

Marple Newtown School District

Elementary School Handbook



2026-2027

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The Marple Newtown School District

Mission Statement

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

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

Vision Statement

For all students...

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

Disclaimer: This handbook is intended as a reference for students and families and is a “living document,” meaning it is subject to change as needed. MNSD School Board Policy supersedes all areas covered in this handbook, along with those that may not be explicitly stated.

Welcome from the Assistant Superintendent

Dear Marple Newtown School District Elementary School Families,

Welcome to the Marple Newtown School District's elementary school handbook! We deeply value the partnership between home and school and appreciate your support, which is crucial for our students' success.

Elementary school should be a time of joy and growth. Our dedicated teachers work hard to support students academically and emotionally, reflecting our District's commitment to excellence in academics, the arts, emotional intelligence, and athletics.

We are aware that some students may need extra support. To address this, we've implemented benchmark assessments to track progress and tailor interventions. Your school Principal and/or classroom teacher(s) will provide more details.

For new families, you'll quickly feel the vibrant energy of our schools. For returning families, you know the "Tiger Pride" that drives us! We communicate often through various channels, including electronic updates, hard copy documents, and meetings. Please contact your child's teacher for learning-related questions, your child's Principal for school-specific information, and our District offices for policy inquiries.

Thank you for your support. We look forward to another great school year!

Sincerely,

Kevin Fagan, Ed.D.
Assistant Superintendent
kfagan@mnsd.org

MNSD School Board Policies can be accessed in their entirety [here](#).

GENERAL INFORMATION

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

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

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

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

PROTECTED HANDICAPPED STUDENTS

In compliance with state and federal law, Marple Newtown School District will provide to those students who qualify as a protected handicapped student, without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a pre-existing diagnosed physical or mental condition that substantially limits or prohibits participation in or access to the school program.

These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the evaluation procedures and provision of services to protected handicapped students, contact Dr. Kerri McGinley, 504/ADA Coordinator for the Marple Newtown School District at 610.359.4261. The 504 handbook is on-line. (The link is under Pupil Services).

RESIDENCY REQUIREMENTS AND TUITION

Residency

See School Board Policy 200, Enrollment in District.

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

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

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

Marple Newtown School District residents who house and continuously fully support children not his/her own (except orphans receiving Social Security), may, upon presentation of dependency affidavit approved by District's Solicitor, enroll a child in Marple Newtown School District. This affidavit is to be completed annually.

Students Moving Into School District

Students whose parents/guardians intend in good faith to establish residency within the district prior to the end of the first semester of a school term may be permitted, upon written request submitted to the Superintendent and approved by the Board, to attend school from the beginning of that term provided, however, that if the parents/guardians have not established residency within the district prior to the end of the first semester, as determined by the Superintendent or his/her designee upon submission of appropriate evidence of residency and upon compliance with all other enrollment procedures, the Board may either charge tuition for some or all of the period of attendance or dismiss the student.

Students permitted to attend in accordance with this subsection are not entitled as a matter of right to such attendance and are dismissible at will by the Board.

Attendance in accordance with this policy shall be conditioned upon full compliance with all enrollment procedures and policies applicable to district residents and upon submission of satisfactory evidence of immunization or establishment of lawful cause for exemption from immunization requirements.

Students Moving Within School District

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

This transfer requirement may be waived if a student moves to the attendance area of another elementary school at the conclusion of his/her 4th grade year--or during the course of his/her 5th grade year. Permission will be granted to remain in the present school only if the parent/guardian is willing to provide private transportation to and from

that school. Furthermore, each request will be considered on a case-by-case basis and must have the final approval of the Superintendent.

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

Students Moving From School District

Students in good scholastic standing, as determined by the Superintendent or designee, whose parents/guardians move from the district during a school term may be permitted, upon written request submitted to the Superintendent and approved by the Board, to remain in attendance until the end of the marking period during which the move occurs or until the end of the school term if the move occurs within sixty (60) days of the end of a term. Approval of any such written request, however, shall be contingent upon full satisfaction by the parents/guardians of all school tax obligations on or before the date of the move.

Students in good scholastic standing, as determined by the Superintendent or designee, whose parents/guardians move from the district during the school term comprising the student's senior year may be permitted, upon written request submitted to the Superintendent and approved by the Board, to remain in attendance for the remainder of the term and, upon satisfactory completion during that term of all district requirements for graduation from high school, shall be awarded a diploma from the district. Approval of any such written request, however, shall be contingent upon full satisfaction by the parents/guardians of all school tax obligations on or before the date of the move.

Students permitted to attend in accordance with this subsection are not entitled as a matter of right to such attendance and shall be deemed dismissible at will by the Board.

Students permitted to attend in accordance with this subsection may do so without tuition charge unless the Board expressly imposes such charge.

PROCEDURE FOR SCHOOL VISITORS

We are concerned for the safety of our students. If you need to visit any Elementary School or any MNSD building for any reason, please have a valid ID. We have a strict policy as it pertains to identification. Visitors, including parents, must present a current photo ID and sign in at the office each time they come to our school whether this is your first time visiting or you have visited multiple times. In addition, visitors, including parents and grandparents, are not permitted on school grounds during school hours without administrative authorization, per MNSD School Board Policy #707

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

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

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

1. If the visitation is for a parent or teacher-initiated parent conference concerning the parent's or guardian's child, it must be **scheduled in advance** with the teacher. Upon arrival at school, a person visiting school for this purpose **shall register** at the office of the principal prior to proceeding to the conference site.
2. If the visitation is for any other purpose, arrangements must be made in advance through the office of the building principal.

