

**Paxon Hollow  
Middle School**



**2022-2023**

# PAXON HOLLOW MIDDLE SCHOOL

2022-2023



This School Agenda Belongs To:

Name: \_\_\_\_\_ 1<sup>st</sup> Period: \_\_\_\_\_

Paxon Hollow Middle School provides each student with a school agenda. The purpose of this school agenda is to help students organize their schedule and class assignments, provide guidelines of expectations for behavior, and communicate school policies and procedures while attending Paxon Hollow. Please take the time to read and become familiar with this agenda with your family. Each student is required to carry this agenda during the school day. The agenda serves as a hall pass and must be signed by a teacher each time that a student is excused from class.

Students will be issued a school identification card that they must place in the clear compartment page located on the last page of their school agenda. Students are required to carry their student agenda with their school identification cards at all times during school hours, when in the school building, or on school property.

While the school provides one copy to each student, there is a charge for additional copies. A student who loses his/her school agenda and/or identification will be charged a replacement fee of \$8.00 per agenda and \$5.00 per student identification card. School agendas and student identification cards may be purchased in the Assistant Principals' Office.

## **Principal**

Dr. Thomas J. Gretchen

## **Assistant Principals**

Mr. Daniel Keehn      Ms. Angela Barone

**Paxon Hollow Middle School ♦ 815 Paxon Hollow Rd. ♦ Broomall, PA 19008**

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*Please Note: A copy of this agenda can also be found on the PHMS website. Any additions or updates will be made to the online copy of the student agenda throughout the school year.*



## IMPORTANT PHONE NUMBERS

PHMS Main Office	610-359-4320
Attendance Line (24 hour) phattendance@mnsd.org	610-359-4336
Principal's Office	610-359-4320
Assistant Principals Office	610-359-4325
Guidance Office	610-359-4326
Nurse	610-359-4330
Athletics	610-359-4320
Transportation	610-359-4299
PHMS Fax Number	610-353-4061

## MIDDLE SCHOOL STRUCTURE

Paxon Hollow Middle School includes 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades and operates using a team model. The team model consists of a group of teachers that work with students. Each team includes a math, English/Language Arts, science, history, special education, and gifted support teacher. In addition, each grade has one counselor who remains with the grade level for the entire three years of middle school.

This model offers students an interdisciplinary approach to promote academic, social, and emotional success. In addition, this teaming model offers students and parents a concentrated communication forum during the transitioning years from elementary to secondary school.

There are two teams for each grade, which are titled after a letter in the Greek letter alphabet. The 6<sup>th</sup> grade teams are named Alpha and Beta. The 7<sup>th</sup> grade teams are named Chi and Delta, and the 8<sup>th</sup> grade teams are Epsilon and Gamma. Each year, students are randomly assigned to one of the two teams.

## INFINITE CAMPUS

The Marple Newtown School district uses Infinite Campus as its student information system. Students and parents are able to view student attendance, grades, calendar, assignments, etc. A mobile app is available to access student information from mobile devices. Push notifications are available to provide real time updates. For assistance logging in, contact the system support team at 610-359-4200 x7714 or email [mncampusupport@mnsd.org](mailto:mncampusupport@mnsd.org).

# BELL SCHEDULES

<b>Paxon Hollow Middle School 2022 – 2023 Bell Schedule</b>				
Period	Time	6 <sup>th</sup> GRADE	7 <sup>th</sup> GRADE	8 <sup>th</sup> GRADE
<b>1</b>	<b>8:00 - 8:50</b> <small>Attendance &amp; Announcements</small>	Basic	Basic	Basic
<b>2</b>	<b>8:53 - 9:40</b>	Cycle	Basic	Basic
<b>3</b>	<b>9:43 - 10:30</b>	Cycle	Basic	Basic
<b>4</b>	<b>10:33 - 11:20</b>	Basic	Cycle	Basic
<b>5</b>		Basic 11:23 – 12:10	Cycle 11:23 – 12:10	Lunch 11:20 – 11:50
<b>6</b>		Basic 12:13 – 1:00	Lunch 12:10 – 12:40	Basic 11:53 – 12:40
<b>7</b>		Lunch 1:00 – 1:30	Basic 12:43 – 1:30	Cycle 12:43 – 1:30
<b>8</b>	<b>1:33 - 2:20</b>	Basic	Basic	Cycle
<b>9</b>	<b>2:23 - 2:53</b>	Tutorial / Tiger Time		
	<b>2:53 - 2:55</b>	Announcements & Dismissal		

<b>Paxon Hollow Middle School 2021 - 2022 Two Hour Delay Schedule 33 Minute Classes/Lunches</b>			
TIME	6 <sup>th</sup> GRADE	7 <sup>th</sup> GRADE	8 <sup>th</sup> GRADE
<b>10:00 - 10:43</b> <small>Attendance &amp; Announcements</small>	1 <sup>st</sup> Basic	1 <sup>st</sup> Basic	1 <sup>st</sup> Basic
<b>10:46 - 11:19</b>	2 <sup>nd</sup> Cycle	2 <sup>nd</sup> Basic	2 <sup>nd</sup> Basic
<b>11:22 - 11:55</b>	3 <sup>rd</sup> Cycle	3 <sup>rd</sup> Basic	3 <sup>rd</sup> Basic
<b>11:58 - 12:31</b>	4 <sup>th</sup> Basic	4 <sup>th</sup> Cycle	5 <sup>th</sup> Lunch
<b>12:34 - 1:07</b>	5 <sup>th</sup> Basic	6 <sup>th</sup> Lunch	4 <sup>th</sup> Basic
<b>1:10 - 1:43</b>	7 <sup>th</sup> Lunch	5 <sup>th</sup> Cycle	6 <sup>th</sup> Basic
<b>1:46 - 2:19</b>	6 <sup>th</sup> Basic	7 <sup>th</sup> Basic	7 <sup>th</sup> Cycle
<b>2:22 - 2:55</b> <small>Announcements &amp; Dismissal</small>	8 <sup>th</sup> Basic	8 <sup>th</sup> Basic	8 <sup>th</sup> Cycle

## EMERGENCY SCHOOL CLOSING

In the event that the school must be closed because of an emergency such as bad weather, an Infinite Campus communication will be made via telephone call, email, or text to all families. In addition, the district webpage will communicate the closing as well as the Philadelphia radio and television stations. If no communication is received, families should assume school is in session. In order to keep telephone lines clear, please do not call the school office or local police authorities. Our school closing number is 454.

## FIRE/EMERGENCY/LOCKDOWN

During a fire, emergency, or lockdown situation, students are to follow the directions given by their teacher and/or the administration. When moving to location, students should proceed quietly and in an orderly fashion. Emergency drills are practiced with students. Fire/Emergency drills are conducted monthly.

# ATTENDANCE

## STUDENT ATTENDANCE

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

**Attendance Line: 610-359-4336**

**Attendance Email: [phattendance@mnsd.org](mailto:phattendance@mnsd.org)**

## ABSENCES

**In the event that a student is absent from school, parents/guardians must call the 24-hour attendance line at 610-359-4336 prior to 8:00 a.m. or send an email to [phattendance@mnsd.org](mailto:phattendance@mnsd.org).** An absent student must be called out for each day of absence from school. This communication helps to ensure the safety of the students.

## ABSENT/LATENESS/EARLY DISMISSAL NOTES

Students, regardless of age, must turn in an absence/lateness/early dismissal note for each absence signed by a parent/guardian. All absences require that a written excuse be submitted to the school within three (3) days of the student's return to school. Absence/lateness/early dismissal notes may be submitted by a written paper copy given to the main office or electronically as an email attachment to [phattendance@mnsd.org](mailto:phattendance@mnsd.org) with the following guidelines:

**A written absent/lateness/early dismissal note must contain the following information:**

1. Name of the student
2. Student grade level
3. The date(s) of the absence/lateness/early dismissal
4. The reason(s) for the absence/lateness/early dismissal
5. Parent/Guardian signature

## SUBMITTING ELECTRONIC ABSENCE NOTES

- Parent/guardian sends an email to [phattendance@mnsd.org](mailto:phattendance@mnsd.org)
  - Notes must contain the date of absence/lateness/early dismissal, student's name, grade level, and reason for absence/lateness/early dismissal
- Do not email attendance notes to teachers or staff.

**Please note: Each morning, around 10:00 a.m., an automated call will go out to the parents of all students who have been marked absent and for whom a phone call or written notification has not been received.**

# CATEGORIES OF ABSENCES

## **EXCUSED ABSENCE**

An excused absence must comply with the aforementioned guidelines. If a written excuse is submitted to the main office or electronically to [phattendance@mnsd.org](mailto:phattendance@mnsd.org) within the allotted three (3) days of the student's return to school, the absence is recorded as excused. Only 10 days will be excused with parent note per year. After 10 days, a doctor, court, or educational visit note is required.

