

Marple Newtown School District

Russell Elementary School Handbook

Policies & Procedures



2020 – 2021

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The Marple Newtown School District

Mission Statement

The mission of the Marple Newtown School District is to provide rigorous educational opportunities for all students in a safe, healthy, and responsive learning environment through a collaborative commitment to involve students, staff, families and community. In pursuit of this mission, Marple Newtown School District will prepare students for responsible citizenship in a rapidly changing world.

The purpose of our organization is to have every department in the district working together to support the above mission and to have all students succeed academically and socially to attain their goals and graduate from the Marple Newtown School District.

Vision Statement

For all students...

- learning is engaging, meaningful and relevant
- individual differences are respected
- interests and aspirations are honored
- availability of and access to necessary resources are ensured
- innovative thinking and application to learning will equip them for life
- educational experiences will foster a commitment of service to others

FROM THE ASSISTANT SUPERINTENDENT

Dear Parents and Guardians,

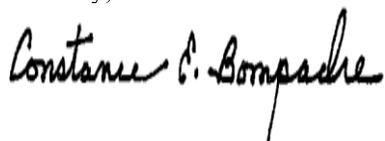
As Assistant Superintendent, it is my pleasure to invite you to become actively involved in your child's education. We pride ourselves, not only in our strong academic curriculum, but also in the diverse learning experiences that we offer our students. Together we can create a learning community where 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, various programs, 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.

This school year is unique. Beginning the year, learning from home to transitioning to a hybrid schedule poses its own challenges. The Superintendent of Schools, Dr. Tina Kane, along with your child's principal will keep you posted on any changes to procedures throughout this school year. We will do our best to keep the lines of communication open. We hope the next transition will return all students full-time back to school.

Thank you for the opportunity to serve you.

Sincerely,



Constance E. Bompadre, Ed.D.
Assistant Superintendent

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

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

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

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

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. Gerald Rodichok, 504/ADA Coordinator for the Marple Newtown School District at 610.359.4261. The 504 handbook is on-line. (The link is under Pupil Services).

RESIDENCY REQUIREMENTS AND TUITION

Residency

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

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

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

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

Transportation and Tuition

Marple Newtown School District will not be responsible for transportation of non-resident students, except as may be required by law.

The superintendent 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 students.

Tuition must be paid monthly in advance. 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.

PROCEDURE FOR SCHOOL VISITORS

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

RESPONSIBILITY: The School Code provides that the sole responsibility to report to the board concerning such visits is vested in the district superintendent. Therefore, the district superintendent has the authority and responsibility to implement these guidelines in conjunction with the building principals.

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

1. If the visitation is for a parent or teacher-initiated parent conference concerning the parent's or guardian's child, it must be **scheduled in advance** with the teacher. Upon arrival at school, a person visiting school for this purpose **shall register** at the office of the principal prior to proceeding to the conference site.
2. If the visitation is for any other purpose, arrangements must be made in advance through the office of the building principal.
3. Upon arrival, all visitors must register at the office of the building principal and obtain a Visitor's Pass badge through the kiosk system. If a badge is not obtained, any staff member may stop the visitor and redirect him/her 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 video record any person or any part of any building or to 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.

PARENTAL INVOLVEMENT STATEMENT

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:
 - call the PTO representative listed in your directory
 - respond to information given at Back – to – School Night
 - attend monthly PTO meetings and join subcommittees
- 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 parent visitation week in the fall.
- All parents receive school information through the district website, the building website, or Infinite Campus. The websites can be translated through the language selection tab at the bottom. Information is also sent through weekly communication envelopes.
- The District allocates a portion of its federal grant funds to support parent involvement workshops at the building level. The Assistant Superintendent, the Language Arts/Federal Programs Supervisor, the building Principal, and the building Reading Specialist are available to consult with teachers and parents 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 to plan the district federal programs.
- 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 Assistant Superintendent to ask questions regarding curriculum and assessment.
- A School/Parent Compact outlines 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.

(Revised 2015)

ELEMENTARY STUDENT EXPECTATIONS

ELEMENTARY CODE OF CONDUCT

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

STUDENT JOB DESCRIPTION

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

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

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

ELEMENTARY SCHOOLS DISCIPLINE POLICY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ELECTRONIC EQUIPMENT

- Pagers are not permitted on school property
- Cellular phones should not be operational or visible during school hours (unless directed otherwise by administration or teacher)
- MP3 players, I pods, CD players or radios should not be brought to school
-

THREATS OF VIOLENCE OR HARASSMENT OR BULLYING

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.

Bullying means an intentional electronic, which includes but may not be limited to email; instant messaging; texting, including what is commonly called “sexting”; and Internet posting, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student’s education
2. Creation of a threatening environment
3. Substantial disruption of the orderly operation of the school

Bullying, as defined in this policy #249 includes cyberbullying.

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

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.

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

GRADES K TO 5 DRESS STANDARDS



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

The following are some specific interpretations of these guidelines:

- All clothing must be neat, clean and in proper repair.
- Midriffs, tube tops, halter tops, spaghetti strap tops, or any tops not covering the shoulders will not be worn to school. Shirts must extend below waistline.
- Garments with exposed midriffs, sheer materials, or which are inappropriately low cut are not acceptable.
- Shorts/skirts/skortis 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 in 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.

TRANSPORTATION



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

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

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

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

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

RESPONSIBILITIES OF STUDENTS ON SCHOOL BUSES

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

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

While waiting for or leaving the bus:

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

While on the bus:

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

The following safety rules shall also be observed:

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

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

School Meals and Snacks

National School Program (NSLP)



Marple Newtown School District participates in the National School Lunch Program. The purpose of the NSLP is to safeguard the health and well-being of the Nation's children, as declared in 1946 by Congress in the National School Lunch Act. The NSLP makes it possible for schools to provide nutritious inexpensive lunches to students daily. Nutrition standards for the NSLP were updated in 2012. Lunches consist of an entrée, whole grains, low fat or skim milk, fruits and vegetables.

Your child may purchase meals daily. Please visit the Food Service website www.mnsd.org for monthly menus. If your child has been determined by a physician to be disabled or the disability would prevent your child from eating the regular school meals, the food service department may make a substitution with a the physician's note. Please contact the Food Service department for further information.

