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MARPLE NEWTOWN SCHOOL DISTRICT

**44 MEDIA LINE ROAD
NEWTOWN SQUARE, PENNSYLVANIA 19073
(610) 359-4264**

DISTRICT MISSION

To provide state of the art educational opportunities for all students in a safe, healthy and effective learning environment through a collaborative commitment involving students, families, staff and community.

DISTRICT VISION

1. Learning is meaningful and relevant
2. Providing opportunities which maximize potential of students and staff
3. Building collaboration amongst all stakeholders
4. Respecting individual differences and honoring student interests
5. Ensuring availability of and access to necessary resources

SHARED VALUES

- Students are entitled to a safe, caring learning environment which provides for interpersonal relationships, healthy lifestyles, leading-edge resources and highly-qualified staff.
- All students can learn.
- It is the responsibility of the district to provide an innovative and secure physical environment to maximize excellence in education.
- It is essential to recruit, retain and revere high quality staff.
- Student preparation for participation in the 21st Century is a priority.
- Education of our youth occurs through the supported leadership of all stakeholders.
- Collaboration between parents, educators and the community plays an integral role in student success.



August 2008,

Dear Parents and Guardians,

As Director of Elementary Education, it is my pleasure to invite you become actively involved in your child's education. We pride ourselves, not only in our strong academic curriculum but also in the diverse learning experiences that we offer our students. Together, we can create a learning community where children, teachers and parents contribute equally to the success of our schools. Our partnership will ensure that all children achieve their personal best.

Please take a moment to review this handbook. It outlines district procedures and various programs, procedures, and student services specific to your child's elementary school. It is important to us that you are well informed about your child's school.

Thank you for the opportunity to serve your.

Sincerely,

Constance E. Bompadre, Ed.D.
Director of Elementary Education

CULBERTSON **Thomas Cook, Principal**
 Main Office Secretary Susan Browne 4340
 Counselor Pam Sarikianos 4396
 IST Lucille Mikaelian 4207
 Library Julie Samuels 4343
 Nurse Marge Ewing 4342
 Psychologist Amanda Kenney 6423
 R/LA Ellie Murray 4345
 Speech Barbara Hess 6424
Fax **353-4183**

LOOMIS **Judith Busch, Principal**
 Main Office Secretary Kathy Arganetto 4350
 Counselor Lauren Conway 4354
 IST Susan Soxman 4356
 Library Melissa O'Donnell 4357
 Nurse Cathy Brachman 4353
 Psychologist Camille Micolucci 6420
 R/LA Helene Duckett 3309
 Speech TBA 6421
Fax **359-4373**

RUSSELL **Dianne Smith, Principal**
 Main Office Secretary Roseann Cavacini 4310
 Counselor Peg Clothier 6426
 IST Lucille Mikaelian 4205
 Library Peg Makela 4317
 Nurse Fran Lake 4312
 Psychologist Meg Henigan 4314
 R/LA Joanne Boulanger 4316
 Speech Charlene Garland 6427
Fax **359-4371**

WORRALL **Dr. Linda Bluebello, Principal**
 Main Office Secretary Debbie Bowman 4300
 Counselor Renee Payton 4306
 IST Susan Soxman 3752
 Library Marianne Constan 4307
 Nurse Marge Ewing 4303
 Psychologist Amanda Kenney 3753
 R/LA Stephanie Sarkissian 4305
 Speech Demry Sibson 3744
Fax **359-1680**

PAXON HOLLOW **Dr. Steve Subers, Principal**
 Secretary Joan M. Johnson 4320
 Amy Townsend 4321
 Attendance Kathy Fernandez 4320
 Asst. Principal John Beltrante
 Caren Gorman 4325
 Athletic Director Dennis Reardon 3539
 Counseling Isabelle Francolini 4328
 Tony Lazor 4327
 Jen Cipollone 4324
 Ruth Vetter 4326
 Secretary Ruth Vetter 4326
 R/LA Andrea Fiorentino 3560
 Library Kathi Peterkin 4323
 Nurse Diane Freeman 4330
 Mary Clement 4330
 Psychologist Michele Fultz 6428
 Speech Charlene Garland 4330
 Kathy Greene 4330
Fax **353-4061**

Board Room **Gauntlett Center**
 Heather Welsh Board Secretary 4259
 Custodial Supv. Vince Facciolo 3804
 Grounds Dave Walsh 4395
 Transportation Mike, Tom 4299
 Conference Room 205
 Conference Room 112

SENIOR HIGH **John Sanville** Main
 Office Secretary Jane Stewart 4218
 Sue Wienckowski 4215
 Phyllis Falls 4219
 Attendance
 Asst Principal Raymond McFall
 Secretary Candy Foreman 4244
 Asst Prin/Athletic Dir Dr. Ted Aceto
 Secretary Claudia Vay 4232
 Asst Principal Annette Lambeth
 Secretary Maria Rich 4293
 Band Director Mike Massimo 4238; 3024
 Counseling: A-DA Karen Brodsky 4225
 DE-H Kelly McCool 4241
 I-MI Shane Elison 4229
 MO-SE Linda Donato 4233
 SH-Z Ray Betz 4246
 Secretary Leslie Feerick 4240
 Secretary Jeanne Slata 4279

Science Dept TBA 4226
 Math TBA 4237
 English TBA 6470
 Social Studies TBA 4239
 ESL Sarah Winterbottom 4287
 Foreign Language Mollie Fahnestock 4248
 Family & Cons Science Molly Kelly 4245
 David Beasley 3059
 Bill Murphy 3060
 Mike Winterbottom 3045
 Industrial Arts Lynn Lantz 4228
 Beth Baker 4221
 Linton Williams 4242
 TBA 4279

ADMINISTRATION: Mrs. Merle Horowitz, Superintendent
 Secretary Robin Wallin 4256
 Director of Secondary Ed. Stan Piecara
 Director of Elementary Ed. Dr. Constance Bompadre
 Secretary Donna Reynolds 4264
 Acting Curriculum Supervisor 4236
 Secretary Carolyn Paine 4224
 Reading Supervisor Toni Himes 4278
 Assistant Suzan Caponetti 3802
 Home & School Visitor Rosemary McCarthy 4288
 Director Of Personnel Lance Freeman
 Secretary Judie Anderson 4380
 Clerk Samantha Sonier 5403
 Benefits Debbie White 4267
 Director of Pupil Services Dr. William Duffy
 Supervisor of Special Ed Arthur Stevens 4217
 Gail Fraser 5907
 Helen Beitzel 4217
 Gloria Fredrickson 4260

Child Account/Registration Joseph J. Driscoll
 Business Administrator Jane Coleman 4277
 Secretary Karen McGinnis 4283
 Asst. Business Administrator Penny Tansey 4276
 Supervisor of Accounting Joyce Frazier 4271
 Payroll Sonia Lopez 4274
 Accounts Payable Joan Wilson 4272
 Accounts Receivable Don Ash
 Director of Technology Robb Anderson 4379
 Network Systems Admin. Debbie Snell 4273
 Coord. of Student Info. Chris Netter 4388
 Mgr. Computer Services Dave Heit 4275
 Dir of Cafeterias Ruth Kapejian 3875
 Secretary **Tony Caso** **4249**

Security
 Director of Operations Bill Gasior
 Secretary Pat Paul 4270
 Foreman Phil Binder 4285
Fax **353-8175**

MARPLE NEWTOWN SCHOOL DISTRICT

PROCEDURE FOR SCHOOL VISITORS

PURPOSE: The Administration and faculty welcomes and encourages visits to school by parents or guardians or by other taxpayers of the community or interested educators. To insure order in the schools and to provide a structured learning environment that minimizes disruption to the learning environment while insuring the safety of all students, it is necessary for the Administration to establish guidelines governing such school visitations.

