

Marple Newtown School District



Elementary School Handbook

Policies & Procedures
2005-2006

Culbertson Elementary School
Loomis Elementary School
Russell Elementary School
Worrall Elementary School

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MISSION

The mission of the Marple Newtown School District is to prepare each student for a responsible, rewarding, and self-reliant life.

In cooperation with home and community, our mission will be accomplished by:

- ❑ *Creating an educational environment which fosters personal excellence and a life-long enjoyment of learning*
- ❑ *Enabling each student to be a productive citizen*
- ❑ *Meeting the challenge in a rapidly changing world*

Dear Parents and Guardians,

As Director of Elementary Education, it is my pleasure to invite you to 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 you.

Sincerely,

Constance E. Bompadre, Ed.D.
August 2005

PROCEDURES 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 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.

Procedures: 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 the day. These include:

- Illness
- Urgent reasons 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 from you, it indicates that to us 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 are 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 by school)

Tardy (excused)	Student arrives <u>with proper note</u> by 9:10 a.m.
Tardy (unexcused)	Student arrives <u>without note</u> by 9:10 a.m.
Early Dismissal Present	Student leaves <u>with note</u> after 1:00 p.m.
Early Dismissal Half Day	Student leaves <u>with note</u> between 11:00 & 1:00 p.m.
Early Dismissal Full Day	Student leaves <u>with note</u> before 11:00 a.m.
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 p.m.
Early Nurse Dismissal Present	Nurse sends home student after 1:00 p.m.
Early Nurse Dismissal Half Day	Nurse sends home student between 11:00 & 1:00 p.m.
Early Nurse Dismissal Full Day	Nurse sends home student before 11:00 a.m.
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 p.m.

Late Arrivals

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

Culbertson & Loomis	9:00 a.m.
Russell	9:05 a.m.
Worrall	8:50 a.m.

Early Pickup of Students

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.

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. 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.

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 “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.

PARENTAL REQUEST FORM 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 student 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 experiences outside the classroom.

I have read the school policy on the reverse side 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(s) _____

Determination: _____ Approved _____ Not approved _____ Conditional approval

Explanation/Comments: _____

Principal's signature _____ Date _____

Procedures for Kindergarten Children on Scheduled Half Days

Instead of bringing in both AM and PM sessions on half days and have children attend school for less than an hour and a half, we will alternate days. Then, the children will attend the entire half day.

The schedule would be as follows:

Half-Days:

November 21, 2005	AM Session Reports to School
November 22, 2005	PM Session Reports to School
November 23, 2005	AM Session Reports to School
March 21, 2006	PM Session Reports to School
March 22, 2006	AM Session Reports to School
March 23, 2006	PM Session Reports to School
April 27, 2006	AM Session Reports to School
June 16, 2005	Both AM & PM Sessions will report to school to receive their report cards.

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 requested for students who are absent more than one day. If the request is made prior to lunch, the teacher will gather up the assignments which may be picked up after 3:15 p.m. If your child is absent for only one day, they may call the homework hotline 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.**

- Pagers ARE not permitted on school property.
- Cellular phones should not be operational or visible during school hours.
- MP3 players, Ipods, CD players or radios should not be brought to school.

LUNCH AND SNACKS

School lunches cost \$1.90. The lunch includes milk and dessert. Milk can be purchased separately for \$0.50. Snacks are also sold and range in price from \$0.15 to \$0.50. The MNSD school lunch periods are staffed by aides who monitor lunch room behavior and see to it that the children eat their lunch before buying snacks and/or go out to recess. Issues occurring during lunch will be addressed by either the principal or the school nurse.

In an effort to ensure every students' 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.

NATIONAL SCHOOL LUNCH PROGRAM

The elementary schools serve free or reduced price meals and other service if you qualify. These other services are outlined on the Multi-Purpose, multi-Child Household Application for Free and Reduced Price Meals.

Children may **buy lunch for \$1.90**. Your child **may also be eligible to receive meals free or at a reduced price**. All meals served must meet patterns established by the U.S. Department of Agriculture. If your child has been determined by a physician to be disabled and the disability would prevent the child from eating the regular school meal, the school will make any substitution prescribed by the physician. If a substitution is required, there will be no extra charge for the meal. If you believe your child requires a substitution because of a disability, please contact us for further information.

If you receive Food Stamps or TANF (formerly AFDC) Cash Assistance for your child, your child is eligible to receive free meals. If your total household income is the same or less than the amounts on the Income Chart below, your child may be eligible to receive free meals or reduced price meals. A foster child may receive free or reduced price meals regardless of your income. The reduced price is \$.40 for lunch.

To receive free and reduced price meals for your child you must complete a household application and return it to the school. A household application that is not complete cannot be approved. Dave Heit will notify you when the household application is approved or denied.