How to apply for Meal Benefits

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

What You Need to Know to Purchase Meals at School

We are thrilled to have you enjoy lunch with us. School meals are nutritious and a great value! You are probably a little nervous about your child going through the lunch line. As with most new situations, helping your child be prepared will build confidence. Please know that in a few days, the children will be "pros" navigating the lunch line. Below are some tips on how to prepare your child for eating lunch at school. All students are provided with a student identification number also known as the PIN number.

What is a PIN number?

A PIN number is your child's meal account access number. The PIN number is entered at the end of the serving line after the child student makes his/her lunch choice. Help your student memorize the PIN number. The PIN number will remain with the child through Grade 12.

How do I prepare my child for purchasing school lunch?

- Review the monthly menu with your child to see what days your student would like to eat with us. The menu is sent home with the child or is available online under www.mnsd.org Food Service MONTHLY ELEMENTARY MENU
- Post the menu on the refrigerator and have the child circle the days they are going to have lunch at school.
- Once the child student makes the meal selection, they continue to the end of the serving line and make the payment using the PIN number. The PIN # must be entered regardless of the method of payment.
- The child may enter the PIN number or will be assisted by the food service cashier. Please have money in the child's account. Please review payment options below. It is best to prepay all meals. You will not have to worry about money being lost or left in the classroom.

Payment Options:

1. Cash
2. Check (Please make check payable to MNSD Food Service)

3. School Café offers you the choice to pay by credit card, in addition to viewing your student's daily purchases. Please note that a service charge of \$1.95 (per transaction) for credit card payment is applicable. Visit www.schoolcafe.com to create an account free of charge. You must know the child's PIN #.

Peanut and Tree Nut Allergies

No one is to provide snack or party foods containing peanuts, tree nuts, or products that have been prepared with ingredients containing nut products. Parents of students with food allergies must notify the school nurse, the teacher and the cafeteria manager regarding the foods that may be purchased at school. The teacher will notify homeroom parents of specific allergies of those in the classroom.

Meals and Snacks



Please support Marple Newtown Food Services. Remember that the federal and state subsidies are your tax dollars coming back to our school district. For every meal purchased, Marple Newtown School District Food Services receives federal and state subsidies.

Meals consist of an entrée, fruit, vegetable, whole grains, and low fat or skim milk. For a complete meal, your student is required to take at least one fruit or one vegetable. Healthy snacks and beverages are also available for purchase at a reasonable cost.

“**Celebrations**” is a great way to offer healthy party treats for your child's classroom at a reasonable cost. Please see our Food Service website for more information (www.mnsd.org ; click on your elementary school; click on Food Services).

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

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, valuable trading cards, or skateboards are not permitted in school. Toys are not to be brought to school. **Students are not allowed to sell, trade, or purchase items from one another on school grounds or property.**

VIDEO RECORDING 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 video record. 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 or mobile device 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 recordings. If a parent wishes to exclude a child from video recording, the principal must be notified. A copy of the release form for photographs and visual images is in the appendix at the end of this handbook.

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. A copy of the Acceptable Use Policy will be sent home with any new student.

TEXTBOOKS

Students 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.

HOMEWORK



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

The **purpose** of homework is to:

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

Guidelines:

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

Kindergarten and first grades – 10 minutes

Second and third grades – 15 to 30 minutes

Fourth and fifth grades – 30 to 60 minutes

These guidelines may or may not include Sustained Silent Reading (SSR) time recommended by the teacher..

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

Suggestions for Parents:

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

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

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

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

STUDENT ASSESSMENT/STANDARDIZED TESTING



Marple Newtown School District uses a combination of both formative and summative assessments to guide instruction and curricular decisions. These assessments are also used to monitor student progress towards attaining state standards. The assessment tools include: The Pennsylvania System of School Assessment (PSSA), Curriculum Based Assessments (CBA), Benchmarks and Developmental Reading Assessment (DRA), and AIMSweb Assessments.

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

Schedule of Standardized Testing / Assessments

Kindergarten – AIMSweb, CBA

First Grade – AIMSweb, CBA, DRA

Second Grade – AIMSweb, CBA, and end of year, Benchmarks, DRA

Third Grade – Pennsylvania System of School Assessment (PSSA) is administered in the Spring. The students are tested in the areas of English Language Arts and Math. Also, Benchmarks, CBA, and DRA are administered.

Fourth Grade – The Pennsylvania System of School Assessment (PSSA) is administered in the Spring. The students are tested in the areas of English Language Arts, Science and Math. Also, Benchmarks and CBA are administered throughout the school year.

Fifth Grade – The Pennsylvania System of School Assessment (PSSA) is administered in the Spring. The students are tested in the areas of English Language Arts and Math. Also, Benchmarks and CBA are administered throughout the school year.

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: classroom observations, behavior charting, student interviews, and an intelligence measure 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.

REPORT CARDS

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

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

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

Report Cards & Progress Reports 2020-2021:

October 16, 2020 – Progress Reports, Grades 1-5

December 7, 2020 – Report Cards, Grades 1-5

January 15, 2021 – Progress Reports, Grades 1-5

January 19, 2021 – Report Cards, Kindergarten – Tuesday, due to MLK Holiday on Monday

March 8, 2021 – Report Cards, Grades 1-5

April 23, 2021 – Progress Reports, Grades 1-5

June 18, 2021 – Report Cards, Grades K-5

HEALTH SERVICES



YOUR CERTIFIED SCHOOL NURSE is a unique specialist whose primary role is to strengthen the educational process through improvement of the health status of children and youth. She is a registered professional nurse with at minimum a baccalaureate degree and certified by the Pennsylvania Department of Education. She has an extensive background in health care, health education, school health, and the use of community resources. The school nurse:

1. Conducts mandated health screenings for vision, hearing, dental, scoliosis, height, weight and the body mass index (BMI). Referrals are made to your physician and dentist, and to the appropriate community agencies as needed.
2. Provides first aid and medical care for acute and chronically ill students.
3. Maintains accurate and comprehensive health records for all students.
4. Evaluates the health needs of all students.
5. Provides health counseling about chronic illness, nutrition, disease prevention, and healthy life styles.
6. Monitors students' compliance with state immunization laws.
7. Conducts health related classroom presentations.
8. Monitors communicable diseases in the school environment.
9. Acts as a medical resource person for faculty, staff and parents.
10. Participates as a special education team member as required—makes health assessments, interprets medical data, and determines objectives for the health component of the Individualized Education Plan (I.E.P.).
11. Serves as a resource person to community agencies.
12. Acts as a liaison between home, school and community resources.
13. Works with building administrators and teachers to report suspected child abuse to the Department of Children and Youth.