## **UNEXCUSED ABSENCE**

A written excuse documenting an absence is required under the state's compulsory attendance laws. If a written excuse is not submitted to the main office or electronically to [phattendance@mnsd.org](mailto:phattendance@mnsd.org) within the allotted three (3) days of the student's return to school, the absence is recorded as unexcused and is deemed by the state to be an illegal absence.

## **MEDICAL NOTES**

In the event 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. A student who has been absent from school due to a communicable disease must present a doctor's certificate before he/she may be readmitted to school.

## **UNEXCUSED/UNLAWFUL ABSENCE**

An unexcused/unlawful absence is any absence that is not excused. In cases where a student has accumulated ten (10) or more days of absence, parents/guardians will be notified that future absences will require a note signed by a health care professional treating the student.

## **OFFICIAL NOTICE OF CHILD'S UNLAWFUL ABSENCE**

When a student accumulates a third (3<sup>rd</sup>) unlawful absence, the state law requires that the school district send a document entitled "Official Notice of Child's Unlawful Absence" that informs parents/guardians that future unlawful absences will result in a petition to the local District Justice. Included in the Official Notice will be an invitation to participate in a School Attendance Improvement Conference. During this conference, a School Attendance Improvement Plan will be created for the student.

# LATENESS

## LATENESS TO SCHOOL

The school day officially begins at 8:00 a.m. Therefore, any student who reports to school after 8:00 a.m. will be marked late/tardy.

## LATENESS

In the event that a student is absent from school, parents/guardians must call the 24 hour attendance line at 610-359-4336 prior to 8:00 a.m. or send an email to [phattendance@mnsd.org](mailto:phattendance@mnsd.org). A late student must be communicated to the main office for each lateness to school. This communication helps to ensure the safety of the students.

## LATENESS NOTES

Students arriving late to school after 8:00 a.m. are required to bring a lateness note to the main office or electronically to [phattendance@mnsd.org](mailto:phattendance@mnsd.org). The procedure and guidelines for submitting late/tardy notes is provided under the absence/lateness/early dismissal notes section.

## LATENESS AND EXTRACURRICULAR PARTICIPATION

Students participating in extracurricular activities must be present in school in order to participate in after school activities. Specifically, a student athlete/performer must be present in school by 9:30 a.m. in order to participate in a practice/game/event that day. The building administrator may make an exception if the student has an approved medical appointment, in which case, the student must present to the building administrator a signed statement from the doctor regarding the absence.

# CATEGORIES OF LATENESS

## EXCUSED TARDY

Doctor and dentist appointments or extreme family emergencies are the only legally accepted reasons for student lateness. An excused tardy must comply with the aforementioned guidelines with a doctor note, court note, or official school form to designate a campus visit. If a written tardy excuse is submitted to the main office or electronically to [phattendance@mnsd.org](mailto:phattendance@mnsd.org) within the allotted three (3) days of the student's lateness to school, the tardy is recorded as excused.

## UNEXCUSED TARDY

An unexcused tardy includes all other reasons for tardiness.

## EARLY DISMISSAL

### EARLY DISMISSAL

Attendance in all classes is considered an important part of the educational process. Therefore, it is recommended that students are not scheduled for appointments during the school day. If a student must leave school prior to dismissal at 2:55 p.m., he/she is required to bring an early dismissal note to the main office or electronically to [phattendance@mnsd.org](mailto:phattendance@mnsd.org) prior to the start of school at 8:00 a.m. The student dismissing early will be given an early dismissal pass. The student will need to present this pass to the dismissing teacher, who will dismiss the student to the main office for his/her early dismissal.

### EARLY DISMISSAL NOTES

Students leaving school early should make every effort to provide written notification 24 hours in advance for an early dismissal. The procedure and guidelines for submitting late/tardy notes is provided under the absence/lateness/early dismissal notes section.

## CATEGORIES OF EARLY DISMISSAL

### EXCUSED EARLY DISMISSAL

Doctor and dentist appointments or extreme family emergencies are the only legally accepted reasons for student early dismissal. An excused early dismissal must comply with the aforementioned guidelines with a doctor note, court note, or official school form to designate a campus visit. If a written early dismissal excuse is submitted to the main office or electronically to [phattendance@mnsd.org](mailto:phattendance@mnsd.org) within the allotted three (3) days of the student's early dismissal from school, the early dismissal is recorded as excused.

### UNEXCUSED EARLY DISMISSAL

An unexcused early dismissal includes all other reasons for early dismissals. These reasons would include any early dismissals where a doctor or court note is not provided, such as travel, non-district sports activities, etc.

## SIGNING STUDENTS OUT OF SCHOOL

Any person who will be signing a student out early from school must report to the main office and sign an early dismissal log before the student will be dismissed.

## **DISCIPLINE FOR LATENESS/EARLY DISMISSAL**

### **LEVELS OF DISCIPLINE/CONSEQUENCES**

Each student is permitted two (2) unexcused tardies and two (2) early dismissals per marking period. Excused tardies/early dismissals are not applied toward discipline/consequences. If a student arrives late to school or leaves early from school three (3) times, for non-legal reasons such as overslept, missed bus, travel, dismissal for non-district sports activities, etc., then he/she will begin to be assigned discipline/consequences.

### **LEVELS OF DISCIPLINE/CONSEQUENCES FOR UNEXCUSED TARDIES/EARLY DISMISSALS**

- 1<sup>st</sup> and 2<sup>nd</sup> tardy/early dismissal per marking period = none
- 3<sup>rd</sup> tardy/early dismissal = One (1) detention
- 4<sup>th</sup> tardy/early dismissal = One (1) Saturday School and loss of campus privileges for one (1) week
- 5<sup>th</sup> tardy/early dismissal = One (1) Saturday School and a parent conference will be held to create a plan for improved attendance
- 6<sup>th</sup> tardy/early dismissal = One (1) Saturday School and removal from extracurricular activities for the marking period

If a student loses campus privileges, he/she must leave school grounds at the conclusion of the school day, unless attending a help class or detention. Students in this situation are not permitted to attend or participate in any extracurricular activities during this time.

## **PARENTAL REQUEST FOR STUDENT EXCUSED ABSENCE**

### **PRE-PLANNED EDUCATIONAL TOUR OR TRIP**

The Marple Newtown School District strongly discourages student absence from school except when illness or other urgent reasons prevent the child from attending. School district officials are aware that it is not always possible to schedule family trips and vacations while school is not in session. In keeping with our guiding philosophy, but also recognizing the importance of the family unit, the school district will approve educational tours or trips up to a maximum of five (5) school days per student per year. 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. The form must be completed and submitted to the student's building principal at least one week prior to the date of the intended trip. Trips taken during state testing will not be excused.

# GRADING SCALE

Paxon Hollow Middle School GRADING SCALE		
<b>A</b>	<b>A+</b>	<b>98 - 100</b>
	<b>A</b>	<b>94 - 97</b>
	<b>A-</b>	<b>90 - 93</b>
<b>B</b>	<b>B+</b>	<b>87 - 89</b>
	<b>B</b>	<b>83 - 86</b>
	<b>B-</b>	<b>80 - 82</b>
<b>C</b>	<b>C+</b>	<b>77 - 79</b>
	<b>C</b>	<b>73 - 76</b>
	<b>C-</b>	<b>70 - 72</b>
<b>D</b>	<b>D+</b>	<b>67 - 69</b>
	<b>D</b>	<b>63 - 66</b>
	<b>D-</b>	<b>60 - 62</b>
<b>F</b>	<b>F</b>	<b>59 and below</b>

◆ Distinguished Honor Roll: grade of 90 or higher in all subjects  
◆ Honor Roll: grade of 80 or higher in all subjects

## GRADING PHILOSOPHY

Grades communicate student understanding and application of a particular concept or skill (standards).

## FORMATIVE ASSESSMENT

An assessment used to measure student knowledge of a standard to inform and guide instruction.

## SUMMATIVE ASSESSMENT

Before a summative assessment is given, students' understanding will be monitored through the use of multiple formative assessments, such as pretests, quizzes, entry/exit slips, rough drafts, and science probes. Summative assessments are used to measure the level of mastery of standards.

## **ZERO POLICY**

Paxon Hollow Middle School has a “No Zero” policy for summative assessments. An “I” will be indicated on a report card to represent insufficient/incomplete evidence until all summative assessment measures in a marking period have been completed. At the end of the year if an “I” is still indicated students may need to attend summer school.

## **SUMMATIVE REASSESSMENT GUIDELINES**

- Eligibility: Students are eligible when both student and teacher believe a proficient level of understanding was not demonstrated on the summative assessment. In addition, students must have completed 80% of formative assessments (this includes homework assignments).
- Extra Credit Policy: No extra credit will be applied to a student’s summative grade.
- Format: Same standards (content), via different, similar, or same format.
- Frequency: Any summative assessment can be reassessed one time, per marking period, per class.
- Scoring: Score replaces the original grade.
- Student Responsibility: All students must initiate and reengage in the learning process with their teacher.
- Time Frame: Students must initiate remediation within three (3) days of receiving the grade.

