while my mother served as a teacher and administrator at the elementary level before committing her energies to support students with special learning needs at the central administrative level. My parents were not only champions for the children they served; they were also champions for my brother and me. They instilled in us the importance of getting a great education and reminded us that our effort would matter in that endeavor. I have tried to pass that on to my two children, and I will work hard to ensure our system provides the same challenge and support for your children as well.

My beliefs remain a perfect match for a District that continues to promote academic success and resiliency in all students by ensuring:

- Every student will become his/her best intellectual and ethical self.
- Every student will persevere to reach his/her highest social, emotional, and academic potential.
- Every educator will inspire students to strive for academic excellence and strength of character.
- Every school will develop engaged, professional learning communities to support the growth mindset.

Every day, our staff and students strive for continuous improvement, and we owe it to our children and taxpayers to build upon the success we have shared for over 70 years. To support goal-setting and growth, public school districts across the state of Pennsylvania are mandated to revise their strategic planning documents every three years. Our current plan expires in June 2019. Therefore, we will work intensely this school year to develop a plan for the following three years. Opportunities for community participation and review will be available to interested members, and I believe we will have done our job well if we create a document that serves as a guiding resource that pays proper respect to our successful traditions while embracing educational innovation that truly meets the needs of a learner in the 21st century. As always, I hope you’ll join me, and our team, in celebrating our shared success while planning for an even brighter tomorrow.

William J. Gretzula, Ed.D.
District Superintendent
The Pennsbury School Board normally 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 2018-2019 on this page. Additional special meetings may be scheduled as necessary. Dates of additional meetings are posted on the Pennsbury website, www.pennsburysd.org, advertised in the Bucks County Courier Times, and posted on the bulletin board in the Fallsington Administration Building. Members of the public may address the Board for up to five minutes during public comment sections of meetings. Residents and non-residents are asked to sign in prior to public comment, indicating name, municipality, and topic. The Board President will call speakers to the microphone in sign-in sheet order. Residents will be called first, then non-residents. Board Action and Special Meetings: up to one hour shall be designated for public comment at all Action and Special meetings prior to the voting portion of the meeting. Remarks during this public comment period may concern any topic. This hour may be extended with concurrence of the School Board. A second public comment period of up to 30 minutes in duration shall be held at the conclusion of the voting segment at Action and Special meetings. If a member of the public has spoken during the first comment period, he/she may not speak again during the second period. 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.

T.R. Kannan .........................President .................(Region 1) .............tr.kannan@pennsburysd.org
Christian Schwartz ..............Vice President ..........(Region 3) .............cschwartz@pennsburysd.org
Gary Sanderson .................Assistant Secretary ......(Region 2) ....... gsanderson@pennsburysd.org
Nancy Lawson ....................Board Member ...........(Region 3) .............nlawson@pennsburysd.org
John Palmer ......................Board Member ...........(Region 2) .............jpalmer@pennsburysd.org
Jacqueline Redner ...............Board Member ...........(Region 2) .............jredner@pennsburysd.org
Christine Toy-Dragoni ..........Board Member ...........(Region 3) .............ctoy-dragoni@pennsburysd.org
Debra Wachspress ..........Board Member ...........(Region 1) .............dwachspress@pennsburysd.org
Joshua Waldorf ...............Board Member ...........(Region 1) .............jwaldorf@pennsburysd.org

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. See page 5 for further information on 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 2018-2019

Elizabeth Beckelman ................................................. Afton Elementary School
Traci Curtis, Julie McGoldrick .................................. Edgewood Elementary School
Michelle Smith, Kathleen Kolanko .......................... Eleanor Roosevelt Elementary School
Jan DiLallo ................................................................. Fallsington Elementary School
Joanie Layden ......................................................... Makefield Elementary School
Lauren Gerth ............................................................. Manor Elementary School
Janelle Eliason .......................................................... Oxford Valley Elementary School
Kim Vergantino ....................................................... Penn Valley Elementary School
Kathleen Conti, Julie Block ...................................... Quarry Hill Elementary School
Jane O’Neill .............................................................. Walt Disney Elementary School
Gloria Black ............................................................. Charles Boehm Middle School
Beth McNamara, Shana Hastings ......................... Pennwood Middle School
Susan Holden .......................................................... William Penn Middle School
Annette Young .......................................................... Pennsbury High School