THE HEALTH ROOM NURSE is an RN or LPN who assists in providing medical and health related services to support the educational programming and physical needs of students under the direction of the Certified School Nurse (CSN).

SCHOOL NURSE ASSIGNMENT: The State of Pennsylvania mandates that the certified school nurse/pupil ratio is one nurse for a maximum of 1500 students.

SCHOOL HEALTH PROGRAM

1. IMMUNIZATIONS – GRADES K-5

The Pennsylvania Department of Health recommends the following minimum immunizations:

- Four or more doses of Diphtheria, Tetanus and Acellular Pertussis with one dose given on or after the 4th birthday
- 4 doses of Polio with one dose given on or after the 4th birthday
- 2 doses of Measles, Mumps, Rubella (MMR)
- 3 doses of Hepatitis B
- 2 doses of Varicella (Chickenpox) or history of disease

From time to time the State adds to the immunization requirements. You will be notified of these changes and given adequate time to comply. Immunizations are available without cost or at reduced rates based upon income levels. Contact your school nurse for further information. Immunizations must be completed and **proof of immunization must be submitted to the school nurse** before students may attend school. **If your child's immunizations are not current or are incomplete, he/she may be excluded from school until the State regulations have been met.**

The School District's responsibilities relative to the enforcement of the law will be based on the following criteria:

- A. **PROOF OF IMMUNIZATION**, rather than parent recall, is required.
 - B. No child without a valid exemption shall be enrolled into school if **ALL immunizations** are not documented.
 - C. The immunization histories of all transfer students must be reviewed for completeness, and corrective action taken when necessary.
2. **TUBERCULOSIS TEST**
A TB test *may* be required, at the School Nurse's discretion.
 3. **SCOLIOSIS SCREENING**
Scoliosis screening is performed in grades six and seven.
 4. **VISION SCREENING**
Vision screening is performed in kindergarten through 12th grade.
 5. **HEARING SCREENING**
Hearing screening is performed in grades kindergarten, one, two, three, seven, and eleven and as needed.
 6. **HEIGHT, WEIGHT and BMI**
Height and weight measurements are obtained K-12 as mandated by the state. In addition, the State requires that parents be notified of their child's Body Mass Index (BMI), a ratio of height to weight for age that indicates that a student may be at risk for weight concerns. In that event, parents will be advised to consult with their Physician.
 7. **PHYSICAL EXAMINATION**
Students must have a complete physical examination upon the **first day** of original entry into school (kindergarten or first grade), grade six and grade eleven and at the nurse's discretion. Students new to Pennsylvania schools must have a physical examination if the student's record does not meet Pennsylvania requirements. If financial need is demonstrated, the Children's Health Insurance Program (CHIP) offers low cost medical insurance. Contact the nurse at your child's school for further information.
 8. **DENTAL HEALTH REQUIREMENTS**
All children are required to have a dental examination upon original entry into school (kindergarten or grade one), and in grades three and seven.

WHEN TO KEEP YOUR CHILD AT HOME

It is important to maintain a healthy environment in the classroom to protect all students. Please seriously evaluate your child's health and ability to concentrate in school when he/she complains of headache, stomach pain, sore throat or cold symptoms even without a fever.

Children often have no fever in the morning. Temperatures may rise as the day progresses. If the ailment is a minor one, a day or two of rest at home may eliminate the symptoms. If the ailment is more serious, resting at home may help to prevent complications. The following symptoms may indicate a contagious illness. Your child should be kept at home if any of the following occur:

- Fever of 100 degrees or higher the night prior to or the morning of school. The student must be fever free for 24 hours before returning to school without the use of Tylenol, Motrin or any other fever reducing medication.
- Headache unrelieved by Tylenol or Motrin or any other headache relief medication.
- Vomiting and/or diarrhea within the past 24 hours. Students must be vomit/diarrhea free for 24 hours before returning to school.
- Sore throat lasting 2-3 days
- Yellow or green drainage from the eyes or nose
- Excessive coughing and cold symptoms
- Rash
- Dizziness/chills/body aches

Resting at home with any of the above conditions will likely help with your child's recovery. It will also help to prevent the spread of illness and disruption to other students and staff members.

COMMUNICABLE DISEASES

The School Nurse may exclude from school and require written clearance from a licensed health care provider for students suspected of having a communicable disease.

Any student in school suffering from a rise in temperature, skin eruption or unusual swelling shall be excluded from school until diagnosis of non-communicable disease is made or the child has fully recovered, **and has been fever free for 24 hours without fever reducing medication.**

Chickenpox/Shingles: Students may return to school when all lesions are dry and there are no new lesions in 24 hours. This usually takes 4-6 days – Not sooner.

Pertussis (Whooping Cough): Students may return to school after 5 days of antibiotic treatment and with written clearance from a licensed health care provider to return.

Strep throat: Students may return only after 24 hours of antibiotic treatment and no fever for 24 hours without fever reducing medication.

Contagious Conjunctivitis (Pink Eye): Students may return after the documented start of treatment by a licensed health care provider or when the eye is no longer red, irritated and is without drainage.

Ringworm, Pinworm, Scabies, Impetigo, or MRSA: Students may return to school after 24-48 hours of appropriate therapy and with written clearance from a licensed health care provider to return.

Head Lice: Students may return when appropriately treated as determined by the School Nurse. It is important for parents/guardians to ensure that nits are removed after a child is treated for head lice. Please notify the school nurse if your child has been treated for head lice.

Fifth Disease: Children with fifth disease are not excluded from school; however parents should notify the School Nurse. Marple Newtown School District complies with guidance from the PA Department of Health in matters of communicable disease. The Department of Health can require exclusion of students from school if they pose a threat to the health of others. **Additionally, they may require exclusion of unimmunized children if there is an outbreak of communicable illness.**

Please notify your child's School Nurse whenever there is a diagnosis of any of the communicable diseases listed above. The School Nurse has a better chance of controlling the spread of disease if she is alerted to its presence in the school. Your information will be kept confidential.