RESPONSIBILITY:

The School Code provides that the sole responsibility to report to the Board concerning such visits is vested in the District Superintendent. Therefore, the District Superintendent has the authority and responsibility to implement these guidelines in conjunction with the building principals.

PROCEDURE:

Visitations to classrooms by persons other than school employees could lead to disruption in the learning process. Accordingly, such visitations will be controlled and regulated by these guidelines. The District Superintendent or building principal shall have the authority to prohibit entry of any person to a school of this District unless or until the following procedures have been complied with:

1. If the visitation is for a parent or teacher-initiated parent conference concerning the parent's or guardian's child, it must be **scheduled in advance** with the teacher. Upon arrival at school, a person visiting school for this purpose **shall register** at the office of the Principal prior to proceeding to the conference site.
2. If the visitation is for any other purpose, arrangements must be made in advance through the office of the Building Principal.
3. Upon arrival, all visitors must register at the office of the Building Principal and obtain a Visitor's Pass badge. If a badge is not obtained, any staff member may stop the visitor and redirect them to the office.
4. No visitor may confer with a student in school, other than a student of whom he/she is the parent or guardian, without prior permission of the Building Principal.
5. 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 of the Building Principal and the District Superintendent.
6. Should an emergency require that a student be called to the school office to meet a visitor, the principal, or designee, shall be present during the meeting.

EMERGENCY SCHOOL CLOSING/DELAYED OPENING

454

The emergency closing and delayed-opening number for the District is 454. This identification number is used by the following AM stations: **KYW** 1060, **WCAU** 1210, **WIP** 610, **WCOJ** 1420, and **WCHE** 1520. It is also used by other radio and television stations.

When hazardous conditions develop during the night, listen for the identification number. Heavy snowfall or other serious weather conditions at night may make it necessary to close schools the following day or to delay the opening of schools. Decisions involving weather conditions are difficult because they need to be made approximately two hours before the buses leave the compound. Despite advice from the weather bureau, local and state police departments, emergency highway personnel, and members of our own staff assigned to check key road areas, conditions can improve appreciably. The safety of our children is our primary concern.

A two-hour delayed opening may occur when there is a weather emergency. In such cases, a modified kindergarten schedule will be used.

AM session	11:00 AM	to	12:30 PM
PM session	1:15 PM	to	2:45 PM

When hazardous conditions develop during the day, again listen for the identification number. A decision to close schools will be made as soon as possible. Bus drivers, administrators, and teachers will be notified immediately.

Note that the District's Inform-A-Phone at 610-359-4280 provides information on school closings. **Please do not call the school.**

EMERGENCY CARDS

Each student must have a completed emergency card on file in the nurse's office and main office. To keep information current, emergency cards are issued to all students each year. Please contact the school whenever there is a change in the required information. Emergency action is dependent upon correct information. Parents who plan to be away from home for an extended period of time are encouraged to notify the school, in writing, of alternative emergency phone numbers and contact persons.

PARENT RESPONSIBILITY FOR SICK OR INJURED CHILD

Health room facilities cannot provide for the care of the sick or injured child all day. Sick or injured children need, want, and should have their parents if possible. Working parents should be prepared to leave work to care for their children or have arrangements made for someone to care for them at home.

The emergency card designates parent or "substitute parent" to be notified in the event of a serious illness or injury at school. The "substitute parent" should be someone who can assume responsibility in the parent's absence. To assume responsibility for a sick or injured child is a serious undertaking and should be arranged by mutual consent. Please be sure that the alternate person is local and available during the school day.

TRANSPORTATION OF ILL AND INJURED STUDENTS

The transportation of ill or injured students is the responsibility of the parent or guardian. Staff members are not permitted to transport students. Parents or guardians will be contacted to provide or arrange for transportation.

ATTENDANCE

Absences

Pennsylvania state law allows a limited number of reasons for which a child may be excused from school for all or part of a day. These include:

- Illness
- Urgent reason such as a death in the family, a court appearance, or a family emergency
- Religious holiday
- Educational travel

Reporting absences

Each absence should be reported to the attendance line of the appropriate school:

Culbertson	610-359-4346
Loomis	610-359-4358
Russell	610-359-4312
Worrall	610-359-4300 ext. 3729

The attendance line is available 24 hours a day. Calls should be placed before 9:30 a.m. on the day of the absence. The message on the line will prompt you to leave the student's name, classroom teacher, reason for absence, and the expected date of return if known.

If you do not call to report the absence, someone from the school will call your home or place of employment. The purpose of this call is to verify that your child is safe. If no call is received, it indicates that you may have sent your child to school. Our call will notify you that your child has not arrived at school.

Absence notes

To ensure that all schools were recording student lateness and early dismissal in the same manner, our district has complied with the following guidelines:

- Pupils who attend school at least one half day during the regular school day will **not** be marked absent for the entire school day.
- Pupils leaving school with an approved Early Dismissal **will** be listed as present for the day.
- Pupils arriving late to school, with a valid excuse, **will not** be considered absent.
- For example, the **Absences are recorded as follows:**

Students who arrive 10 minutes past the starting time of school will be tardy (Times vary slightly by school)

Tardy (excused)

Student arrives with proper note by 9:10 AM

Tardy (unexcused)

Student arrives without note by 9:10 AM

Early Dismissal Present	Student leaves <u>with note</u> after 1:00 PM
Early Dismissal HALF DAY	Student leaves <u>with note</u> between 11:00 & 1:00 PM
Early Dismissal FULL DAY	Student leaves <u>with note</u> before 11:00 AM
Early Dismissal Medical	Student leaves school for DR appt. and returns to school the same day
Excused Absence HALF DAY	Student arrives <u>with</u> proper note between 11:00 & 1:00 PM
Early Nurse Dismissal Present	Nurse sends home student after 1:00 PM
Early Nurse Dismissal HALF DAY	Nurse sends home student between 11:00 & 1:00 PM
Early Nurse Dismissal FULL DAY	Nurse sends home student before 11:00 AM
Medical Excused Absence ALL DAY	Student has DR/parent note for medical absence
Medical Excused Absence HALF Day	Student has DR/parent note for medical absence and arrives between 11:00 & 1:00 PM

***Excused absence notes(s) must be returned to your child's school within 48 hours of the absence(s). If your child is absent 3 or more days, the district requires a doctor's note.**

Late Arrivals

Students who are not in their classrooms at the time specified below are considered late.

Culbertson and Loomis	9:00 AM
Russell	9:05 AM
Worrall	8:50 AM

Early Pickup of Students

1. Parents who wish to have students dismissed early or excused from school for a brief period of time must send a note to the school. As children arrive in the morning, they should give the note to their teacher, who will forward it to the main office.
2. Children must be picked up at the school office. A parent or guardian must sign the student out in the "Student Sign Out" book. Students should be informed of the pick-up time ahead of time so that classes need not be disturbed.
3. For anyone other than a parent or guardian to pick up a child, written authorization must be provided to the teacher/office by the parent or guardian.
4. It is most helpful to each child's learning that classes be missed only when absolutely necessary. When possible, please try to plan appointments around school hours.

