

PAXON HOLLOW MIDDLE SCHOOL

“Home of the Fighting Tigers”

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

Student Handbook 2008-2009

Principal

Stephen E. Subers, Ed. D.

Assistant Principal

Rodd C. Luckenbill

Dean of Students

Matt Flood

815 Paxon Hollow Road, Broomall, PA. 19008

Main Office.....610-359-4320
Absence Reporting.....610-359-4336
Fax Number.....610-353-4061
Assistant Principal.....610-359-4325
Counseling Office.....610-359-4326
Library.....610-359-4323
Nurse.....610-359-4330
Dean of Students.....610-359-4337

This School Agenda belongs to:

Name _____ Homeroom _____

Address _____

City/Town _____ Zip _____

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The rules you are about to read supplement our ability to maintain the safety, order and discipline of all our students at Paxon Hollow Middle School.

ACCIDENTS:

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

ATTENDANCE:

It is required by the State Compulsory Attendance Laws that students be in attendance in school until the age of seventeen. Students and/or parents/guardians are responsible for regular attendance. Good attendance is essential to maintaining a good scholastic rating.

The only excused reasons for being absent from school are as follows: (1) illness, (2) death in immediate family, (3) extreme emergency as determined by the school administration, (4) family travel with prior approval by the administration.

Absences fall into two categories:

Excused Absences

Certain absences will be excused.

Parents or guardians should call the Attendance Office at 610-359-4336 prior to 9:00am in the event a student is absent. Time permitting; parents who do not call will be contacted during the course of the school day.

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.

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

Students, regardless of age, must turn in absence notes signed by a parent/guardian.

In addition, family trips of an educational nature are permitted with the understanding that:

1. Prior to the trip, the student **must complete/submit to the principal** an absence approval form **at least three (3) days prior** to the date of the intended trip . Forms can be obtained in the Attendance Office. Parents must verify in writing the cause for such an absence.
2. The student is responsible for informing teachers of their trip and the gathering and completing work per teacher instruction.
3. Students will be responsible for having all assigned work completed and ready to turn in to his/her teacher. This work should be completed as soon as possible. Any missed tests will be scheduled at the convenience of the teacher/s.

Unexcused Absences

According to the law, absences are classified as excused or unexcused. Excused absences are valid reasons for missing school, with a note from a parent or guardian. Unexcused absences are classified as illegal if the student is under the age of 17. Following the accumulation of 3 or more illegal absences, the parents of the student will be mailed a legal notice. Any illegal absences following this notice may result in prosecution.

Absences due to truancy are unexcused with no make-up privileges. Unexcused absences are also subject to no make-up privileges. Unexcused minutes of lateness will be totaled and are subject to truancy laws and disciplinary action.

A doctor's note will be required for admission to school at any time the school deems it necessary. Failure to comply with such a request will cause the absence to be recorded as unexcused and for the student under seventeen (17), illegal.

Students who are absent and who are seen in and around the school or the community will have their absence marked as unexcused/illegal. Books, assignments or any materials needed during the day of the absence may only be obtained with the permission from the administration.

SCHOOL ATTENDANCE MAKE UP

For the educational process to be successful, continuity of instruction, regular class participation, appropriate learning experiences, and individual pupil study are essential. Frequent absences from school disrupt class and hinder this process. To ensure the continuity of the educational program; a student in the Paxon Hollow Middle School must attend a minimum of 165 days during a regular school year.

NOTE: The Board of School directors, in the best interest and welfare of the students, will not grant credit to students, who have not complied with compulsory and minimum attendance requirements.

When applicable, pupils with absences in excess of fifteen (15) school days will not qualify to receive credit for the school year until those missed days in excess of the 165 day minimum requirement have been successfully made-up.

Attendance make up time will be scheduled through attendance at Saturday School or Summer Make-Up Program. A student will not automatically fail; instead, an incomplete is assigned until the missed school time has been made up. In extenuating circumstances, as determined by the Principal on an individual basis, absences in excess (15) may be reviewed. Excessive unexcused absences shall also be dealt with by appropriate disciplinary action.

LATE ARRIVAL:

Students reporting after 8:10 a.m. will be marked late. Students arriving late to homeroom/school, after 8:10, are required to bring a late note to the Main Office. The note should include the student's name, homeroom, and reason the student is late. Doctor and dentist appointments or extreme family emergencies are the only legally accepted reasons for student lateness. If a student arrives late to school three times, for non-legal reasons such as overslept, missed bus, etc.), he/she will be required to attend detention.