CENTRAL ADMINISTRATION

Superintendent, William J. Gretzula, Ed.D ................................................................. 215-428-4111
Business Administrator, TBD ................................................................. 215-428-4115
Director of Elementary Education, Michele A. Spack ......................................... 215-428-4198
Director of Secondary Education, Theresa Ricci .................................................. 215-428-4196
Director of Special Education, Sherri Morett ...................................................... 215-428-4186
Director of Human Resources, Bettie Ann Rarrick .............................................. 215-428-4139
Director of Pupil Services, Elizabeth A. Aldridge ............................................... 215-428-4181
Director of Technology, Kevin Dorsey ................................................................. 215-428-4116

Athletics Coordinator & Assistant Principal-PHS, Lou Sudholz ............................... 215-949-6862
Director of Facilities, Michael K. Dumin ............................................................... 215-428-4162
Director of Financial Services, Joanne J. Godzieba .............................................. 215-428-4127
Director of Transportation, Charles Williams .................................................... 215-428-4163
Supervisor of Communication Strategies, Ann Langtry ...................................... 215-428-4178

Food Service Director (The Nutrition Group), Ashley Belcher Dowd ....................... 215-949-6700 ext. 18204
KidsCare, Debbie & Charlie Stough .................................................................... 215-230-3445
SCHOOL HOURS

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>OPEN</th>
<th>CLOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pennsbury High School</td>
<td>7:20 a.m.</td>
<td>2:15 p.m.</td>
</tr>
<tr>
<td>All Middle Schools</td>
<td>8:10 a.m.</td>
<td>2:55 p.m.</td>
</tr>
<tr>
<td>All Elementary Schools</td>
<td>9:00 a.m.</td>
<td>3:40 p.m.</td>
</tr>
</tbody>
</table>

EMERGENCY SCHOOL CLOSING

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
- Web: www.pennsburysd.org
- Hotline: 215-428-4100, option 8
- Comcast Cable Channel 28
- Verizon FiOS Channel 42

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

RADIO: WBCB-1490AM, WPST-94.5FM, KYW-1060AM

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

<table>
<thead>
<tr>
<th></th>
<th>2 hr. Delay</th>
<th>3 hr. Delay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pennsbury High School</td>
<td>9:20 a.m.</td>
<td>10:20 a.m.</td>
</tr>
<tr>
<td>Middle Schools</td>
<td>10:10 a.m.</td>
<td>11:10 a.m.</td>
</tr>
<tr>
<td>Elementary Schools</td>
<td>11:00 a.m.</td>
<td>12:00 p.m.</td>
</tr>
</tbody>
</table>

FOR FURTHER INFORMATION, PLEASE REFER TO THE EMERGENCY SCHOOL CLOSING TAB 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 student conduct, school volunteerism, student wellness, cafeteria accounts, and use of electronic resources, to name just a few.
PUPIL SERVICES

REGISTRATION FOR ENROLLMENT

Registration of all new students entering Pennsbury will be accomplished centrally. The registration site is located in the Fallsington Administration Building, 134 Yardley Avenue, Fallsington, PA 19058. Parents/guardians may begin to register online. Parents/guardians should consult the School District website, www.pennsburysd.org, the Pennsbury Cable Channel, or call the office of the Director of Pupil 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 the School District Web site.

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 1ST GRADE ENROLLMENT

2018-2019 SCHOOL YEAR AND BEYOND:

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

Please call Pupil Services at 215-428-4100 for more information.

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. A child who has been absent from school will be given a printed excuse card to take home for the parent’s/guardian’s signature. The school administration may request that absences be verified by a medical professional if the absences are considered excessive.

