PAXON HOLLOW MIDDLE SCHOOL
“Home of the Fighting Tigers”

The mission of Paxon Hollow Middle School is to teach, support, and guide our children emotionally, physically, and socially during their transitional years. Our school community utilizes an interdisciplinary team approach to provide a sense of security and belonging in a challenging, exploratory academic environment.


Principal
Stephen E. Subers, Ed. D.

Assistant Principals
Matthew Flood
TJ Gretchen

815 Paxon Hollow Road, Broomall, PA. 19008

Main Office ..................... 610-359-4320
Absence Reporting .............. 610-359-4336
Fax Number ..................... 610-353-4061
Assistant Principals .......... 610-359-4325
Counseling Office ............. 610-359-4326
Library ............................ 610-359-4323
Nurse ............................. 610-359-4330
# Table of Contents

Accidents 3  
Attendance 3  
Absence 3-4  
Lateness to school 4  
Early Dismissal 5  
Counseling 6  
Student Assistance Program 6  
Discipline Code 6  
Student Responsibilities 6-7  
Sexual Harassment Policy 7  
Discipline Guidelines 7-12  
Weapons in School 12  
Bullying/Cyber Bullying 12-15  
Bus Misconduct 16  
Possession of Tobacco and Smoking 16  
Detention Hall and Saturday School 16  
Behavior Affecting Participation in School Events/Sports 17  
Student Suspension 17-18  
Student Expulsion 18  
Interrogation and Searches by Staff 19  
Reasonable Suspicion 19  
Cheating/Plagiarism 20  
Electronic Devices 20  
Student Identification 20  
Student Visitors 21  
Dress Code 21  
Emergency School Closing 21-22  
Fire Drills 22  
General Information and Rules 22  
Nurse 22-23  
Help Classes 23  
Mandatory Help Class 23  
Honor Roll 23  
Insurance 23  
Library 23-24  
Lockers 24  
Lost and Found 24  
Lunches 24  
Cafeteria Procedures 24  
Make-Up Assignments 25  
Marking System 25  
Progress Reports 25  
Promotion 25-26  
Failures and Summer School 26  
Telephone 26  
Activities 26  
Extracurricular Programs 26  
Interscholastic Athletic Eligibility 26-27  
Drama 27  
Music 27  
Student Council 27  
Eighth Grade Social/ Social Events 27  
MNSD Board Policies and Health Services Information 27  
Advisory 28  
Renaissance Program 28  
Acceptable Use Policy 29  
Document Formatting 30-32
The rules you are about to read supplement our ability to maintain the safety, order and discipline of all our students at Paxon Hollow Middle School.

ACCIDENTS:
Any student involved in an accident while on the school premises shall report immediately to the school nurse. If it happens after school, during a school related activity, it should be reported the next morning. The nurse will take care of the student and record the details of the accident for school records and purposes. In order to secure a claim from the insurance company, the accident must be reported to the insurance company within thirty (30) days. Claim forms are to be obtained from the school nurse. (Accident claim pertains only to those students who purchased insurance through the school district.)

ATTENDANCE:
It is required by the State Compulsory Attendance Laws that students be in attendance in school until the age of seventeen. Students and/or parents/guardians are responsible for regular attendance. Good attendance is essential to maintaining a good scholastic rating.
The only excused reasons for being absent from school are as follows: (1) illness, (2) death in immediate family, (3) extreme emergency as determined by the school administration, (4) family travel with prior approval by the administration.

Absence

There are three types of absences:

1. Absent: student brings a note from a parent or guardian within 48 hours regarding reason for absence. Only 5 parent notes will be accepted per year. After 5 parent notes, a doctor, court, or educational visit note will be required.

2. Excused: student brings a note from a doctor, court, or educational visit on official school form to designate a campus visit (must include signature, email and phone number of a school official). Students are permitted to take 3 official school visits with proper documentation.

3. Unexcused/Illegal: student does not have a note within 48 hours of absence. Each unexcused absence is considered a school cut.

Following the accumulation of three or more unexcused/illegal absences, the parents of the student will be mailed a legal notice. Any unexcused/illegal absences following this notice may result in prosecution. Unexcused/illegal absences are subject to no make-up privileges. Unexcused minutes of lateness will be totaled and are subject to truancy laws and disciplinary action.

Failure to comply with such a request will cause the absence to be recorded as unexcused/illegal. The school district does not recognize any day as a “cut day.” Absences on such days are considered unexcused/illegal.

*** Unexcused absences are classified as illegal if the student is under the age of 17.***

Any student that accrues more than 4 unexcused/illegal absences per marking period will be excluded from all extracurricular activities for the remainder of the marking period.
Parents or guardians should call the Attendance Office at 610-359-4336 prior to 9:00am in the event that a student is absent. Time permitting; parents who do not call will be contacted during the course of the school day.

By law, we must have a written note on file. A proper excuse note must be submitted within 48 hours. The note should include the student’s name, grade, student number, reason for absence, and parent/guardian signature. This will ensure proper recording of the student’s attendance record. After 48 hours the absence will be considered unexcused/illegal.

Family trips of an educational nature are permitted, provided that the appropriate guidelines are followed. Prior to the trip, the student must complete/submit to the principal an absence approval form at least three (3) days prior to the date of the intended trip. Forms can be obtained in the Attendance Office. Parents must verify in writing the cause for such an absence.

A doctor’s note will be required for admission to school at any time the school deems it necessary. Students who have been absent from school because of a communicable disease must present a doctor’s certificate before they may be readmitted to school.

LATENESS TO SCHOOL

Students reporting after 8:00 a.m. will be marked late. Students arriving late to homeroom/school, after 8:00, are required to bring a late note to the Main Office. The note should include the student’s name, homeroom, and reason the student is late. Doctor and dentist appointments or extreme family emergencies are the only legally accepted reasons for student lateness. A student must be in school by 9:30 a.m. in order to participate in an athletic contest/practice that day. An exception will be made if the student has an approved medical appointment, in which case, the student must present to the building administrator a signed statement from the doctor regarding the absence.

If a student arrives late to school three times, for non-legal reasons such as overslept, missed bus, etc., he/she will be required to attend detention.

2 categories:
1. Excused tardy – arrive with a doctor, court note, or official school form to designate a campus visit (must include signature, email and phone number of a school official).

2. Tardy – this covers all other tardies.

Levels of discipline and consequences:
2 unpenalized tardies per marking period; excused tardies do not count towards consequences.
3rd tardy = 1 detention
4th tardy = Saturday school + loss of campus privileges for 1 week

Loss of campus privileges means students must leave school grounds at the conclusion of the school day, unless attending a help class or detention. Students in this situation are not permitted to attend or participate in any extracurricular activities during this time.

5th tardy = suspension 1 day + parent conference to set up plan for improved attendance
6th tardy = suspension 1 day + removal from extracurricular activities for the marking period.
 EARLY DISMISSAL

Attendance in all classes is considered an important part of the educational process. Therefore, it is recommended that students not schedule appointments during the school day.

If a student must leave school prior to dismissal at 2:55, he/she is required to bring a note to the Main Office, prior to homeroom, stating the student’s name, time of dismissal, and reason for early dismissal. The secretary will give the student an early dismissal pass, which the student shows to the dismissing teacher, the student will then come to the main office for dismissal.

ANY PERSON WHO WILL BE PICKING THE STUDENT UP MUST REPORT TO THE MAIN OFFICE AND SIGN THE LOG BEFORE THE STUDENT WILL BE DISMISSED

Upon returning to school, students are to sign in at the Main Office. **Students who leave school early must follow proper sign-out procedures (and sign-in procedures, if student returns) in order to avoid disciplinary action.**

There are two types of early dismissals:

**Excused**: student brings a note from a doctor or court.

**Early Dismissal**: this would include any early dismissals where a doctor or court note is not provided; ie. Travel, non-district sports activities, etc.

Every effort should be made to provide written notification 24 hours in advance of an appointment; must include nature of appointment, parent signature and contact number, doctor’s name and contact number.

For all early dismissal notes, students must submit a doctor or court note upon return to school. Without such note, student may not be eligible to participate in any extracurricular activities at the conclusion of the school day.

Early dismissals follow same procedure as tardies in terms of consequences. Students are allowed 2 early dismissal notes per quarter. On the 3rd early dismissal, students begin to receive consequences in the same manner as being late to school.