EARLY DISMISSAL:

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

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

COUNSELING DIVISION

Assignment of students to respective counselors is by grade level. Students are encouraged to schedule appointments with their counselor for discussion of personal or emotional problems. Individual counseling in a one-to-one relationship with the student is the heart of the counseling service. Other services rendered by the division include the collecting and distributing of occupational and vocational material as well as recommending to the administration change in the school program that would more adequately provide for the needs of all students. It is the philosophy of the counseling staff that the counselor's task is to aid students in obtaining information, which would be helpful in making decisions. The counselors will assist students in evaluating information and will guide them in assessing their strengths and limitations. The final decision, however, is the responsibility of the individual student.

COUNSELOR ASSIGNMENTS: 2008-2009

Mrs. Cipollone ----- Grade 6

Mrs. Wigo ----- Grade 7

Mr. Riley ----- Grade 8

Counseling Office Telephone -----610-359-4326

STUDENT ASSISTANCE PROGRAM (S.A.P)

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

DISCIPLINE CODE

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

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

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

STUDENT RESPONSIBILITIES

It is the responsibility of each student:

- 1.) To become a self-sufficient contributing member of society.
- 2.) To secure training sufficient to carry out a meaningful life's work.
- 3.) To develop within himself/herself respect for the rights and ideas of others, and a concern for the well being of the total group.
- 4.) To respect and obey existing regulations recognizing that should changes in policy be necessary, proper channels should be followed in effecting such changes.
- 5.) To voice his/her own views while at the same time listening to and respecting the opinions of others.
- 6.) To respect other people and their possessions.

- 7.) To grant the staff the respect and deference due its position and academic preparation.
- 8.) To furnish truthful information concerning school related matters to the staff upon request.
- 9.) To refrain from abusing school property and to recognize that because school property is publicly owned each citizen bears the responsibility for the preservation of its utility and beauty. It is therefore incumbent upon each student to aid in the apprehension of any individual who would destroy school property through acts of vandalism or abuse of any kind.
- 10.) To refrain from any actions that would disrupt the learning process of others.
- 11.) To attend school on a regular basis and to make a conscientious effort in all classes.
- 12.) To dress and groom themselves so as to meet fair standards of safety, health, and common decency.

FREEDOM FROM SEXUAL HARASSMENT POLICY

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

PAXON HOLLOW DISCIPLINE GUIDELINES 2008-2009

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

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

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

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

Title 22 of the School Code states:

Corporal punishment shall not be imposed upon a student.

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

PAXON HOLLOW DISCIPLINE GUIDELINES 2008-2009
Code of Conduct

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

LEVEL I ~ BEHAVIORS THAT IMPEDE ORDERLY CLASSROOM PROCEDURE

VIOLATION

CONSEQUENCE

1. chewing gum, candy, food a. Instance b. Instances c. Repeated instances	Per marking period Teacher Conference with student Parent contact/teacher detention Administrative referral/detention/ Saturday School
2. Violation of Dress Standards*	Administrative referral/detention/ Saturday School
3. Lockers ~ Students are to use locker before/after school, before/after lunch (School retains the right of inspection)	Teacher Discipline Administrative referral/detention/ Saturday School
4. Backpacks, pocketbooks, purses (must be kept in locker)	Teacher Discipline Administrative referral/detention/
5. Disrespect to peers, profanity or other Inappropriate language-verbal or written	Teacher Discipline Administrative referral/detention/ Saturday School/Suspension for Serious or repeated instances
6. Classroom disturbance (minor) First instance Second instance Third instance Fourth instance Repeated instances	Conference with student Parent contact/teacher detention Administrative referral/detention Saturday School Suspension
7. Substitute teacher (classroom discipline)	(Double Penalty) Administrative referral/detention/ Saturday school/Suspension
8. Minor behavior disturbances in any area of the school	Teacher discipline/Administrative referral/detention/Saturday school/Suspension

VIOLATION

CONSEQUENCE

9. Electronic paging devices/laser devices/telephones

Confiscation, turn in to office together with student name and Administrative referral/detention/Saturday School/suspension **NOTE: Will be returned to parent only**

10. Possession of Personal Music Devices

Confiscation, turn in to office together with student name and Administrative referral/detention/Saturday School/suspension. **NOTE Will be returned to parent only**

11. Late to School/Homeroom (8:10)

- First instance
- Second
- Third
- Fourth
- Fifth
- Six or more

Per Marking Period

Conference with student
Teacher contacts parent
Administrative referral/detention
Administrative referral/2 detentions
Administrative referral/3 detentions
Saturday School/suspension

12. Cutting/late to teacher detention

- First Instance
- Second
- Third
- Four or more

Per Marking Period

Additional teacher detention/contact parent
Administrative referral/detention
Administrative referral/2 detention
Saturday School/suspension