Students must submit evidence of proper immunization according to Pennsylvania Department of Health regulations prior to attendance in any school within the Commonwealth.

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, he/she may deny permission. The school principal or his/her 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 school principal and the Superintendent.

LEAVING SCHOOL DURING THE DAY

If a parent or legal guardian wishes to have a child excused from school early, the parent/guardian must send a written note at least one day prior to the dismissal (unless there is an emergency) requesting that the child be excused. The parent/guardian must report to the school office with proper ID to sign out a child. Children will be released into the custody of their parents or legal guardians only from the principal’s office. This is done to guarantee the safety of the child. No students may leave school before the regular hour of closing without the approval of the principal.

continued...


**PUPIL 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 Pupil 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 17 years of age. If a student is considering the possibility of leaving school, he/she 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 Pupil 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. Fourteen 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.

**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 his/her 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.

Pupils 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, 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. (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, Ms. Aldridge, at the number below for more information.

**Basic Education Circular on Homelessness**

Click [here](#) to review.

**Homeless Liaison**

Ms. Elizabeth Aldridge, Director of Pupil Services
215-428-4181
ealdrige@pennsburysd.org

**Resources**

National Center for Homeless Education
Family Service Association Resources for the Homeless
PROGRESS REPORTS
The Pennsbury School District schedules reports of pupil progress to parents/guardians four times each school year.

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-6: Three afternoons in November

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 1, 2018
• SECOND – January 23, 2019
• THIRD – March 29, 2019
• FOURTH – June 12, 2019

* Dates may be adjusted if schools are closed for inclement weather.

HOME ACCESS CENTER
The parent portal, known as the Home Access Center (HAC), is accessible through the icon located in the upper right corner of the Pennsbury homepage. In addition to student demographic data, HAC contains report cards and attendance data. Periodic assessment grades are also visible for all secondary students. Families without internet access may contact their child(ren)’s school(s) for printed copies of information stored in HAC.

WEB SERVICES
Students are expected to use only web services approved by the Pennsbury School District, as described in the Student Conduct Policy. The list of approved web services can be found on the Technology Department website.
FAQ: PENNSYLVANIA STANDARDIZED TESTING IN PENNSBURY

PENNSYLVANIA KEYSTONE EXAMS

Q. What are the Keystone Exams?

The Keystones are required end-of-course assessments designed by the PA Dept of Education to evaluate proficiency in academic content. Beginning with the class of 2021, students must demonstrate proficiency on the Algebra 1, Literature, and Biology Keystone Exams to graduate. Students who do not demonstrate proficiency will be offered another opportunity to take the Keystones throughout their high school careers.

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.

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. What if my child doesn’t pass a Keystone exam?

Students become eligible to demonstrate proficiency through a project designed by the PA Dept of Education after scoring below proficient a minimum of two times.

PENNSYLVANIA STATE ASSESSMENTS

Please try to avoid student absences during these times:

KEYSTONE EXAMS

January 7-18, 2019
Pennsbury High School
Algebra I, Biology, Literature

May 13-24, 2019
Pennsbury High School
Algebra I, Biology, Literature

ALL MIDDLE SCHOOLS
Algebra I

PSSA TESTING WEEKS

April 15-26, 2019
English & Language Arts (Gr. 3-8)

April 29 - May 3, 2019
Math (Gr. 3-8)
Science (Gr. 4 & 8)
PENNSYLVANIA STATE ASSESSMENTS (continued)

Pennsylvania System of School Assessment (PSSA)

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 2017-2018 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).
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 screening and evaluation at any time, whether or not your child is enrolled in the District’s public school program. Requests for screening and 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 screening and evaluation processes designed to assess the needs of your child and to determine his/her 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 exceptional students enrolled (or seeking enrollment) in special education programs.

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 upon request from the Special Education Department, Fallsington Administration Building, by calling 215-428-4201.
TRANSPORTATION

The Pennsbury Board of School Directors provides transportation to and from school for all public, private, and parochial pupils as follows:

**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.

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 he/she will take appropriate actions.