3. Upon arrival, all visitors must register at the office of the building principal and obtain a Visitor's Pass badge through the kiosk system. If a badge is not obtained, any staff member may stop the visitor and redirect him/her to the office.
4. No visitor may confer with a student in school, other than a student of whom he/she is the parent or guardian, without prior permission of the building principal.
5. No visitor shall be allowed to photograph or video record any person or any part of any building or to record any conversation of any kind without prior approval of the building principal and the district superintendent.
6. Should an emergency require that a student be called to the school office to meet a visitor, the principal, or designee, shall be present during the meeting.
7. The final decision for any visitor to enter the building for any reason shall be up to the building Principal.

PARENTAL INVOLVEMENT

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

- All parents can become involved with their child's education at the school level by joining the Parent Teacher Organization:
 - call the PTO representative listed in your directory
 - respond to information given at Back – to – School Night
 - attend monthly PTO meetings and join subcommittees
- All parents are invited to attend district parent/teacher conferences held two times per year, as well as classroom, building, and district events.
- All parents receive school information through the district website, the building website, or Infinite Campus. The websites can be translated through the language selection tab at the bottom. Information is also sent through weekly communication envelopes.
- Eligible schools are allocated a portion of the District's federal grant funds to support student learning and family engagement activities. The Assistant Superintendent, the Teaching and Learning Team, the building Principal, and the building Reading Specialist are available to consult with teachers and parents in the development of family engagement activities.
- A school-parent compact outlines how parents, the entire school staff, and students will share in the responsibility for improved student academic achievement and the means by which the school and parents will build and develop partnerships to achieve the state's high standards.
- Families and Guardians of Title I students complete a survey at the conclusion of each school year as a way to give input regarding family engagement activities and the organization of the Title I program for the upcoming year.

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

ELEMENTARY STUDENT EXPECTATIONS

ELEMENTARY CODE OF CONDUCT

At school, every student has the right to learn and feel safe. All students are expected to help create a school environment where everyone feels respected, included, and ready to succeed.

Students will:

- Respect the right of others to learn without distraction
- Resolve conflicts peacefully - without arguing, teasing, or fighting
- Accept others for who they are and show respect for individual differences

Demonstrate respect for:

- Themselves
- Other students
- Adults
- School property
- Personal belongings of others

My Job as a Student

All students are expected to follow the Student Job Description and demonstrate responsibility, respect, and safety at all times. My education is important. I come to school to learn, grow, and do my best.

To help myself and others succeed, I will:

- Come to school on time and ready to learn every day
- Complete my homework and classwork on time
- Be a respectful and cooperative learner
- Ask questions and ask for help when I need it
- Support and encourage others when I can
- Treat everyone with kindness and fairness
- Follow all school and classroom rules
- Take care of school property and materials
- Use safe, respectful behavior—both in-person and online
- Try my best, even when things feel challenging

ELEMENTARY SCHOOL DISCIPLINE POLICY

Reference MNSD School Board Policy 218 for full description and expectations

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

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

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

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

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

1. Harassment
2. Defacing school property
3. Extortion
4. Fighting

5. Insubordination/Disrespect
6. Offensive language or gestures
7. Theft
8. Violation of Acceptable Use of Networks Policy (reference School Board Policy #815)
9. Violation of district Bus Policy

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

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

**A student who is on suspension shall not participate in or attend any school-sponsored extracurricular activity during the period of suspension, effective immediately upon notification of suspension. Suspension shall remain in effect until the start of the first day that the student is eligible to return to school.*

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

1. Commission of any acts punishable under the Pennsylvania Crimes Code
2. Endangering the safety of others
3. Harassment (online or in-person) that meets PDE's definition of bullying (including School Board Policy #248)
4. Racial/Ethnic intimidation (reference School Board Policy #248)
5. Vandalism

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

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

**A student who is on suspension shall not participate in or attend any school-sponsored extracurricular activity during the period of suspension, effective immediately upon notification of suspension. Suspension shall remain in effect until the start of the first day that the student is eligible to return to school.*

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

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

A student who is on suspension shall not participate in or 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.

THREATS OF VIOLENCE, HARASSMENT, OR BULLYING

In accordance with Act 26 of the Pennsylvania Legislature:

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

Bullying is a pervasive and intentional repeated pattern of actions. It may include online bullying via instant messaging, texting (including “sexting”), and social media posting. Bullying also includes repeated written, verbal, or physical acts directed at another student or students, which occurs in a school setting and/or potentially outside of the school setting, that is severe, persistent, and pervasive with the effect of creating any of the following:

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

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

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

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

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior: the student’s pattern or history of similar incidents, violence, threatening behavior, access to weapons of any kind and the circumstances surrounding the threat. Additional considerations include, but are not limited to the age of the student; the mental and emotional maturity of the student; the cooperation of the student; the student’s cooperation with the investigation; the cooperation of his or her parent(s’) or guardian(s’) in the investigation; the existence of the student’s juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat, and other relevant factual information.

STUDENT RESPONSIBILITIES

Primary goals in school discipline are to assist each child in the development of self-regulation, management of self-other relations, empathy, and acceptance of responsibility for his/her actions. School rules emphasize the importance of respect and consideration for others and property. Students learn about the positive qualities of good citizens and that mistakes can be excellent vehicles for learning.