## **LATE WORK**

In an effort to ensure that grades reflect what students know and are able to do, teachers will establish clear due dates and deadlines that provide students adequate opportunity to complete assigned work. Submitting late work is an matter of punctuality and will be communicated separately. If the summative assessment is turned in late, it may receive no more than a 10% grade reduction.

## **MAKE-UP ASSIGNMENTS**

Students are expected to make up work missed during an excused absence from school. Reasonable time limits are to be enforced by all members of the faculty and respected by the students. Assignments missed due to prolonged absence shall be made up within a period of time not to exceed twice the number of days absent. It is the responsibility of the student to make arrangements with his/her teachers as to the time when all make-up work is to be completed. It is the responsibility of the student to obtain all make-up assignments of up to three (3) days. Homework assignments will be provided, upon request, if there is a possibility of absences extending beyond two (2) days. Requests for homework after two (2) days should be made before 9:00 a.m. to the Guidance Counselor. Homework assignments may be available for pick-up after 3:00 p.m.

## **HELP CLASSES**

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

## **HONOR ROLL**

Requirements for honor roll membership are:

- Distinguished Honor Roll: A grade of A- or higher in all subjects.
- Regular Honor Roll: A grade of B- or higher in all subjects.

## **REPORT CARDS**

Report cards are published in Infinite Campus each marking period and can be printed at home. A final report card is mailed home at the conclusion of the school year. To request a written copy a quarterly report card, please contact the Guidance Secretary at 610-359-4326.

## **CHEATING/PLAGIARISM**

Plagiarism or cheating, which is defined as the taking and use of another person's ideas, writings, or inventions as one's own, will not be tolerated. This includes:

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

# PROMOTION

## **PROMOTION REQUIREMENTS**

Students are expected to successfully complete all major subject areas and take required marking period and final examinations. Failure to comply, shall result in an incomplete grade. If an incomplete marking period grade is not removed within ten (10) school days, following the issue date of a report card, the grade shall become a F, (failure) for the marking period. In an effort to inspire academic performance and successful achievement, in accordance with individual student ability, remedial and support services, including opportunity for parent conferences, may be provided. All decisions regarding promotion or retention will be made at the middle school level, on an individual basis, following careful consideration of the merits of each case. The Superintendent reserves the right to review all retention and remediation plans/proposals.

## **FAILURES AND INCLUSION IN THE SCHOOL PROGRAM**

Students may remediate up to two (2) courses during the summer. Those who fail more than two (2) courses may be required to repeat the entire school year.

## **FAILURES AND COURSES OFFERED IN SUMMER SCHOOL**

Students are expected to earn passing grades in all subject areas. If you have a question regarding your child's performance in a particular subject it is best to contact the teacher of the subject. Communication with parents, of students who fail major subjects, will be provided at the end of the school year or within three (3) working days of the last school day. Accredited summer school is the primary method for course restoration. If you have any questions regarding a summer school offering, please contact your child's guidance counselor.

## **STUDENT ATTIRE FOR PROMOTION CEREMONY**

All students should dress appropriately for this occasion.

- Girls: Dress, skirt, or dress pants. No short skirts or dresses and no bare midriffs. Shoulders to be covered during the ceremony. Appropriate footwear, no flip flops, high heels are not recommended.
- Boys: Collared shirt with or without a tie, dress pants/shorts  
Appropriate footwear

## **STUDENT BEHAVIOR DURING PROMOTION CEREMONY**

Any student misbehaving during the ceremony will be immediately escorted from the ceremony for the remainder of the program. Additional disciplinary actions may also be taken.

## TIGER TIME

Tiger Time seeks to build positive relationships among staff and students with the use of the Second Step Program. The Second Step program is backed by the latest research in adolescent brain development and psychology, which focuses on social-emotional learning. The web-based platform is continuously improved, culturally relevant, and age-appropriate for middle school students. During the Second Step Program, students meet with a teacher advisor regularly throughout the school year. These interactions between students and staff help to personalize the student experience by:

-  Providing an environment and activities that will create bonding within a group so that students will feel accepted and valued by both their teacher and peers.
-  Focus on eliminating bullying and harassment through relatable scenarios and experiences for students.
-  Helping students deal with academic issues and set goals, which will foster positive school experiences.
-  Assisting students to manage strong emotions, make good choices, and create strong friendships while avoiding or de-escalating conflict.
-  Giving students methods through which to discover their uniqueness and commonalities allowing them to appreciate similarities and differences among people.
-  Helping students develop positive relationships through experiences that implement group dynamics.
-  Promoting critical thinking skills through discussion and problem solving so that students can learn to make responsible choices.
-  Developing listening skills and an understanding of the interferences, which can affect communication.
-  Building self-esteem in students so that they may become confident, capable young adults who will assume responsibility for their own actions and decisions.
-  Increasing student awareness of good citizenship through various opportunities for meaningful contribution to both school and community.
-  Providing opportunities for extensive student involvement through shared decision-making.

# LIBRARY

## HOURS

- Open daily 7:30 a.m. – 2:45 p.m.
- Closes at 11:25 a.m. on early dismissal days

## CIRCULATION

Books circulate for 14 days, with renewals possible if book(s) are not reserved for another student.

## EXPECTATIONS

- Calm at all times. Quiet and respectful.
- Conversational voice at all times.
- Working individually or in small groups, on school work only.
- MUST check in with school ID and Agenda.

## STUDENT ADMITTANCE

- Before school (7:30 - 8:00 a.m.): No pass is needed.
- Periods 1-8 individual student: Permitted with signed agenda from teacher.
- Periods 1-8 class of students: Teacher signs up for the class. Whole class comes to library for reading, book selection, research, etc.
- Period 9 individual students for book selection during each grade level's assigned days.
  - The library will periodically be closed to grade level book selection visitors during 9th period for meetings.
  - Student reports to tutorial at the beginning of 9th period and is sent to the library with an agenda signed by teacher. Student returns to tutorial to be dismissed from tutorial.

# CLUBS AND ACTIVITIES

## PHILOSOPHY

In keeping with the “exploration” function of a middle school and as an additional means of extending students’ talents, activities are provided to help students explore and develop their interests. An updated list of all clubs can be found on the school website as well as communicated via the in school announcements.

## **STUDENT COUNCIL**

Student Council is a school club in which students assemble to discuss ways of improving and/or the changing the school community. The Student Council also plans special school events and spirit weeks.

## **NEW CLUBS AND ACTIVITIES**

The PHMS Student Council charters all school clubs and activities. To start a new club or activity, at least one faculty sponsor is required, as well as the completion of documentation supplying the rationale for the new club/activity. Each new club/activity requires Administrative and School Board approval.

## **6<sup>th</sup> GRADE INTRAMURAL SPORTS**

A minimum of 25 students is required to run each intramural sport. To join an intramural sport, 6<sup>th</sup> grade students will have to register with a \$20 fee per intramural. Students will be placed on a team, receive a game schedule, and a team t-shirt. All registered students will be randomly placed on teams and will receive participation credit toward the Renaissance Program. Students must wear athletic footwear and their team t-shirt on game days. The following intramural sports are currently offered at at varying times during the school year.

- Coed Floor Hockey
- Girls' Basketball
- Boys' Basketball

# **ATHLETICS**

## **ATHLETIC DIRECTOR**

Athletic Director, Mr. Gicking, [cgicking@mnsd.org](mailto:cgicking@mnsd.org)  
Assistant Athletic, Director Mrs. Rufo, [jrufo@mnsd.org](mailto:jrufo@mnsd.org)

## **INTERSCHOLASTIC**

As a member of the Eastern Delaware County Scheduling Group, Paxon Hollow Middle School fields teams each season for girls and boys in 7<sup>th</sup> and 8<sup>th</sup> grades. Sixth graders may participate in Cross Country.

## **PROGRAMS OFFERED**

<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
Football • lightweight/heavyweight Field Hockey Soccer Volleyball Cross Country	Wrestling Basketball	Baseball Softball Track Lacrosse

## **ACTIVITY FEE**

All students participating in interscholastic sports, drama, and music programs are required to pay an activity fee.

## **INTERSCHOLASTIC SPORTS ELIGIBILITY**

1. To be eligible for interscholastic athletics, a student must pursue a minimum three year roster as outlined in the Marple Newtown School Program of Studies.
2. Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis.
3. Students who are failing 2 or more subjects during a marking period would be deemed ineligible.
4. Students who meet the criteria but are having academic difficulties are required to seek help class in order to improve their grades.

## **ENFORCEMENT**

1. Weekly: Students may not participate in games or practices, loss of privileges from Sunday through the following Saturday.
2. End of Marking Period: Loss of participation privileges for 15 school days from the date the report cards are issued.
3. End of School Year: Loss of participation privileges for 15 school days upon the beginning of the new school year, unless the credit is made up through summer school. Participation in pre-season practices is allowed.