E. School bus transportation is a privilege, not a right. Student misbehavior may result in a suspension from the bus.

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.
TRANSPORTATION (continued)

Late Bus transportation is provided at the secondary level for after-school activities such as academic enrichment, band practice, play practice, and athletics in accordance with the Late Bus Schedule contained in this section. 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.

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

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.

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

Through The Nutrition Group, the Pennsbury School District provides food services in cafeterias at all schools. Students may purchase well-balanced, hot or cold breakfast or lunch, including milk and a selection of fruits, vegetables, and fruit juices. A variety of à 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 the school breakfast or lunch price, a student must choose at least three out of the four food components for breakfast and three out of the five food 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 mental development.

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SCHOOL MEAL CHARGES
Each student in the Pennsbury School District may have a point-of-sale cafeteria account. Participation is voluntary. Parents/guardians may deposit money in advance on a student’s account using the web site, www.schoolcafe.com. 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 addition to online payments, cash or check payments can be provided to the school cafeteria cashier. Please visit the website at www.pennsburysd.org and click on the Food Services tab for more information.

Children from families whose income falls below a specified level may be eligible for a free or reduced-rate breakfast and lunch. Visit www.paschoolmeals.com to complete an application for free or reduced-rate meals.

Any student whose account has a negative balance and who does not bring a lunch from home will be provided a National School Lunch Program meal. Students with a zero or negative account balance will not be allowed to purchase a la carte foods. The parent/guardian of the student will be responsible to pay any outstanding meal obligation.

COLLECTION OF UNPAID MEAL CHARGES
When a student’s account goes into a negative status, his/her parent/guardian will receive notification. The District is required to provide a meal to any child regardless of the balance in his/her 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 his/her 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 negative balance on their school cafe 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 Food Service Management contractor will provide the Business Administrator a list of negative account balances on a monthly basis. If an account continues to remain in a negative status, the Business Administrator will contact the school building administration and Pupil Services office for further assistance.

continued...
FOOD SERVICES (continued)

Account holders with a negative balance greater than the equivalent of five meals will be sent a minimum of two letters from the District Business Administrator. A copy of the District’s School Meal Charges and Collection of Unpaid Meal Charges Procedure will be included with those letters. The letters will also remind parents/guardians that 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.paschoolmeals.com.

Negative balances will be carried over at the end of the school year. Collection efforts will also continue into the new school year. If the above collection attempts have been unsuccessful, the School District may seek restitution for this unpaid debt by turning it over to the Magistrate’s Office if it is determined to be cost effective and all other alternatives have been exhausted.

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 seek guidance from either the school building administration or the Pupil Services Office.

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 records until the fees have exhausted the balance or the account owner requests a refund. Fees will begin to accrue 30 days after it has been determined that the account is inactive. Fees will not exceed the balance.

Account holders shall be notified annually of this policy for inactive accounts.

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 he or she teaches;
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 that he or she 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 emergency and 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 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 Communications 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 parent/guardian may select either one of these plans:

SCHOOL TIME COVERAGE – provides protection against the cost of those injuries received by a child while participating in school activities on school premises or while traveling to and from scheduled school activities.

FULL-TIME, 24-HOUR COVERAGE – provides round-the-clock coverage for a child anywhere in the world. It is protection against high medical bills during vacations, weekends, and school days for those expenses left unpaid by other insurance policies.

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, please visit the Pennsbury homepage and look under “Student & Parent Information” for the link titled, “K-12 Voluntary Student Accident Insurance.”

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 enroll in the classes, which are offered during two general program sessions: Fall and Spring. Classes meet once a week for one to eight nights depending on the course. The Fall, 2018 session is scheduled to begin at the end of September. The Spring, 2019 session will start during mid-February. Informational brochures are mailed to all households in the School District prior to each session. In addition, Community School program information may be obtained online by visiting the District homepage, www.pennsburysd.org. Under the “Community” tab, select Pennsbury Community School.

Those who may be interested in teaching a course in the Pennsbury Community School are welcome to call 215-428-4198.