13. Late to Class

- First instance
- Second
- Third
- Fourth
- Fifth
- Sixth
- Seven or more

Per Marking Period

Conference with student
Parent contact
Teacher detention
Administrative referral/detention
Administrative referral/2 detentions
Saturday school/suspension
Suspension

14. Late, cutting, misbehavior, dismissed from Administrative detention

Administrative referral/2 detentions/suspension

**LEVEL II – DISRUPTIVE BEHAVIOR AFFECTING SCHOOL LEARNING
CLIMATE**

VIOLATION

CONSEQUENCE

15. Defiance/Insubordination	Administrative referral/ Saturday school/suspension
16. Lying	Administrative referral/ Saturday school/suspension
17. Cutting Class	Administrative referral/ Saturday school/suspension
18. Forgery/possession of forged note/document	Administrative referral/ Saturday school/suspension
19. Truancy	Parent Conference/Administrative referral/detention (6 hours)
20 Gambling-any form	Administrative referral/detention/ Saturday school/suspension
21. Disrespect to a staff member	Teacher discipline or Administrative referral/detention/Saturday school/ suspension
22. Bullying*/Harassment	Administrative referral/detention/ Saturday school/suspension

**LEVEL III ~ THREATEN BEHAVIOR TO THE HEALTH, SAFETY,
WELFARE OF SCHOOL COMMUNITY**

23. Verbal Assault (profanity, racial/ethnic/ sexual harassment, threats	Administrative referral/suspension
24. Verbal assault to staff	Administrative referral/3 day suspension
25. Leaving school grounds/building	Administrative referral/suspension
26. Possession, smoking, chewing or other use of tobacco products is prohibited within the Marple Newtown Schools and grounds	Administrative referral/suspension
26a. Possession of lighters/matches	Administrative referral/suspension

27. Theft	Suspension and/or expulsion/ restitution
28. Vandalism	Suspension and/or expulsion/ restitution
29. Projecting a rubber band or anything with a rubber band/ throwing object(s)	Administrative referral/suspension

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

<u>VIOLATION</u>	<u>CONSEQUENCES</u>
30. Instigating a fight	Suspension 1-5 days and/or expulsion
31 Fighting	Suspension 1-5 days and/or expulsion
32. Assault (physical)	Suspension 1-5 days and/or expulsion
33. Unlawful use of fire alarm	Suspension 3-10 days and/or expulsion
34. Arson	Suspension 3-10 days and/or expulsion
35. Drug/Alcohol/Inhalant (including paraphernalia/possession/dispensing/ sale or use	Suspension 5-10 days and/or expulsion report to law
36. Possession of dangerous weapons (including but not limited to firearms, explosives, knives, razors, blades, martial arts weapons, chemical irritants or any item one can use to cause injury)	Suspension 10 days and/or expulsion report to law <u>“ZERO TOLERANCE”</u> <u>ACT 26 SCHOOL CODE 1317.2</u>
37. Overt threats to commit crime of violence with intent to terrorize other students, teachers, staff, and/or school officials involving firearms, explosive devices, instruments resembling explosive devices, knives, and any other instrument, which can cause serious bodily harm	Suspension 10 days and/or expulsion/ report to law <u>“ZERO TOLERANCE”</u> <u>ACT 26 SCHOOL CODE 1317.2</u>

SECONDARY SCHOOLS OFFENSES

LEVEL I - Misbehaviors classified in this level represent relatively minor infractions of established procedures which regulate the orderly operation of the school and the educational process. The frequency of the occurrence of the infraction may impact the disciplinary response, including, but not limited to, reclassification to a higher level. This level of misbehavior includes, but is not limited to, the following:

1. Abuse of hall, locker or lavatory privileges
2. Disruptive/Disrespectful behavior
3. Dress Code violations. (p. 14-15 of Student Agenda)
4. Unauthorized visits – being present on school district property w/o approval of building administration.
5. Unexcused absence or excessive lateness to school or class. (p. 3-4 of Student Agenda)
6. Other minor infractions of acceptable school behavior

Disciplinary Options (any one or more of the following):

1. Verbal reprimand
2. Restriction of privileges
3. Notification of parent/guardian
4. Detention
5. Referral to building administrator or building administrator's designee
6. Assign to work detail
7. Special assignments
8. Behavior contract
9. Counseling
10. Saturday school

LEVEL II – This level includes misbehavior which by its frequency and/or seriousness tends to disrupt the learning climate of the school and/or seriously affects the student's own education. Some of these infractions may be the result of a continuation of misbehaviors which remain unchanged by disciplinary actions under Level I. This level of misbehavior includes, but is not limited to, the following:

1. Bullying (reference Policy 218 and p. 10 of Student Agenda)
2. Cheating/Plagiarism (p. 14 of Student Agenda)
3. Cutting class
4. Defacing school property
5. Fighting
6. Forging/Changing official documents
7. Insubordination/Disrespect
8. Offensive language or gestures
9. Petty theft/Gambling
10. Possession of tobacco and/or smoking paraphernalia (p. 10 of Student Agenda)
11. Refusing teacher/administrative detention
12. Smoking (reference School Board Policy #222 and p.10 of Student Agenda)
13. Truancy
14. Unauthorized use of cell phones or other electronic devices (p.14 of Student Agenda)
15. Verbal assault
16. Other more serious infractions of acceptable school behavior

17. Violation of Acceptable Use of Networks Policy (reference School Board Policy #815 and p. 21 of Student Agenda)
18. Violation of District Bus Policy (p. 10 of Student Agenda)
19. Violation of Motor Vehicle Code or school regulations

Disciplinary Options (any one or more of the following):

1. Verbal reprimand
2. Detention
3. Restriction of privileges
4. Notification of parent/guardian
5. Suspension/Removal of school bus privileges
6. External suspension an informal hearing shall be held prior to the commencement of the fifth day of suspension) (reference School board Policy #233)*
7. Citation and fine
8. Restitution of damages
9. Removal from class/Placement in study hall
10. Schedule modification
11. Saturday school

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

LEVEL III – Infractions in Level III are more serious because their consequences may have a lasting effect on the student and/or may pose a threat to the health and safety of others. While some of these infractions may also be criminal acts, for the most part their remediation may be undertaken through the disciplinary actions of the school. However, in some cases, law enforcement officials may be contacted or notified. This level of misbehavior includes, but is not limited to, the following:

1. Continuation of Level II behavior
2. Chronic truancy
3. Commission of any acts punishable under Pennsylvania Crimes Code
4. Fighting
5. Harassment (reference School Board Policy #248)
6. Assault and battery
7. Verbal assault
8. Possessing, using, or being under the influence of unauthorized substances (Drugs or Alcohol) (reference School Board Policy #227)
9. Publishing/Distributing libelous material
10. Racial/Ethnic intimidation (Reference School Board Policy #248)
11. Tampering with safety equipment or school buses
12. Theft
13. Vandalism

Disciplinary Options (any one or more of the following):

1. External suspension an informal hearing shall be held prior to the commencement of the fifth day of suspension) (reference School board Policy #233)*
2. Restitution of damages
3. Restriction of privileges
4. Referral to an outside agency

5. Notification of parent/guardian
6. Notification of school police and/or local law enforcement
7. Expulsion (reference School Board Policy #233)

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

LEVEL IV – 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 level of misbehavior includes, but is not limited to, the following:

1. Continuation of Level III behavior
2. Arson
3. Assault and battery
4. Bomb threats
5. Burglary
6. Breaking and entering
7. Commission of any acts punishable under Pennsylvania Crimes Code
8. Extortion
9. Grand theft
10. Indecent exposure
11. Major vandalism
12. Possessing, using, or being under the influence of unauthorized substances (drugs or alcohol) (reference School Board Policy #227)
13. Possession and/or sale of stolen property
14. Possession and/or use of firecrackers or explosives
15. Possession of a weapon (p. 10 of Student Agenda)
16. Tampering with fire alarm or pulling false alarm

Disciplinary Options (any one or more of the following):

1. Restitution of damages
2. External suspension an informal hearing shall be held prior to the commencement of the fifth day of suspension (reference School board Policy #233)*
3. Expulsion (reference School Board Policy #233)
4. Referral to an outside agency
5. Notification of parent/guardian
6. Notification of school police and/or local law enforcement
7. Prosecution in Juvenile or Criminal Court
8. Restriction of privileges

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

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

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

WEAPONS IN THE SCHOOL

Weapons and replicas of weapons are forbidden on school property.

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

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

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

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

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

BULLYING

Bullying - a student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other students. It is a negative action when a student intentionally inflicts, or attempts to inflict, injury or discomfort upon another. Bullying may be physical or psychological in nature.

There are three types of bullying:

1. *Direct bullying*
2. *Indirect bullying*
3. *Cyber bullying*

BUS MISCONDUCT REFERRAL

1. first referral = 3 – 5 days without bus privilege
2. second referral = 30 days without bus privilege
3. third referral = **NO BUS PRIVILEGE FOR REMAINDER OF THE YEAR**

POSSESSION OF TOBACCO and SMOKING

1. first referral = suspension of 3 days, report to school police, and a fine.
2. second referral = suspension of 5 days, report to school police, and a fine.
3. third referral = suspension of 10 days, report to school police, and a fine.
4. fourth referral = Recommendation to the board for expulsion.