MEDICATION POLICY

There is a nationwide awareness and concern for the increase of in-school dispensing of medication including over the counter (OTC) medicines. In keeping with Marple Newtown's educational effort to encourage precaution and restraint in this important aspect of daily health care, the Marple Newtown School Board has adopted a medication policy #210. The entire policy can be found at: www.mnsd.org.

Important points from this policy comply with PA State laws including those of the State Board of Nurse Examiners. These points are as follows:

- The following information must be complete and on file in the nurse's office for each request:
 - 1. Written permission and signature of the parent/guardian
 - 2. Written order from the health care provider
 - 3. Medication in its original labeled container delivered by the parent/guardian to the school nurse
- The above requirements must be renewed every school year
- Medication forms are available for your convenience in the nurse's office.

- Students are NOT permitted to carry any medications or pills of any kind (including prescription, OTC, diet preparations, dietary supplements and vitamins). The only exception is for asthma inhalers and injectable adrenalin with appropriate completed documentation.
- All medication/pills will be stored in a designated secure location within the nurse's office
- Parents will be notified, at the discretion of the school nurse, when OTC medications are administered.
- Parents are encouraged not to bring in (OTC) medications for the school nurse to administer unless it is recommended by your child's health care provider
- It is wise to notify the School Nurse of all medications your child is taking in case he/she develops an allergic reaction or incompatibility or if there is another emergency
- At the end of the school year, unused medication will be returned only to the parent/guardian or discarded. It cannot be returned to the student

MEDICATION POLICY REGARDING SELF-CARRY MEDICATIONS

The following criteria are required for a student to self-carry and/or administer medication at school:

1. Self-administration of medication is permitted only for emergency medication such as inhalers and a drena line.
2. It is not recommended that students self-carry asthma inhalers or emergency adrenalin at the elementary school level.
3. If the child may self-administer, additional medication should be kept in the nurse's office in case the student forgets or misplaces his emergency medication.
4. Medications which are carried by the students will be labeled with the student's name and must remain in the original container with the original pharmacy label.
5. Medications must be carried in a safe manner preferably in a purse or pocket.
6. Students are not permitted to share any medication with any other student, including both prescription medications and over-the-counter medications or supplements. Any student who violates this policy on school grounds at any time is subject to the Pennsylvania State Crime Code.
7. If the student needs to use the medication, they must immediately go to the nurse's office to inform the school nurse, unless other arrangements have been made prior to the incident. If an Epi-pen is administered, a call will be placed to 911 immediately.
8. Students will be responsible to carry their medication with them to all off-campus school-related functions independently of the school nurse's office.
9. The decision to allow a student to self-administer medication must always include overall supervision of the school nurse with appropriate, periodic nursing evaluation of the student's technique and self-assessment skills.

If it is felt that the students will be able to comply with the listed criteria, the Self-Carry Medication Form (see appendix) must be completed and returned to the school nurse.

PARENT RESPONSIBILITY

Health room facilities cannot provide for the care of the sick or injured child all day. Parents/guardians should be prepared to pick up their sick or injured child within an hour after notification. The emergency card specifies a parent or other designated person to be notified in the event of a serious illness or injury at school. The designated person 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 designated 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. They will also be asked to arrange for transportation for students who have driven to school, but whom in the judgment of the school nurse, are medically unable to drive home safely.

In the event of severe illness or injury, an ambulance will be called to transport the student to the appropriate hospital. The ambulance fee is the responsibility of the parent or guardian and is usually covered by medical insurance.

ALLERGIC REACTIONS

The Marple Newtown School District is committed to the well-being of all district students and recognizes the life-threatening nature of some of our students' allergies. If your child has a life threatening insect, food or medication allergy please alert the school nurse. The nurse will ask you to have your child's physician complete and sign an Emergency Allergy Plan. Copies can be found online or at the nurse's office in your child's building. Return this plan to the school nurse in your child's building as soon as possible. The proper information will then be distributed on a need to know basis.

As partners with the school in providing a safe environment for your child, you are responsible to:

- Provide the completed Emergency Allergy Plan sign by your physician as described above. This document must be renewed and updated annually.
- Provide properly labeled medications and replace medications after use or upon expiration
- Review your child's allergy and emergency plan with your school nurse, bus drivers and before/after school personnel such as child care workers, coaches and club sponsors.
- Call the food service director if you have questions about the school menu.
- Continue to educate your child about their allergy, including:
 - Strategies for avoiding exposure to the allergen
 - Symptoms of allergic reactions
 - How and when to tell an adult he/she may be having an allergy related problem

Thank you for your prompt attention to this very important issue. If you have any questions, concerns or would like to meet with your school nurse please do not hesitate to call. Please remember to contact your school nurse at any time during the school year if your child's medical status changes.

LEGAL IMPLICATION OF INJURY AND ILLNESS

Nurses are not licensed to make medical diagnoses. However, students and families may benefit from the School Nurse's knowledge and expertise in assessing the health care needs of each child. Nurses can advise whether further medical care may be needed, render first aid, and care for minor illnesses and injuries occurring during the school day.

The school nurse cannot assume the responsibility of caring for injuries/illnesses that did not occur at school. Parents should not expect school personnel to treat such injuries/illnesses. Students are encouraged to participate in the School Accident Insurance program which assists in the health care costs of private physicians and hospitals. The school district is not responsible for physician fees or other charges connected with follow-up treatment of injuries or illnesses.

ELEMENTARY SCHOOLS PHONE NUMBERS

Culbertson Elementary School.....	610-359-4340
Nurse.....	610-359-4342
Attendance.....	610-359-4346
Loomis.....	610-359-4350
Nurse.....	610-359-4353
Attendance.....	610-359-4358
Russell Elementary School.....	610-359-4310
Nurse.....	610-359-4312
Attendance.....	610-359-4200.....extension 8404
Worrall Elementary School.....	610-359-4300
Nurse.....	610-359-4303
Attendance.....	610-359-4200.....extension 7474

STUDENT ATTENDANCE

Daily attendance is essential to maintaining good scholastic standing. Students are required, by law, to be in attendance at school.

ABSENCE

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

Culbertson 610-359-4346

Loomis 610-359-4358

Russell 610-359-4200 #1 ext. 8404

Worrall 610-359-4200 ext. 7474

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.