PARENTAL REQUEST FOR STUDENT EXCUSED ABSENCE

Pre-planned Educational Tour or Trip

The Marple Newtown School District strongly discourages student absence from school except when illness or other urgent reasons prevent the child from attending. School district officials are aware that it is not always possible to schedule family trips and vacations while school is not in session. In keeping with our guiding philosophy, but also recognizing the importance of the family unit, the school district will approve educational tours or trips up to a **maximum of five school days per student per year**. Exceptions to the five-day rule may be considered by the principal if compelling, extenuating circumstances warrant such consideration. The following provisions must be met for approval/conditional approval of an educational tour/trip:

- A “Parental Request for Student Excused Absence” form has been designed for pre-planned educational tours or trips. This form will be sent to parents when the school receives notification of the intended trip. A copy of this form is on the next page.
- A “Parental Request for Student Excused Absence” form must be submitted to the child’s building principal or designee for consideration at least three days prior to the date of the intended trip. The request must include a statement detailing the educational value of the trip and the name of the person responsible for supervision. The principal will respond to the request; questionable requests will be submitted to the Superintendent for final determination.
- The building principal will evaluate the request in terms of its educational value, duration, and adequateness of the supervision. If approved, the absence will be considered excused, subject to the student’s satisfactory completion of the assignments missed. Prior to leaving on the trip, it is the responsibility of the student to seek assignments. It will be the responsibility of the student to make up all work missed during the absence within one week after the student returns to school.
- The absence of a student taking a tour or trip which has not received prior approval from the building principal as being educational in nature will be considered unlawful (unexcused) and subject to the provisions of the Compulsory Attendance Laws (Section 1333 of the School Code).
- A student may be excused from school to accompany his/her family to attend important family functions, such as graduations, weddings, funerals, etc., which are out of town and require lengthy travel. An excuse from school for this reason requires prior approval from the building principal or his designee and satisfactory completion of all work missed during the period of absence.

**MARPLE NEWTOWN SCHOOL DISTRICT
PARENTAL REQUEST FOR STUDENT EXCUSED ABSENCE
(Pre-planned Educational Tour or Trip)**

Name of Student _____ Grade _____ Room _____
Building _____ Date(s) of Proposed Absence From: _____ To _____
Name of Sibling(s) _____
Schools siblings attend _____
Person(s) directing and/or supervising students during above absence.
Name _____ Telephone Number _____
Address _____
City _____ State _____ Zip _____

ITINERARY OF TRIP: Include experience which could be educational in nature and will, therefore, provide the child with some valuable experience which could be educational in nature and will, therefore, provide the child with some valuable experiences outside the classroom.

I have read the school policy on the attached and am aware of the responsibilities which I have assumed or assigned to someone else. I further agree to abide by the stipulations as set forth in the policy.

Parent/Guardian Signature: _____ Date: __/__/__

_____ FOR SCHOOL USE ONLY _____

Prior Request: _____ Date: __/__/__
Determination: _____ Approved _____ Not Approved _____ Conditional Approval

Explanation/Comments:

Principal's Signature: _____ Date: __/__/__

Procedures for Kindergarten Children

Scheduled Half Days or Early Out Days

2008-2009

Instead of bringing in both AM and PM sessions on half days or early out days and having children attend school less than an hour and a half, we will alternate these days. Therefore, the children will attend the entire half-day.

The schedule would be as follows:

Half-Days & Early Out Days*:

*October 20, 2008	AM Session Reports to School
November 26, 2008	PM Session Reports to School
*January 16, 2009	AM Session Reports to School
* March 10, 2009	PM Session Reports to School
*May 8, 2009	AM Session Reports to School
June 17, 2009	Both AM & PM Sessions will report to school to receive their report cards.

On parent conference days, the district will have a substitute teacher in for Kindergarten, so that your child will have an entire half-day. This will increase class time for your child (as compared to previous years).

We hope that you find this change less disruptive to your child's routine.

VIDEOTAPING OF STUDENTS

At various times throughout the school year children may be engaged in activities at school that teachers or other staff members may wish to videotape. These events will be related either to aspects of your child's curriculum or school spirit activities. All students will be encouraged to participate in these projects, and a video camera will be used to record these activities for course work review or school publicity.

INDIVIDUAL STUDENT RIGHTS WILL BE RESPECTED IN THE USE OF ALL TAPING. IF A PARENT WISHES TO EXCLUDE A CHILD FROM VIDEOTAPING, THE PRINCIPAL MUST BE NOTIFIED.

PHOTOGRAPHS & VISUAL IMAGES

Students are often involved in school-sponsored activities during which photographs or videos may be taken of them and/or their work. Such activities may include, but are not limited to, performing in school plays or musical productions, in athletic contests, participating in field trips, displaying samples of student work, or representing a particular instructional or extra-curricular program. Students may be identified by name as participating in school-sponsored activities.

The District often receives requests to use these visual images in newspapers, magazines, reports, or school-sponsored Internet sites. Also, the District occasionally receives requests for displays or photographs of student work. The District desires to promote positive, accurate and consistent information about the District to parents and the community, while protecting the privacy of our students. Photographs and other visual images of students and/or student work will be used for dignified, educational purposes, and will not be commercially sold or used in commercial advertising.

Please indicate your permission for photographs or other visual images of your child or child's work to be used as described above by checking one of the following. Return the form to your child's school as soon as possible.

Photographs or other visual images of my child or my child's work may be used in publications, press releases or school-sponsored Internet sites.

Yes

No

Name of Child _____

Address _____

School _____ Grade _____

Signature of Parent/Guardian _____

Date: _____

This form will remain on file in the main office

TEXTBOOKS

Children are responsible for the books that they receive. Students must be charged the price of any book that is lost or seriously damaged. All replacement money should be turned in to the school secretary.

REQUESTING HOMEWORK

Homework may be request for students who are absent **more than one day**. If their request is made prior to lunch, the teacher will gather up the assignments which may be picked up after 3:15 P.M. B If your child is absent for only one day, they may call the homework hot line or receive their assignments upon their return.

MONEY AND VALUABLES

Please do not allow children to bring valuables or large sums of money to school. Electronic games, electronic pets, laser lights, boom boxes, Walkmans, valuable trading cards, or skateboards are not permitted in school. Toys are not to be brought to school. Fads such as pogs and gogos are distracting and often cause arguments. **Students are not allowed to sell, trade or purchase items from one another on school grounds or property.**

MEALS AND SNACKS

Please support school meals. Remember that the federal and state subsidies are your tax dollars coming back to our school district. For every meal purchased, Marple Newtown School District Food Services receives federal and state subsidies. Meals are available daily. Please check our menu and websites for choices and pricing. Meals consist of an entrée, fruit, vegetable, grains, and low fat or skim milk. Healthy snacks and beverages are also available for purchase at a reasonable cost. "Kids loves parties" is a great way to offer healthy party treats for your child's classroom at a reasonable cost. Please see our Food Service website for more information (www.mnsd.net; click on your elementary school; click on Food Services).

In an effort to ensure every student's health and welfare with regard to food, **NO ONE IS TO PROVIDE SNACKS OR PARTY FOODS THAT CONTAIN NUTS OF ANY KIND, OR HAVE BEEN PREPARED WITH INGREDIENTS CONTAINING ANY NUT PRODUCT.** Parents of students who have food allergies must still consult with the cafeteria manager regarding the foods that may be purchased at school, and must make their child's food allergy known to the teacher (who will in-turn notify the Homeroom Parents) and the School Nurse.