Toys, Games, and Electronic Equipment

- Cell phones must be turned off and kept out of sight during the school day, unless directed otherwise by school staff.
- Smartwatches may only be used to check the time. Any use for messaging, photos, calls, or games is not permitted.
- Non-educational electronic devices are not to be used during school hours.
- All toys, games, sports equipment, trading cards, poppers, fidget spinners, and other personal items should remain at home unless you have received permission from the principal. The school will not replace or be responsible for lost or stolen items brought to school.

Restroom Expectations

- Students are expected to use the restroom during designated times (during lunch, and/ or with permission from the teacher).
- Use the restroom quietly and respectfully.
- Flush toilets. Do not put any toilet paper on the ground.
- Wash hands with soap and water.
- Keep the space clean. Throw paper towels in the trash, not on the floor.
- Restrooms are not places to gather, socialize, or play.
- Keep yourself and others safe. Do not climb on anything.
- Report any problems or concerns to a teacher or staff member immediately.

Birthday Invitations and Celebrations

- Teachers are not permitted to share contact information or class lists.
- Invitations to birthday parties may only be distributed at school if every student in the class is invited. This policy helps avoid hurt feelings and promotes inclusion.
- It is best practice that invitations are mailed home.
- If you would like to send something in to mark your child's birthday, the teacher may tell you how many students are in the class. Please note: food and candy of any kind are not permitted as part of birthday/ holiday celebrations.

Playground Expectations

To ensure the safety and enjoyment of all students, the following playground expectations must be followed:

General Guidelines

- Enter and exit the playground calmly and quietly as many other children are in class learning.
- Only exit and enter the building with adult permission.
- Remain in the designated play area at all times.
- Avoid talking to or approaching strangers. Report anything concerning to a staff member immediately.
- Listen and respond to the whistle or other signals from staff.
- When recess ends, return all equipment to the designated container and line up promptly.

Respectful Behavior

- Play fair. Follow all rules of each game.
- Treat others kindly: no pushing, kicking, shoving, or rough play.
- No name calling or teasing based on race, appearance, or family.
- No spitting or gum chewing.
- Do not throw rocks, sticks, snow, toys, or other objects.
- Toy weapons or items resembling weapons are not allowed.
- Avoid rocks, snow, ice, puddles, and mud for safety.

Slide Rules

- Wait your turn and make sure the slide is clear before using.
- Go down the slide feet first, seated only.
- Do not climb up or hang on the slide surface.
- No pushing

Swing Rules

- One person per swing, seated only.
- No pushing others, standing, twisting, or jumping from swings.
- Do not walk in front of, behind, or between swings in use.

Please follow any additional directions given by playground staff, and help keep our playground safe and welcoming for all.

Hallway Expectations

- Show respect to classes in session by moving silently and in an orderly line. Voices are off.
- Avoid disturbing others. Keep a safe distance.
- Do not bump into others or touch others in the hallway.
- Walk safely at all times - no running.
- Walk on the right side of the hallway.

GRADES K TO 5 DRESS EXPECTATIONS

The Marple Newtown elementary schools are committed to maintaining a safe and respectful learning environment for all students. Families, students, and school staff should work together to support attire that reflects the purpose of school: learning. Students are expected to dress for an educational setting, not a recreational one. Clothing should be comfortable, weather-appropriate, and free of distractions or safety concerns.

If, in the opinion of school staff or administration, a student's attire disrupts or has the potential to disrupt the educational program or poses a safety or health risk, appropriate steps will be taken. If the concern is not resolved, the parent/guardian will be contacted, and the student may be asked to change clothing or be temporarily removed from class until properly attired.

The following expectations apply to all students, regardless of gender:

- Clothing must be neat, clean, in good repair, and should fit appropriately.
- Midriffs must be covered; tops that do not cover the stomach area are not permitted.
- Strapless tops, halter tops, tube tops, and spaghetti strap tops are not permitted. Shoulder straps must be at least 2 inches wide.
- Garments with sheer or see-through fabric must be worn over clothing that meets these guidelines.
- Undergarments must be covered at all times.
- Shorts, skirts, and skorts must be long enough so that no part of the posterior is exposed, even when sitting, bending, or moving.
- Closed-toe shoes must be worn at all times. Footwear must be safe for school activities. Flip-flops, platform shoes, slides, cleats, and high heels are not permitted.
- Hats, visors, and sunglasses are not to be worn indoors unless for religious, medical, or safety reasons.

Clothing, accessories, or equipment displaying or promoting the following are strictly prohibited:

- Inappropriate, suggestive, or violent language or imagery
- Alcohol, tobacco, vaping, or drug-related messages
- Symbols of hate, racism, or intolerance
- Political slogans or affiliations that may disrupt the learning environment

TRANSPORTATION

See School Board Policy 810, Transportation.

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

The Board shall purchase, equip, and maintain vehicles and contract for school bus services for the transportation of students to and from school at regularly scheduled hours for the transportation of students on field trips and athletic trips. Elementary school students must live three-fourths of a mile from their school of attendance. (Elementary school students living three-fourths of a mile from their school of attendance are required to walk to school unless there is a hazardous road condition defined by PennDOT. Any student outside of the three-fourths of a mile walk zone will be transported to school) There is no bus service for regular education kindergarten students. Families are responsible for transportation of kindergarten students.

Buses are equipped with video cameras that record the interior of the bus during transportation and the exterior of the bus using "Bus Patrol" technology that monitors traffic surrounding the bus while the red lights are flashing. Buses are also equipped with GPS to monitor the bus's location so MNSD and families can track the bus location using the digital application, "Here Comes the Bus."