## **ATHLETIC HANDBOOK**

An Athletic Handbook is provided to each athlete and lists the expectations and requirements of athletic participation. Please refer to the handbook for more details.

## **DRAMA**

Each year, students present theatrical productions. Cast and crew members are expected to attend all rehearsals for which they are needed. Prior to tryouts, interested students are given details regarding schedules and responsibilities. Students participating in drama are required to pay an activity fee.

## **MUSIC**

There are music organizations available to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students. Their respective advisor will announce meeting times for each organization. These include band, chorus, and orchestra. Regular rehearsal sessions are scheduled before school at 7:15 a.m. Parents must transport. Concerts for these groups are scheduled throughout the school year. Students participating in music are required to pay an activity fee.

# GUIDANCE COUNSELING

## COUNSELOR ASSIGNMENTS

Counselor	Grade	Email	Phone Number
Mrs. Linda Wigo	6 <sup>th</sup>	lwigo@mnsd.org	610-359-4328
Mr. Andrew Davis	7 <sup>th</sup>	adavis@mnsd.org	610-359-4327
Mrs. Tara Casertano	8 <sup>th</sup>	tcasertano@mnsd.org	610-359-4324

## GUIDANCE DEPARTMENT

The mission of the Guidance Department is to promote and enhance the learning process. To this end, the counseling staff offers a wide range of programs and services designed to facilitate student growth in the areas of academic, career, and personal/social development. Students are assigned to the same counselor for all three years of middle school. Students meet with counselors to discuss concerns in an atmosphere of confidentiality. Appointments are scheduled at a convenient time for students that is least disruptive to the educational program. The student, parent, and/or counselor can request appointments. In addition, the guidance counselors oversee the course selection process. Each spring parents are provided a course selection letter for the following school year.

## STUDENT ASSISTANCE PROGRAM (SAP)

The SAP is a team process that is designed to eliminate obstacles to learning. The Paxon Hollow SAP team members are trained, by the Pennsylvania Department of Education, to identify issues including alcohol, tobacco, drugs, attendance, and mental health. The primary goal of the Student Assistance Program is to offer assistance for students to overcome these obstacles in an effort to assist student to achieve and remain in school. For additional information, contact your child's guidance counselor.

## POTENTIAL NEW STUDENT SHADOW DAY

A potential new student who is seriously considering attending Paxon Hollow Middle School may visit school and shadow a student in the same grade for one school day. Parents of the potential new student should arrange permission to visit beforehand through the grade level guidance counselor, who will coordinate with the building Principal. Students attending other local schools, whether in session or not, are not permitted to visit.

# STUDENT CONDUCT AND SAFETY

## STUDENT CONDUCT

Courtesy, cooperation, and consideration of others are personal characteristics, which are desired in all of our students. Therefore, students should:

- show respect for themselves, their peers, their teachers, staff members, and all school property.
- think before they act in order that their choices may reflect positively on themselves and their families.
- assist the faculty and administration in maintaining a safe and productive educational climate.

## STUDENT SAFETY

The safety of all persons within our building is of primary importance. Students share responsibility with the faculty and administration in maintaining a safe learning environment. Specifically, students are to:

- remain within the school building at all times.
- enter and exit through the front doors once school has begun.
- follow all sign-in and sign-out procedures.
- keep all exterior doors closed.
- see something, say something by reporting any suspicious activity to faculty or administration.

# STUDENT RIGHTS AND RESPONSIBILITIES

## STUDENT RIGHTS

All students in the Marple Newtown School District have the right to:

- a free and appropriate education.
- a learning environment which is safe and enhances individual growth, a positive self-image, self-respect, and respect from others.
- express ideas and opinions freely and respectfully, provided that the exercise of this right does not interfere with the rights of other students, encourage unlawful activity, threaten immediate harm to the school or community, or interfere with the educational process.
- be graded primarily on the basis of achievement.
- participate fully in the curricular and co-curricular activities of the school.

## STUDENT RESPONSIBILITIES

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Students share, along with the faculty and administration, a responsibility to develop a climate

within the school that is conducive to wholesome learning and living. No student has the right to interfere with the education of his fellow students. It is a student's responsibility to respect the rights of others involved in the educational process.

### **MNSD SCHOOL BOARD POLICY #235**

It is the responsibility of each student to:

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

## **MNSD DISCIPLINE CODE**

### **MNSD DISCIPLINE CODE**

The discipline code is in effect for all students during any and all school hours, school activities, and/or school sponsored events and/or whenever a student is in school, on school property and nearby properties, and/or in a school vehicle, including, but not limited to school buses. The Marple Newtown Discipline Code is designed to ensure the rights of all students to a productive educational environment in which students learn the skills necessary to develop into mature, responsible young adults. The goal is that an atmosphere of respect will be clearly

evident in all programs and activities. Respect is an important variable of discipline. The MNSD Code may be summarized as:

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

### **MNSD SCHOOL BOARD POLICY #218**

The MNSD School Board acknowledges that conduct is closely related to learning; an effective instructional program requires a wholesome and orderly school environment and the efficiency of the educational program is, in part, reflected in the behavior of students and employees. The Board shall require each student of this district to adhere to the rules and regulations promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The rules govern student conduct in school and during the time spent in travel to and from school. Such rules shall require that students:

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

### **TITLE 22 OF THE SCHOOL CODE**

Title 22 of the School Code states that corporal punishment shall not be imposed upon a student. Reasonable force may still be used by teachers and school authorities under any of the following circumstances:

1. to quell a disturbance.
2. to obtain possession of weapons or other dangerous objects.
3. for the purpose of self-defense.
4. for the protection of persons or property.

## **PHMS DISCIPLINE CODE GUIDELINES**

### **DISCIPLINE GUIDELINES**

The following list are guidelines and are not inclusive of all acts of misconduct. Repeated instances of misbehavior listed, can increase the punishment at the discretion of the administration. Any disruption to the educational process will be treated as a violation of the Paxon Hollow Middle School Discipline Code. These discipline code guidelines are not intended to diminish the authority of the School District to refer a student to a due process hearing.

The purposes of publishing the discipline code are to:

- encourage students to assume responsibility for their behavior.
- inform students, teachers, and parents of what is behaviorally unacceptable.
- develop an approach to discipline which embodies fairness, firmness, and consistency.
- prevent interference with the educational process by disruptive students.

## LEVEL I OFFENSE

### LEVEL I - BEHAVIORS THAT IMPEDE CLASSROOM/SCHOOL PROCEDURES

VIOLATION	CONSEQUENCE
1. Chewing gum, candy, food a. Instance b. Instances c. Repeated instances	Per marking period Teacher Conference with student Parent Contact/Teacher Detention Administrative Referral/Detention/ Saturday School
2. Violation of Agenda/ID Policy a. Instance b. Instances c. Repeated instances	Per marking period Teacher Conference with student Administrative Referral/ Warning Detention
3. Violation of Cell Phone/Electronic Device Policy a. 1 <sup>st</sup> Instance b. Additional Instance c. Repeated instances	Returned to Parent/Guardian only Pickup in main office Same as above/Warning Same as above/Detentions Same as above/Saturday School/ Suspension
4. Violation of Dress Standards	Administrative Referral/Warning/ Detention/Saturday School
5. Lockers – Lockers must be locked at all times. Students are to use at assigned times only. The school retains the right of inspection.	Teacher Discipline before/after school Administrative Referral/Detention/ Saturday School/Suspension for serious or repeated instances.
6. Violation of proper hallway conduct	Warning, Teacher Discipline, Administrative Referral/Detention/Saturday School
7. Disrespect to peers, profanity or other inappropriate language-verbal or written, and/or inappropriate or violent drawings	Teacher Discipline and/or Administrative Referral/Detention Saturday School/ Suspension for serious or repeated instances
8. Classroom disturbance (minor) 1 <sup>st</sup> instance 2 <sup>nd</sup> instance 3 <sup>rd</sup> instance 4 <sup>th</sup> instance Repeated instances	Conference with student Parent contact/ Teacher Detention Administrative Referral/Detention Saturday School Suspension
9. Substitute Teacher referral classroom discipline	Teacher detention/ Administrative Referral/Detention/Saturday School/ Suspension