COMMUNITY SWIM & AQUATICS

The Pennsbury School District, through its Community Swim & Aquatics Program, offers a wide variety of recreational and instructional swimming courses throughout the school year and during the summer. Courses are offered at the swimming pool located at the Medill Bair Complex on the high school campus. Courses are offered on weeknights and Saturday mornings, and include Learn-To-Swim programs (all ages), lifeguard training, scuba diving, synchronized swimming, and diving. Recreational swimming is offered several nights, during the week, throughout the school year. In addition, recreational and instructional Learn-to-Swim courses are held regularly throughout the summer.

The School District offers students the opportunity to participate in varsity swimming and diving at the high school level. Students interested in participating on the varsity swimming or diving teams should contact the sport’s varsity coach.

Information about the Pennsbury School District Swim & Aquatics Program can be obtained by calling Cathy Seidner, Aquatics Instructor, at 215-428-4100, ext. 70309.
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 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). To fill out an application for a Pennsbury Gold Card, please 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. However, this does not apply to regular computer technology courses, cooking, and trips. If registering for more than one course, half price will apply to the less expensive course fee.

We welcome our senior citizens to participate in School District events as valued members of the Pennsbury community!

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!
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:

**The Bucks County Children’s Crisis Support Hotline**
877-HELP-709

OR

**The Lenape Valley Foundation Crisis Intervention Services**
215-345-5327 or 1-800-499-7455
Mobile Crisis Intervention: 215-785-9765

OR

**The Central Bucks Crisis Hotline**
215-345-2273

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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. Michael K. Dumin**
Director of Facilities
215-428-4162
mdumin@pennsburysd.org
AFTON ELEMENTARY SCHOOL
1673 Quarry Road
Yardley, PA 19067
Main Office: 215-321-8540
FAX: 215-321-3620
PRINCIPAL: Joseph Masgai, Ed.D.

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: Brian G. Shaffer

MAKEFIELD ELEMENTARY SCHOOL
1939 Makefield Road
Yardley, PA 19067
Main Office: 215-321-2420
FAX: 215-321-2422
PRINCIPAL: Donna McCormick-Miller

MANOR ELEMENTARY SCHOOL
401 Penn Valley Road
Levittown, PA 19054
Main Office: 215-949-6770
FAX: 215-949-6772
PRINCIPAL: Terri Salavucci

OXFORD VALLEY ELEMENTARY SCHOOL
430 Trenton Road
Fairless Hills, PA 19030
Main Office: 215-949-6808
FAX: 215-949-6810
PRINCIPAL: Donna Minnigh

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 Reh

WALT DISNEY ELEMENTARY SCHOOL
200 Lakeside Drive North
Levittown, PA 19054
Main Office: 215-949-6868
FAX: 215-949-6815
PRINCIPAL: Laurie A. Ruffing

CHARLES H. BOEHM MIDDLE SCHOOL
866 Big Oak Road
Yardley, PA 19067
Main Office: 215-428-4220
FAX: 215-428-9605
PRINCIPAL: Travis Bloom
ASSISTANT PRINCIPAL: David Schwind

WILLIAM PENN MIDDLE SCHOOL
1524 Derbyshire Road
Yardley, PA 19067
Main Office: 215-428-4280
FAX: 215-428-1549
PRINCIPAL: Christopher J. Becker
ASSISTANT PRINCIPAL: Michael Hogan, Ed.D.

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

PRINCIPAL: Reginald Meadows
ASSISTANT PRINCIPALS:
Corinne Lyczkowski (Acting)
Ryan Regensburg
Laura Tittle

ADMINISTRATIVE INTERN:
Justine McEachern

VILLAGE PARK ACADEMY
75 Unity Drive
Fairless Hills, PA 19030
Main Office: 215-428-4100, ext. 10049
DIRECTORS: Sherri Morett
Peter Carfagno

SPECIAL EDUCATION DEPARTMENT
134 Yardley Avenue
Fallsington, PA 19058
215-428-4100, ext. 10011
DIRECTOR: Sherri Morett