DETENTION HALL AND SATURDAY SCHOOL

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

1. While in detention, students will be given activity packets to work on. Any student who is uncooperative in Detention Hall will not receive credit for attendance and will risk suspension from school. This will be reported to the Assistant Principal.
2. Detention Hall will be held Tuesday, Wednesday, and Thursday 3:00 to 4:00 pm, as assigned by an Administrator. Team or teacher detention will take precedence over school Detention Hall. If a student is assigned to both on the same day, he or she should report to the school detention with **a note** after dismissal from the team or teacher detention.

Some Violations or any repeated violations can result in the assignment of Saturday School at the discretion of the Principal or Assistant Principal. During the days of Saturday School, the following conditions will prevail:

1. Students will attend from 8:00 am to 11:00 am. Lateness is unacceptable and will not be permitted.
2. Students will be given a work assignment provided by the moderator. Once completed, students are to work on school work only. Students must bring all their books, assignments, pens, and paper.
3. Same Dress attire as required during a regular school day.
4. No one will be excused during this time for any reason.
5. There will be no food or drink allowed. No electronic equipment is permitted (cell phones, etc)
6. Students will be escorted to the lavatories at an appropriate time period.

Failure to serve Saturday School will result in additional Saturday School and a school suspension.

BEHAVIOR AFFECTING PARTICIPATION IN SPORTS

These rules will be in effect starting on the first day of team practice. Any referrals for school detentions/suspensions will be addressed as follows:

- Level I infractions including, but not limited to: profanity, lateness to class, minor classroom/school disturbances, locker/bathroom misuse, and chewing gum. **1 point each occurrence.**
- Level II infractions including, but not limited to: lying, cutting class, disrespectful, defiant behavior toward another person or persons property. **2 points each occurrence**
- Level III infractions including, but not limited to: School or bus suspensions. **3 points each occurrence**
- Level IV infractions will result in **removal** from the team.

- If a student earns the following points during the season:
 - ❖ 4 points = miss 1 game
 - ❖ 6 points = miss 2 games
 - ❖ 8 points = miss 3 games
 - ❖ 10 points = removal from team

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

STUDENT SUSPENSION

I. Suspension Procedures

1. Out of school suspension will be made by the assistant principal or principal.
2. Parents will be notified by mail and/or telephone that their son or daughter has been suspended from school along with the reason for the suspension and the length of the suspension. A parent conference may be scheduled.
3. Credit will be given for all work missed once completed upon student's return. It is the students' responsibility to make up work.
4. Students may not attend or participate in extra curricular activities or practices while suspended.
5. If conditions of suspension are violated, the student is subject to additional suspension and or expulsion.

II. Temporary (three (3) school days or less)

The building principal may temporarily suspend a student for disobedience, misconduct, or infraction of school rules after the student has been informed of the reason(s) for the suspension and has been given an opportunity to tell his/her side of the story. Whenever authority is given to the building principal, it may also be exercised in his absence or with his approval by the assistant principal or acting principal.

III. Full (more than three (3) school days)

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

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

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

STUDENT EXPULSION

The Board of School Directors shall conduct formal hearings, upon written notice of the Superintendent of Schools recommending student expulsion. The Board Solicitor shall be present at all hearings to advise the committee on matters pertaining to procedure and evidence. The Board shall be responsible for recording the proceedings. Upon receipt of written notice from the Superintendent of Schools recommending expulsion, the Board Secretary shall arrange, without

unreasonable delay, time, date, and place for hearing. The Secretary shall give at least three (3) days notice, in writing, by certified mail, to parents or person in loco parents and to the student. Notice from the Secretary shall include name of accuser, offense or offenses, names of witnesses, explanation of student right to offer testimony and present witnesses, evidence in his/her own behalf, and right of student to be represented by counsel of individual choice, referral to Delaware County Legal Assistance Association if he/she cannot afford legal counsel. The student shall have the right to demand that witnesses appear in person to answer questions or be cross-examined. If requested by the student or parents, a private hearing shall be held. The Board shall not be bound to technical rules of evidence, but may hear all relevant probative evidence pursuant to Local Agency Act PA C.S.A. Section 551.