Please do not send cleaners to school. The only soap acceptable to send to school is Dial liquid handsoap.

Meet our Mascots

Culbertson School



Loomis School





MARPLE NEWTOWN SCHOOL DISTRICT

44 MEDIA LINE ROAD
NEWTOWN SQUARE, PENNSYLVANIA 19073
(610) 359-4264

July 2008

Dear Parents and Guardians:

Marple Newtown School District has adopted a student wellness policy on April 25, 2006, which incorporates State Nutrition Standards. The Child Nutrition and WIC Reauthorization Act of 2004 requires wellness policies to be developed in schools. One requirement of the law is that nutrition guidelines exist for all foods available at each school during the school day. The objectives are to promote student health and reduce childhood obesity. The standards apply to all grades in all buildings. This will require a change in the type of daily snacks sent to school, how birthdays are recognized and how holidays are celebrated in elementary schools. This has been done successfully in many schools across the country, including the Philadelphia School District.

Food and drinks such as cookies, cupcakes, candy, brownies, donuts and carbonated soft drinks that have been traditionally offered at parties and sent in for daily snacks will be replaced with more nutritious items that meet nutritional guidelines. Suggestions include foods such as:

- Fresh fruits (bananas, apples, grapes are all easy to pack for a daily snack)
- Raisins and other dried fruits
- Drinks that are 100% fruit juice
- Sliced raw vegetables
- Low-fat yogurt
- Cottage cheese
- Cheese
- Whole grain crackers and breads
 - Goldfish Triscuits Chex Mix
 - Mini Bagels Trail Mix
 - Fruit Breads (Banana Bread)
- Dry cereal (main ingredient not sugar)
- Granola bars
- Soft and hard pretzels
- Popcorn
- Individually canned water packed fruit cups (apple sauce)

Another suggestion is to center the birthday or holiday celebrations around a game, craft or distribution of an item such as a pencil or an eraser.

It is important to teach our children how to be healthy, fit and happy. Parents, staff and students of the Marple Newtown School District are thanked in advance for their support of this important program. The result will be children who are healthier now and who will have built the strong bodies needed to live longer, healthier lives.

For this school year (2008-2009), please refer to the districts' website, www.mnsd.net, to review the Wellness Policy, #246, and Nutritional Standards for suggested foods in Pennsylvania Schools.

Thank you for your continued cooperation.

Sincerely,

Constance E. Bompadre, Ed.D.
Director of Elementary Education

The National School Lunch Program

The elementary schools serve meals daily. We offer free or reduced price meals and other services if you qualify. The other services are outlined on the Multi-Purpose, Multi-Child Household Meal Benefit Application you will receive in your family envelope.

We encourage you to support school meals. Your child may purchase meals daily. Please check the monthly menu or our Food Service Website for pricing. Your child may also be eligible to receive free or reduced price meals. All meals served must meet nutritional standards set forth by the USDA. If your child has been determined by a physician to be disabled or the disability would prevent your child from eating the regular school meals, the school may make a substitution as prescribed by the physician. If a substitution is required, please contact Food Services for further information.

If you receive Food Stamps or TANF Cash Assistance for your child, your child would be eligible for meal benefits. If your income is the same or less than the amounts on the Income Chart below, your child may be eligible for meal benefits. A foster child may receive free or reduced price meals regardless of your income. The reduced price is \$.40 cents for lunch.

To receive free or reduced price meals, you are required to complete a Meal Benefit Application and return it to your school. A Meal Benefit Application that is not completed cannot be approved. You will receive notification of your application status within 5-10 days after it has been processed.

How to apply: If you receive Food Stamps or TANF Cash Assistance for the child for whom you are applying, the household application should have the child's names, Food Stamps or TANF Case Number for each child and the signature of the adult completing the application. Please be sure to read the application and complete in full. If you are applying for a foster child, the application must have the child's name and personal income plus an adult signature.

No child will be discriminated against because of race, sex, color, national origin, age, or disability. If you believe you have been discriminated against, please write immediately to: The Secretary of Agriculture, Washington, DC 20250

Verification: Your eligibility can be checked at any time during the school year. School Officials may ask you to send documentation that your child is eligible for meal benefits.

Fair Hearing: You may talk to a School Official if you do not agree with the school's decision on your household application or the results of the verification. You may also request a fair hearing by writing to Mr. Joseph Driscoll, Business Administrator at 38 Media Line Road, Newtown Square, and Pa 19073.

Reporting Changes: If your child receives free or reduced price meals because of your income, you must notify the school if your household decreases or your income increases by more than \$50 per month or \$600 per year. If there is a change in your Food Stamp or TANF Cash Assistance, again, you are required to notify the school.

Confidentiality: School Officials will use the information on the Meal Benefit Application to decide if your child is eligible for meal benefits. The eligibility of your child may be given to local Title I officials for allocations and evaluation purposes. If the other benefit section of the Meal Benefit Application is completed, you are agreeing to release the information to those services.

You may apply for meal benefits anytime during the school year. Please look for your Meal Benefit Application along with instructions in your child's family envelope. If you have not received an application, please contact Food Services at 610-359-4275.

Your child may be eligible for free or reduced price meals if your household income falls within the Federal Income Guidelines.

FEDERAL INCOME CHART			
For School Year 2008-2009			
Household size	Yearly	Monthly	Weekly
1	19,240	1,604	370
2	25,900	2,159	499
3	32,560	2,714	627
4	39,220	3,269	755
5	45,880	3,824	883
6	52,540	4,379	1,011
7	59,200	4,934	1,139
8	65,860	5,489	1,267
Each additional person:	+6,660	+555	+129

HEALTH INFORMATION

A physical examination is required for all new students to the District. A dental examination is required for students in kindergarten and third grades as well as all new students.

State law requires that all children enrolled in the District must be properly immunized before enrolling in school. The completed immunization form will be kept on file at the school. Please refer to the Health Services Manual for additional information.

Parents can prevent and control disease by keeping children home when they are sick, and notifying the school promptly when a child is home because of a communicable disease. If your child has Head Lice, please notify the School Principal. Directions for appropriate actions will be given at that time.

First aid is given in school for pupils injured or sick while attending school. Parents are expected to give information to the school to cover emergency situations, and to make transportation available when needed. **The school is not responsible for treating injuries that happen at home.** The District Nurses conduct the annual State Mandated Health Screening during each school year. The State mandates that students be screened for the following: Vision(K-12), Hearing(K,3,7), Scoliosis(6,7), and as needed, Height, Weight and BMI – Height and weight measurements are obtained K-12 as mandated by the state. Starting in 2005-06, the State requires that parents be notified of their child's Body Mass Index(BMI), a ratio of height to weight for age, if it indicates that the student may be at risk for weight concerns. In that event, parents are advised to consult with their Physician.

HEALTH EMERGENCY

It is imperative that proper procedures be implemented in the event of illness or injury during the school day. According to state mandate, a certified school nurse may be responsible for up to 1500 students. Therefore, nurses may be assigned to more than one building. In all cases, the school nurse must be contacted for any significant or questionable injury or illness.

In the event of serious illness or injury:

- Immediate first aid is administered following accepted standards of nursing care
- Parents are notified and 911 is called when appropriate.
 - In the event that a parent cannot be reached, names listed on the emergency card are contacted
 - The school nurse will work with parents to secure the most appropriate health care
- Arrangements are made for transportation in emergency situations.