Excused Absence

An absent student must be called out for each day of absence from school. This helps to ensure the safety of your children. **All absences require that a written excuse be submitted to the school within three (3) days of the student's return to school.** If a written excuse is not submitted to the office within that time period, **the absence is recorded as unexcused and is deemed by the state to be an illegal absence.** A written excuse documenting an absence is required under the state's compulsory attendance laws.

- A written excuse must contain the following information: (1) name of the student; (2) student grade level; (3) the date(s) of the absence; (4) the reason for the absence.

The school district provides excuse forms but you may use any paper to write the excuse. **We are able to accept excuse notes sent via email to your appropriate school:** Please review the section on submitting electronic absent notes in the handbook.

Culbertson- cuattendance@mnsd.org

Loomis- lmattendance@mnsd.org

Russell- ruattendance@mnsd.org

Worrall- woattendance@mnsd.org

***Please review section on submitting electronic notes.**

- In the case of an absence of three (3) or more consecutive days, the child must return to school accompanied with a note from a **licensed health care provider** within three (3) calendar days.
- **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.
- **Only 10 days will be excused with a parent note per year. After 10 days, a doctor, court, or educational visit note is required.**

Unexcused/ Unlawful Absences

In cases where a student has **accumulated ten (10) or more days of absence**, parents/guardians will be notified that future absences will require an excuse signed by a health care professional treating the student. **Only 10 days will be excused with a parent note per year. After 10 days, a doctor, court, or educational visit note is required.**

Unlawful Absences –When a student accumulates a third unlawful absence, the state law requires that we send a document "Official Notice of Child's Unlawful Absence" explaining that future unlawful absences could result in a petition to the local District Justice. Included in the Official Notice will be an invitation to a School Attendance Improvement Conference. A School Attendance Improvement Plan will be created during this conference.

LATENESS

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

Culbertson 9:00 AM

Loomis 9:00 AM

Russell 9:10 AM

Worrall 8:50 AM

Any child arriving at school after his/her school's specified time must report to the school office with an excuse note before proceeding to class. Elementary students must be accompanied by a parent or guardian. The number of instructional minutes missed daily due to chronic unexcused lateness will be totaled and will result in unexcused

absence for a child. This is determined by converting the number of minutes late into a percentage or part of the school day missed.

EARLY DISMISSAL OF STUDENTS

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

PARENTAL REQUEST FOR STUDENT EXCUSED ABSENCE

Pre-planned Educational Tour or Trip

The Marple Newtown School District strongly discourages student absence from school except when illness or other urgent reasons prevent the child from attending. School district officials are aware that it is not always possible to schedule family trips and vacations while school is not in session. In keeping with our guiding philosophy, but also recognizing the importance of the family unit, the school district will authorize educational tours or trips up to a **maximum of five (5) school days per student per year**.

The following provisions must be met for 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 can be found on the district website or in the main office. A copy of this form can be found at the end of the district handbook.
- A “Parental Request for Student Excused Absence” form must be submitted to the child’s building principal or designee for consideration at least **one week 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 authorized, the absence will be considered excused for up to 5 days; subject to the student’s satisfactory completion of the assignments missed. **Anything above five (5) days will be unexcused.** 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 1327 of the School Code).
- Any trip scheduled during state standardized testing will not be excused and be marked as an unexcused absence.
 - When the family trip involves school-age siblings, the Parental Request for Student Excused Absence” form must be completed for each school where the children attend.

SUBMITTING ELECTRONIC ABSENCE NOTES

Absence notes may be submitted to the school as an email attachment with the following guidelines:

Attendance- we will no longer require an attached handwritten signature for emailed absence notes. Parents can send in a handwritten note or send an email to the appropriate school attendance email.

The designated email account is for absence notes only. All other content should be sent to a school staff member directly.

Culbertson- cuattendance@mnsd.org

Loomis- lmattendance@mnsd.org

Russell- ruattendance@mnsd.org

Worrall- woattendance@mnsd.org

Homeless Act: McKinney Vento Act

The McKinney-Vento Homeless Education Assistance Act guarantees a free and appropriate public education for all homeless children and youth. B.E.C 42 U.S.C. 11431 outlines procedures for deciding school placement, enrolling students, and determining responsibility.

Homeless is defined as “anyone lacking a fixed, adequate, regular nighttime residence.”

McKinney Vento makes sure these students receive a free and suitable public education by removing barriers to school enrollment and full, basic, daily participation in school activities.

This includes:

- Immediate enrollment
- Free and Reduced School Lunch
- Setting up transportation (if the student qualifies)
- Help with basic clothing needs
- Help with school supplies
- Help with activity fees
- Other basic education needs

You can visit the [PA Education for Children and Youth Experiencing Homelessness](#) site.

Please contact Jacqueline Litz, LSW
Home and school Visitor and Homeless Liaison
610-359-4288
jlitz@mnsd.org

CHARLES H. RUSSELL ELEMENTARY SCHOOL

2201 Sproul Road
 Broomall, PA 19008
 (610) 359-4310 Fax: (610) 359-4371

<i>Principal:</i> Dennis Reardon	<i>Nurse's Office/Attendance:</i> (610) 359-4312
Secretary: Dawn Rockenbach	Guidance: (610) 359-4200 ext. 8212
Office Assistant: Janice Barbieri	Reading: (610) 359-4200 ext. 8221
Attendance Line: 610-359-4200 #1 Ext. 8404	District Information Line: (610) 359-4280
Website: www.mnsd.org	MNSD School Closing #454

ARRIVAL AND DEPARTURE

Please do not drop off children before 8:40 a.m. There is no school aide on duty until then.

Grade	Drop-off location	Pick-up location
<i>Kindergarten</i>	<i>Lower Level – K door</i>	<i>Lower Level-PM center doors</i>
<i>Parents must stay with their kindergartners until they are ushered into the school</i>		
<i>1 and 2</i>	<i>Lower Level</i>	<i>Car line - upper playground door</i>
<i>3 through 5</i>	<i>Front Door</i>	<i>Car line - upper playground door</i>
AM- Buses drop off at the front door only. PM-Buses pick up in the bus loop in rear of building. Please do not pull into the bus lane during arrival and departure times.		