INTERROGATIONS AND SEARCHES BY STAFF

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

1. It is prohibited for any student, while at school, to possess on his/her person, in a locker or to use in any manner or to sell substance, items, or device, the use, possession or sale of which is a crime under the laws of Pennsylvania.
2. Any building administrator or teacher who reasonably suspects that a student has in his/her possession on the school property sells or uses on school property any illegal material, shall proceed as follows;
 - A. Local law enforcement may be called immediately.
 - B. By law, an administrator or teacher stands in the place of the parent to the students in the school. The matter or incident should be referred immediately to the building principal, with an explanation of what the facts are which led to the conclusion that the student possesses, uses, or sells illegal material.
 - C. The principal shall confront the student with the facts as presented to the principal, and if necessary, the principal will search the student and/or his/her locker.
 - D. If the student uses force to resist, the police shall be called for help.
 - E. When a search is made of a student or his/her locker, at least one other teacher or school official should be present.
 - F. If it is reasonably suspected that a student has illegal material in his/her vehicle on school property, the principal shall conduct a search of the car, and if necessary, immediately call the police.
3. If illegal material is found, it shall be confiscated, marked in some identifying manner in the presence of the student, and if possible, of at least one other professional staff, and then held in a safe place for delivery to police. An attempt should then be made by the principal to notify the student's parents. If illegal material is found and marked, the police will be called immediately and advised of the matter. All material shall then be delivered immediately to the police
4. Unannounced, blanket searches of all student lockers may be conducted whenever the principal deems necessary. Any illegal material or evidence of the commission of crime, shall, after identification, be confiscated and turned over to the school with a complete report.
5. All school personnel shall cooperate with the school and/or local police in every manner possible in carrying out this policy.

REASONABLE SUSPICION

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

CHEATING/PLAGIARISM

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

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

ELECTRONIC DEVICES

The use of electronic paging devices, laser pointers, cellular phones, radios, tape or cd players, gaming devices, MP3 players, and IPODS during the school day is prohibited. These devices will be confiscated by staff and turned into the office with the student's name and Administrative referral. Parents may be required to retrieve confiscated items. Repeated violation of this offense will result in detention, Saturday school or suspension.

STUDENT IDENTIFICATION

Photographs of all students will be taken during the school year. Students will be advised in advance as to when school pictures will be taken. Photo identification will be provided to all students as well as staff members. Students are expected to display their school identification cards when in the school building or on school property.

STUDENT VISITORS

All visitors must register in the main office immediately upon arrival and be issued a visitor's pass. Students and visitors are reminded that the school is a place of learning, and loitering and trespassing on school property is not permitted.

We allow student visitors only if they are seriously considering attending Paxon Hollow Middle School. Parents of these students should arrange permission to visit beforehand through the Principal. Students attending other local schools, whether in session or not, are not permitted to visit.

MARPLE NEWTOWN SCHOOL DISTRICT GRADES 6 TO 12 DRESS STANDARD

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

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

EMERGENCY SCHOOL CLOSING

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

FIRE DRILL

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

GENERAL REGULATIONS

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

GENERAL INFORMATION AND RULES

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

NURSE

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

HELP CLASSES

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

HONOR ROLL

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

INSURANCE

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

LIBRARY

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

1. Opening and closing times for the Library are as follows: 8 AM to 3:30 PM
2. Students sent to the Library during class must have a pass or be accompanied by a teacher
3. Students must have a pass signed by the Librarian or Aide before leaving the Library

LOCKERS

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

LOST AND FOUND

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

LUNCHES

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

CAFETERIA PROCEDURE

1. Students are to remain seated while eating and are not to change tables.
2. Students are expected to clean up as soon as they are finished eating.
3. Students are not permitted to walk around and visit other tables.

MAKE-UP ASSIGNMENTS

Students are expected to make up work missed during an excused absence from school. Reasonable time limits are to be enforced by all members of the faculty and respected by the students.

1. Work missed because of a prolonged absence shall be made up within a period of time not to exceed twice the number of days absent. It is the responsibility of the student to make arrangements with his/her teachers as to the time when all make-up work is to be completed. This time must be flexible in nature, but it is to the student's advantage to make up all work missed with all possible speed.
2. It is the responsibility of the individual students to obtain all make-up assignments of up to three days. **Homework assignments will be provided upon request if there is a possibility of absences extending beyond two days. Requests for homework after two days should be made before 9:00 AM to the Main Office. Homework assignments will be available for pick-up after 3:00 PM.**

MARKING SYSTEM

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

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

MARPLE NEWTOWN SCHOOL DISTRICT 2007-2008 SCHOOL CALENDAR

(ALL DATES ARE INCLUSIVE)

August 19 – 22	Induction – New Teacher
August 25 - 28	Teacher In-Service
August 29 – September 1	Labor Day – Holiday
September 2	First day of school for students
September 30, October 9	Religious Holiday
October 20	2 hour E.D./Professional Development
November 4	Teacher In-Service ~ No School for students
November 21,24,25	Early Dismissal K-12/Teacher Conference
November 26	Early Dismissal K-12
November 27-28	Thanksgiving ~ No School
December 24/January 2	Winter Recess ~ No School
January 19	Martin Luther King Holiday ~ No School
February 13	Teacher In-Service/ Flex Day #1
February 16	Presidents’ Day ~ No School
March 17-19	Early dismissal 6-12, PSSA testing/ In-service
April 6-13	Spring Recess
April 22-24	K-5 Half Day- Parent Conferences
May 25	Memorial Day ~ No School
June 15	Graduation
June 17	Last Student Day
June 18-19	Teacher In-service