In the event of a minor health concern (e.g., headache, stomach ache, minor scrapes):

- Immediate first aid is administered following accepted standards of nursing care
- Over-the-counter medication may be administered as needed (aspirin, acetaminophen, ibuprofen, Antacids, antihistamines, or decongestant, etc.)

Parents are requested to refrain from asking school personnel to treat injuries that did not occur at school. The School District is not responsible for fees connected with follow-up treatment of ill or injured students.

The certified school nurse's first concern is the health and welfare of your child. Please do not hesitate to contact him/her with any questions.

ADMINISTRATION OF MEDICATION IN SCHOOL

Pennsylvania state law prohibits any medication being administered in school without specific written orders from the physician. Written physician's orders must be renewed each year.

Marple Newtown School District
Newtown Square, Pennsylvania 19073
Health Services Division

PARENT/GUARDIAN AUTHORIZATION FOR IN-SCHOOL DISPENSING OF
PRESCRIBED MEDICATION: (A copy of the physician's prescription must be provided with
each request.)

Completed form must be on file for each request.

Student Name: _____ Grade: _____

Date: _____ Classroom Teacher: _____

Student Address: _____

Dates to be given: _____

Identification of Medication: _____

Dosage/Route: (Oral, topical, etc.) _____

Dose Time(s): _____

Diagnosis: _____

Special Instructions: _____

Name of Physician/Dentist: _____

Telephone Number of Physician/Dentist: _____

Signature of Parent/Guardian: _____

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA.

Please refer to the web site @<http://www.ed.gov/offices/OII/fpco/ferpa/index.html>

STUDENT ASSESSMENT/STANDARDIZED TESTING

Marple Newtown School District uses the following student assessments to guide instruction and curricular decisions. These assessments are also used in order to comply with the No Child Left Behind requirements. The assessment tools include: The Terra Nova, The Kaufman Brief Intelligence Test (K- BIT), The Pennsylvania System of School Assessment, and Curriculum Based Assessments (CBA).

The annual Pennsylvania System of School Assessment (PSSA) is a standards based criterion-referenced assessment used to measure a student's attainment of the academic standards while also determining the degree to which school programs enable students to attain proficiency of the standards.

Schedule of Standardized Testing / Assessments

Second Grade – The Terra Nova (TN) is given in the fall. The Terra Nova measures achievement in Reading, Language, and Math.

Third Grade – The Pennsylvania System of School Assessment (PSSA) is administered in the Spring. The students are tested in the areas of Reading and Math.

Fourth Grade – The Pennsylvania System of School Assessment (PSSA) is administered in the Spring. The students are tested in the areas of Reading, Math, and Science.

Fifth Grade – The Pennsylvania System of School Assessment (PSSA) is administered in Spring. The students are tested in the areas of Reading, Math, and Writing.

In compliance with federal and state mandates, the district uses various assessment tools and professional teams to determine eligibility for both gifted and special education programs and services. These tools include but are not limited to: Instructional Support Team Meetings, classroom observations, behavior charting, student interviews, and the Kaufman Brief Intelligence Test administered by a counselor. Parent permission is required for an individual psychological evaluation administered by a certified school psychologist followed by Multi-Disciplinary Team meetings.

If you have questions regarding any of these procedures please contact your child's guidance counselor.

PROTECTED HANDICAPPED STUDENTS

In compliance with state and federal law, Marple Newtown School District will provide to those students who qualify as a 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 pre-existing diagnosed physical or mental condition that substantially limits or prohibits participation in or access to 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 Dr. William Duffy, 504/ADA Coordinator for the Marple Newtown School District at 610.359.4261. The 504 handbook is on-line. (The link is under Pupil Services).

RESIDENCY REQUIREMENTS AND TUITION

Residency

If either or both natural parents live in Marple Newtown School District, or if one or both parents are deceased and court appointed guardian resides in Marple Newtown School District, student(s) may be enrolled in Marple Newtown School District for as long as lawful residency is maintained by the student.

Students over age 18 if emancipated, living in Marple Newtown School District but not living with parents or natural guardian, may enroll in Marple Newtown School District.

Students living with court-appointed guardian may not attend Marple Newtown School District if parents reside outside district. Exceptions to this policy may be approved by Superintendent of Schools/designee.

Marple Newtown School District resident who houses and continuously fully supports child not his/her own (except orphan receiving Social Security), may, upon presentation of dependency affidavit approved by School Solicitor, enroll child in Marple Newtown School District.

Students Moving Into School District

Children of parents/guardians who provide evidence of becoming resident of Marple or Newtown Townships may be enrolled in Marple Newtown School District upon payment of tuition in accordance with following guidelines:

- ❑ Tuition shall be waived for first 20 school days.
- ❑ Full tuition shall be paid monthly in advance starting with the 21st day, ending when parents/guardians become residents of the District. If parents/guardians do not move into the District by the end of school term, student(s), shall be removed unless arrangements in accordance with this policy are completed for subsequent school term.

Students Moving Within School District

When a student moves to a new address in Marple Newtown, the parent must notify the principal. If the new address is within the boundary lines of another elementary school, a transfer will be arranged between the sending and receiving schools. In making the transfer, consideration will be given to time of year, report card periods, major holidays, etc.

This transfer requirement may be waived if a student moves to the attendance area of another elementary school at the conclusion of his/her 4th grade year--or during the course of his/her 5th grade year. Permission will be granted to remain in the present school only if the parent/guardian is willing to provide private transportation to and from that school. Furthermore, each request will be considered on a case-by-case basis and must have the final approval of the superintendent.

Any other special request for an exception to this policy must be submitted in writing to the principal of the school and the superintendent. Each request will be carefully reviewed on a case-by-case basis before a final decision is made.

Students Moving From School District

Children of parents/guardians who move from Marple Newtown School District after beginning of school term may, upon payment of tuition, continue to attend Marple Newtown schools until end of school term provided tuition is paid in accordance with following guidelines:

- ❑ Tuition shall be waived for remainder of semester in which student becomes non-resident. Tuition shall be paid in advance, on monthly basis, for following semester or school term for so long as child continues on school rolls, subject to rules and regulations for non-resident students.
- ❑ Resident students who have completed Grade 11 before parents move from Marple Newtown School district and have been continuously enrolled in Marple Newtown School District from beginning of Grade 7, may, upon payment of one-half current tuition rate, remain as grade 12 students.

Non-Resident Students – Tuition

Upon written application to Superintendent of Schools, non-resident students with good academic and discipline records may, upon payment of full tuition, be individually considered for admission to Marple Newtown schools.

Criteria for acceptance of non-resident students: (1) academic background, (2) behavior record, (3) classroom space in appropriate grade level and/or program.

Marple Newtown School District will not be responsible for transportation of non-resident students.

Tuition must be paid monthly in advance.

Superintendent of Schools shall, in accordance with Board policy, have authority to accept tuition students, enter into agreement therefore, terminate agreement, and deny continued enrollment of non-resident student.

Tuition will be final rate for each term as approved by Department of Education. Adjustments shall be made for underpayment or overpayment at end of each school term.

Application for admission on tuition basis and tuition agreement shall be approved by School Solicitor.

TRANSPORTATION

Transportation for students shall be provided in accordance with the law and the following guidelines.

The Board shall purchase, equip, and maintain vehicles and contract for school bus services for the transportation of students to and from school at regularly scheduled hours for the transportation of students on field trips and athletic trips. Elementary school students must live three-fourths of a mile from their school of attendance. There is no bus service for regular education kindergarten students. Parents are responsible for transportation of kindergarten students.