HOW TO APPLY

If you receive Food Stamps or TANF Cash Assistance for the child for whom you are applying, The Household Application must have the child's name, a Food Stamp or TANF Case Number for each child and the signature of an adult household member. If you are applying for a foster child, the Household Application must have the child's name, the child's "personal use" income and an adult signature. If you do not list a Food Stamp or TANF Case for each child listed in Part 1 of the Household Application, then the Household Application must have the child's name, the names of all household members, the amount of income each person received last month and the income source, the signature of an adult household member and the adult's social security number or the word "none" if the adult does not have a social security number.

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

Income Chart

Household Size	Annual	Monthly	Weekly
1	15,892	1,325	306
2	21,479	1,790	414
3	27,066	2,256	521
4	32,653	2,722	628
5	38,240	3,187	736
6	43,827	3,653	843
7	49,414	4,118	951
8	55,001	4,584	1,058
Each additional member add	+5,587	+466	+108

Verification: Your eligibility may be checked at any time during the school year. School officials may ask you to send documentation that your child is eligible to receive free or reduced price meals.

Fair Hearing: You may talk to school officials if you do not agree with the school's decision on your Household Application or the results of the verification. You also may ask for a fair hearing by contacting Mr. Wallace Jones, Business Administrator at 610.359.4266.

Reporting Changes: If your child receives free or reduced price meals because of your income, you must tell the school if your household size decreases or your income increases by more than \$50 per month or \$600 per year. If your child receives meals because they receive Food Stamp or TANF benefits, you must tell the school when you are no longer receiving Food Stamps and TANF Cash Assistance. You may then complete another Household Application giving income information.

Confidentiality: School officials will use the information on the Household Application to decide if your child is eligible to receive free or reduced price meals. The eligibility status of your child may be given to local Title 1 officials for allocation and evaluation purposes. If the other benefits section of the Household Application is completed, you are agreeing to release information regarding those services.

Reapplication: You may apply for free or reduced price meals anytime during the school year. If you are not presently eligible but have a change during this school year, such as a decrease in household income, an increase in household size, unemployment or receive Food Stamp or TANF Benefits for your children, complete a Household Application at that time.

A letter (PDE-3511B3-7/99) to all parents and guardians of elementary school children was sent home with students. With it was the application form and instructions. If you did not receive them, call Dave Heit, Supervisor of Food Services, at 610.359.4275.

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.

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 addition to an assigned school nurse, all schools in the Marple Newtown School District are staffed with a health assistant. 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.

PARENT/GUARDIAN AUTHORIZATION FORM IN-SCHOOL DISPENSING OF MEDICATION

PLEASE NOTE THAT **PRESCRIPTION MEDICATIONS** WILL NOT BE GIVEN WITHOUT THIS COMPLETED **MEDICATION REQUEST FORM** AND THE **PHYSICIAN'S PRESCRIPTION** ON FILE FOR EACH REQUEST. MEDICATION THAT IS TO BE ADMINISTERED DURING THE SCHOOL DAY MUST BE IN THE **PHARMACY CONTAINER AND MUST BE KEPT IN THE HEALTH OFFICE.** (A second bottle may be requested from the pharmacist.) Note: Medications may be carried by the student and self-administered only when certain conditions are met. See your School Nurse for further information. **STUDENTS ARE NOT PERMITTED TO CARRY MEDICATION** (except as noted above). **NON-PRESCRIPTION MEDICATION**, specifically for your child's medical condition, may be given upon WRITTEN REQUEST, without being prescribed by a physician. **NON-PRESCRIPTION MEDICATION** that is not already available in the health office must be provided by the parent in the original container, and **MUST BE LABELED WITH THE FOLLOWING INFORMATION: STUDENT NAME, DATE, DOSAGE AND DIRECTIONS.**

MEDICATION THAT IS NOT IN THE ORIGINAL CONTAINER IS NOT PERMITTED IN THE SCHOOL AND WILL NOT BE ADMINISTERED.

STUDENT NAME: _____ GRADE _____ TEACHER _____

IDENTIFICATION OF MEDICATION: _____

DOSAGE/ROUTE (ORAL, TOPICAL, ETC.): _____

TIME(S) FOR DOSAGE: _____

DIAGNOSIS: _____

SPECIAL INSTRUCTIONS: _____

NAME OF PHYSICIAN/DENTIST: _____

TELEPHONE NUMBER OF PHYSICIAN/DENTIST: _____

SIGNATURE: _____ DATE: _____

(Physician/Dentist)

SIGNATURE: _____ DATE: _____

(Physician/Dentist)

FAMILY EDUCATIONAL RIGHTS & 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 and the Test of Cognitive Skills, The Kaufman Brief Intelligence Test (K-BIT), The Pennsylvania System of School Assessment.