For the protection and safety of the driver and all students, video and audio recording devices may be utilized on school buses or school vehicles. The District reserves the right to use any video and audio recordings for purposes of implementing student or staff discipline under provisions of the School District's Policies, Student Discipline Code, and the Public School Code.

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

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

The phone number to the Transportation Office is 610-359-4299. Please call ahead with your child's name, the person they will be going home with and the bus number. If a bus seat is available they will email an approval notice to the School office. If a seat is NOT available the Transportation Office will notify the school office. The school office will contact the parents between 1:00 – 3:00 p.m.

RESPONSIBILITIES OF STUDENTS ON SCHOOL BUSES

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

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

While waiting for or leaving the bus:

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

- Pupils who must cross the highway after exiting from the bus shall pass ten feet in front of the bus, crossing only after the driver signals them to do so

While on the bus:

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

The following safety rules shall also be observed:

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

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

Student Drop-off Policy

Marple Newtown Transportation Department's goal is to provide safe and reliable transportation for all students. Student safety is a partnership between the parent/guardian and the Transportation Department. The Transportation Department is responsible for the students' safety while on the bus. Once the bus arrives at the designated location, it is the parent's responsibility to determine if the student needs supervision to get home.

All students will be discharged from the bus at their assigned stop regardless of age with the following exceptions:

- 1st graders will not be discharged from the bus unless a parent is present for the first 10 days of school unless the parent/guardian gives permission.
- 1st graders can be discharged if an older sibling is present.
- No student will be discharged, regardless of age, if the driver feels the stop is not safe due to a hazard or other potential threat. The Transportation Department will attempt to call the parent/guardian. The
- Students will remain on the bus and the driver will continue the run until a drop-off location can be determined.
- If a parent is not at the drop-off location and the student is visibly upset, the Transportation Department will attempt to contact the parent/guardian. The student will remain on the bus and the driver will continue the run until a drop-off location can be determined.
- Any student on specialized transportation will not be discharged unless a parent/guardian is present, or the parent/guardian gives the Transportation Department permission in writing. Preferred method is an email to transportation@mnsd.org

Additional information to help manage student discharges:

- The drop-off times you received are estimates. There are several factors that affect the drop-off times including congestion at the school, number of students riding on a particular day, traffic, sports at the high school and middle school, weather, student behavior, student illness, and road construction.

The Marple Newtown Transportation Department offers technology in the form of an app called, "Here Comes the Bus", to assist parents/guardians with tracking the bus to determine drop-off times. Instructions for the app can be found at <https://www.mnsd.org/departments/transportation>.

If there are any questions concerning this policy, please call the Transportation Supervisor at 610-359-4299.

STUDENT WELLNESS AND ADDITIONAL INFORMATION

NATIONAL SCHOOL LUNCH PROGRAM (NSLP)

What You Need to Know to Purchase Meals at School

Marple Newtown School District participates in the National School Lunch Program and Breakfast Program for 25/26 school year. The purpose of the NSLP and SBP is to safeguard the health and well-being of the Nation's children, as declared in 1946 by Congress in the National School Lunch Act. The NSLP makes it possible for schools to provide nutritious inexpensive lunches to students daily. Nutrition standards for the NSLP were updated in 2012 and again in 2025. Lunch and breakfast consist of a meat/alternate, whole grains, low fat or skim milk, fruits and vegetables. Breakfast is FREE for all students. Please check with your school for the breakfast and lunch times for your child.

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

Your child may purchase meals daily. Breakfast is Free, lunch is \$3.10. Please visit the Food Service website under www.mnsd.org or school cafe for monthly menus. If your child has been determined by a physician to be disabled or the disability would prevent your child from eating the regular school meals, the food service department can only make a substitution if a physician's note or a medical plan is put in place. Please contact the school nurse for more information.

How to apply for Meal Benefits

Application can be completed on line www.mnsd.org under the Food Service Department, or a paper application is available at your school office. Please be sure to read the application and complete it in full. If you are applying for a foster child, the application must have the child's name and personal income plus an adult signature.

What is a PIN number

A PIN number is your child's student identification number. This number is given to you when your child is enrolled, and remains with the child through Grade 12. The PIN number is entered at the end of the serving line after the student makes his/her lunch choice. Please spend time and review this number with your child.

How do I prepare my child for purchasing school lunch

- Review the monthly menu with your child to see what days your child would like to eat with us. The menu is sent home with the child or is available online at www.mnsd.org Food Service Department.
- At the beginning of each day your child will be asked what he/she will be having for lunch. At that time an order will be taken and sent to the cafeteria.
- The child will be asked to enter the PIN number. Please have money in the child's account. Please review payment options below. It is best to prepay all meals. You will not have to worry about money being lost or left in the classroom.

Payment Options

- 1. Cash,(best put in an envelope with your child's name and pin number
- 2. Check (Please make check payable to MNSD Food Service with your child's name or pin number)
- 3. School Café offers you the choice to pay by credit card, in addition to viewing your student's daily purchases.

Please note that there is a service charge (per transaction) for credit card payment. Visit www.schoolcafe.com create an account free of charge. You must know the child's PIN #.

Tree Nut/Peanut Allergies

No one is to provide classroom snacks containing peanuts, tree nuts, or products that have been prepared with ingredients containing nut products. Families of students with food allergies must notify the school nurse, the teacher and the cafeteria manager regarding the foods that may be purchased at school. Schools must be notified if students need to sit at a separate peanut/nut free table. The teacher will notify homeroom parents of specific allergies of those in the classroom. STUDENTS MAY NOT SHARE FOOD WITH PEERS.