10. Minor behavior disturbances in any area of the school (ex. cafeteria)	Teacher discipline/Administrative Referral/ Detention/ Saturday School/Suspension
11. Late to School/Early Dismissal 1 <sup>st</sup> instance 2 <sup>nd</sup> instance 3 <sup>rd</sup> instance 4 <sup>th</sup> instance 5 <sup>th</sup> or more	Per Marking Period Teacher Conference with student Parent contact via Infinite Campus Administrative Referral/Detention Administrative Referral/Saturday School Administrative Referral/Suspension
12. Cutting/late to teacher detention 1 <sup>st</sup> instance 2 <sup>nd</sup> instance 3 <sup>rd</sup> instance 4 <sup>th</sup> or more	Per Marking Period Additional teacher detention/Parent Contact Administrative Referral/Detention Administrative Referral/2 Detentions Saturday School/ Suspension
13. Late to First Period/Class 1 <sup>st</sup> instance 2 <sup>nd</sup> instance 3 <sup>rd</sup> instance 4 <sup>th</sup> instance 5 <sup>th</sup> instance 6 <sup>th</sup> instance 7 <sup>th</sup> and more instances	Per Marking Period Teacher Conference with Student Parent contact by teacher Teacher detention Administrative Referral/Detention Administrative Referral/ 2 Detentions Saturday School Suspension
14. Late/Cutting/Mandatory Help Class 1 <sup>st</sup> instance  2 <sup>nd</sup> instance 3 <sup>rd</sup> instance 4 <sup>th</sup> instance	Per Marking Period Teacher/Student Conference/Parent Contact and Teacher detention Administrative Referral/detention Saturday School Additional Saturday School
15. Late, cutting, misbehavior, dismissal from Administrative detention/Saturday School	Administrative Referral/2 Detentions/ 2 Saturday Schools/Suspension

## LEVEL II OFFENSE

### LEVEL II – DISRUPTIVE BEHAVIORS AFFECTING SCHOOL LEARNING CLIMATE

VIOLATION	CONSEQUENCE
16. Defiance/Insubordination	Administrative Referral/Saturday School(s)/Suspension
17 Horseplay/Inappropriate physical contact	Administrative Referral/Detention(s)/Saturday School(s)/Suspension
18. Inappropriate display of affection ex. Hugging, kissing, touching	Administrative Referral/Detention(s)/Saturday School(s)/Suspension
19. Lying	Administrative Referral/Saturday School/ Suspension
20. Cutting Class	Administrative Referral/Saturday School/ Suspension
21. Out of designated area without permission	Administrative Referral/Detention(s)/Saturday School(s)/Suspension
22. Cheating/Forgery/Plagiarism	Administrative Referral/ Saturday School/ Suspension
23. Truancy	Parent Conference/Administrative Referral/ Detention/ Saturday School/Suspension
24. Gambling	Administrative Referral/ Detention/ Saturday School/Suspension

25. Disrespect to a staff member	Teacher discipline or Administrative Referral/ Detention/ Saturday School/Suspension
26. Projectiles - Throwing or projecting any object	Administrative Referral/Detention/Saturday School/ Suspension
27. Bullying/Harassment	Administrative Referral/Detention/Saturday School/Suspension
28. Violation of District Bus Policy	Administrative Referral/Detention/Saturday School/Suspension

## LEVEL III OFFENSE

### LEVEL III - BEHAVIORS THAT THREATEN THE HEALTH, SAFETY, AND WELFARE OF THE SCHOOL COMMUNITY

VIOLATION	CONSEQUENCE
29. Verbal Assault (profanity, racial/ethnic/ sexual harassment, threats)	Administrative Referral/ Suspension
30. Verbal assault to staff	Administrative Referral/ 3 day Suspension
31. Leaving school grounds/ building	Administrative Referral/Suspension
32. Possession, smoking, chewing or other use of tobacco/vaping products is prohibited within the Marple Newtown Schools and grounds	Administrative Referral/Suspension
33. Possession of lighter(s)/match(es)	Administrative Referral/Suspension
34. Theft	Administrative Referral/Suspension and/or Expulsion/Restitution
35. Vandalism/Defacing of School Property	Administrative Referral/Suspension and/or Expulsion/Restitution

## LEVEL IV OFFENSE

### LEVEL IV – BEHAVIORS THAT THREATEN THE HEALTH, SAFETY, AND WELFARE OF THE SCHOOL COMMUNITY

VIOLATION	CONSEQUENCE
36. Safety Concern- Thoughtless acts that could endanger one’s self or others. Failure to follow classroom safety procedures and or regulations	Administrative Referral/Suspension 1-5 days and/or Expulsion
37. Instigating a fight	Administrative Referral/Suspension 1-5 days and/or Expulsion
38. Fighting	Administrative Referral/Suspension 1-5 days and/or Expulsion
39. Assault (physical)	Administrative Referral/Suspension 1-5 days and/or Expulsion
40. Unlawful use of fire alarm	Administrative Referral/Suspension 3-10 days and/or Expulsion

41. Arson	Administrative Referral/Suspension 3-10 days and/or Expulsion
42. Drug/ Alcohol/ Inhalant (including paraphernalia/ possession/dispensing/sale or use	Administrative Referral/Suspension 5-10 days and/or Expulsion report to law enforcement or police
43. Possession of dangerous weapons including but not limited to firearms explosives, knives, razors, blades, martial arts weapons, chemical irritants, or any item one can use to cause injury.	Administrative Referral/Suspension up to 10 days and/or Expulsion report to Law Enforcement or police ACT 26 SCHOOL CODE 1317.2
44. Overt threats to commit crime of violence with intent to terrorize other students, teachers, staff, and/or school officials, involving firearms, explosive devices, instruments resembling explosive devices, knives and any other instrument which can cause serious bodily harm	Administrative Referral/Suspension up to 10 days and/or Expulsion report to Law Enforcement or police ACT 26 SCHOOL CODE 1317.2

## DETENTION AND SATURDAY SCHOOL

### TEACHER DETENTION

Individual teachers may assign detention to be served in their classrooms on any school day. Teachers will give students a minimum of one day’s advanced notice of a detention assignment. Students who do not report are subject to assignment of an Administrative Referral that may result in an Administrative Detention.

### ADMINISTRATIVE DETENTION

Administrative Detention is a disciplinary measure used exclusively by the administrative staff. All school rules apply and the following procedures will be enforced:

- Administrative Detentions are held on Tuesday, Wednesday, and Thursday from 3:00 p.m. to 4:00 p.m., as assigned by an Administrator.
- Students are expected to have work to complete.
- Student use of laptop is allowed for school work only. The use of electronic devices, other than student’s laptop, is prohibited.
- Any student who is uncooperative while serving detention will not receive credit for attendance and will risk assignment of additional detentions, Saturday School, or suspension.
- Teacher Detention will take precedence over an Administrative Detention. If a student is assigned to both on the same day, he/she must inform the Administrator who assigned the Detention of the conflict so plans can be made to assign a different date to Administrative Detention.
- Some Violations or any repeated violations can result in the assignment of Saturday School at the discretion of Administration.
- Detentions will be assigned in a timely manner and will not be changed from assigned dates due to any kind of practice, performance, or game.

## **SATURDAY SCHOOL**

Saturday School is a disciplinary measure used exclusively by the administrative staff. The following procedures will be enforced:

- Students will attend from 8:00 a.m. to 11:00 a.m. Lateness is unacceptable and will not be permitted.
- Students are expected to have work to complete.
- Student use of laptop is allowed for school work only.
- The use of electronic devices, other than student's laptop, is prohibited.
- Any student who is uncooperative in Saturday School will not receive credit for attendance and will risk assignment of additional detentions, Saturday School, or suspension.
- The same school dress attire is expected.
- No one will be excused during this time for any reason.
- No food or drink permitted.
- Students will be escorted to the lavatories at a designated time.
- Failure to serve Saturday School will result in an additional Saturday School. Failure to attend both Saturdays will result in Suspension.

# **SUSPENSION**

## **STUDENT SUSPENSION**

The Principal/Assistant Principal may temporarily suspend a student for disobedience, misconduct, or infraction of school rules after the student has been given an opportunity to tell his/her side of the story and has been informed of the reason(s) for the out-of-school suspension. 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. Parents will be notified by mail and/or telephone that their son/daughter has been suspended from school along with the reason for the suspension and the length of the suspension. A parent conference may be scheduled.

## **STUDENTS RIGHTS DURING OUT OF SCHOOL SUSPENSION PERIOD**

Students are required to make up work and exams missed during a temporary/full suspension. Missed work and exams must be completed within no more than twice the number of school days of temporary/full suspension.

- Parents will be notified by mail and/or telephone that their child has been suspended, the reason for the suspension, and the length of the suspension. A parent conference may be scheduled, if requested. An informal hearing will be scheduled for all full suspensions.

- Credit will be given for all work missed. Work should be completed promptly after the student's return. It is the responsibility of the student to make up the work, including tests and quizzes. The regular classroom teacher is responsible for evaluation of the work.
- Students are not allowed on school grounds or district property while suspended. They may not attend or participate in any extra-curricular activities or practices while suspended.
- If conditions of suspension are violated the pupil is subject to additional suspension.

### **TEMPORARY SUSPENSION – UP TO THREE (3) SCHOOL DAYS**

The Principal/Assistant Principal may temporarily suspend a student for disobedience, misconduct, or infraction of school rules for up to three (3) school days after the student has been informed of the reason(s) for the suspension and has been given an opportunity to tell his/her side of the story.