TRANSPORTATION UPDATE

Marple Newtown does not provide “late buses” from any schools, public or non-public, this school year. All students requiring transportation will need to be on the buses at the regular departure times for their respective school. There will also be no transportation by Marple Newtown School District buses to CCD, Hebrew School, or other religious training programs.

Parents wishing to send their students home with another student will be required to provide a minimum of 24 hours advanced notice in writing to both the Transportation Office and to your child’s school. This is for emergency situations only. This will prevent the potential for overloading buses. Any parents requesting transportation other than the normal assignment, must contact the Transportation Office for prior approval of changes. This policy will be strictly enforced.

The **phone number** to the Bus Garage is **610-359-4265**. The **fax number** to the bus garage is **610-353-8177**. Please call ahead with your child’s name, the person they will be going home with and the bus number. If a bus seat is available they will fax an approval notice to the School office. If a seat is NOT available the bus garage will notify the office. The office will contact the parents between 1:00 – 3:00 p.m.



RESPONSIBILITIES OF STUDENTS ON SCHOOL BUSES

A pupil shall become ineligible for transportation when his/her behavior is such to create a problem on the school bus., or when he/she disobeys state or local rules and regulations pertaining to pupil transportation. There are no exceptions. Pupils must behave while on the bus.

The bus operator is the authority on the school bus and must be obeyed promptly. It is the duty of the operator to report to the principal all violations of rules and regulations. The operator is responsible for safety, and it is the duty of every passenger to help. It is necessary that the following regulations be obeyed:

While waiting for or leaving the bus:

- Pupils may ride only those buses to which they are regularly assigned
- Pupils shall not board bus until driver is in attendance
- Pupils shall not stand or play in the roadway while waiting for the bus
- Pupils may not deface property at bus stops
- Pupils must remain off lawns, refrain from touching shrubbery, and stand on sidewalks where possible
- Pupils are not permitted to stand on the road, highway, or street to direct traffic
- Pupils shall remain in line at least five feet from the bus when it stops to pick up, and should not move toward the bus until the door is open
- Pupils shall be at the stopping places at the time designated and be ready to board the bus with the least possible delay in order to keep the bus on schedule
- Pupils shall go home promptly after leaving the bus
- Pupils shall look for traffic in both directions before crossing the highway
- Pupils who must cross the highway after exiting from the bus shall pass ten feet in front of the bus, crossing only after the driver signals them to do so

While on the bus:

- Pupils shall obey the bus operator at all times while under his/her supervision
- Pupils must be seated in assigned seat if driver chooses to make such an assignment
- Pupils shall remain seated while the bus is in motion
- Pupils shall keep the aisles clear of lunch boxes, musical instruments, and other things
- Pupils shall not extend arms or heads out of bus windows at any time
- Pupils shall refrain from smoking, vulgarity, and boisterous or other improper conduct
- Pupils shall not eat or drink on bus at any time (tours and field trips excepted)
- Pupils shall assist the driver in keeping the bus clean
- Pupils shall not damage or deface any part of the bus
- Pupils shall not play radios on the bus
- Pupils may not operate the service door (responsibility of the bus operator only)
- Pupils must surrender their identification cards to driver upon request
- Pupils may not tamper with the operating mechanism of the emergency doors
- Pupils shall not be allowed to leave the bus at any place other than the regular stop without the written consent of the principal

The following safety rules shall also be observed:

- Use cross walk areas
- Smoking on bus or while waiting in line is prohibited
- When walking along the highway, walk on the left facing on-coming traffic
- Remain seated if bus is delayed on the road
- Use emergency door only in case of emergency
- Be of assistance to younger children

Riding the bus is a privilege that can be denied temporarily or permanently if the pupil's behavior warrants it.

STUDENT RESPONSIBILITIES

The ultimate goal in school discipline is to assist each child to develop self-discipline and accept responsibility for his/her behavior. School rules emphasize the importance of respect and consideration for others and property. Students learn about the positive qualities of good citizens and that mistakes can be excellent vehicles for learning.

Playground Rules

The following is a list of rules established to protect the safety and well-being of all students. Parents are welcome to visit the playground at any time, but they must register at the office first.

- Enter the playground quietly. Announcements concerning playground conditions and special instructions will be given prior to lunch as necessary.
- Respect playmates' rights and possessions.
- You may enter the building only when you have permission from the principal, a teacher or an assistant.
- Play only on the designated play area, and do not leave the playground without permission.
- **Do not talk to strangers! Report seeing any strangers to the playground assistants.**
- Stop and look at assistants when the whistle sounds.
- When the whistle blows at the end of the recess period, stop all playing immediately, return playground equipment to container, and line up in the assigned area.
- The following behaviors are not acceptable:
 - pushing, kicking, shoving, tugging, or fighting
 - name calling, talking about another's parents, or making fun of someone's race or appearance
 - spitting, gum chewing
 - throwing stones, rocks, snow balls, sticks, toys or other objects
 - tackle football, wrestling, or rough play
 - playing with toys that are considered look-alike weapons
- Avoid snow, ice, puddles, and mud.
- Playground regulations for use of equipment
 - Slides
 - Wait until slide is clear.
 - Go down slide sitting with feet first.
 - Do not climb up sliding board surface.
 - Do not hang on surface.
 - Swings
 - Only one person on each swing.
 - Person in swing must be sitting.
 - Do not push another child who is in the swing.
 - Do not jump off the swing.
 - Do not run/walk in front of, behind, or between swings when someone is on the swings.
- Obey other rules that may be given by the playground assistants.
- Protect and preserve the playground.

Hall Travel

- Absolutely **no running** at any time.
- Pupils should move through the halls on the right hand side in a quiet manner so that other classes are not disturbed.
- Shoes laces must be tied.

ELEMENTARY STUDENT EXPECTATIONS

ELEMENTARY CODE OF CONDUCT

- Students will respect everyone's right to learn
- Students will choose ways to resolve conflict without fighting
- Students will accept others for who they are and respect differences
- Students will show proper respect for:
 - ✓ Themselves
 - ✓ Other students
 - ✓ Adults
 - ✓ School property
 - ✓ Personal property

STUDENT JOB DESCRIPTION

My education is important. To the best of my ability, I will:

- Arrive to school on time every day
- Complete my homework and be prepared every day
- Be a cooperative learner
- Ask for help when I need it
- Help others when possible
- Demonstrate a positive attitude
- Follow school and classroom rules

Students have the responsibility to conduct themselves according to the Code listed above and to meet their responsibilities by following the Student Job Description.

ELEMENTARY SCHOOLS DISCIPLINE POLICY

Level I Offenses– Minor misbehaviors, which impede orderly classroom procedures or interfere with the orderly operation of the school, including, but not limited to, the following:

1. Disruptive behavior.
2. Unexcused absence from and/or excessive lateness to school or class.
3. Other minor infractions of acceptable school behavior.

Disciplinary Options for Level I Offenses (any one (1) or more of the following):

- Verbal reprimand.
- Counseling.
- Detention.
- Notification of parent/guardian.
- Restriction of privileges.

Level II Offenses – Misbehavior which by its frequency and/or seriousness tends to disrupt the learning climate of the school, including, but not limited to, the following:

1. Bullying.
2. Defacing school property.
3. Extortion.
4. Fighting.
5. Insubordination/Disrespect.
6. Offensive language or gestures.
7. Theft.
8. Violation of Acceptable Use of Networks Policy (reference School Board Policy #815).
9. Violation of district Bus Policy.