Schedule of Standardized Testing / Assessments

Second Grade – The Terra Nova and the Test of Cognitive Skills (TN/TCS) are given in the fall. The Terra Nova measures achievement in ten different areas, while the Test of Cognitive Skills measures aptitude.

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

Fourth Grade – The Terra Nova and Test of Cognitive Skills (TN/TCS) are given in the Spring. These tests measure achievement and aptitude.

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

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 online. (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 and 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. 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.

All parents wishing to send their children home with another student (either walking or taking the bus) will be required **to send a note to school no later than 12:00 on the day of the event**. Exceptions will be made in the event of emergencies regarding this policy. This will prevent potential overloading of the buses. Any parent requesting transportation other than that listed on the bus pass needs to contact the Transportation Department 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 and 3:00 p.m.

Refer to Responsibilities of Students on School Buses.

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.

CONSEQUENCES FOR MISBEHAVIOR

(May be any of the following, depending on the seriousness and/or frequency of misbehavior.)

1. Confinement to a restricted area of the classroom, building, or playground.
2. Suspension of privileges such as recess or access to school buses.
3. Conference with parents.
4. In-school suspension: time away from school activity or class for an extended period of time.
5. Suspension from school. Students may return to school after a conference between student, teacher, parents and principal.

In accordance with Act 26 of the Pennsylvania Legislature, which went into effect during the 1995-96 school year:

“A school district ... shall expel, for a period of not less than one year, any student who is determined to have brought a weapon onto school property, or any school sponsored event.” A weapon is defined as an “instrument or implement capable of inflicting serious bodily injury.” “School property” shall mean any public school grounds, any school sponsored activity, or a conveyance providing transportation to a school sponsored activity. “Weapon” shall include but not be limited to any knife, cutting instrument or tool, nunchaku, firearm, shotgun, rifle or any other tool, instrument, or implement capable of inflicting serious bodily injury.

THREATS OF VIOLENCE OR HARASSMENT

All threats of violence or harassment, whether oral, written, or symbolic, against students, staff, or to school facilities are prohibited. All such threats 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.

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.

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 for 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, spaghetti strap tops, or any tops not covering the shoulders will not be worn to school. Shirts must extend below the waistline.
- 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, platform shoes and high heels 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 an inappropriate or double meaning are prohibited.
- Pieces of jewelry that are inappropriate (such as large hoop earrings) or which present safety concerns (such as spiked necklaces and bracelets or chains) shall not be worn.
- No make-up is allowed.

HOMEWORK

Homework is an 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, and experience.

The purpose of homework is to:

- provide helpful practice to assist the students in strengthening their basic skills and reinforce their learning
- challenge students to use their initiative in solving problems
- encourage students to read effectively and more extensively
- utilize cultural resources such as television, radio, museums, libraries, and community facilities
- provide students an opportunity for self-evaluation and identification of difficulties
- encourage leisure interests, enrich school experiences, and reinforce learning through related home activities
- stimulate voluntary effort, initiative, independence, responsibility and self-direction

Homework varies according to the teacher and grade level involved. Typical homework assignments might consist of reading, following up in or reviewing any subject area, working on special projects, or doing drill work in math computation. The length of time spent on homework can vary greatly from child to child. The following homework time guidelines may be helpful:

- First grade—10 minutes per evening
- Second and third grades—15 to 30 minutes per evening
- Fourth and fifth grades—30 to 60 minutes per evening

Periodically, long range assignments are given, such as unit reports, special projects or book reports. Some pupils may put these off until the last minute, resulting in a large amount of time being required.

If properly planned, such assignments can be completed within the guidelines indicated.

Assignment books are provided for third through fifth grade students so that they can successfully and accurately keep track of school responsibilities and obligations. Parents can check these books nightly or periodically to determine how faithfully their child is completing his/her assignments. When a student is negligent in noting school work in the assignment book, parents are encouraged to bring this to the attention of the classroom teacher, who can check the book at the end of the school day.

Assignment sheets and homework folders are frequently used in the lower grades to assist the students in meeting their school demands and to facilitate the communication between home and school. Parents should expect their young students to share the contents 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. Likewise, if your child seldom has homework, contact his/her teacher so that the issue can be discussed.

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

- providing a suitable place for a student to study without distraction
- showing an interest in your child's educational experience
- assisting your child in budgeting his/her time for home study
- encouraging, counseling and inspiring him/her to broaden interests while insisting that he/she must do his/her own work
- contacting the teacher if you have questions
- reading to and with your child on a daily basis

Homework may be requested for students who are absent more than one day.

If the request is made prior to lunch, the teacher will gather up the assignments which may be picked up after 3:15 p.m. If your child is absent for only one day, they may call the homework hot line or receive their assignments upon their return.

PARENTAL INVOLVEMENT

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.