**This does not include excused early dismissals, which are documented by doctor or court notes.**

3rd Early Dismissal = 1 detention
4th Early Dismissal = Saturday school + loss of privileges for 1 week

*Loss of privileges means students must leave school grounds at the conclusion of the school day, unless attending a help class. Students in this situation are not permitted to attend or participate in any extracurricular activities during this time.*

5th Early Dismissal= suspension 1 day + parent conference to set up plan for improved attendance
6th Early Dismissal= suspension 1 day + removal from extracurricular
COUNSELING DIVISION
Assignment of students to respective counselors is by grade level. Students are encouraged to schedule appointments with their counselor for discussion of personal or emotional problems. Individual counseling in a one-to-one relationship with the student is the heart of the counseling service. Other services rendered by the division include the collecting and distributing of occupational and vocational material as well as recommending to the administration change in the school program that would more adequately provide for the needs of all students. It is the philosophy of the counseling staff that the counselor’s task is to aid students in obtaining information, which would be helpful in making decisions. The counselors will assist students in evaluating information and will guide them in assessing their strengths and limitations. The final decision, however, is the responsibility of the individual student.

COUNSELOR ASSIGNMENTS:
2013-2014
Ms. Baselice -----------Grade 6
Mrs. Wigo --------------Grade 7
Mr. Davis -------------Grade 8
Counseling Office Telephone; 610-359-4326

STUDENT ASSISTANCE PROGRAM (S.A.P)
In today’s society at least one in every four students is directly affected by “people problems”, such as alcoholism, substance abuse, depression, and destructive or suicidal behaviors. The Paxon Hollow SAP team addresses the crisis situations that can develop in the school setting through identification and assistance of “at risk” students. SAP team members received training from the Pennsylvania Department of Education. Student assistance programs are state-mandated for secondary and middle schools. For further information inquire at the Counseling Office.

DISCIPLINE CODE
The Marple Newtown Discipline Code is designed to ensure the rights of all students to a productive educational environment in which students learn the skills necessary to develop into mature, responsible young adults. Respect is an important ingredient of discipline. The Marple Newtown Code may be summarized as:

- Respect for the health, safety, and welfare of self and others
- Respect for all property
- Respect for the learning environment
- Respect for regular attendance and conscientious effort in all instructional activities

Our hope is that an atmosphere of respect will be clearly evident in all of our programs and activities.

STUDENT RESPONSIBILITIES
It is the responsibility of each student:
1. To become a self-sufficient contributing member of society.
2. To secure training sufficient to carry out a meaningful life’s work.
3. To develop within himself/herself respect for the rights and ideas of others, and a concern for the well being of the total group.
4. To respect and obey existing regulations recognizing that should changes in policy be necessary, proper channels should be followed in effecting such changes.
5. To voice his/her own views while at the same time listening to and respecting the opinions of others.
6. To respect other people and their possessions.
7. To grant the staff the respect and deference due its position and academic preparation.
8. To furnish truthful information concerning school related matters to the staff upon request.
9. To refrain from abusing school property and to recognize that because school property is publicly owned each citizen bears the responsibility for the preservation of its utility and beauty. It is therefore incumbent upon each student to aid in the apprehension of any individual who would destroy school property through acts of vandalism or abuse of any kind.
10. To refrain from any actions that would disrupt the learning process of others.
11. To attend school on a regular basis and to make a conscientious effort in all classes.
12. To dress and groom themselves so as to meet fair standards of safety, health, and common decency.

**FREEDOM FROM SEXUAL HARASSMENT POLICY**
The Marple Newtown School District is committed to assuring equal educational environment for all its students that are free from any type of sexual harassment by staff or students of the district. Any written communication, verbal or physical behavior by administrators, supervisors, faculty, staff, or students, which constitutes sexual harassment of any students, will not be tolerated. Students who feel they have a legitimate complaint of sexual harassment of any form or nature should report it immediately to the building principal, counselor, or school security.

**PAXON HOLLOW DISCIPLINE GUIDELINES 2014-2015**

*The discipline policy is in effect for all students during any and all school hours, school activities, and/or school sponsored events and/or whenever a student is in school, on school property and nearby properties, and/or in a school vehicle, including, but not limited to school buses.*

**MNSD School Board Policy #218**
The Board acknowledges that conduct is closely related to learning; an effective instructional program requires a wholesome and orderly school environment and the efficiency of the educational program is, in part, reflected in the behavior of students and employees.

The Board shall require each student of this district to adhere to the rules and regulations promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The rules govern student conduct in school and during the time spent in travel to and from school. Such rules shall require that students:

1. Conform to reasonable standards of socially acceptable behavior.
2. Respect the rights, person, and property of others.
3. Preserve the degree of order necessary to the educational program in which they are engaged.
4. Obey constituted authority and respond to those who hold that authority.

**Title 22 of the School Code states:**

Corporal punishment shall not be imposed upon a student.

Reasonable force may still be used by teachers and school authorities under any of the following circumstances: (1) to quell a disturbance, (2) to obtain possession of weapons or other dangerous objects, (3) for the purpose of self-defense or (4) for the protection of persons or property.
# PAXON HOLLOW DISCIPLINE GUIDELINES 2014-2015

## Code of Conduct

The following list is not intended to be inclusive of all acts of misconduct. Repeated instances of any misbehavior listed, increases the punishment at the discretion of the administrator involved. Any disruption to the educational process will be treated as a violation of the Middle School Discipline Policy. These discipline Guidelines are in no way intended to diminish the authority of the School Direct to refer a student to a due process hearing.

### LEVEL I ~ BEHAVIORS THAT IMPEDE ORDERLY CLASSROOM PROCEDURE

(Violation – Consequence)

<table>
<thead>
<tr>
<th>Behavior Description</th>
<th>Per marking period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Chewing gum, candy, food</td>
<td><strong>Teacher Conference with student</strong></td>
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<tr>
<td></td>
<td>Parent contact/teacher detention</td>
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<tr>
<td></td>
<td>Administrative referral/detention/ Saturday School</td>
</tr>
<tr>
<td>a. Instance</td>
<td><strong>Teacher Conference with student</strong></td>
</tr>
<tr>
<td>b. Instances</td>
<td>Administrative Referral/ Warning</td>
</tr>
<tr>
<td>c. Repeated instances</td>
<td>Detention</td>
</tr>
<tr>
<td>2. Violation of Agenda/ID Policy</td>
<td><strong>Teacher Conference with student</strong></td>
</tr>
<tr>
<td>a. Instance</td>
<td>Administrative Referral/detention/ Saturday School</td>
</tr>
<tr>
<td>b. Instances</td>
<td>Same as above/detentions</td>
</tr>
<tr>
<td>c. Repeated instances</td>
<td>Same as above/Saturday School</td>
</tr>
<tr>
<td>3. Violation of Electronic Device Policy</td>
<td><strong>Returned to Parent/Guardian only</strong></td>
</tr>
<tr>
<td>a. Instance</td>
<td>Pickup in main office</td>
</tr>
<tr>
<td>b. Instances</td>
<td>Same as above/Warning</td>
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<tr>
<td>c. Repeated instances</td>
<td>Same as above/detentions</td>
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<tr>
<td></td>
<td>Same as above/Saturday School</td>
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<tr>
<td></td>
<td>Same as above/Suspension</td>
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<tr>
<td>4. Violation of Dress Standards*</td>
<td>Administrative Referral/Warning/ detention/Saturday School</td>
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<tr>
<td>5. Lockers ~ Students are to use locker at times determined by grade level teachers and before/after lunch</td>
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<td></td>
<td>Teacher Discipline before/after school</td>
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<td></td>
<td>Administrative referral/detention/ Saturday School</td>
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<tr>
<td></td>
<td>Serious or repeated instances.</td>
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<tr>
<td></td>
<td><strong>Teacher Discipline</strong></td>
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<tr>
<td></td>
<td>Administrative referral/detention</td>
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<tr>
<td>6. Backpacks, pocketbooks, purses (must be kept in locker)</td>
<td><strong>Teacher Discipline</strong></td>
</tr>
<tr>
<td></td>
<td>Administrative referral/detention</td>
</tr>
<tr>
<td>7. Disrespect to peers, profanity or other inappropriate language-verbal or written</td>
<td><strong>Teacher Discipline</strong></td>
</tr>
<tr>
<td></td>
<td>Administrative referral/detention</td>
</tr>
<tr>
<td></td>
<td>Saturday School/ Suspension for serious or repeated instances</td>
</tr>
</tbody>
</table>