### **FULL SUSPENSION – MORE THAN THREE (3) DAYS**

The Principal/Assistant Principal may suspend a student for more than three (3) school days if the total number of days, including temporary suspension, does not exceed ten (10) school days. An informal hearing opportunity will be afforded the student within the first five (5) days of the suspension in the presence of the Principal/Assistant Principals and/or Superintendent of Schools and notice shall be provided by the Principal/Assistant Principal to the parent/guardian requesting their presence.

### **PURPOSE OF HEARING**

The purpose of the informal hearing is to enable the student to explain the circumstances and discuss the offense for which he/she is charged. The outcome is to determine if the suspension should be ended, extended, or recommended for expulsion.

### **DUE PROCESS**

The building administrator shall have the authority to assign discipline to students, subject to the rules and regulations of the Superintendent and to the student's due process right to notice, hearing, and appeal. Reasons, in writing, must be provided for student and parent/guardian. Principal shall make reasonable attempt to accommodate parent/guardian schedule in fixing time of hearing. Student may speak or present witnesses in his/her behalf; witnesses may be cross-examined. Following informal hearing, principal may decline additional suspension; authorize return of student to school; return student to school on probation; restrict co-curricular activity; continue suspension for full suspension period of ten (10) days; recommend to Superintendent of Schools action to expel.

## **STUDENT RIGHTS FOLLOWING FULL SUSPENSION**

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

# **EXPULSION**

## **STUDENT EXPULSION**

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

## **BEHAVIOR AFFECTING PARTICIPATION IN SCHOOL EVENTS**

Participation in extra-curricular events and activities is a privilege that must be earned. Failure to comply with academic, behavioral, or attendance guidelines will result in removal from school events/activities. The following guidelines, based on a code of conduct point system, will determine participation in school events/activities.

## **INFRACTION POINTS**

If a student accumulates 10 or more disciplinary points, he/she will lose the privilege to participate in planned school sponsored events/activities until his/her point total is reduced to 9 points or less.

- Each Administrative Detention = 1 point
- Each Saturday School Detention = 2 points
- Each day of Suspension = 3 Points

Following each recorded offense, the parent will receive a point update form regarding the violation. A student may have 1 point deducted by avoiding any administrative infractions for a period fifteen school days. In order to attend field trips/class trips, a student must be under 10 points by the day forms are due.

## **BEHAVIOR AFFECTING PARTICIPATION IN SPORTS**

These rules will be in effect starting on the first day of team practice. As per Code of Conduct, Level IV infractions will result in removal from the team. School detentions will be assigned in a timely manner and will not be changed from assigned dates due to a practice or game.

If a student earns the following points during the season:

- 4 points = miss 1 game
- 6 points = miss 2 games
- 8 points = miss 3 games
- 10 points = removal from team

## **MNSD GRADES 6-12 DRESS STANDARD**

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

- All clothing must be neat, clean, and in proper repair.
- Clothing must cover undergarments.

- Shirts and blouses must cover the chest and mid-section at all times (must be long enough that they could be worn tucked in). Form-fitting attire may not be worn. No midriffs, spaghetti straps, tube tops, or halter-tops. Tank top straps must be at least 1" wide.
- Form fitting shorts or pants worn as outer garments (elastic, spandex, yoga pants) are not acceptable unless covered by a top.
- Shorts/skirts/skortis should be fingertip length when arms are in a natural, relaxed manner and must be visible below the top/blouse. No cut offs can be worn. Inside pockets should not be visible at any time.
- Protective footwear is required at all times and be secured to foot. (No shower shoes, slides or flip-flops). No open toed or open back footwear. No sneakers with wheels.
- Hats, hoods, outerwear, bandanas, head bands, visors, or sunglasses may not be worn or carried inside the school building, unless warranted by a medical, safety or religious circumstance.
- Message apparel, chains, spiked jewelry, and other jewelry/equipment which presents a safety concern and/or encourages the use of drugs, alcohol, or weapons, cites inappropriate language, words or expressions, or displays sexually inappropriate gestures, or has an inappropriate or double meaning, are prohibited.
- Pieces of jewelry that are inappropriate or are a safety concern (such as spiked or studded necklaces, bracelets, or chains) shall not be worn.
- Dress during Physical Education classes is to be in accordance with the Physical Education Departmental Policy for student dress.

## **RENAISSANCE PROGRAM**

### **RENAISSANCE PROGRAM**

The Renaissance Program was established to empower students, educators, administrators, parents, businesses, and community organizations in promoting student achievement, increasing community involvement, and recognizing success among our students and faculty. It is an incentive-based program that provides privileges to those students who demonstrate achievement in the areas of academic achievement, school attendance, and citizenship. Renaissance members earn the privilege of participating in trips, assemblies, and/or celebrations.

### **MEMBERSHIP REQUIREMENTS**

Renaissance membership requirements are comprehensive as students must meet all criteria. Further explanation regarding attendance categories, discipline

code, and a school-sponsored club, music program, or sport per can be found in this school agenda.

1. No more than two (2) excused absences per quarter (zero unexcused)
  - Absences include all sick days, as well as approved family educational trips.
  - Absences, which include sickness resulting in consecutive days, may be handled on an individual basis as well as require a doctor's note.
  - Absences can be monitored on Infinite Campus at all times. Therefore, it is the student's and parent's/guardian's responsibility to make sure an absent note is presented, either by paper copy or electronically, within the designated three (3) days upon returning to school. In this case, the absence becomes unexcused thus eliminating a student from meeting the eligibility requirement.
2. No more than two (2) tardies per quarter
  - More than two (2) unexcused tardies will result in a discipline referral
3. No more than (2) early dismissals per quarter
  - More than two (2) unexcused early dismissals will result in a discipline referral.
4. No discipline referrals
5. Grades B- or higher
  - **Black Card** = no grade lower than a A- in that quarter
  - **Orange Card** = no grade lower than a B- in that quarter
6. Active participation in a school-sponsored club, music program, or sport per quarter

## LOCKERS

### **HALLWAY LOCKER**

Laptops and school supplies may not be stored in a locker and must be carried by the student. Student lockers will be made available to students for storage of jackets and personal items ONLY. Students will be provided a combination padlock for his/her locker. Lockers are to be locked at all times. Every student is required to have a school lock and may not use personal locks unless approved by the administration. In the event that the lock is lost or stolen, the cost to replace the lock is \$8.00. The administration and teachers are not responsible for the loss of money or property, including school textbooks, kept in a locker. Valuables or large sums of money should not be brought to school. Any theft of money and/or property should be reported immediately to an administrator. Any locker that does not function properly should be reported promptly to the Assistant Principals' office. Students are required to keep lockers clean and neat at all times. Decals, stickers, or other marking on lockers are not permitted. Individual lockers may be opened without prior notice to the student for inspection and/or repair. Damage, vandalism

or graffiti to lockers will result in a monetary fine for cleaning and repair. Sharing of lockers and locker combinations with other students is prohibited.

### **GYMNASIUM LOCKERS**

Students shall be assigned a locker in the locker room area for gymnasium and athletic equipment. Combination locks are provided for all gymnasium lockers and are issued by the Physical Education Department. Lockers are to be locked at all times. The administration and teachers are not responsible for the loss of money or property. It is the responsibility of the students to keep lockers locked. Every student is required to have a school lock and may not use personal locks unless approved by the administration. Students are required to keep lockers clean and neat at all times. Decals, stickers, or other markings on the locker are prohibited. Individual lockers may be opened without prior notice to the student for inspection and/or repair. Damage, vandalism, graffiti, kicking or breaking lockers to will result in a monetary fine for cleaning and repair. Sharing of lockers and locker combinations with other students is prohibited.

## **HEALTH INFORMATION**

### **NURSE**

In case of student's illness during the regular school day, the student shall obtain permission from the teacher to report to the Nurse's office. In the event the nurse is not available, the student shall report to the Main Office. The parents will assume responsibility for the transportation of students excused from school as a result of illness. In emergency situations, the Principal or designee may accompany the student and remain until the parent or guardian is available. Students are never permitted to call home to have a parent take them home. Only the nurse or the office personnel may do so.

### **MEDICATION**

All medication, to be taken during the school day, is kept in the Nurse's Office and must be accompanied by a signed permission note from a parent and physician's order. This form is available on the district's website which includes the name of the medication, the dosage, the time of dosage, and a doctor's signature. Parents of students with a special health concern should notify the school nurse.

### **ACCIDENTS**

Any student involved in an accident while on the school premises shall report immediately to the school nurse. If the accident occurs after school, during a school related activity, it should be reported to the school nurse the next morning. The nurse will evaluate the student and record the details of the accident for school records and purposes. In order to secure a claim from the insurance company,

the accident must be reported to the insurance company within thirty (30) days. Claim forms are to be obtained from the school nurse. Accident claim pertains only to those students who purchased insurance through the school district.

## **INSURANCE**

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

# **CAFETERIA**

## **CAFETERIA PROCEDURE**

1. Students are to remain seated while eating and are not to change tables.
2. Students are expected to clean up as soon as they are finished eating.
3. Students will not throw out trash until designated times.
4. Students are not permitted to walk around and visit other tables.