PROGRESS REPORTS

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

PROMOTION

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

FAILURES AND INCLUSION IN THE SCHOOL PROGRAM

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

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

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

TELEPHONE

Pay telephones are located in the school and may be used before and after school. **PERMISSION IS REQUIRED DURING THE REGULAR SCHOOL DAY.** In extreme emergencies, the office phone may be used for a personal call.

ACTIVITIES

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

EXTRACURRICULAR PROGRAM ~ ATHLETICS

Intramurals: Throughout the year, intramural activities will be offered after school to all students. These activities are in the form of both athletic and non-athletic events. Some programs are regularly scheduled each year. However, other activities may be offered if sufficient interest exists among the students.

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

PROGRAMS OFFERED

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

INTERSCHOLASTIC SPORTS ELIGIBILITY

1. To be eligible for interscholastic athletics, a student must pursue a minimum three year roster as outlined in the Marple Newtown School Program of Studies.
2. Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis.
3. Students who are failing 2 or more subjects that meet at least 5 periods weekly during a marking period would be deemed ineligible.
4. Students who meet the criteria but are having academic difficulties are required to seek help class in order to improve their grades.
Enforced 3 different ways:
 - Weekly
 - End of Marking Period
 - End of School Year

Weekly – Students may not participate in games or practices, loss of privileges from Sunday through the following Saturday.

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

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

DRAMA

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

MUSIC

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

STUDENT COUNCIL

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

EIGHTH GRADE SOCIAL

As a culminating activity for all eighth graders, the PTO and the school sponsor a party jointly. All eighth graders are encouraged to attend the social, which is usually held on the Friday prior to the last week of school. Tuxedos and limousines are out of place. Guests will not be permitted.

SOCIAL/DANCES

Socials are held from time to time in the cafeteria and are chaperoned by teachers, parents and administrators. Dates for socials/dances appear in the school calendar.

MANDATORY HELP CLASS

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

Consequences for missing Mandatory Help Class:

First instance:	Teacher/Student Conference, Parent contact & Teacher Detention
Second instance:	Administrative referral/detention
Third instance:	Saturday school
Fourth instance:	Additional Saturday school
Repeated instances:	Suspension

MARPLE NEWTOWN SCHOOL DISTRICT
2008-2009 ACCEPTABLE USE POLICY

Marple Newtown School District provides computer equipment, services, and network access for educational purposes only, under supervision of appropriate District personnel. (Educational purposes are defined as those purposes directly related to a Marple Newtown School District assignment, project, job or function for which the user is responsible.) Access to District resources is a privilege that carries with it the responsibility for proper use of those resources and computing facilities. MNSD recognizes that most computer users are responsible; however, the actions of irresponsible users can disrupt and interfere with the privileges of other users and with the operation of the District Network.

Use of the District Network and Internet provides great educational benefits to students. Unfortunately, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. MNSD provides filtering software on all computers which blocks certain visual depictions and other inappropriate Internet content, in compliance with current legal guidelines consistent with the Children's Internet Protection Act. In addition, the District may monitor the Network and Internet activity of any user. Access to the Network and Internet is given as a privilege to students and staff who agree to act in a considerate and responsible manner. We require that staff, and students and parents or guardians read, accept and sign the following rules for acceptable network behavior.

1. Users are responsible for good behavior on the Internet just as they are in a school building. General school rules for behavior and communications apply.
2. Network storage areas are District property and are available at the discretion of the District. Administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly.
3. The following are not permitted on computers located within our schools:
 - Participating in chat rooms, instant messaging, bulletin boards, or news groups, or accessing email for personal purposes;
 - Attempting to bypass the District filtering services or network security;
 - Sending or displaying offensive messages or pictures, using obscene language, or harassing, insulting or attacking others;
 - Damaging computer, computer systems, network computers. (This includes, but is not limited to, installing or downloading software, removal of mouse balls, changing settings on the hard drives or display properties.)
 - Violating copyright laws;
 - Using another person's password or giving your password to another person;
 - Trespassing in or damaging another person's folders, work, or files; or attempting unauthorized access to either District or Internet networks;
 - Intentionally wasting limited resources, including electronic chain letters; messages broadcast to mailing lists or individuals; and participating in networked games or activities;
 - Employing the network for commercial purposes;
 - Revealing any personal information, including personal address or phone number of yourself or any other person without permission from your supervisor;