Disciplinary Options for Level I Offenses (any one (1) or more of the following):

- Notification of parent/guardian.
- Detention.
- In school suspension*.
- External suspension (an informal hearing shall be held prior to the commencement of the fifth day of suspension) (reference School Board Policy #233)*.
- Suspension/Removal of school bus privileges.
- Notification of school police and/or local law enforcement.
- Restitution of damages.
- Restriction of privileges

**A student who is on suspension shall not participate in, nor attend any school-sponsored extracurricular activity during the period of suspension, effective immediately upon notification of suspension. Suspension shall remain in effect until the start of the first day that the student is eligible to return to school.*

Level III Offenses – Misbehavior directed against persons and/or property or continued misbehaviors which defy remediation at Level II, including, but not limited to the following:

1. Commission of any acts punishable under the Pennsylvania Crimes Code.
2. Endangering the safety of others.
3. Harassment (reference School Board Policy #248).
4. Racial/Ethnic intimidation (reference School Board Policy #248).
5. Vandalism.

Disciplinary Options for Level III Offenses (any one (1) or more of the following):

- Conference with parent/guardian.
- External suspension (an informal hearing shall be held prior to the commencement of the fifth day of suspension) (reference School Board Policy #233)*.
- Restitution of damages.
- Notification of school police and/or local law enforcement.
- Expulsion (reference School board Policy #233).
- Restriction of privileges.

**A student who is on suspension shall not participate in nor attend any school-sponsored extracurricular activity during the period of suspension, effective immediately upon notification of suspension. Suspension shall remain in effect until the start of the first day that the student is eligible to return to school.*

Level IV Offenses – Misbehavior which presents a direct and immediate threat to the welfare of others or may result in violence to persons and/or damage to property. So serious are the infractions that in most cases they require administrative action which calls for the immediate removal of the student from school and/or the intervention of police. This type of misbehavior includes, but is not limited to, the following:

1. Arson.
2. Bomb threats.
3. Burglary.
4. Breaking and entering.
5. Indecent exposure.
6. Possession and/or use of firecrackers or explosives.
7. Possession of a weapon.
8. Tampering with fire alarms or pulling false alarm.
9. Violation of Drug Policy (reference School Board Policy #227).
10. Commission of any acts punishable under the Pennsylvania Crimes Code.

Disciplinary Options for Level IV Offenses (any one (1) or more of the following):

- Conference with parent/guardian.
- External suspension (an informal hearing shall be held prior to the commencement of the fifth day of suspension) (reference School Board Policy #233)*.
- Referral to an outside agency.
- Notification of school police and/or local law enforcement.
- Expulsion (reference School board Policy #233).
- Restriction of privileges.

**A student who is on suspension shall not participate in nor attend any school-sponsored extracurricular activity during the period of suspension, effective immediately upon notification of suspension. Suspension shall remain in effect until the start of the first day that the student is eligible to return to school.*

ELECTRONIC EQUIPMENT

- Pagers are not permitted on school property
- Cellular phones should not be operational or visible during school hours
- MP3 players, I pods, CD players or radios should not be brought to school

THREATS OF VIOLENCE OR HARASSMENT OR BULLYING

All threats of violence or harassment, whether oral, written, or symbolic, against students, staff, or to school facilities are prohibited. All such threats (direct or indirect) will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

There are three (3) types of bullying:

1. Direct bullying – hitting, pushing, kicking, pinching, and/or restraining another by physical contact. Direct bullying may also be verbal, i.e., threatening, taunting, teasing, and/or calling another names.
2. Indirect bullying – making faces and /or dirty gestures, intentionally excluding another from a group, spreading rumors, and/or refusing to comply with another person’s wishes.
3. Cyber bullying – using electronic device mediums, including, but not limited to, computers, cell phones and/or pagers to bully (as defined above) another through methods such as posting comments or pictures on blogs and/or web sites, text messaging, instant messaging and/or e-mail.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior: the background of the student, including any history of violence or prior threatening behavior, the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat, and other relevant information from any credible source.

MARPLE NEWTOWN SCHOOL DISTRICT

GRADES K TO 5

DRESS STANDARDS

The school authorities, the parents/guardians and the students should work together to provide guidelines for a student dress standard which is logical, tasteful and discourages displays of extremes, and which promotes personal cleanliness and neatness of clothing. Students should dress for an educational setting, not a recreational one. If, in the opinion of the teachers and administration, a student's attire or appearance disrupts or has the potential of disrupting the educational program or is a threat to safety or health, appropriate actions will be taken. If the student's attire is not corrected, the student's parent/guardian will be notified and the student will be dismissed from class(es) until properly attired.

The following are some specific interpretations of these guidelines:

- All clothing must be neat, clean and in proper repair.
- Midriffs, tube tops, halter tops, or any tops not covering the shoulders will not be worn to school.
- Garments with exposed midriffs, sheer materials, or which are inappropriately low cut are not acceptable.
- Shorts/skirts/skorts should be long enough so that portions of the posterior are not revealed.
- Clothing must cover undergarments.
- Footwear (shoe) must provide appropriate support and safety for all school activities. Closed toe shoes are recommended. Flip-flops, jellies and platform shoes are not acceptable
- No hats, outerwear, bandannas, ski bands, visors or sunglasses shall be worn inside the school building unless warranted by a medical, safety, or religious circumstance.
- Message apparel and equipment which encourages the use of tobacco, violence, alcohol or drugs, or which cite inappropriate language or cite words or expressions or sexually explicit gestures having in inappropriate or double meaning are prohibited.
- Pieces of jewelry that are inappropriate or which present safety concerns (such as spiked necklaces and bracelets or chains) shall not be worn.
- Pagers are not permitted on school property.
- Cellular phones should not be operational or visible during school hours.

The Elementary Standards-Based Report Card

The purpose of the report card is to provide an on-going conversation among teachers, students, and parents about what is expected of students and how to help them achieve success in a rigorous academic program. This report was designed to provide a clear description of your child's learning in three areas.

1. It indicates a student's academic performance relative to **standards** established by the PA Department of Education.
2. It shows a student's growth in terms of **grade-level** expectations.
3. It communicates a student's learning qualities and the extent to which a student invests **effort** in the learning process.

The report card will be issued three times per year in grades 1-5 and twice per year in kindergarten. Letter grades will begin the second marking period of third grade. Additional information will be provided during two parent/teacher conferences as listed below.

IMPORTANT DATES	
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October 17, 2008	Progress Report Distribution (1-5)
November 21, 22, 23, 2008	Conferences (K-5)
December 12, 2008	Report Card Distribution (K-5)
January 23, 2009	Progress Report distribution (1-5)
March 13, 2009	Report Card Distribution (1-5)
April 21, 2009	Progress Report Distribution (1-5)
April 22, 23, 24, 2009	Conferences (K-5)
June 17, 2009	Final Report Card Distribution (K-5)

HOMEWORK

Homework is the extension of the learning process requiring the use of a student's time beyond the class instructional period. This home study should be directly or indirectly related to his/her interests, needs, abilities or experience.