(School retains the right of inspection)
<table>
<thead>
<tr>
<th></th>
<th>Classroom disturbance (minor)</th>
<th></th>
<th>Substitute Teacher referral classroom discipline</th>
<th></th>
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<tbody>
<tr>
<td>8.</td>
<td>Per Marking Period</td>
<td></td>
<td>(Double Penalty)</td>
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<tr>
<td></td>
<td>Conference with student</td>
<td></td>
<td>Administrative Referral/detention/ Saturday</td>
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<td></td>
<td>Parent contact/ teacher</td>
<td></td>
<td>School/ Suspension</td>
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<tr>
<td></td>
<td>detention</td>
<td></td>
<td>Administrative referral/detention</td>
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<tr>
<td></td>
<td>Administrative referral/</td>
<td></td>
<td>Saturday School/Suspension</td>
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<tr>
<td></td>
<td>detention</td>
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<tr>
<td>9.</td>
<td>Minor behavior disturbances in any area of the school (ex. cafeteria)</td>
<td></td>
<td>Teacher discipline/Administrative referral/</td>
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<td></td>
<td>Detention/ Saturday school/ Suspension</td>
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<tr>
<td>10.</td>
<td>Per Marking Period</td>
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<tr>
<td></td>
<td>Conference with student</td>
<td></td>
<td>Administrative referral/detention</td>
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<td></td>
<td>Parent contact</td>
<td></td>
<td>Administrative referral/Saturday school</td>
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<td></td>
<td>Administrative referral/</td>
<td></td>
<td>Suspension</td>
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<td></td>
<td>Saturday school</td>
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<tr>
<td>11.</td>
<td>Late to School/Homeroom (8:00)</td>
<td></td>
<td>Per Marking Period</td>
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<tr>
<td></td>
<td>Per Marking Period</td>
<td></td>
<td>Conference with student</td>
<td></td>
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<tr>
<td></td>
<td>Parent contact</td>
<td></td>
<td>Administrative referral/detention</td>
<td></td>
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<tr>
<td></td>
<td>Administrative referral/</td>
<td></td>
<td>Saturday School/Suspension</td>
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<tr>
<td></td>
<td>Saturday school</td>
<td></td>
<td>Administrative referral/Saturday school</td>
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<tr>
<td>12.</td>
<td>Late/ Cutting/teacher detention</td>
<td></td>
<td>Per Marking Period</td>
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<td></td>
<td>Per Marking Period</td>
<td></td>
<td>Additional teacher detention/ Parent Contact</td>
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<tr>
<td></td>
<td>Administrative referral/</td>
<td></td>
<td>Administrative referral/2 detentions</td>
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<td></td>
<td>Saturday School</td>
<td></td>
<td>Administrative referral/2 detentions</td>
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<td></td>
<td>Suspension</td>
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<tr>
<td>13.</td>
<td>Late to Class</td>
<td></td>
<td>Per Marking Period</td>
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<tr>
<td></td>
<td>Per Marking Period</td>
<td></td>
<td>Conference with Student</td>
<td></td>
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<tr>
<td></td>
<td>Parent contact</td>
<td></td>
<td>Teacher detention</td>
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<tr>
<td></td>
<td>Administrative referral/</td>
<td></td>
<td>Administrative referral/2 detentions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Saturday school</td>
<td></td>
<td>Administrative referral/2 detentions</td>
<td></td>
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<tr>
<td></td>
<td>Suspension</td>
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<tr>
<td>14.</td>
<td>Late/ Cutting/Mandatory Help Class</td>
<td></td>
<td>Per Marking Period</td>
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<tr>
<td></td>
<td>Per Marking Period</td>
<td></td>
<td>Teacher/student conference/ Parent Contact</td>
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<tr>
<td></td>
<td>Administrative referral/</td>
<td></td>
<td>Administrative referral/2 detentions</td>
<td></td>
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<tr>
<td></td>
<td>Teacher detention</td>
<td></td>
<td>Administrative referral/2 detentions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Saturday School</td>
<td></td>
<td>Administrative referral/2 detentions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Suspension</td>
<td></td>
<td>Administrative referral/2 detentions</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Late, cutting, misbehavior, dismissal from Administrative detention</td>
<td></td>
<td>Administrative Referral/ 2 detentions/</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Saturday School/ Suspension</td>
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</tbody>
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## LEVEL II – DISRUPTIVE BEHAVIOR AFFECTING SCHOOL LEARNING CLIMATE

### VIOLATION

<table>
<thead>
<tr>
<th>Violation</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>16. Defiance/Insubordination</td>
<td>Administrative referral/ Saturday School/ Suspension</td>
</tr>
<tr>
<td>17. Horseplay/Inappropriate physical contact</td>
<td>Administrative referral/ Detention(s)/Saturday School(s)/ Suspension</td>
</tr>
<tr>
<td>18. Inappropriate display of affection (ex. hugging and or kissing)</td>
<td>Administrative referral/ Detention(s)/Saturday School(s)/ Suspension</td>
</tr>
<tr>
<td>19. Lying</td>
<td>Administrative referral Saturday School/Suspension</td>
</tr>
<tr>
<td>20. Cutting Class</td>
<td>Administrative referral/ Saturday School/Suspension</td>
</tr>
<tr>
<td>21. Out of designated area without permission</td>
<td>Administrative referral/detention Saturday School/Suspension</td>
</tr>
<tr>
<td>22. Cheating/ Forgery/ Plagiarism</td>
<td>Administrative referral/ Saturday School/ Suspension</td>
</tr>
<tr>
<td>23. Truancy</td>
<td>Parent Conference/Administrative referral/ detention (6 hours)</td>
</tr>
<tr>
<td>24. Gambling- any form</td>
<td>Administrative referral/ detention/ Saturday School/ Suspension</td>
</tr>
<tr>
<td>25. Disrespect to a staff member</td>
<td>Teacher discipline or Administrative referral/ detention/ Saturday School/ Suspension</td>
</tr>
<tr>
<td>26. Projectiles- Throwing or projecting of any object</td>
<td>Administrative referral/ Saturday School/ Suspension</td>
</tr>
<tr>
<td>27. Bullying*/Harassment</td>
<td>Administrative referral/ detention/ Saturday school/ Suspension</td>
</tr>
</tbody>
</table>

## LEVEL III – THREATEN BEHAVIOR TO THE HEALTH, SAFETY, WELFARE OF SCHOOL COMMUNITY

<table>
<thead>
<tr>
<th>Violation</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>28. Verbal Assault (profanity, racial/ethnic/sexual harassment, threats)</td>
<td>Administrative referral/ Suspension</td>
</tr>
<tr>
<td>29. Verbal assault to staff</td>
<td>Administrative referral/ 3 day Suspension</td>
</tr>
<tr>
<td>30. Leaving school grounds/ building</td>
<td>Administrative referral/ Suspension</td>
</tr>
</tbody>
</table>
31. Possession, smoking, chewing or other use of tobacco products is prohibited within the Marple Newtown Schools and grounds  
   Administrative referral/ Suspension

32. Possession of lighter(s)/match(es)  
   Administrative referral/ Suspension

33. Theft  
   Suspension and/or expulsion/ restitution

34. Vandalism/Defacing of School Property  
   Suspension and/or expulsion/ restitution

**LEVEL IV – BEHAVIOR WHICH THREATENS THE HEALTH, SAFETY, OR WELFARE OF MEMBERS OF THE SCHOOL COMMUNITY**

<table>
<thead>
<tr>
<th>VIOLATION</th>
<th>CONSEQUENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>35. Safety Concern- Thoughtless acts that could endanger one’s self or others. Failure to follow classroom safety procedures/regulations</td>
<td>Suspension 1-5 days and/or expulsion</td>
</tr>
<tr>
<td>36. Instigating a fight</td>
<td>Suspension 1-5 days and/or expulsion</td>
</tr>
<tr>
<td>37. Fighting</td>
<td>Suspension 1-5 days and/or expulsion</td>
</tr>
<tr>
<td>38. Assault (physical)</td>
<td>Suspension 1-5 days and/or expulsion</td>
</tr>
<tr>
<td>39. Unlawful use of fire alarm</td>
<td>Suspension 3-10 days and/ or expulsion</td>
</tr>
<tr>
<td>40. Arson</td>
<td>Suspension 3-10 days and/or expulsion</td>
</tr>
<tr>
<td>41. Drug/ Alcohol/ Inhalant (including paraphernalia/ possession/dispensing/ sale or use)</td>
<td>Suspension 5-10 days and/or expulsion report to law</td>
</tr>
<tr>
<td>42. Possession of dangerous weapons (including but not limited to firearms, explosives, knives, razors, blades, martial arts weapons, chemical irritants or any item one can use to cause injury)</td>
<td>Suspension up to 10 days and/or expulsion /report to law <strong>ACT 26 SCHOOL CODE 1317.2</strong></td>
</tr>
<tr>
<td>43. Overt threats to commit crime of violence with intent to terrorize other students, teachers, staff, and/or school officials, involving firearms, explosive devices, instruments resembling explosive devices, knives and any other instrument which can cause serious bodily harm</td>
<td>Suspension up to days and/or expulsion/ report to law <strong>ACT 26 SCHOOL CODE 1317.2</strong></td>
</tr>
</tbody>
</table>
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.