MEALS AND SNACKS

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

Meals consist of a meat/alternate, fruit, vegetable, whole grains, and low fat or skim milk. For a complete meal, your student is required to take at least one fruit or vegetable. Healthy snacks and beverages are also available for purchase at a reasonable cost. Students may not buy snacks for peers, they may only purchase snacks for themselves.

Please see our Food Service website for more information (www.mnsd.org); click on your elementary school; click on Food Services). Please consult with your child's homeroom teacher and/or school nurse before planning any classroom activity.

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

MONEY AND VALUABLES

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

PHOTOGRAPHY AND VIDEO RECORDING OF STUDENTS

At various times throughout the school year children may be engaged in activities at school that teachers or other staff members may wish to record. These events will be related either to aspects of your child's curriculum or school spirit activities. All students will be encouraged to participate in these projects, and a video camera or mobile device will be used to record these activities for course work review or school publicity. Individual student rights will be respected in the use of all recordings. If a parent wishes to exclude a child from video recording or being photographed for public consumption, the principal must be notified. A copy of the release form for photographs and visual images is in the appendix at the end of this handbook.

ACCEPTABLE USE POLICY

The District provides all students with access to a laptop, computer network, and Internet resources in their classrooms and other locations in every building. In accordance with guidelines of the Children's Internet Protection Act, an Acceptable Use Policy is required for each student. The policy, signed by parents and students, outlines the students' responsibilities while using District technology equipment and resources. The District provides filtering software on all computers, which blocks certain visual depictions and other inappropriate Internet content; however, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive. A copy of the Acceptable Use Policy will be provided to any new family at registration. If you would like to review the MNSD School Board Policies, please click on the following link: <https://go.boarddocs.com/pa/marp/Board.nsf/Public?open&id=policies>

TEXTBOOKS, LIBRARY BOOKS, CALCULATORS

Students are responsible for the items they received which includes but is not limited to books, library books, text books, calculators, mice, laptop cases, headphones, etc, that they receive. Students must be charged the price of any item that is lost or seriously damaged. All replacement money should be turned in to the school secretary.

HOMEWORK

Homework is an opportunity for students to practice what they are learning, develop independent study habits, and build responsibility. Homework should be purposeful, age-appropriate, and manageable for each student.

Purpose of Homework

Homework assignments are designed to:

- Reinforce skills and concepts taught in class
- Encourage students to read independently and regularly
- Provide opportunities for self-reflection and skill-building
- Support responsibility, independence, and time management
- Help teachers gather feedback about student understanding

Time Guidelines

The amount of time spent on homework may vary by student. However, as a general guideline, students should not exceed the following total time per school night:

- Kindergarten–Grade 1: up to 10 minutes
- Grades 2–3: up to 15 to 30 minutes
- Grades 4–5: up to 30 to 60 minutes

These timeframes include independent reading, which is encouraged daily. If a child consistently exceeds these limits, families are encouraged to contact the teacher. *These guidelines may or may not include Sustained Silent Reading (SSR) time recommended by the teacher.*

Types of Homework Assignments

Homework may include:

- Independent reading
- Practice in math, writing, or other subject areas
- Review of key concepts
- Long-term projects, such as reports or presentations

Students are encouraged to manage their time and not wait until the last minute to complete longer assignments.

Family Support and Communication

Families play a valuable role in supporting homework success by:

- Providing a quiet space for work, free from distractions
- Encouraging children to complete homework independently
- Checking / signing homework folders or assignment books daily
- Reading with or to their child regularly; listening to their child read
- Watching their children write words and sentences
- Practice sight/ heart words
- Contacting the teacher if assignments are unclear or taking too long
- Playing Memory, math games, and word building games

Homework should support learning, not cause unnecessary stress or conflict at home. If a student is regularly experiencing difficulty completing homework, families are encouraged to contact the teacher so that a supportive solution can be developed together.

Occasionally, students may receive long-term assignments such as unit reports, special projects, or book reports. These are designed to help students develop important skills in planning, organization, and independent work. When students manage their time effectively and begin early, these assignments can be completed successfully within the time guidelines provided. Waiting until the last minute can lead to unnecessary pressure and frustration.

Teachers will communicate expectations clearly, and families are encouraged to help students break long-term assignments into manageable steps.

REQUESTING HOMEWORK FOR ABSENCES

When a student is absent for two or more days, families may request homework by contacting the teacher or main office. Please allow 24 hours for teachers to gather and prepare appropriate materials.

For extended absences due to illness, injury, or family emergencies, special arrangements can be made with the teacher and/or school counselor to support the student's learning and well-being.

For planned absences, such as travel or family events, families are asked to provide at least one calendar week's notice to allow teachers adequate time to prepare meaningful materials. While some work may be provided in advance, not all in-class instruction can be replicated at home.

Please note:

- For single-day absences, students can typically catch up upon their return.
- Assignments missed during any absence will be adjusted as needed to reflect the most essential learning goals.
- Teachers are not required to create full sets of lessons or assessments for vacation-related absences. Reading and journaling are always encouraged.

STUDENT ASSESSMENT/STANDARDIZED TESTING

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

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

Schedule of Standardized Testing / Assessments

Kindergarten – AIMSweb, Curriculum Based Assessments (CBA)

First Grade – AIMSweb, CBA, IXL

Second Grade – AIMSweb, CBA, IXL

Third Grade – The Pennsylvania System of School Assessment (PSSA) is administered in the Spring. The students are tested in the areas of English Language Arts and Math. Additionally, AIMSweb, CBA, and IXL diagnostics are administered throughout the school year.