## **CAFETERIA TABLE SELECTION**

During the first few weeks of school, students will sit in the cafeteria by first period. During this time frame, students will be informed about seat selection, which will take place during the first month of school. Sixth graders remain seated with their first period during the first month of school. Seventh and eighth grade students will have the opportunity to select their table sooner.

Students will have an opportunity to select a seat, of their choosing, by writing their name on a signup sheet placed at the table of choice. The cafeteria tables only have 12 seats; therefore, no more than 12 students can be seated at a table. Seat selection for all students is first come, first serve.

Students who cannot behave appropriately in the seat they have selected will be moved. Students who misbehave during lunch may face disciplinary consequences.

## **LUNCHESES**

Any student forgetting his/her lunch may have it dropped off to the Main Office. Classes will not be interrupted to inform students their lunch has been delivered. The student will pick up his/her lunch before his/her scheduled lunchtime.

## **LOST AND FOUND**

Lost and found articles are to be turned in to main office. The owner, with proper identification may claim these items, which are stored in the cafeteria. After a reasonable period of time, unclaimed items will be disposed of at the discretion of the building principal.

# **ELECTRONIC DEVICES**

## **ELECTRONIC DEVICES**

The use of any personal electronic devices, including but not limited to cell phones, smart watches, ear buds/earphones, laser pointers, radios, gaming devices, e-readers, and iPads during the school day is prohibited. **Students are not to send/receive text messages during the school day.** Students who bring any electronic devices to school are instructed to power down their devices upon entering the school and store them in their school bag. Students are not permitted to have electronic devices, other than their student laptop, on their person during the school day without permission from school district personnel. Repeat offenders will have devices confiscated by staff and turned into the main office with the student's name and an administrative referral. Parents will be required to retrieve confiscated items. Additional repeated violations of this offense will result in detention(s), Saturday School, or suspension.

The district shall not be liable for the theft, loss, damage, misuse, or unauthorized use of any personal electronic communication device brought to school by a student. Students are personally and solely responsible for the security of personal electronic communication devices brought to school, school events, or district property. The district will not be responsible for restricting, monitoring, or controlling the personal electronic communications of students; however, it reserves the right to do so. If personal electronic communication devices are loaned to or borrowed and/or misused by non-owners, the owners of the personal electronic devices are jointly responsible with the non-owner for the misuse and/or violation of district policy, regulations, rules, or procedures.

## **TELEPHONE/CALLING HOME**

The main office telephone may be used for students to make a personal phone call with the permission of school personnel. **Students are not to send/receive text messages during the school day.**

## **SCHOOL BOARD POLICIES, REGULATIONS, RULES, AND PROCEDURES**

A complete copy of the MNSD School Board Policies can be found in the MNSD School Board Policy Manual available on the district's website.

Marple Newtown School Board Policies stipulate that the following types of behavior are unacceptable conduct:

1. Using, possessing, selling, giving, or being under the influence of illegal drugs, including alcohol, and/or possession of drug paraphernalia will result in suspension, expulsion, and legal action.
2. Smoking, use, or possession of any tobacco product or facsimile is prohibited on campus, including the parking lot.
3. Physical or verbal assault upon any student, visitor, or school employee will not be tolerated, nor will possession of any weapon or explosive (including fireworks). Violators will be subject to suspension, expulsion, and/or legal action.
4. Disobedience, disrespect, or open defiance of proper authority will not be permitted. Students who disrupt the learning environment will be referred to the administration for disciplinary action.
5. Vandalism, the willful destruction or defacing of school or personal property, will not be permitted. Theft of any kind will not be tolerated. Violators in these areas will be subject to suspension, expulsion, restitution, and/or legal action.
6. Tampering with the fire alarm system or fire safety equipment (fire extinguishers) is against the law, as is making false hazard reports. Violators in these areas will be subject to suspension, expulsion, restitution, and/or legal action.
7. Scholastic dishonesty, which includes, but is not limited to, cheating on a test, plagiarism, or unauthorized collaboration with another person to prepare written work, can result in a student receiving a failing grade for the class and/or suspension from school.
8. Engaging in verbal abuse, i.e. bullying, name calling, ethnic or racial slurs, sexual harassment, or any derogatory statements addressed publicly to others that may precipitate disruption of the school program, or incite violence is not permitted. Profanity, vulgar language, or obscene gestures toward other students, school personnel, or visitors to the school will not be tolerated. Offenders will be subject to disciplinary action, including suspension and/or expulsion.
9. Loitering in the parking lot or in student areas during class time is not permitted.
10. Physical or verbal hazing is unacceptable behavior and is subject to disciplinary action.
11. Obscene, vulgar, or profane language or expression will not be permitted on school grounds or at any school sponsored activity.
12. Public displays of affection, i.e. kissing, are not allowed.

The school board also provides that the principal may suspend or recommend expulsion of a student who engages in any of the following activities while in school buildings, on school grounds, in school vehicles, or during any school sponsored activity.

- A. Commission of any act, which is a violation of criminal law.
- B. Committing extortion or forcing an individual to act through the threat of force.
- C. Behavior, which is detrimental to the welfare, safety, or morals of other students or school personnel.
- D. Lying or giving false information to a school employee.

During the school year it may become necessary to change or add to the guidelines. When this takes place you will be notified by announcements. If situations occur which are not covered in the above information, the school administration will make decisions based on the merits or the individual situation, and which are consistent with Board policy. It is the primary purpose of these rules and regulations to foster an atmosphere conducive to learning and increased student responsibility.

#### **ACCEPTABLE USE OF NETWORKS POLICY – POLICY #815**

Marple Newtown School District provides computer equipment, services, and network access for educational purposes only, under supervision of appropriate District personnel. (Educational purposes are defined as those purposes directly related to a Marple Newtown School District assignment, project, job or function for which the user is responsible.) Access to District resources is a privilege that carries with it the responsibility for proper use of those resources and computing facilities. MNSD recognizes that most computer users are responsible; however, the actions of irresponsible users can disrupt and interfere with the privileges of other users and with the operation of the District Network. The full text of policy 815 is available online at [http://www.psba.org/districts\\_policies/m/342/POLMARP\\_815.pdf](http://www.psba.org/districts_policies/m/342/POLMARP_815.pdf).

Use of the District Network and Internet provides great educational benefits to students. Unfortunately, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. MNSD provides filtering software on all computers which blocks certain visual depictions and other inappropriate Internet content, in compliance with current legal guidelines consistent with the Children's Internet Protection Act(CIPA).

In addition, the District may monitor the Network and Internet activity of any user. The regulations of CIPA and the District responsibility to monitor network activity prohibit the District from allowing users to connect personal devices (i.e. laptops, phones) to MNSD network resources. Access to the Network and Internet is given

as a privilege to students and staff who agree to act in a considerate and responsible manner. We require that staff, students, and parents or guardians read, accept and sign the following rules for acceptable network behavior.

Users are responsible for good behavior on the Internet just as they are in a school building. General school rules for behavior and communications apply.

Network storage areas are District property and are available at the discretion of the District. Administrators may review files and any and all communications conducted on our network to maintain system integrity and ensure that users are using the system responsibly.

The following are examples of activities that are not permitted on computers located within our schools:

- participating in chat rooms, instant messaging, bulletin boards, or news groups, or accessing email for personal purposes.
- bypassing the District filtering services.
- sending or displaying offensive messages or pictures, using obscene language, or harassing, insulting or attacking others.
- damaging computer, computer systems, laptops, display systems, projections systems.
- using another person's password or giving your password to another person.
- trespassing in or damaging another person's folders, work, or files; or attempting unauthorized access to either District or Internet networks.
- intentionally wasting limited resources, including electronic chain letters; messages broadcast to mailing lists or individuals; and participating in networked games or activities.
- employing the network for commercial purposes.
- revealing any personal information, including personal address or phone number of yourself or any other person without permission from your supervisor.

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

## **NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES – POLICY #103**

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. See website for complete policy.

## **NONDISCRIMINATION-TRANSGENDER AND GENDER EXPANSIVE STUDENTS – POLICY #248.1**

The District is committed to creating a safe and inclusive learning environment for all students that is free from discrimination, regardless of sex, sexual orientation, Gender Identity, or Gender Expression and to ensuring that every student has equal access to all components of the educational program.

The purpose of this policy is to facilitate compliance with District policy and state and federal laws concerning bullying, harassment and discrimination. This policy covers conduct that takes place in the school, on school property, at school sponsored functions and activities, on school buses, or vehicles and at bus stops, and on school computers, school networks, school forums, and school mailing lists, as well as conduct covered under the District's policy regarding cyberbullying. This policy applies to the entire school community, including educators, school staff, students, parents/guardians, and volunteers. See website for complete policy.