The building administrator shall have the authority to assign discipline to students, subject to the rules and regulations of the Superintendent and to the student’s due process right to notice, hearing, and appeal.

Teaching staff members and other employees of this Board having authority over students shall have the authority to take such reasonable actions as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

WEAPONS IN THE SCHOOL  Policy # 218.1

Weapons and replicas of weapons are forbidden on school property.

Weapons shall include, but not be limited to, firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.

Dangerous weapon means any weapon, device, instrument, material or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.

Any loaded or unloaded firearm or weapon possessed on or about a person while on district property is subject to seizure or forfeiture.

Incidents of students possessing weapons will be reported to the student’s parents and will be reported to the police. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and with students who assist possession in any way.

Weapons under the control of law enforcement personnel are permitted. The Superintendent may authorize other persons to possess weapons in school buildings. The Superintendent may prescribe special conditions or procedures to be followed before giving such authorization.

BULLYING/CYBERBULLYING  Policy # 249

Creating and maintaining a safe and welcoming learning environment for all students is a high priority in all school district schools. A safe school environment free from bullying is necessary for students to learn and achieve high academic standards. Bullying behavior disrupts the educational or learning process, and may present an obstacle to the academic, vocational, social, emotional, and other development of students. Bullying and cyberbullying can also escalate into more serious violent or cyberspace crimes. Therefore, bullying and cyberbullying will not be tolerated.

Bullying – For the purposes of this policy, bullying means an intentional electronic, written, verbal or physical act, or a series of acts (a) directed at another student or students (b) that is severe, persistent or pervasive, and (c) that has the effect of doing any of the following:
1. Substantially interfering with a student’s education;
2. Creating a threatening environment; or
3. Substantially disrupting the orderly operation of the school.

The school district is not prohibited from defining bullying in such a way as to encompass acts that occur outside of the school setting if those acts (1) substantially interfere with a student’s education; (2) create a threatening environment; or (3) substantially disrupt the orderly operation of the school.

For example, bullying could be cyberbullying, and/or a form of harassment in which the behavior is intended, or perceived to intend, to harm or cause distress to another. It may include, but is not limited to, actions such as verbal taunts, physical aggression, extortion of money or possessions, including any discriminatory statements prohibited by and consistent with the school district’s nondiscrimination and harassment policies.

The term cyberbullying shall not be interpreted to infringe upon a student’s right to engage in legally protected speech or conduct.

The Board prohibits all forms of bullying. Any violation of this policy shall be considered an infraction of the Code of Student Conduct, with discipline implemented accordingly, and on a case-by-case basis. All bullying behavior that is believed to be violation of the Pennsylvania Crimes Code will be reported to the police.

This policy shall be implemented through the cooperative efforts of the Board of School Directors, Superintendent, the Superintendent’s Team, the building administrators, the school employees, the parents/guardians, the students, the school volunteers, law enforcement and the school district’s community.

Any person discovering bullying shall report the incident to a Marple Newtown School District teacher, counselor, or administrator. School employees will provide immediate interventions consistent with this policy. Students are also required to immediately report bullying.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee(s) must (a) ensure that this policy is reviewed annually with students, and (b) in cooperation with other appropriate school district administrators ensure that this policy is reviewed every three (3) years, then, if applicable, recommend necessary changes to the Board of School Directors.

The school district administrators must annually provide the following information with the Safe School Report:

1. The Board of School Director’s Bullying Policy.
2. A report of the school district’s bullying incidents.
3. Information on the development and implementation of the bullying prevention, intervention, and education programs.
Notices
The Code of Student Conduct, which shall contain this policy, must be disseminated annually to students.

This policy must be accessible in every classroom. The policy must be posted in a prominent location within each school building where notices are usually posted, and posted on the school district’s website.

Bullying Prevention, Intervention, and Education Programs
The school district must educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Bullying prevention, intervention, and education programs must also be provided that consists of school-wide actions, classroom-level activities, individual interventions, and community involvement.

1. School-wide actions include, but are not limited to, training for school staff and students and adoption of the following district-wide anti-bullying rules:

   a. We do not bully others.
   b. We help students who are bullied.
   c. We include students who are left out.
   d. We tell an adult at school and an adult at home when somebody is being bullied.

2. Classroom level activities including, but are not limited to, consistent interventions, use of rules, reinforcement of pro-social behavior and incorporation of bullying themes.

3. Individual interventions include, but are not limited to, follow up with both victims and bullies that may include consequences, provisions for making restitution, and counseling referrals, as appropriate.

4. Community involvement encourages partnerships with families, community organizations and agencies to implement the school district’s bullying prevention, intervention, and education programs.

Complaint Procedure
When a student believes that she/he is a victim of bullying, the student and/or parent(s)/guardian(s) shall promptly report a complaint of bullying, orally or in writing, to the building principal, counselor, teacher or another school employee. If the building principal is the subject of a bullying complaint, the student and/or parent(s)/guardian(s) shall promptly report the complaint directly to the Superintendent or Superintendent’s designee.

All school employees are required to report alleged violations of this policy to the building principal or the principal’s designee. An employee shall be subject to disciplinary procedures
consistent with the current collective bargaining agreement (if applicable), school district policy, federal, state, and local laws for failure to report.

Complaints of bullying must be investigated by the principal/principal’s designee, or Superintendent/ Superintendent’s designee, as applicable, promptly, and corrective action must be taken when allegations are verified. Confidentiality of all parties must be maintained, consistent with the school district’s legal and investigative obligations. The incident must be maintained as a confidential record in the discipline file of both the victim and the bully.

The building principal/principal’s designee or Superintendent/ Superintendent’s designee will contact the parent/guardian of both the bully and the victim.

Consequences For Violations
A founded charge against a school district employee shall subject such employee to disciplinary action, up to and including discharge.

A founded charge against a school district student shall subject such student to disciplinary action. Appropriate consequences and remedial actions range from positive behavioral interventions to and including suspension or expulsion, and may include counseling (within and/or outside of the school), parental conferences, detentions, separating the student(s) being bullied from the perpetrators(s), warnings, usage restrictions, loss of school privileges, reassignment (including but not limited to another school building, classroom, or school bus), exclusion from school-sponsored activities), oral or written reprimands, detentions, suspensions, expulsions, referral to law enforcement officials, and/or legal proceedings.

Any violations of this policy shall be considered an infraction of the Code of Student Conduct and any other applicable school district policy, with discipline implemented accordingly on a case-by-case basis. Any violation of the Pennsylvania Crimes Code will be reported to law enforcement.

Victims and their parents/guardians shall be made aware of appropriate counseling, agency services and safety plan developments described in the school district’s victimization procedures.

Retaliation
The school district prohibits reprisal or retaliation against any person who in good faith reports an act of bullying. The principal/principal’s designee, in accordance with the Code of Student Conduct and/or any other applicable school district policy, will determine the consequences and remedial actions for students, and the Superintendent/ Superintendent’s designee for employees. Any violation of the Pennsylvania Crimes Code will be reported to law enforcement.