The **purpose** of homework is to:

- Provide helpful practice to assist the students in strengthening their basic skills and reinforcing their learning
- Encourage students to read effectively and more extensively
- Provide students an opportunity for self-evaluation
- Challenge students to use their initiative in solving problems when appropriate
- Stimulate voluntary effort, initiative, independence, responsibility and self-direction

Guidelines:

Homework varies according to the teacher and the grade level involved. Typical homework assignments might consist of reading, reviewing any subject area, working on special projects, or completing drill work in math computation. The length of time spent on homework can vary greatly from child to child, but should not exceed the following guidelines:

- Kindergarten and first grades – 10 minutes
- Second and third grades – 15 to 30 minutes
- Fourth and fifth grades – 30 to 60 minutes
- *These guidelines do not include Sustained Silent Reading (SSR) time recommended by the teacher.*

Periodically, long-range assignments are given, such as unit reports, special projects or book reports. Some pupils may put these types of assignments off until the last minute, resulting in a large amount of time being required to complete the project. If properly planned, such assignments can be completed within the guidelines indicated above.

Suggestions for Parents:

Assignment sheets, assignment books, and homework folders are frequently used in the to assist the students in meeting their school responsibilities and to facilitate the communication between home and school. Parents should expect their children to share the content of these folders with them on a daily basis. If your child spends an excessive amount of time doing his/her homework, it would be wise to assess your child's use of his/her time and to contact the child's teacher.

As a parent you can help your child with homework assignments by:

- Providing a suitable place for a student to study without distraction
- Supporting the educational goals for your child by encouraging him or her to complete homework as independently as possible
- Assisting your child in budgeting his/her time for home study
- Reading to and with your child on a daily basis
- Contacting the teachers if you have questions

Homework may be requested for students who are absent from school for more than one day. In the event of extended absences, special arrangements may be made with the teacher or guidance counselor.

PARENTAL INVOLVEMENT STATEMENT
MARPLE NEWTOWN SCHOOL DISTRICT

We believe that home, school and community involvement is a shared responsibility among school staff, parents, students, and community members. The parent is recognized as the child's first educator. In order to develop effective communication between the home and school, parental involvement in school activities is encouraged and supported by the Marple Newtown School District in the following ways:

- ❑ All parents can become involved with their child's education at the school level by joining the Parent Teacher Organization. Parents can participate through subcommittees of this organization or through volunteering their services in various ways. Information is distributed at the yearly Back-To-School Night held at each building, or a parent can call the school and ask to be put in touch with a PTO representative.
- ❑ All parents are invited to attend District Parent/Teacher Conferences held two times per year, as well as classroom, building, and District events. All parents are welcome to visit classrooms during American Education Week in November.
- ❑ All parents receive school information in weekly Communication Envelopes that go home with the oldest child attending the school. Translation services are employed as needed to ensure that school communication is available to parents in a language that they can understand.
- ❑ The District allocates a portion of its federal grant funds to support parent involvement workshops at the building level. The Director of Elementary Education, the Reading/Federal Programs Supervisor, the building Principal, and the building Reading Specialist are available to consult with teachers in the development of parent involvement activities. District-sponsored activities include Summer Reading Lists and Math Activity Packets.
- ❑ Parents of Title I students are invited to participate on the Federal Programs Advisory Council. This group meets two to three times per year to review data and plan the District Title I program.
- ❑ Parents of Title I students are invited to a yearly Title I Organizational Meeting held at their child's school in the fall. An explanation of the school curriculum, assessment procedures, and expected proficiency levels based upon state standards are provided to parents at this meeting. Any parent may contact the Director of Elementary Education to ask questions regarding curriculum and assessment.

- ❑ A School/Parent Compact was designed by parents and educators to outline the ways in which staff, parents, and students share responsibility for student achievement. This Compact is sent home with Title I students in the fall.
- ❑ Parents of Title I students complete a Parent Survey at the conclusion of each school year as a way to give input concerning parent involvement activities and the organization of the Title I program for the upcoming year.
- ❑ Each elementary building develops its own Title I Parent Involvement project on a yearly basis. Topics for these projects include, but are not limited to: fluency, reading aloud, writing, comprehension, vocabulary development and working with words.

The support, which parents give to the education of their children in Marple Newtown, is a needed and appreciated part of the home, school, and community partnership.

ACCEPTABLE USE POLICY

The District provides all students with access to a computer network and Internet resources in their classrooms and other locations in every building. In accordance with guidelines of the Children's Internet Protection Act, an Acceptable Use Policy is required for each student. The policy, signed by parents and students, outlines the students' responsibilities while using District technology equipment and resources. The District provides filtering software on all computers, which blocks certain visual depictions and other inappropriate Internet content; however, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive. Copies of the Acceptable Use Policy are sent home with each student at the start of the school year, and can also be found online at www.mnsd.net/policies.

Meet our Mascots

Russell School



Worrall School



MARPLE NEWTOWN SCHOOL DISTRICT 2008-2009 ACCEPTABLE USE POLICY

User: _____ ID No. _____ Class/Homeroom: _____ Teacher: _____

Marple Newtown School District provides computer equipment, services, and network access for educational purposes only, under supervision of appropriate District personnel. (Educational purposes are defined as those purposes directly related to a Marple Newtown School District assignment, project, job or function for which the user is responsible.) Access to District resources is a privilege that carries with it the responsibility for proper use of those resources and computing facilities. MNSD recognizes that most computer users are responsible; however, the actions of irresponsible users can disrupt and interfere with the privileges of other users and with the operation of the District Network.

Use of the District Network and Internet provides great educational benefits to students. Unfortunately, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. MNSD provides filtering software on all computers which blocks certain visual depictions and other inappropriate Internet content, in compliance with current legal guidelines consistent with the Children's Internet Protection Act. In addition, the District may monitor the Network and Internet activity of any user. Access to the Network and Internet is given as a privilege to students and staff who agree to act in a considerate and responsible manner. We require that staff, and students and parents or guardians read, accept and sign the following rules for acceptable network behavior.

1. Users are responsible for good behavior on the Internet just as they are in a school building. General school rules for behavior and communications apply.
2. Network storage areas are District property and are available at the discretion of the District. Administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly.
3. The following are not permitted on computers located within our schools:
 - Participating in chat rooms, instant messaging, bulletin boards, or news groups, or accessing email for personal purposes;
 - Attempting to bypass District filtering services or network security;
 - Sending or displaying offensive messages or pictures, using obscene language, or harassing, insulting or attacking others;
 - Damaging computer, computer systems, network computers. (This includes, but is not limited to, installing or downloading software, removal of mouse balls, changing settings on the hard drives or display properties.)
 - Violating copyright laws;
 - Using another person's password or giving your password to another person;
 - Trespassing in or damaging another person's folders, work, or files; or attempting unauthorized access to either District or Internet networks;
 - Intentionally wasting limited resources, including electronic chain letters; messages broadcast to mailing lists or individuals; and participating in networked games or activities;
 - Employing the network for commercial purposes;
 - Revealing any personal information, including personal address or phone number of yourself or any other person without permission from your supervisor;

Inappropriate computer use or violation of any of the above regulations may result in suspension or loss of computer access, as well as other disciplinary or legal action as determined appropriate by District Administration. Persons responsible for supervision of students are responsible for prevention and reporting any inappropriate use of District resources.

I have read the rules for acceptable behavior, understand the rules, and agree to comply with the above stated rules.

User Signature: _____ **Date:** _____

As the parent or legal guardian of the student signing above, I grant permission for the above student to access networked computer services such as World Wide Web browsers or electronic mail. I understand that some materials on the Internet may be objectionable, but I accept responsibility for providing guidance to the above student on the Internet use both inside and outside school-setting and conveying standards for the above student when selecting, sharing, or exploring information and media.

Parent or Guardian Signature: _____ **Date:** _____