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

DOCUMENT FORMATTING

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

One Page Report

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

John Jones
Dr. Subers
English 8
May 10, 2004

Copyright Concerns in the World of Electronic Publishing

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

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

Charles Bradley describes fair use in his book, Copyright in the New World of Electronic Publishing as:

One-Page Report Example

Personal Block Style Letter

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

October 16, 2003 (*enter 4 times*)

Centerville Park District

567 W. Jefferson Street
Broomall, PA 19343 (*enter 2 times*)

Ladies and Gentlemen: (*enter 2 times*)

My friends and I often play basketball on the court at Burr Oak Park, but lately it is becoming very difficult to play there because of all the broken glass on the court. (*enter 2 times*)

Playing with broken glass beneath your feet is dangerous. Yesterday I fell and cut myself. A few times my friends and I brought brooms from home and swept up the glass, but it seems to keep coming back. (*enter 2 times*)

My friends and I would appreciate anything you can do to clean it up. The rest of the park seems to be okay. Since this is the park closest to my house, I think of it as my own and would like to make it a safe place to play. (*enter 2 times*)

Sincerely, (*enter 4 times*)

John P. Jones
815 Paxon Hollow Road
Broomall, PA 19008

Personal Business Letter- Block Style

Multi-Page Research Paper

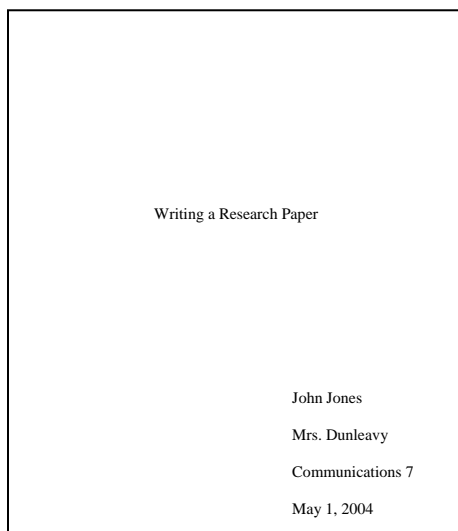
Style information from:

Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 6th ed. New York: Modern Language Association of America, 2003.

Marple Newtown School District's Communication Skills Student Handbook.

Title Page Format

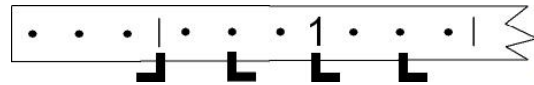
- Margins 1" top, left and right.
- Bottom margin 1"
- Double line spacing.
- Set a tab for 5 inches--**left alignment**.
- Enter 10 times--double line spacing (21 times single line spaced)
- Type and center align title.
- Enter 9 times--double line spacing (18 times single line spaced)
- Press tab key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



Title Page--sample

Outline Format

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



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

I.
II.
III.
IV.

Report Format

- Create a new word processing file.
- Change **all** margins to 1" (top, bottom, left and right).
- Double line spacing.
- Setup Header (*Select View on menu bar Header/Footer*).
- Click the right align button on the standard toolbar.

Proofreader's Mark/Correction/Symbols

Mark	Meaning	Example	Mark	Meaning	Example
≡	Capitalize	english <i>english</i>	—	Delete	I am am going
∧	Insert	Al is ill <i>not</i>	○	Insert period	I came late○
#	Insert space	We are not going. <i>#</i>	∩	Transpose	I will go <i>not</i>
ℓ	lowercase letter	Friend <i>ℓ</i>	≡	Move left	How are you? <i>≡</i>
⌋	Close up space	Do it to day. <i>⌋</i>	⇒	Move right	How are you? <i>⇒</i>
¶	New paragraph	¶ I helped mom	ab-	abbreviation error	The doctor is out. <i>ab-</i>
ag	agreement error	The boys was late <i>ag</i>	and?	expand and explain	Jon likes to ride. <i>and?</i>
colly	colloquial; slang	The kids went to the pool <i>colly</i>	constr	construction error	This field is where I play ball <i>constr</i>
frag	sentence fragment	Because you were absent. <i>frag</i>	num	number error	I want 2 candy bars. <i>num</i>
NP	punctuation necessary	John loved to eat, candy bars.	/	separate words	Let's go for lunch
RO	run-on sentence	He went to the store, he brought apples. <i>RO</i>			
SP	word misspelled	She led the orchstrra. <i>SP</i>			
Vb	verb tense	There was a park where the city dump was.	<i>Vb</i>		
ncl	idea not clearly stated	To play the game, a physical must be taken <i>ncl</i>			