False Reports
The principal, in accordance with the Code of Student Conduct and/or other school district policy, will determine the consequences and remedial actions for a student found to have falsely accused another as a means of harassment, intimidation, or bullying. The Superintendent will determine consequences and remedial actions for an employee found to have falsely accused another as a means of harassment, intimidation or bullying. Any violation of the Pennsylvania Crimes Code will be reported to law enforcement.
**BUS MISCONDUCT REFERRAL**

*Bus Misconduct will be addressed based on the student code of conduct and may result in the following loss of privileges as per the administrator’s discretion.*

1. First referral 3-5 Days and 1 point
2. Second Referral 5-10 Days and 3 points
3. Third Referral 30 Days and 4 points
4. Fourth Referral **NO BUS PRIVILEGE FOR REMAINDER OF THE YEAR**

**POSESSION OF TOBACCO and SMOKING**

1. First referral Suspension of 3 days, report to school police, and a fine.
2. Second referral Suspension of 5 days, report to school police, and a fine.
3. Third referral Suspension of 10 days, report to school police, and a fine.
4. Fourth referral Recommendation to the board for expulsion.

**DETENTION HALL AND SATURDAY SCHOOL**

Administrative Detention Hall is a disciplinary measure used exclusively by the administrative staff. When school detention is assigned, it is a punishment; therefore, the Detention Hall itself will be operated strictly. The following rules will be enforced:

1. While in detention, students will be given activity packets to work on. Any student who is uncooperative in Detention Hall will not receive credit for attendance and will risk suspension from school. This will be reported to the Assistant Principal.

2. Detention Hall will be held Tuesday, Wednesday, and Thursday 3:00 to 4:00 pm, as assigned by an Administrator. Team or teacher detention will take precedence over school Detention Hall. If a student is assigned to both on the same day, he or she should report to the school detention with a note after dismissal from the team or teacher detention.

3. Some Violations or any repeated violations can result in the assignment of Saturday School at the discretion of the Principal or Assistant Principal. During the days of Saturday School, the following conditions will prevail:
   a. Students will attend from 8:00 am to 11:00 am. Lateness is unacceptable and will not be permitted.
   b. Students will be given a work assignment provided by the moderator. Once completed, students are to work on school work only. Students must bring all their books, assignments, pens, and paper.
   c. Same Dress attire as required during a regular school day.
   d. No one will be excused during this time for any reason.
   e. There will be no food or drink allowed. No electronic equipment is permitted (cell phones, etc)
   f. Students will be escorted to the lavatories at an appropriate time period.

**Failure to serve Saturday School will result in additional Saturday School and a school suspension.**
BEHAVIOR AFFECTING PARTICIPATION IN SCHOOL EVENTS

The following guidelines based on a code of conduct point system will determine attendance of school events. If a student accumulates **10 or more** disciplinary points, he/she will lose the privilege to participate in planned school sponsored events of the 2014-2015 school year. The following is the infraction breakdown system.

**INFRACTIONS**

Each Administrative Detention - 1 point
Sunday School Detention - 3 points
Suspension – 4 Points per Day

Following each recorded offense, the parent will receive a point update form regarding the violation. **Once a student has reached 10 points**, he/she can have 3 points deducted by avoiding any administrative infractions for a period of 8 consecutive school weeks.

BEHAVIOR AFFECTING PARTICIPATION IN SPORTS

- These rules will be in effect starting on the first day of team practice.
- As per Code of Conduct, Level IV infractions will result in removal from the team.
- If a student earns the following points during the season:
  - 4 points = miss 1 game
  - 6 points = miss 2 games
  - 8 points = miss 3 games
  - 10 points = removal from team

Please note that school detentions will not be moved from assigned dates due to practices or games.

STUDENT SUSPENSION

1. Suspension Procedures

   1. Out of school suspension will be made by the assistant principal or principal.
   2. Parents will be notified by mail and/or telephone that their son or daughter has been suspended from school along with the reason for the suspension and the length of the suspension. A parent conference may be scheduled.
   3. Credit will be given for all work missed once completed upon student’s return. It is the students’ responsibility to make up work.
   4. Students may not attend or participate in extracurricular activities or practices while suspended.
   5. If conditions of suspension are violated, the student is subject to additional suspension and or expulsion.
II. Temporary (three (3) school days or less)
The building principal may temporarily suspend a student for disobedience, misconduct, or infraction of school rules after the student has been informed of the reason(s) for the suspension and has been given an opportunity to tell his/her side of the story. Whenever authority is given to the building principal, it may also be exercised in his absence or with his approval by the assistant principal or acting principal.

III. Full (more than three (3) school days)
The building principal may suspend a student for more than three (3) days if the total number of days, including temporary suspension, does not exceed ten (10) school days. An informal hearing opportunity will be afforded the student within the first five (5) days of the suspension in the presence of the principal and/or Superintendent of Schools and notice shall be provided by the principal to the parent/guardian requesting their presence. Purpose of hearing: To enable the student to explain the circumstances; to delineate circumstances; to avoid recurrence of the offense for which he/she is charged; to determine if the suspension should be extended or expulsion is to be recommended.

Due process: Reasons, in writing, must be provided for student and parent/guardian. Principal shall make reasonable attempt to accommodate parent/guardian schedule in fixing time of hearing. Student may speak or present witnesses in his/her behalf; witnesses may be cross-examined. Following informal hearing, principal may decline additional suspension; authorize return of student to school; return student to school on probation; restrict co-curricular activity; continue suspension for full suspension period of ten (10) days; recommend to Superintendent of Schools action to expel.

IV. Student rights during suspension period: During period following full suspension, prior to hearing or decision by School Board by Disciplinary Committee, student shall be placed in regular classes unless the principal determines, after hearing, that presence would constitute a threat to health, safety, morals, or welfare of others. Students are required to make up exams and work missed must be completed within no more than twice the number of school days of temporary/full suspension.

STUDENT EXPULSION
The Board of School Directors shall conduct formal hearings, upon written notice of the Superintendent of Schools recommending student expulsion. The Board Solicitor shall be present at all hearings to advise the committee on matters pertaining to procedure and evidence. The Board shall be responsible for recording the proceedings. Upon receipt of written notice from the Superintendent of Schools recommending expulsion, the Board Secretary shall arrange, without unreasonable delay, time, date, and place for hearing. The Secretary shall give at least three (3) days notice, in writing, by certified mail, to parents or person in loco parents and to the student. Notice from the Secretary shall include name of accuser, offense or offenses, names of witnesses, explanation of student right to offer testimony and present witnesses, evidence in his/her own behalf, and right of student to be represented by counsel of individual choice, referral to Delaware County Legal Assistance Association if he/she cannot afford legal counsel. The student shall have the right to demand that witnesses appear in person to answer questions or be cross-examined. If requested by the student or parents, a private hearing shall be held. The Board shall not be bound to technical rules of evidence, but may hear all relevant probative evidence pursuant to Local Agency Act PA C.S.A. Section 551.
INTERROGATIONS AND SEARCHES BY STAFF

The policy concerning criminal activity by students on school property, search of the student or a locker, periodic searches of student lockers, shall be as follows:

1. It is prohibited for any student, while at school, to possess on his/her person, in a locker or to use in any manner or to sell substance, items, or device, the use, possession or sale of which is a crime under the laws of Pennsylvania.

2. Any building administrator or teacher who reasonably suspects that a student has in his/her possession on the school property sells or uses on school property any illegal material, shall proceed as follows;
   a. Local law enforcement may be called immediately.
   b. By law, an administrator or teacher stands in the place of the parent to the students in the school. The matter or incident should be referred immediately to the building principal, with an explanation of what the facts are which led to the conclusion that the student possesses, uses, or sells illegal material.
   c. The principal shall confront the student with the facts as presented to the principal, and if necessary, the principal will search the student and/or his/her locker.
   d. If the student uses force to resist, the police shall be called for help.
   e. When a search is made of a student or his/her locker, at least one other teacher or school official should be present.
   f. If it is reasonably suspected that a student has illegal material in his/her vehicle on school property, the principal shall conduct a search of the car, and if necessary, immediately call the police.

3. If illegal material is found, it shall be confiscated, marked in some identifying manner in the presence of the student, and if possible, of at least one other professional staff, and then held in a safe place for delivery to police. An attempt should then be made by the principal to notify the student’s parents. If illegal material is found and marked, the police will be called immediately and advised of the matter. All material shall then be delivered immediately to the police.

4. Unannounced, blanket searches of all student lockers may be conducted whenever the principal deems necessary. Any illegal material or evidence of the commission of crime, shall, after identification, be confiscated and turned over to the school with a complete report.

5. All school personnel shall cooperate with the school and/or local police in every manner possible in carrying out this policy.

REASONABLE SUSPICION

Reasonable suspicion is defined as a conclusion arrived at by a reasonable, prudent and conscientious mind, from the facts at hand. If the facts logically, rationally, and in the exercise of good common sense, lead a reasonable, prudent and discreet person to conclude that a student has illegal material on school property, or on his/her person, this is a reasonable suspicion.
CHEATING/PLAGIARISM
Plagiarism or cheating, which is defined as the taking and use of another person’s ideas, writings, or inventions as one’s own, will not be tolerated. This includes:

- Turning in someone else’s work (including homework) as your own.
- Copying another’s lab report or similar assignment.
- Copying something word for word without putting it within quotation marks and citing the author.
- Paraphrasing another work without giving credit to the original author.
- Extensive paraphrasing, even when credit is given.
- Failing to indicate where borrowing begins and ends.
- Cheating on any assessment by using another person’s work or allowing another person to use your work.
- Disciplinary action will be taken for violations against the cheating/plagiarism policy.
- A student guilty of cheating or plagiarizing will receive a zero as the grade on the test or assignment.

ELECTRONIC DEVICES
The use of any Personal Electronic Devices, including but not limited to electronic paging devices, laser pointers, cellular phones, radios, tape or cd players, gaming devices, MP3 players, e-readers, I Pads, and I Pods during the school day is prohibited. Students which bring any electronic devices to school are instructed to power down their devices upon entering the school and store it in their locker. Students are not permitted to have electronic devices on their person during the school day without permission from school district personnel. These devices will be confiscated by staff and turned into the office with the student’s name and Administrative referral. Parents will be required to retrieve confiscated items. Repeated violation of this offense will result in detention(s), Saturday school or suspension.

The district shall not be liable for the theft, loss, damage, misuse, or unauthorized use of any Personal Electronic Communication Device brought to school by a student. Students are personally and solely responsible for the security of Personal Electronic Communication Devices brought to school, school events, or district property. The district will not be responsible for restricting, monitoring, or controlling the personal electronic communications of students; however, it reserves the right to do so.

If Personal Electronic Communication Devices are loaned to or borrowed and/or misused by non-owners, the owners of the Personal Electronic Devices are jointly responsible for the misuse and/or violation of district policy, regulations, rules, or procedures.

STUDENT IDENTIFICATION
Photographs of all students will be taken during the school year. Students will be advised in advance as to when school pictures will be taken. Photo identification/lanyard will be provided to all students as well as staff members. Students are required to display their school identification cards at all times (during school hours) when in the school building or on school property.
STUDENT VISITORS
All visitors must register in the main office immediately upon arrival and be issued a visitor’s pass. Students and visitors are reminded that the school is a place of learning, and loitering and trespassing on school property is not permitted. We allow student visitors only if they are seriously considering attending Paxon Hollow Middle School. Parents of these students should arrange permission to visit beforehand through the Principal. Students attending other local schools, whether in session or not, are not permitted to visit.

MARPLE NEWTOWN SCHOOL DISTRICT GRADES 6 TO 12 DRESS STANDARD
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 promote personal cleanliness and neatness of clothing. Students should dress for the educational setting, not a recreational one. If in the opinion of the teachers and/or 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 is a list of guidelines for this dress standard policy.

- All clothing shall be neat, clean, and in proper repair.
- Students shall not wear midriffs, tube tops, halter tops, or any tops not covering the shoulders.
- Garments with exposed midriffs, sheer materials, or which are inappropriately low cut are not acceptable.
- All shirts must be long enough that they can be worn tucked in and shoulders covered.
- Form fitting shorts or pants worn as outer garments (elastic, spandex, yoga pants) are not acceptable.
- Clothing must cover all undergarments.
- Shorts/skirts/skorts should be long enough so that the hem must be at least fingertip length when the arms are fully extended at the side.
- No cut offs can be worn.
- Footwear must be worn at all times and be secured to foot. (No shower shoes or flip-flops). No open toed or open back footwear. No sneakers with wheels.
- No hats, outerwear, bandannas, ski bands, visors, or sunglasses shall be worn or carried inside the school building, unless warranted by a medical, safety or religious circumstance.
- Message apparel, jewelry, and equipment, which encourage the use of drugs or alcohol, or which cite inappropriate language or cite words or expressions or sexually explicit gestures having an inappropriate double meaning are prohibited.
- All book bags, purses, coats, outerwear, and headsets (e.g. walkman, IPOD) are to be placed in a locker during the school day. They are not permitted in an academic class, hallways, study halls or cafeteria during school hours.
- Pieces of jewelry that are inappropriate and safety concerns (such as spiked or studded necklaces, bracelets, or chains) shall not be worn. (Departmental rules for Physical Ed. exist).

EMERGENCY SCHOOL CLOSING
In the event that the schools must be closed because of an emergency such as bad weather, an announcement of the closing of the school will be made over Philadelphia radio and television.
stations. Also, a Global Connect telephone call would be made to all families. If no announcement is made or telephone call received, assume school is in session. In order to keep telephone lines clear, please do not call the school office or local police authorities. Our school closing number is 454.

**FIRE DRILL**

Fire drill instructions are posted in each room and will be thoroughly explained by the teacher in charge. The students will be required to familiarize themselves with the fire drill regulations to each room they occupy. **ALL STUDENTS WILL BE REQUIRED TO FOLLOW THESE GENERAL REGULATIONS**

1. Students will not run but move rapidly in single file to the proper exit.
2. The students, as well as the teacher, will see that all room windows and doors are closed and lights are turned off.
3. Absolute discipline is mandatory. No talking during exit or re-entering the building, obey all directions of the staff members without question.
4. The first students to reach the outside doors of the building will open them and remain in charge of them until everyone in the building has made their exit.
5. Upon leaving the building each class will proceed, single file to a distance of at least 50 feet from the building keeping clear of driveways. Students are to remain in single formation until the return signal is given.

**GENERAL INFORMATION AND RULES**

1. Daily announcements: Announcements will be made on the television or intercom during homeroom/ at the end of the day. Listen carefully and become an informed student.
2. Personal property: Personal property (such as headsets, baseball cards, radios, skateboards, etc.) should never be brought to school. The school will not assume responsibility for stolen articles.
3. Damage to school property: Students who damage school property must assume the cost of repair, replacement, and further disciplinary action.
4. Money: Students should never bring sums of money to school other than for lunch.
5. Conduct at all school activities: Sportsmanship is the key to all athletic events. Never boo a player or an official. Make visitors welcomed to our school.
6. Your locker combinations are your responsibility and **tell no one**. Be sure to **lock** your lock. Turn the dial after closing the lock.
7. Forgotten items: Any projects, homework, sneakers, etc. will be in the Main Office on the counter. The student will be called to the Main Office to retrieve the item.
8. Permanent markers and white-out are not permitted in the school building.

**NURSE**

In case of student’s illness during the regular school day, the student shall obtain permission from the teacher to report to the Nurse’s office. In the event the nurse is not available, the student shall report to the building principal’s office. The parents will assume responsibility for the transportation of those students excused from school as a result of illness. In emergency situations, the principal or designee may accompany the student and remain until the parent or guardian is
available. Students are never permitted to call home to have a parent take them home. Only the nurse or the office personnel may do this. **All medication to be taken during the school day is kept in the Nurse’s Office and must be accompanied by a signed permission note from a parent and physician’s order.** Please include the name of the medication, the dosage, and the time of dosage. Parents of students with a special health concern should notify the school nurse.

**HELP CLASSES**

Students are encouraged to seek extra help from teachers before or after school. Each subject area has one regular scheduled help class per week. Teachers will inform students of the time and place. Students should obtain a pass from the teacher prior to attending help class.

**MANDATORY HELP CLASS**

Students who are failing a major subject must report to help class in that subject at least one afternoon or morning each week until such time as the teacher considers the student to be out of danger of failing the subject. Consequences for missing Mandatory Help Class:

First instance: Teacher/Student Conference/ Parent Contact/Teacher Detention
Second instance: Administrative Referral/ Detention
Third instance: Saturday School
Fourth instance: Additional Saturday School

**HONOR ROLL**

Requirements for honor roll membership are as follows: **Distinguished Honor Roll:** A grade of A- or higher in all subjects, which meet at least five (5) days a week for a full year. Only one (1) grade of B-, B, or B+ is acceptable in one (1) subject which meets less than five (5) periods a week or less than a full year. **Regular Honor Roll:** A grade of B- or higher in all subjects that meet at least five (5) periods a week for a full year. Only one (1) grade of C-, C, or C+ is acceptable in (1) subject which meets less than five (5) periods a week or less than a full year.