CROSSING GUARDS

Crossing guards are supervised by the Marple Township Police Department. Contact the Marple Police if you have any inquiries.

Guard Locations: Sproul & New Ardmore Ave
 Sproul & Mary Lane

Duty Times: 8:15 to 9:05 a.m.
 3:15 to 4:00 p.m.

LUNCH PROGRAM

Lunch bags should have students' names on them. If a student loses or forgets his/her lunch money, he/she can borrow it from the school cafeteria. **It is expected that the money will be repaid the following school day.** The 20-minute lunch period is combined with a 20-minute recess period for a total of 40 minutes.

COMMUNICATOR

The communicator will be posted online each month, and sent home electronically each month and posted on the school web page. The Communicator will list activities for the month and any important information.

LOST & FOUND

Lost & Found Bins are located in the main hallway. Children are encouraged to check this location for missing items. **Please mark all student clothing and belongings with your child's name as labeled items are automatically returned.** At the end of each marking period unclaimed items will be displayed in the lobby at conference time. Items not claimed then will be donated to a homeless shelter in the local area.

PARENT/TEACHER CONFERENCES

The district believes that home/school communications are extremely important and encourages parents to be in touch with the school if they have any questions/concerns about a child's progress. In addition, the school calendar has designated dates for parent/teacher conferences for the school year. Your child's teacher will be in contact with you to arrange a mutually convenient time for these meetings.

RUSSELL SCHOOL LIBRARY
Ms. Nicole Westman, Librarian

Library Mission Statement

In a systematic and accumulative approach, using a wide range of fiction and non-fiction books and materials, online sources, problem solving solutions, reading comprehension strategies, author studies, and author visits:
to instill in our students a life-long love of reading and learning.
to promote an appreciation for the world of children's book authorship and illustrations.
to create information-literate students of the 21st century.

Please visit Library Links and Online Catalog on the Russell School Homepage www.mnsd.org.

Our library provides a wide range of print, non-print, and online sources for our students, teachers, and the Russell family at large. Students visit their library during weekly scheduled library classes. They learn how to use resources and technology, and they become acquainted with the world of children's authors, illustrators, and literature. The library is continuously open during regular school hours. Students are welcomed at all times during the day to work individually or in small groups under the guidance of the professional librarian. Our library is a great place to read, learn, and connect with books, information, and fun. We ever strive to make our library a friendly and inviting place where students will want to return time and time again.

Library books and magazines are checked out on a weekly basis, and they can be renewed often if need be. If students forget their books on library day, additional library books cannot be checked out. Students are encouraged to return their library books the very next day after library class so that the students can check out other books. Students can come to the library for books any time during the day with their teacher's permission. Likewise, if students miss library class due to snow days or legal holidays, please send in their library books on the next school day, so that they can check out other books for the week. The books are here for the students to delight in, learn from, and to check out!

Students are responsible for all materials which they borrow from the library. They must pay for lost or damaged materials. There are no overdue fines; but in order for new materials to be checked out, books need to be returned or renewed on a weekly basis.

Parent volunteers are warmly welcomed! Their presence, hard work, and dedication greatly enrich our library program. We are ever so appreciative of our volunteer staff!

At Russell School, we say YES to reading, learning, and connecting at our school library! Do stop in and visit. The welcome sign is always out!

CODE OF CONDUCT

At Russell Elementary School everyone deserves to learn and play in the best environment possible. Our rules and programs emphasize and support respect for self, others and property. Although Russell students are excellent citizens at all times, occasional discipline infractions do occur. Consequences are fair and reasonable and are administered in a firm and kind manner. Communication with the home will occur via a note, phone call or discipline slip for serious infractions.

Student Rights

You have the right to:

- Learn new things in a safe, quiet, "bully free" environment.
- Be treated with kindness and respect at all times.

Student Responsibilities

You have the responsibility to:

- Treat others with kindness and respect.
- Respect school property and the belongings of others.
- Follow directions of those in charge.

MONTHLY ASSEMBLIES

Each month a school-wide Assembly is held. At the Assembly, a school and/or community outreach project is introduced to the students, and the previous month's project is celebrated. The Assembly is also a time when students exhibiting the monthly character trait are recognized with a certificate and photographed for our bulletin board. Special accomplishments by our students are also recognized at this event. The Assemblies are an excellent opportunity for the student body to have fun, build school spirit and come together to celebrate our accomplishments.

RECESS

Students are expected to participate in recess. Unless the weather is excessively cold, we try to go outside for at least a short time. Be sure your children are dressed appropriately.



MARPLE NEWTOWN SCHOOL DISTRICT
NEWTOWN SQUARE, PENNSYLVANIA 19073
HEALTH SERVICES DIVISION
Physician/Parent or Guardian Authorization – In School Medication

PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS

District policy states that in order to give prescription drugs and over the counter (OTC) medications not provided in the Health Office, the School Nurse needs the following for each medication:

- A signed order from your child’s health care provider. The form below is provided for your convenience.
- Signature from parent/guardian
- Medication must be provided in the original pharmacy prescription container or OTC container

It is the responsibility of the parent to obtain proper documentation.

The above requirements must be renewed every school year.

Parent/Guardian must bring medication into school – not the student.

Parents are encouraged not to send in (OTC) medications for the Nurse to administer unless specifically prescribed by your child’s health care provider.

Please note: Prescription or OTC medication that is not in the original container will not be permitted in school and cannot be carried by the student unless certain conditions are met. See your School Nurse for further information.

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 _____

PHYSICIAN SIGNATURE: _____ DATE: _____

PARENT SIGNATURE: _____ DATE: _____

Medication Self-Carry Form

MNSD Self-Carry Form

Health Services policy permits a responsible, trained student to carry and/or self-administer medication for asthma, severe allergic (anaphylactic) reaction, or diabetes on his/her person for immediate use in a life-threatening situation with written order of physician, parent request, school nurse and principal approvals.