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

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

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

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

Grading Scale

4 - Advanced: Beyond expected level of mastery of the standard (95% or greater)

3 - Proficient: Demonstrated mastery of knowledge and skills associated with standard on a consistent basis (80% - 94%)

2 - Approaching: Partial mastery of knowledge and skills associated with standard (70% - 79%)

1 - Beginning: Limited mastery of knowledge and skills associated with standard (Less than 70%)

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.

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.

REPORT CARDS

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

1. It indicates a student's academic performance relative to **standards** established by the PA Department of Education.
2. It shows a student's growth in terms of **grade-level** expectations.

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

Report Cards & Conferences 2026-2027:

November 23	Conferences	Grades K-5
November 24	Conferences	Grades K-5
December 1	End of MP 1	Grades 1-5
December 11	Report Card	Grades 1-5
January 19	Kinder Report Card only	
March 9	End of MP 2	Grades 1-5
March 17	Report Card	Grades 1-5
March 18	Conferences	Grades K-5
March 19	Conferences	Grades K-5
June 11	Report Card	Grade K-5

Kindergarten Attendance on District Half Days 2026-2027

October 30, 2026	AM reports to school
November 23, 2026	PM reports to school in AM
November 24, 2026	AM reports to school
November 25, 2026	PM reports to school in AM
January 15, 2027	AM reports to school
February 12, 2027	PM reports to school in AM
March 18, 2027	AM reports to school
March 19, 2027	PM reports to school in AM
May 28, 2027	AM reports to school

HEALTH SERVICES

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

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

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

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

SCHOOL HEALTH PROGRAM

1. IMMUNIZATIONS – GRADES K-5

The Pennsylvania Department of Health recommends the following minimum immunizations:

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

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

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

- A. **PROOF OF IMMUNIZATION**, rather than parent recall, is required.
- B. No child without a valid exemption shall be enrolled into school if **ALL immunizations** are not documented.
- C. The immunization histories of all transfer students must be reviewed for completeness, and corrective action taken when necessary.

2. TUBERCULOSIS TEST

A TB test *may* be required, at the School Nurse's discretion.

3. SCOLIOSIS SCREENING

Scoliosis screening is performed in grades six and seven.

4. VISION SCREENING

Vision screening is performed in kindergarten through 12th grade.

5. HEARING SCREENING

Hearing screening is performed in grades kindergarten, one, two, three, seven, and eleven and as needed.

6. HEIGHT, WEIGHT and BMI

Height and weight measurements are obtained K-12 as mandated by the state. Parents may be notified of their child's Body Mass Index (BMI), a ratio of height to weight for age that indicates that a student may be at risk for weight concerns. In that event, parents will be advised to consult with their Physician.

7. PHYSICAL EXAMINATION

Students must have a complete physical examination upon the **first day** of original entry into school (kindergarten or first grade), grade six and grade eleven and at the nurse's discretion. Students new to Pennsylvania schools must have a physical examination if the student's record does not meet Pennsylvania requirements. If financial need is demonstrated, the Children's Health Insurance Program (CHIP) offers low cost medical insurance. Contact the nurse at your child's school for further information.

8. DENTAL HEALTH REQUIREMENTS

All children are required to have a dental examination upon original entry into school (kindergarten or grade one), and in grades three and seven.

WHEN TO KEEP YOUR CHILD AT HOME

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

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

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

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

COMMUNICABLE DISEASES

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

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

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

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

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

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

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

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

Fifth Disease: Children with fifth disease are not excluded from school; however parents should notify the School Nurse.

Marple Newtown School District complies with guidance from the PA Department of Health in matters of communicable disease. The Department of Health can require exclusion of students from school if they pose a threat to the health of others. Additionally, they may require exclusion of unimmunized children if there is an outbreak of communicable illness.

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

MEDICATION POLICY

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

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

- The following information must be complete and on file in the nurse's office for each request:
 - 1. Written permission and signature of the parent/guardian
 - 2. Written order from the health care provider
 - 3. Medication in its original labeled container delivered by the parent/guardian to the school nurse
- The above requirements must be renewed every school year
- Medication forms are available for your convenience in the nurse's office.
- Students are NOT permitted to carry any medications or pills of any kind (including prescription, OTC, diet preparations, dietary supplements and vitamins). The only exception is for asthma inhalers and injectable adrenalin with appropriate completed documentation.
- All medication/pills will be stored in a designated secure location within the nurse's office
- families will be notified, at the discretion of the school nurse, when OTC medications are administered.
- families are encouraged not to bring in (OTC) medications for the school nurse to administer unless it is recommended by your child's health care provider; OTC medication must be brought to school by a parent, not the student.
- It is wise to notify the School Nurse of all medications your child is taking in case he/she develops an allergic reaction or incompatibility or if there is another emergency
- At the end of the school year, unused medication will be returned only to the parent/guardian or discarded. It cannot be returned to the student

Medication Policy Regarding Self-Carry Regulations

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

1. Self-administration of medication is permitted only for emergency medication such as inhalers and adrenaline.
2. It is not recommended that students self-carry asthma inhalers or emergency adrenaline at the elementary school level.
3. If the child may self-administer, additional medication should be kept in the nurse's office in case the student forgets or misplaces his emergency medication.
4. Medications which are carried by the students will be labeled with the student's name and must remain in the original container with the original pharmacy label.
5. Medications must be carried in a safe manner preferably in a purse or pocket.
6. Students are not permitted to share any medication with any other student, including both prescription medications and over-the-counter medications or supplements. Any student who violates this policy on school grounds at any time is subject to the Pennsylvania State Crime Code.

7. If the student needs to use the medication, they must immediately go to the nurse's office to inform the school nurse, unless other arrangements have been made prior to the incident. If an Epi-pen is administered, a call will be placed to 911 immediately.
8. Students will be responsible to carry their medication with them to all off-campus school-related functions independently of the school nurse's office if age appropriate and with the permission of the parents and school nurse.
9. The decision to allow a student to self-administer medication must always include overall supervision of the school nurse with appropriate, periodic nursing evaluation of the student's technique and self-assessment skills.

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

Parent Responsibility

Health room facilities cannot provide for the care of the sick or injured child all day. Families/guardians should be prepared to pick up their sick or injured child within an hour after notification. The emergency card specifies a parent or other designated person to be notified in the event of a serious illness or injury at school. The designated person should be someone who can assume responsibility in the parent's absence. To assume responsibility for a sick or injured child is a serious undertaking and should be arranged by **mutual consent**. Please be sure that the designated person is local and available during the school day.

TRANSPORTATION OF ILL AND INJURED STUDENTS

The transportation of ill or injured students is the responsibility of the parent or guardian. Staff members are not permitted to transport students. Families or guardians will be contacted to provide or arrange for transportation. They will also be asked to arrange for transportation for students who have driven to school, but who, in the judgment of the school nurse, are medically unable to drive home safely.

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

ALLERGIC REACTIONS

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

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

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

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

LEGAL IMPLICATION OF INJURY AND ILLNESS

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

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

ELEMENTARY SCHOOLS PHONE NUMBERS

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

ATTENDANCE

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

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

Culbertson 610-359-4346

Loomis 610-359-4358

Russell 610-359- 8404

Worrall 610-359-7474

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

Excused Absences

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

- A written excuse must contain the following information: (1) name of the student; (2) student grade level; (3) the date(s) of the absence; (4) the reason for the absence. The school district provides excuse forms but you may use any paper to write the excuse.
- **We are able to accept excuse notes sent via email to your appropriate school:** Please review the section on submitting electronic absent notes in the handbook.
 - Culbertson- cuattendance@mnsd.org
 - Loomis- lmattendance@mnsd.org
 - Russell- ruattendance@mnsd.org
 - Worrall- woattendance@mnsd.org

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

- In the case of an absence of three (3) or more consecutive days, the child must return to school accompanied with a note from a **licensed health care provider** within three (3) calendar days.
- **A doctor's note will be required for admission to school at any time the school deems it necessary.** Students who have been absent from school because of a communicable disease must present a doctor's certificate before they may be readmitted to school.
- **Only 10 days will be excused with a parent note per year. After 10 days, a doctor, court, or educational visit note is required.**

Unexcused/ Unlawful Absences

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

Unlawful Absences

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

Lateness

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

- Culbertson 9:00 AM
- Loomis 9:00 AM
- Russell 9:10 AM
- Worrall 8:50 AM

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

Early Dismissal of Students

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

Parental Request for Student-Excused Absence

Pre-planned Educational Tour or Trip

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

The following provisions must be met for approval of an educational tour/trip:

- A “Parental Request for Student Excused Absence” form has been designed for pre-planned educational tours or trips. This form can be found on the district website or in the main office. A copy of this form can be found at the end of the district handbook.
- A “Parental Request for Student Excused Absence” form must be submitted to the child’s building principal or designee for consideration at least **one week prior** to the date of the intended trip. The request must include a statement detailing the educational value of the trip and the name of the person responsible for supervision. The principal will respond to the request; questionable requests will be submitted to the Superintendent for final determination.
- The building principal will evaluate the request in terms of its educational value, duration, and adequateness of the supervision. If authorized, the absence will be considered excused for up to 5 days; subject to the student’s satisfactory completion of the assignments missed. **Anything above five (5) days will be unexcused.** Prior to leaving on the trip, it is the responsibility of the student to seek assignments. It will be the responsibility of the student to make up all work missed during the absence within one week after the student returns to school.
- The absence of a student taking a tour or trip which has not received prior approval from the building principal as being educational in nature will be considered unlawful (unexcused) and subject to the provisions of the Compulsory Attendance Laws (Section 1327 of the School Code).
- Any trip scheduled during state standardized testing will not be excused and be marked as an unexcused absence. When the family trip involves school-age siblings, the Parental Request for Student Excused Absence” form must be completed for each school where the children attend.

Submitting Electronic Absence Notes

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

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

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

- Culbertson- cuattendance@mnsd.org
- Loomis- lmattendance@mnsd.org
- Russell- ruattendance@mnsd.org
- Worrall- woattendance@mnsd.org

Attendance FAQ’s

In the past, buildings had access to an attendance code, “Exempt.” Why is that code no longer available in the drop down? It’s critical that the school district abides by PA School Code as it pertains to compulsory attendance, and that includes how we code student absence. “Exempt” is not an allowable excuse code, so we cannot use it. We understand that there is a learning curve with this adjustment and that there will be questions as a result.

When a student arrives late for school, how should that lateness be marked in the system? Tardy.

What if a student arrives late after his HR teacher has already marked him as “Absent?” Students arriving late will check in at the main office. The assigned personnel will adjust the attendance within Infinite Campus. The attendance in this case is “Tardy.” *For example*, a high school student arrives at 9:00, having missed period 1. The period 1 teacher rightly marked him as Absent. The secretary will over-ride that notation and make the student tardy and mark the time of entry.

At one point, should we count the student Absent for half a day? Each of our schools has an established half day schedule. We will use that as our default. If a student arrives at school after your respective half day mark, it counts as a half day absence.

Will half-day absences add up to count as days missed? Yes.

Will we add up minutes of missed time and calculate days of Absence? No. This is not required by Policy and it's not a reliable practice.

How should we mark students attending an approved Field Trip? Students attending approved school field trips are "Present" and should not be marked Absent. Either the Homeroom teacher or club advisor must ensure accurate attendance.

What if a student is habitually late to school? How will we address that? This will not be tolerated. We will follow our attendance policy, including Truancy Procedures.

How should we be marking students out on approved Homebound instruction or those students in temporary approved placement? These students are Present and must be accounted for as such. Pupil Services will need to approve any Homebound requests and be made aware of any students in placement. Once reviewed/approved, the Director of Pupil Services will email the counselor, principal and Technology to ensure that the student is correctly identified in the system and accounted for in a way that does not negatively affect attendance.

MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT

The McKinney-Vento Homeless Education Assistance Act guarantees a free and appropriate public education for all homeless children and youth. B.E.C 42 U.S.C. 11431 outlines procedures for deciding school placement, enrolling students, and determining responsibility. Homeless is defined as "anyone lacking a fixed, adequate, regular nighttime residence." McKinney Vento makes sure these students receive a free and suitable public education by removing barriers to school enrollment and full, basic, daily participation in school activities.

This includes:

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

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

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

TITLE IX

Marple Newtown School District is committed to equal access to programs, facilities, admission, and employment for all persons. It is the policy of the district to maintain an environment free of harassment and free of discrimination against any person because of age, race, color, ancestry, national origin, religion, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, physical or mental disability, gender, perceived gender, gender identity, including transgender status, genetic information or political ideas. Discriminatory conduct and harassment, as well as sexual misconduct and relationship violence, violates the dignity of individuals, impedes the realization of the district's educational mission, and will not be tolerated.

Direct all inquiries regarding the nondiscrimination policy to Jennifer Canavan; Title IX/Non-Discrimination Coordinator, Human Resources Office, 40 Media Line Road, Newtown Square, PA 19073, Email: jcanavan@mnsd.org, Tel 610-359-4380. For more information, please visit the [District's Title IX webpage](#).

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

PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS

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

- A signed order from your child's health care provider. The form below is provided for your convenience.

Signature from parent/guardian

Medication must be provided in the original pharmacy prescription container or OTC container

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

The above requirements must be renewed every school year.

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

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

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

STUDENT NAME: _____ GRADE _____ TEACHER _____

IDENTIFICATION OF MEDICATION: _____

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

TIME(S) FOR DOSAGE: _____

DIAGNOSIS: _____

SPECIAL INSTRUCTIONS: _____

NAME OF PHYSICIAN/DENTIST: _____

TELEPHONE NUMBER OF PHYSICIAN/DENTIST _____

PHYSICIAN SIGNATURE: _____ DATE: _____

PARENT SIGNATURE: _____ DATE: _____

Medication Self-Carry Form

MNSD Self-Carry Form

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

PHYSICIAN/PRESCRIBING HEALTH CARE PROVIDER ORDER

Name of Student _____ DOB _____ School _____

Address _____ Grade _____

Condition for which the medication is administered _____

Name of medication, dose and method administered _____

Time or indication for administration _____

Is this a controlled drug? Yes _____ No _____

Side effects to be noted/reported _____

Other recommendations _____

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

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

Print Name Telephone Date Physician Signature

PARENT/GUARDIAN AUTHORIZATION

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

Parent Signature Date Student Signature Date

Parent Telephone Numbers _____

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

School Nurse Signature Date Principal Signature Date

PHOTOGRAPHS and/ or VIDEO RECORDING OF STUDENTS

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

Individual student rights will be respected in the use of all recordings. If a parent wishes to exclude a child from video recording, the principal must be notified.

PHOTOGRAPHS & VISUAL IMAGES

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

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

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

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

☐

Yes

☐

No

Name of Child _____

Address _____

School _____ Grade _____

Homeroom Teacher: _____



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

This form must be submitted to the school principal at least one (1) calendar week prior to the start of the educational trip.

Name of Student: _____ Grade: _____

School Building: _____

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

Name of Siblings: _____

School(s) Siblings Attend: _____

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

Is this trip a surprise: Yes or No (please circle)

Please note:

1. The student is responsible for all work missed.
2. That pre-planned absences will not be excused during the standardized testing windows. Trips taken without pre-authorization by the building principal will be recorded as unexcused absences.
3. Students who are absent from school for 10 consecutive school days shall be dropped from the active membership roll unless the school is provided with evidence the absence is legal or compulsory attendance prosecution is being pursued.

I have read this form and agree with the school policy and guidelines written in the student handbook and I am aware of the responsibilities that I have assumed.

Signature of Parent or Guardian _____ Date _____

FOR SCHOOL USE ONLY:

Date Request Received: _____

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

Academic Status: _____

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

Principal's Signature: _____ Date: _____

MARPLE NEWTOWN SCHOOL DISTRICT

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

**Responsible Use of the Communications and Information Systems Policy # 815,
Social Media Policy # 816, and Social Media Administrative Regulation # 816
Acknowledgment and Consent Form**

Students

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

_____ Name of Student

_____ Signature of Student

_____ Date of Signature

Parent(s)/Guardian(s)

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

_____ Name of Parent

_____ Signature of Parent

_____ Date of Signature