**INSURANCE**

All students of the Marple Newtown School District are given an opportunity to purchase insurance. This insurance covers bodily injuries caused by an accident while attending school. Accidents, which may occur while traveling directly between home and school for the purpose of attending or returning from regularly scheduled classes are covered. Students participating in athletic activities are required to have accident insurance. This may be School or family insurance programs. All insurance claims are processed through the office of the school nurse. Notification of the accident must be made within thirty (30) days to the insurance company in order to be eligible for a claim.

**LIBRARY**

The library is for your convenience and benefit. If you adhere to the following rules, it will provide for an efficiently operated library with better service to you.

The library is available to students daily during first period for school related work as listed above. Students must obtain a pass from the librarian before the start of homeroom at 8:00 in order to use the
library’s computers during this time. Those students wishing to check out or return a library book may come for ten minutes using their agenda signed by their homeroom teacher – no pass is necessary; only their signed agenda is required. Student passes and agendas will be signed by the librarian or library assistant before leaving the library to return to homeroom.

Students may use the library during their assigned lunch time. Students must obtain a pass from the librarian on their way to the cafeteria. After finishing lunch, they may show the pass to the teacher on duty and report to the library for the remainder of their lunch time.

Any student sent to the library from class must have a pass signed by the classroom teacher or be accompanied by a teacher.

Library materials are checked out for fifteen school days. Materials returned late are assessed late fines at a rate of ten cents per school day. Our goal is to help students learn to accept responsibility for the care and timely return of borrowed materials. Because of that, we build in a three day grace period for late fines which means that if a student returns a book two days late, we automatically delete the fine. Report cards are held for students owing late fines of one dollar or more and for lost library materials.

**LOCKERS**

At the beginning of each school year or entry, each student shall be assigned a locker and combination lock in which to keep books, lunch and outdoor clothing. **Lost locks must be paid for at a cost of $6.00.** Students shall be assigned another locker in the locker room area for gymnasium and athletic equipment. Combination locks are provided for all gymnasium lockers and are issued by the Physical Education Department. The office of the Assistant Principal will assign Hall lockers. The administration and teachers are not responsible for the loss of money or property. It is the responsibility of the students to keep lockers locked. Every student is required to have a school lock and may not use personal locks unless approved by the administration. Students are required to keep lockers clean and neat at all times. Decals, stickers, or other markings on the locker are prohibited. Lockers will be inspected periodically. Students kicking and breaking lockers will be required to pay for damages.

**LOST AND FOUND**

Lost and found articles are to be turned in to Mr. Gretchen’s office. The owner on proper identification may claim these items. After a reasonable period of time, unclaimed items will be disposed of at the discretion of the building principal. The lost and found box is located outside of Mr. Gretchen’s main office.

**LUNCHES**

Any student forgetting his lunch may pick it up in the Main Office. The student will have to do this on his/her own time. Classes will not be interrupted to inform students their lunch has been delivered. Please make necessary arrangements regarding this matter before any lunch is forgotten.

**CAFETERIA PROCEDURE**

1. Students are to remain seated while eating and are not to change tables.
2. Students are expected to clean up as soon as they are finished eating.
3. Students are not permitted to walk around and visit other tables.
MAKE–UP ASSIGNMENTS
Students are expected to make up work missed during an excused absence from school. Reasonable time limits are to be enforced by all members of the faculty and respected by the students.

1. Work missed because of a prolonged absence shall be made up within a period of time not to exceed twice the number of days absent. It is the responsibility of the student to make arrangements with his/her teachers as to the time when all make-up work is to be completed. This time must be flexible in nature, but it is to the student’s advantage to make up all work missed with all possible speed.

2. It is the responsibility of the individual students to obtain all make-up assignments of up to three days. Homework assignments will be provided upon request if there is a possibility of absences extending beyond two days. Requests for homework after two days should be made before 9:00 AM to the Main Office. Homework assignments will be available for pick-up after 3:00 PM.

MARKING SYSTEM
Report cards are issued four times a year—approximately every ten weeks. Our marking system is as follows:

- A+ = 99-100
- A = 94-98
- A- = 92-93
- B+ = 90-91
- B = 86-89
- B- = 84-85
- C+ = 82-83
- C = 78-81
- C- = 76-77
- D+ = 74-75
- D = 72-73
- D- = 70-71
- F = 69

PROGRESS REPORTS
Progress reports are generally sent home midway through each report period if a student is not doing well in a subject. The purpose of these reports is to indicate strengths and weaknesses. They also serve to alert parents and students while there is time to improve grades. Teachers may also recognize improvement and outstanding performance with these supplemental reports.

PROMOTION
Students are expected to successfully complete all major subject areas. Remedial and all support services, including opportunity for parent conferences, shall be provided in an all out effort to inspire academic performance and successful achievement, in accordance with individual student ability. Students are expected to take required marking period and final examinations. Failure to comply shall result in an incomplete grade. If an incomplete marking period grade is not removed within ten school days, following date of report card issue, the period grade shall be F, failure for the marking period.
If an incomplete final examination grade is not removed within ten working days, after final grades are issued, the final exam grade shall be F. Special emergency situations (extended illness, etc) will be reviewed for exception by principal.

**FAILURES AND INCLUSION IN THE SCHOOL PROGRAM**

Students may remediate up to two courses during the summer. Those who fail more than two courses may be required to repeat the year.

**SUBJECTS FAILED AND COURSES OFFERED FOR MAKE-UP IN SUMMER SCHOOL**

Students are able to remediate subjects failed during a summer school program. This can be arranged through consultation with our school guidance department.

**TELEPHONE**

**PERMISSION IS REQUIRED DURING THE SCHOOL DAY.** In extreme emergencies, the office phone may be used for a personal call.

**ACTIVITIES**

Philosophy: In keeping with the “exploration” function of a middle school, many activities are provided to help students explore and develop their interests and as an additional means of extending their talents. Announcements will be made regarding the various activities available and when they will start.

**EXTRACURRICULAR PROGRAM ~ ATHLETICS**

**Interscholastic:** As a member of the Eastern Delaware County Scheduling Group, Paxon Hollow Middle School fields teams each season for girls and boys in grades seven and eight.

**PROGRAMS OFFERED**

Wrestling  Soccer  Track  Lacrosse (Girls)  Volleyball, Softball (Girls)  Baseball  Basketball  Lacrosse (Boys Club)  Dance Team  Field Hockey  Football (110 lb. and Unlimited teams)

**INTERSCHOLASTIC SPORTS ELIGIBILITY**

1. To be eligible for interscholastic athletics, a student must pursue a minimum three year roster as outlined in the Marple Newtown School Program of Studies.

3. Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis.

4. Students who are failing 2 or more subjects that meet at least 5 periods weekly during a marking period would be deemed ineligible.

5. Students who meet the criteria but are having academic difficulties are required to seek help class in order to improve their grades. Enforced 3 different ways:
   - Weekly
   - End of Marking Period
   - End of School Year
Weekly – Students may not participate in games or practices, loss of privileges from Sunday through the following Saturday.

Marking Period Eligibility – Loss of participation privileges for 15 school days from the date the report cards are issued.

End of School Year – Loss of participation privileges for 15 school days upon the beginning of the new school year, unless the credit is made up through summer school. Participation in pre-season practices is allowed.

**DRAMA**

Each year, Paxon Hollow Middle School students present theatrical productions. Cast and crew members are expected to attend all rehearsals for which they are needed. Prior to tryouts, interested students are given details regarding schedules and responsibilities.

**MUSIC**

There are music organizations available to sixth, seventh, and eighth grade students. Their respective advisor will announce meeting times for each organization. These include band, chorus, orchestra, and handbells. Concerts for these groups are scheduled throughout the school year.

**STUDENT COUNCIL**

Student Council is the forum in which students assemble to discuss ways of improving and/or the changing the school community. These areas of concern will then be brought to the attention of the other students, via the representatives, and/or the administration for consideration. If students have any suggestions, they should relate them to their representatives. The Student Council also plans special school events and spirit weeks.

**EIGHTH GRADE SOCIAL EVENT**

As a culminating activity for all eighth graders, the PTO and the school sponsor a celebration jointly. All eighth graders are encouraged to attend the social event. (Date to be determined)

**SOCIAL EVENTS**

Social events are held from time to time in the cafeteria/gymnasium and are chaperoned by teachers, parents and administrators. Dates for these events appear in the school calendar.

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A complete listing of all MNSD School Board Policies is available at www.mnsd.net

MNSD Health Services information can be found on the District Website at www.mnsd.org
Click on Departments and then Health Services.
Paxon Hollow Middle School Advisory

The Paxon Hollow Middle School Advisory program meets every Wednesday. Students have an advisor that will remain with them for their entire three years at the middle school. This is based on the research-based belief that every student be given the opportunity to get to know one adult well in their middle school experience. Students will have the opportunity to work cooperatively in groups working on several themes throughout this year based on the Six Pillars of Character. We are emphasizing the need for each and every student that comes through the Paxon Hollow doors to be terrific (TRRFCC) in every way. We hope to accomplish this by:

1. **Providing** an environment and activities that will create bonding within an advisory group so that students will feel accepted and valued by both their teacher and peers.

2. **Helping** students deal with academic issues and set goals which will foster positive school experiences.

3. **Giving** students methods through which to discover their uniqueness and commonalities allowing them to appreciate similarities and differences among people.

4. **Helping** students develop positive relationships through experiences that implement group dynamics.

5. **Promoting** critical thinking skills through discussion and problem solving so that students can learn to make responsible choices.

6. **Developing** listening skills and an understanding of the interferences which can affect communication.

7. **Building** self-esteem in students so that they may become confident, capable young adults who will assume responsibility for their own actions and decisions.

8. **Increasing** student awareness of good citizenship through various opportunities for meaningful contribution to both school and community.

9. **Providing** opportunities for extensive student involvement through shared decision making.

10. **Improving** home/school communication and relationships.

**Renaissance Program**

Membership Requirements

1. No more than 3 excused absences per quarter (**Zero unexcused**). Refer to page 3 for school absence policy.
   - Absences include all sick days, as well as approved family educational trips.
   - Sick incidents which involve many consecutive absences will be handled on an individual basis. (**A doctor’s note will be required**)

2. No more than 2 excused tardy per quarter (**Zero tardy**). Refer to page 4 for school lateness policy.

3. No more than 3 early dismissals per quarter.

4. No school discipline referrals.

5. **Black Card** = no grade lower than a B+ in that quarter
   **Orange Card** = no grade lower than a C in that quarter

6. Participation in a school-sponsored club, music program or sport in each quarter.
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 the 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.
DOCUMENT FORMATTING

All assignments must be formatted using the following MLA (Modern Language Association) guidelines. Marple Newtown School District requires students to use the MLA style.

One Page Report

- Standard font is *Times New Roman* 12
  Pts.
- Margins 1” top, bottom, left and right.
- Double line spacing.
- Introductory information (*1st page heading on the first four lines*)--first and last name, teacher’s name, subject and period and current date.
- Center title—first letter of major words capitalized; do not underline or use quotation marks around title.
- New paragraphs indented ½” press tab key once.

One-Page Report Example

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John Jones  
Dr. Subers  
English 8  
May 10, 2004  

Copyright Concerns in the World of Electronic Publishing  
The term “electronic publishing” is like “intellectual property,” one of those popular buzzwords that covers many things. It includes not only on-line publishing but also CD-ROM. Although the Internet is a somewhat new medium in the public’s hands, there are several gray areas surrounding copyright. However, “Gee, your honor! There are so many gray areas!” is no defense if someone ever chooses to sue you or your school for playing fast and loose with intellectual property.

There are some fairly simple guidelines to follow. Assume that almost everything is copyrighted the minute it is written. No notice needs to be given. As much as possible, students should learn to paraphrase. E-mail and material posted in news groups and on bulletin boards are protected.

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Personal Block Style Letter

- Change left and right margins: 1.25 inches.
- Vertically Centered.
- Single line space with one blank line between paragraphs.
- Print preview for vertical and horizontal centering on paper. If the letter is not centered top to bottom on the paper, move the insertion pointer above the dateline and press enter several times to add blank lines, or delete to delete lines.

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John Jones  
815 Paxton Hollow Road  
Broomall, PA 19008  

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October 16, 2003 (enter 3 times)

Centerville Park District  
567 W. Jefferson Street  
Broomall, PA 19343 (Address all single spaced)

Ladies and Gentlemen: (enter 2 times)

My friends and I often play basketball on the court at Burr Oak Park, but lately it is becoming very difficult to play there because of all the broken glass on the court. (enter 1 time) Playing with broken glass beneath your feet is dangerous. Yesterday I fell and cut myself. A few times my friends and I brought brooms from home and swept up the glass, but it seems to keep coming back. (enter 1 time)

My friends and I would appreciate anything you can do to clean it up. The rest of the park seems to be okay. Since this is the park closest to my house, I think of it as my own and would like to make it a safe place to play. (enter 1 time)

Sincerely, (enter 3 times)

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30
Multi-Page Research Paper
Style information from:

Title Page Format
• Margins 1” top, left and right.
• Bottom margin 1”
• Double line spacing.
• Set a tab for 5 inches--left alignment.
• Enter 10 times--double line spacing (21 times single line spaced)
• Type and center align title.
• Enter 9 times--double line spacing (18 times single line spaced)
• Press tab key and key the following information at the bottom right corner of page--left align.
• Go to print preview and check for position of title, name, teacher’s name, subject + period and due date.

Outline Format
• Create a separate word processing file.
• Turn off auto format features-(tools menu)
• Change margins to 1” all round.
• No last name in header box--upper right hand corner.
• Type and center title of report.
• Type Thesis Statement: single line spaced and use a hanging indent for the second or more lines of the thesis.
• Set tabs for .5” right align, .75” left align, 1” left align, and 1.25” left align.

• Tab once (.5”) to type the Roman numeral and tab again (.75”) to type the heading.
• Tab twice (.75”) to type the subheading’s prefix (A. B. . . . ) and tab again (1”) to type the subheading.
• Double line space the outline content.
• The first letter in each heading and subheading is capitalized; no other words are capitalized unless it is a proper name. No periods are at the end of each heading or subheading.
• Align Roman numerals by placement value with the period.
  I.  
  II. 
  III. 
  IV. 

Report Format
• Create a new word processing file.
• Change all margins to 1” (top, bottom, left and right).
• Double line spacing.
• Setup Header (Select View on menu bar Header/Footer).
• Click the right align button on the standard toolbar.
Report Format (cont’d)

- Type last name and click # (insert page number) on the header toolbar. Close header toolbar.
- Setup first page heading on the first four lines before the title: name, teacher’s name, subject + period and due date. *This does not go in the header box.*

First Page of a Multi Page Report

- Type and center align title. Enter (*hard return*) once after title.
- Press the left align button on the standard toolbar.
- Tab once for the first-line paragraph indent 1/2"
- Key in report using word-wrap (*soft return*).
- Space once at the end of a sentence
- Space once after a comma.
- Paragraph indentation 1” from left margin for the long quote.
- Spell check. (*Hint: Before spelling checking, it is best to move cursor to the beginning of the document.*)
- Revise and edit for grammar and wording at least two or three times.
- Do not forget to save often.

- Proofread hardcopy (printouts).

Works Cited Format

- Open report file. This page is with the report file.
- Go to the end of the document. Ctrl End
- Insert a page break. Ctrl Enter
- Line spacing is *double*
- Key in the work cited entries in alphabetical order by author’s last name. If no author, use the title of source. Remember to use word wrap. *Please refer to the library’s home page for complete formatting guidelines of various sources*
- Select all entries of text.
- Set a 1/2 “ hanging indent from left margin.

Two different options to set a hanging indent are:

**Option 1**

Move the left indentation markers on the ruler bar to 1/2"

**Option 2**

1. Choose *Format* from the menu bar and select *Paragraph*. The Paragraph dialog box appears.
2. Under, click the down arrow and choose *Hanging*.
3. Under *By*, key one-half inch .50”
4. Click *OK*.

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John Jones  
Mrs. Dunleavy  
Communications 7  
May 1, 2004  

Writing a Research Paper  
Famous authors’ do not become great writers overnight. The process almost begins with a desire to write about an ideas, topic, or feeling that . . . . . . .