PHYSICIAN/PRESCRIBING HEALTH CARE PROVIDER ORDER

Name of Student _____ DOB _____ School _____

Address _____ Grade _____

Condition for which the medication is administered _____

Name of medication, dose and method administered _____

Time or indication for administration _____

Is this a controlled drug? Yes _____ No _____

Side effects to be noted/reported _____

Other recommendations _____

Duration (dates) of administration: From _____ To _____ (Limit of one school year)

IN MY OPINION, THIS STUDENT SHOWS CAPABILITY TO CARRY AND SELF-ADMINISTER THE ABOVE MEDICATION

Print Name Telephone Date Physician Signature

PARENT/GUARDIAN AUTHORIZATION

I request that my child, named above, be permitted to carry and self-administer the above ordered medication. I take responsibility for this permission. I understand that the medication must be in the original pharmacy container, labeled with name of student, prescribing health care provider and medication, date of original prescription, strength and dose of medication, and directions for use.

Parent Signature Date Student Signature Date

Parent Telephone Numbers _____

We accept the parent request and physician statement. We will permit and assist the student to be responsible, but reserve the right to withdraw the privilege if the student shows signs of irresponsible behavior or there is a safety risk. We will contact the parent as soon as possible in this event.

School Nurse Signature Date Principal Signature Date

Photographs & Visual Images Release Form

VIDEO RECORDING 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 video record. 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 or mobile device 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 recording. If a parent wishes to exclude a child from video recording, the principal must be notified.

PHOTOGRAPHS & VISUAL IMAGES

Students are often involved in school-sponsored activities during which photographs or video recordings 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 _____



**Marple Newtown School District
Parental Request for Student Excused Absence for Pre-planned Trip**

This form must be submitted to the school principal at least one calendar week prior to the educational trip.

Name of Student: _____ Grade: _____

Building: _____ Date(s) of Proposed Absence From: _____

To: _____

Name of Siblings: _____

Schools siblings attend: _____

Itinerary of Trip: Write the destination. Include experiences, which could be educational in nature and will, therefore, provide the student with some valuable experiences outside the classroom.

Will student(s) to be accompanied by Parent or Guardian? _____ Yes _____ No

Will student(s) to be accompanied by other adult (in lieu of parent or guardian)? _____ Yes _____ No

If "Yes," what is the adult's name? _____ Phone: _____

Please note that pre-planned absences will not be excused during the standardized testing windows. Trips taken without pre-authorization by the building principal will be recorded as unexcused absences.

I have read and agree with the school policy and guidelines written in the student handbook and I am aware of the responsibilities that I have assumed or assigned to someone else.

Signature of Parent or Guardian _____ Date _____

THE STUDENT IS RESPONSIBLE FOR ALL WORK MISSED and must obtain teacher signature on the lines on the back of this form.

FOR SCHOOL USE ONLY:

·Date Request Received: _____

Total Number of School Absences to Date: Excused _____ Unexcused _____

·Academic Status: _____

·Number of days absent for Pre-Planned Absence: Excused _____ Unexcused _____

Principal's Signature: _____ Date: _____

Student must obtain teacher(s) signature and turn in this page with the completed form at least one calendar week prior to pre-planned trip/tour.

Subject	Teacher Signature

MARPLE NEWTOWN SCHOOL DISTRICT

40 Media Line Rd # 209, Newtown Square, PA 19073 Phone: (610) 359-4256 www.mnsd.org

Responsible Use of the Communications and Information Systems Policy # 815,

Social Media Policy # 816, and Social Media Administrative Regulation # 816

Acknowledgment and Consent Form

Students

I have received, read, and understand the Responsible Use of Communications and Information Systems Policy # 815, Social Media Policy #816, and Social Media Administrative Regulation #816 and will comply with them. Someone from the School District has also reviewed them with me, and my parent(s)/guardian(s) have reviewed them with me. In addition, I have been given the opportunity to obtain information from the School District and my parent(s)/guardian(s) about anything I do not understand, and I have received the information I requested. If I have further questions I will ask the building administration and my parents. If I need a copy of the Policies I understand that I can access them on the School District’s website. Additionally, I understand that if I violate the Policies, Administrative Regulation, other School District policies, regulations, rules, or procedures I am subject to the School District’s discipline, and could be subject to ISP and website rules, and local, state and federal rules and procedures.

Name of Student

Signature of Student

Date of Signature

Parent(s)/Guardian(s)

As the parent/guardian of a student of the School District, I have received, read, and understand the Responsible Use of the Communications and Information System Policy # 815, Social Media Policy #816, and Social Media Administrative Regulation #816. In addition, I reviewed the Policy with my child and answered questions he or she asked. If either my child or I have further questions I will ask the building administration. I agree to have my child comply with the requirements of these Policies, Administrative Regulation, other School District policies, regulations, rules, and procedures. If I need a copy of the Policies I understand that I can access them on the School District’s website. Additionally, I understand that if he or she violates the Policies, Administrative Regulation, other School District policies, regulations, rules, or procedures he or she is subject to the School District’s discipline, ISP and website rules, as well as local state and federal laws and procedures.

Name of Parent

Signature of Parent

Date of Signature

How to Get Help or File a Complaint

Marple Newtown School District has designated staff responsible for responding to, investigating, and resolving complaints.

If you believe that you or an MNSD student or staff member has been sexually harassed or sexually assaulted, you can report the incident(s) to any school staff member or the District's Title IX Coordinator.

You can report Sexual Harassment to any school staff member, or to any of the following designated school officials:

Title IX District Coordinators

James Orwig, Title IX Coordinator
Janeen Partridge, Title IX Deputy Coordinator
Phone number: 610-359-4380
Email: title.ix@MNSD.org

There are also confidential reporting personnel in each school.

Marple Newtown High School: 610-359-4256

Title IX Coordinator = Donald Tabar	dtabar@mnsd.org
Deputy Title IX Coordinator = Christopher Gicking	cgicking@mnsd.org
Investigator = Christa Palladino	cpalladino@mnsd.org
Decision-maker = John Beltrante	jbeltrante@mnsd.org

Paxon Hollow Middle School: 610-359-4320

Title IX Coordinator = Christine White	cwhite@mnsd.org
Deputy Title IX Coordinator = Julie Rufo	jrufo@mnsd.org
Investigator = Christine White	cwhite@mnsd.org
Decision-maker = Thomas Gretchen	tgretchen@mnsd.org

Culbertson Elementary School:

Title IX Coordinator = James Wigo	jwigo@mnsd.org
Investigator = James Wigo	
Decision-maker = Assistant Superintendent and/or Director of Pupil Services	cbompadre@mnsd.org

Loomis Elementary School:

Title IX Coordinator = Jaime Smyth	jsmyth@mnsd.org
Investigator = Jaime Smyth	
Decision-maker = Assistant Superintendent and/or Director of Pupil Services	cbompadre@mnsd.org

Russell Elementary School:

Title IX Coordinator = Dennis Reardon	dreardon@mnsd.org
Investigator = Dennis Reardon	
Decision-maker = Assistant Superintendent and/or Director of Pupil Services	cbompadre@mnsd.org

Worrall Elementary School:

Title IX Coordinator = Stephanie Sturdivant ssturdivant@mnsd.org

Investigator = Stephanie Sturdivant

Decision-maker = Assistant Superintendent and/or cbompadre@mnsd.org
Director of Pupil Services

MNSD Sexual Harassment Complaint Form**Instructions**

1. Open the [MNSD Discrimination Complaint Form](#)
2. Please complete all sections of the form.
3. Be as specific as possible when discussing the incidents. Your complaint is not limited to the space provided. You are encouraged to attach additional materials, which may assist in the investigation process.
4. Please be sure to include the:
 - o the date(s),
 - o the incident(s) that occurred,
 - o the name(s) of the person(s) involved, and
 - o the name(s) of those who may have witnessed the incident(s).
5. Sign it and deliver the original form to either the District Title IX Coordinator or any school principal.

Contact

If you have any questions regarding the complaint process and/or complaint form, please contact the Title IX Coordinator.

Phone: 610-359-4380

Email: title.ix@mnsd.org

Mailing Address:

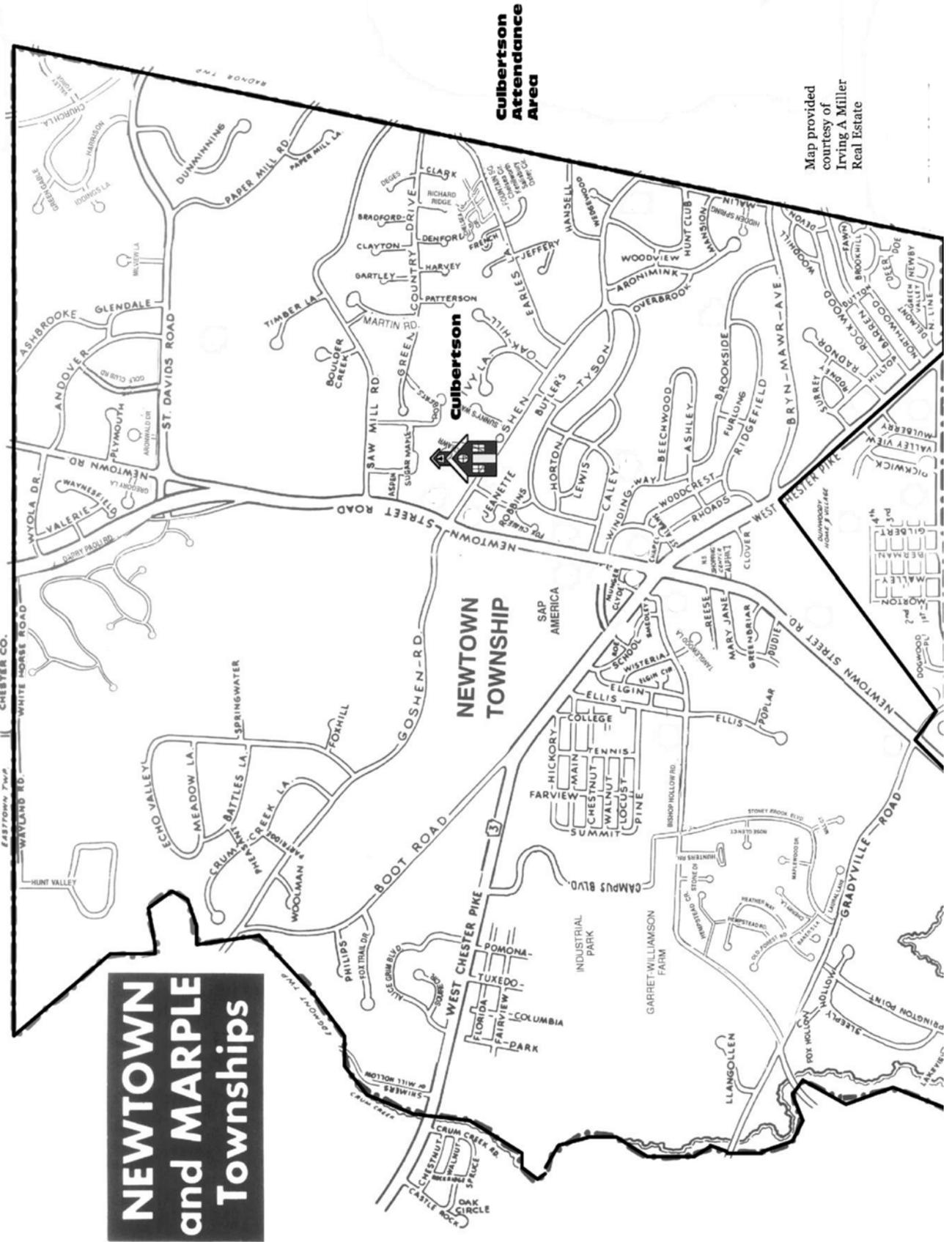
Title IX Coordinator

40 Media Line Road

Newtown Square, PA 19073

Marple Newtown School District is committed to equal access to programs, facilities, admission, and employment for all persons. It is the policy of the district to maintain an environment free of harassment and free of discrimination against any person because of age, race, color, ancestry, national origin, religion, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, physical or mental disability, gender, perceived gender, gender identity, including transgender status, genetic information or political ideas. Discriminatory conduct and harassment, as well as sexual misconduct and relationship violence, violates the dignity of individuals, impedes the realization of the district's educational mission, and will not be tolerated. Direct all inquiries regarding the nondiscrimination policy to James Orwig; Title IX/Non-Discrimination Coordinator, Human Resources Office, 40 Media Line Road, Newtown Square, PA 19073, Email: jorwig@mnsd.org, Tel 610-359-4380.

Community Maps



**NEWTOWN
and MARPLE
Townships**

**Culbertson
Attendance
Area**

Map provided
courtesy of
Irving A Miller
Real Estate