## **BULLYING/CYBER BULLYING – POLICY #249**

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

Bullying - For the purposes of this policy, bullying means an intentional electronic, written, verbal or physical act, or a series of acts (a) directed at another student or students (b) that is severe, persistent or pervasive, and (c) that has the effect of doing any of the following:

1. Substantially interfering with a student's education;
2. Creating a threatening environment; or
3. Substantially disrupting the orderly operation of the school.

The school district is not prohibited from defining bullying in such a way as to encompass acts that occur outside of the school setting if those acts (1) substantially interfere with a student's education; (2) create a threatening environment; or (3) substantially disrupt the orderly operation of the school. For example, bullying could be cyberbullying, and/or a form of harassment in which the behavior is intended, or perceived to intend, to harm or cause distress to another.

It may include, but is not limited to, actions such as verbal taunts, physical aggression, extortion of money or possessions, including any discriminatory statements prohibited by and consistent with the school district's nondiscrimination and harassment policies. The term cyberbullying shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

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

Any person discovering bullying shall report the incident to a Marple Newtown School District teacher, counselor, or administrator, or through the Safe to Say Something program. Students are required to immediately report bullying. School employees will provide immediate interventions consistent with this policy. Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

#### Bullying Prevention, Intervention, and Education Programs

The school district must educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Bullying prevention, intervention, and education programs must also be provided that consists of school-wide actions, classroom-level activities, individual interventions, and community involvement.

1. School-wide actions include, but are not limited to, training for school staff and students and adoption of the following district-wide anti-bullying rules:
  - a. We do not bully others.
  - b. We help students who are bullied.
  - c. We include students who are left out.
  - d. We tell an adult at school and an adult at home when somebody is being bullied.
2. Classroom level activities include, but are not limited to, consistent interventions, use of rules, reinforcement of pro-social behavior and incorporation of bullying themes.

3. Individual interventions include, but are not limited to, follow up with both victims and bullies that may include consequences, provisions for making restitution, and counseling referrals, as appropriate.
4. Community involvement encourages partnerships with families, community organizations and agencies to implement the school district's bullying prevention, intervention, and education programs.

#### Consequences for Violations

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

Any violation of this policy shall be considered an infraction of the Code of Student Conduct and any other applicable school district policy, with discipline implemented accordingly on a case-by-case basis. Any violation of the Pennsylvania Crimes Code will be reported to law enforcement. Victims and their parents/guardians shall be made aware of appropriate counseling, agency services and safety plan developments described in the school district's victimization procedures.

#### Retaliation

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

#### False Reports

The principal, in accordance with the Code of Student Conduct and/or other school district policy, will determine the consequences and remedial actions for a student found to have falsely accused another as a means of harassment, intimidation or bullying. The Superintendent will determine consequences and remedial actions for an employee found to have falsely accused another as a means of harassment,

intimidation or bullying. Any violation of the Pennsylvania Crimes Code will be reported to law enforcement. See website for complete policy.

### **UNLAWFUL HARASSMENT POLICY – POLICY #248**

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

### **WEAPONS IN THE SCHOOL – POLICY #218.1**

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

Possessing - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school. The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity.

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

In the case of a student with disabilities, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Education Act and follow Board policy.

The Superintendent or designee shall report the discovery of any weapon prohibited by this policy to the student's parents/guardians and to local law enforcement officials.

Weapons under the control of law enforcement personnel are permitted.

Transfer Students - When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period. See website for complete policy.

### **SEARCHES – POLICY #226**

The Board acknowledges the need for safe storage of books, clothing, school materials and personal property and may provide lockers for storage purposes. It shall be the policy of the Board that all lockers are and shall remain the property of the school district. As such, students shall have only a limited expectation of privacy in their lockers.

No student may use a locker as a depository for a substance or object that is prohibited by law, Board policy or district rules, or constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.

The Board reserves the right to authorize its employees to inspect a student's locker at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a threat to the health, welfare or safety of the school population.

The Board authorizes the administration to conduct random general searches of lockers when the district has a compelling interest in protecting and preserving the health, safety or welfare of the school population.

The principal or designee shall be present whenever a student locker is inspected based on reasonable suspicion.

The principal shall open a student's locker for inspection on the request of an outside law enforcement officer only on presentation of a duly authorized search warrant or on the intelligently and voluntarily given consent of the student.

The principal shall be responsible for promptly recording in writing each locker inspection; such record shall include the reason(s) for the search, persons present, objects found and their disposition.

The principal shall be responsible for the safekeeping and proper disposal of any substance, object or material found in a student's locker in violation of law, Board policy or school rules.

School officials are authorized to search a student's personal possessions or motor vehicle parked on school property when there is reasonable suspicion that the student is violating law, Board policy or school rules, or poses a threat to the health, safety or welfare of the school population.

Students shall assume responsibility for maintaining the security of their lockers.

Prior to an individual locker search, the student shall be notified and be given an opportunity to be present. However, when school authorities have a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior warning.

Illegal and prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.

Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population.

#### Reasonable Suspicion

Reasonable suspicion is defined as a conclusion arrived at by a reasonable, prudent, and conscientious mind, from the facts at hand. If the facts logically, rationally, and in the exercise of good common sense, lead a reasonable, prudent, and discreet person to conclude that a student has illegal material on school property, or on his or her person, this is a reasonable suspicion. See website for complete policy.

#### **TOBACCO USE/VAPING– POLICY #222**

The Board recognizes that tobacco use and vaping by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

For purposes of this policy, tobacco use shall be defined to include the use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; smokeless tobacco in any form; an electronic cigarette; nicotine product; nicotine delivery product; and/or any vaping delivery system. An electronic cigarette includes any battery-operated product designed to deliver to the user a chemical such as nicotine; any flavor even without nicotine); and/or any

other substance, by turning the substance into a vapor that is then inhaled by the user.

The Board prohibits tobacco use and vaping and the possession by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.

The Board prohibits tobacco use and vaping and the possession by students at school-sponsored activities that are held off school property.

The school district may initiate prosecution of a student who possesses or uses tobacco or vaping in violation of this policy.

A student convicted of possessing or using tobacco or vaping products in violation of this policy may be fined up to \$50 plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.

In addition to the citation to authorities, students violating this policy will also be subject to school discipline procedures. Discipline procedures for violation of this policy will be:

- First Offense\* – one day suspension and loss of privileges
- Second Offense – up to three days suspension and loss of privileges
- Third and Repeated Offenses –up to five days' suspension and loss of privileges

\*Offender will be required to enroll in free and confidential course, *My Life, My Quit*, following his/her first offense. Completion of the program following the first offense will be considered should additional violations occur. Subsequent offenses are subject to required enrollment and completion of additional workshops, at the discretion of MNSD Administration. See website for complete policy.

**STUDENT WELLNESS – POLICY #246** The Marple Newtown School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement. The Board adopts the Student Wellness Policy based on the recommendations of the appointed Wellness Committee and in accordance with federal and state laws. The policy shall be included in the district's Strategic Plan. To ensure the health and well-being of all students, the Board establishes that the district shall provide to the students:

1. A comprehensive nutrition program consistent with federal and state requirements.
2. Access at reasonable cost to foods and beverages that meet established nutritional guidelines.
3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

See website for complete policy.

### **SAFE TO SAY SOMETHING (SAFE2SAY)**

In January of 2019, the Safe to Say Something program became live in Pennsylvania schools. Our students are provided with instructions about this program and use it responsibly to help their fellow students.

The Sandy Hook Promise and the Pennsylvania Office of Attorney General have partnered to begin the Safe2Say Something Anonymous Reporting System. The program allows individuals to submit secure and anonymous safety concerns to a call center to help school officials and/or local law enforcement to identify and intervene when unsafe and/or harmful behaviors take place.

Someone is able to submit tips anonymously through three different modes of communication:

- Call the 24/7 Crisis Hotline 1-844-SAF2SAY (1-844-723-2729)
- Use the Website: [www.safe2saypa.org](http://www.safe2saypa.org)
- Use the Safe2Say Something Mobile App, available for Apple & Android

### **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 for more information. Please contact Jacqueline Litz, LSW, MNSD Home and School Visitor and Homeless Liaison: [jlitz@mnsd.org](mailto:jlitz@mnsd.org) or 610-359-4288

Marple Newtown School District 2022-2023 Academic Calendar																																																																																																																	
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**PAXON HOLLOW MIDDLE SCHOOL**  
Student and Parent/Guardian  
Agenda Acknowledgement Form

Students and Parents,

Each student has been given a copy of the Paxon Hollow Middle School Student Agenda. This book contains the student handbook, discipline code, and a full year of calendar pages on which students will keep track of homework and assignments. In addition, the agenda is used as a hall pass for students as they travel around the school.

**Students and parents are to review the information in this Paxon Hollow Middle School Agenda and then sign and date this letter and return it to their first period teacher.**

---

*Student Name (First Name Last Name)*

has read and understands the PHMS 2022-2023 Student Agenda.

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*Parent/Guardian Signature*

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*Date*

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*Student Signature*

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*Date*

Gently tear out this page and return it to your FIRST PERIOD TEACHER no later than: