

New Hope-Solebury Middle School

Parent and Student Handbook

2011-2012 School Year



“Respect, Responsibility, and Relationships”

New Hope-Solebury Middle School Mission Statement

Recognizing the unique needs of a middle level learner, the New Hope-Solebury Middle School community is committed to promoting a program that offers a balance between academic achievement and the social-emotional development of all of our students: one which strives to inspire and empower our students to become respectful, reasonable lifelong learners.

Charles M. Malone
Principal
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“The key ingredient to stardom is the team.”

— [John Wooden](#)



2011-2012 School Year

Dear New Hope-Solebury Students and Parents,

The target of the educational program at NH-S Middle School is to maximize the academic, social and emotional development of each student and to meet the unique needs of each child who walks through our doors. We aspire to create a comprehensive program that allows our students to grow academically, socially, behaviorally, and emotionally throughout their years here.

Middle school is a time of tremendous growth for you. It is the beginning of your secondary career in education, and we hope that by the time you leave our doors and begin high school, you are prepared for the challenges you will face. Having consistent and clear procedures is one way that you will learn the important attributes of respect and responsibility. Our program also fosters positive communication and interpersonal skills that develop healthy relationships along the way.

Please be aware that our primary goal in all that we do is to support your success and help you realize your potential. The middle school years are a time of self- discovery- a process of recognizing your own personal greatness and talents. We want you to know that every adult in this building is working so that you have a positive learning community here at New Hope-Solebury. Feel free at any time to reach out to adults here and ask for their support, guidance, or assistance. We are here for you.

Lastly, these guidelines were developed by teachers and students in order to foster a safe and comfortable learning environment. If you have any questions, do not hesitate to see me for clarification. We look forward to working with you during your time here.

The New Hope-Solebury Middle School Administration, Faculty, and Staff

NEW HOPE-SOLEBURY MIDDLE SCHOOL CURRICULUM

Sixth Grade

Reading Language Arts
Every Day Mathematics
Social Studies
Science
Foreign Language Orientation
(Spanish, French)

Fine Arts (Art and Music)
Technology Education/Family
and Consumer Science
Physical Education
Health
Gifted RELA

Seventh Grade

English
Mathematics (Algebra)
Social Studies
Science
Gifted English
Foreign Language (Spanish, French)

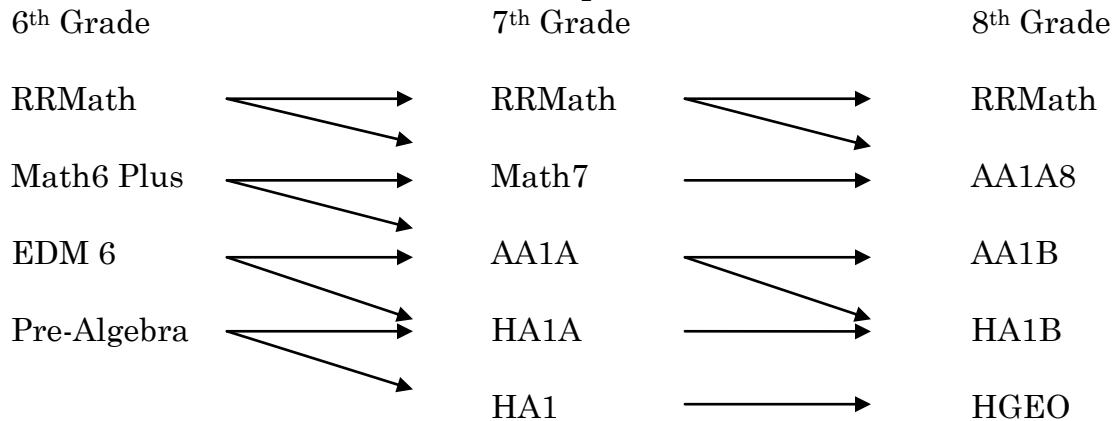
Fine Arts (Art and Music)
Technology Education/Family
and Consumer Science
Physical Education
Health
Study Skills

Eighth Grade

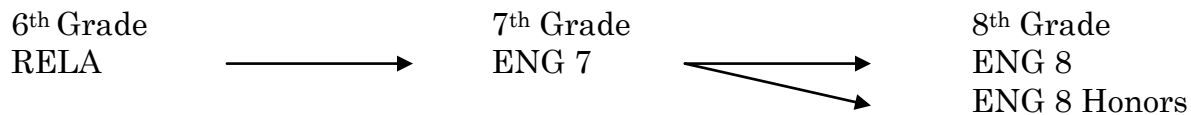
English
Mathematics (Algebra, Geometry)
Social Studies
Health and Physical Education
Foreign Language (Spanish, French)

Fine Arts (Art and Music)
Technology Education/Family
and Consumer Science
Science
Gifted Seminar

Possible Sequence in Mathematics



Sequence in RELA/English



****Recommendations to Honors Programs are based on Teacher Criteria, Grades, PSSA – contact your teacher for the necessary information.***

MS BELL SCHEDULE

***Early Dismissal Days may vary in timetable, but they begin at our regular time, 7:50 and end at an 11:00 am dismissal time.

Regular Schedule

Period	Time	Grade 6	Grade 7	Grade 8
Homeroom	7:50-8:00	HR	HR	HR
Period 1	8:04-8:45	RELA	Core	Core
Period 2	8:49-9:30	RELA	Specials	Core
Period 3	9:34-10:15	SS/Science	Specials	Core
Period 4	10:19-11:00	SS/Science	Core	Specials
Period 5	11:04-11:45	Math	Core	Specials
Lunch	11:45-12:17			
Period 6	12:19-1:00	Specials	Core	Core
Period 7	1:04-1:45	Specials	Core	Core
Period 8	1:49-2:30	Academic M/W/F Advisory T/TH	Academic M/W/F Advisory T/TH	Academic M/W/F Advisory T/TH
**Announcements In HR and 8 th Pd if need be.				

1 Hour Delay Schedule

2 Hour Delay Schedule

Period	Time		Period	Time
HR	8:50-8:56		HR	9:50-10:00
1	8:59-9:34		1	10:03-10:30
2	9:37-10:12		2	10:33-11:00
3	10:15-10:50		3	11:03-11:30
4	10:53-11:28		4	11:33-12:00
5	11:31-12:06		5	12:03-12:30
Lunch	12:09-12:39		Lunch	12:33-1:00
6	12:42-1:17		6	1:03-1:30
7	1:20-1:58		7	1:33-2:00
8 (Aca/Adv)	2:01-2:30		8 (Aca/Adv)	2:03-2:30

A GENDA BOOKS

Each student will be issued an agenda book. This is an organizational tool to keep track of assignments. It will also be used as a **hall pass**. Students are required to have the agenda with them at all times. The agenda should be treated as a textbook. If the agenda is lost, students will be required to replace it at a cost of \$3.00.

A DVISORY PERIOD

An advisory program is an arrangement whereby one adult and a small group of students have an opportunity to interact on a regularly scheduled basis. This partnership provides a caring, supportive environment for academic guidance, peer recognition, and the promotion of good citizenship. Middle school advisory programs help to bridge the gap between the self-contained elementary school and the independent world of high school. Such programs play a major role in helping our young people through the turbulence of early adolescence. Advisory will occur every A day during 8th pd.

A THLETICS AND ACTIVITIES

Every student who represents the New Hope-Solebury Middle School on an athletic team is expected to conduct himself/herself in such a manner as to reflect credit upon the middle school. Every student must remember that he/she is a student of the school first and an athlete second. Being a

member of an athletic team does not entitle any student to any special privileges in the school. Rather, it may carry an additional task of being a good school citizen, in the face of peer pressure, to be a participant in some action, which violates school rules. Our athletes are expected to set examples of good citizenship and cooperation which reflect upon them as individuals and all of our athletes in general. Students afforded these privileges must assume the responsibilities that accompany them at all times.

ELIGIBILITY AND POLICY FOR CO-CURRICULAR ACTIVITIES

The philosophy of the New Hope-Solebury Middle School is for students to become actively involved in co-curricular activities. The faculty and staff at the NHS Middle School encourage our students to become involved in different activities. Students must understand that participation in co-curricular activities is a privilege, academics come first. The following academic eligibility policy has been established to set guidelines for those students who decide to become actively involved in the middle school co-curricular program.

1. All students who are participating in any co-curricular program are expected to maintain a good academic record.
2. Any student who is failing two or more subjects (any subject) will be ineligible to participate in his/her assigned activity for one week.

3. Teachers will be responsible for updating their eligibility information via eSchool.
4. Eligibility will be reviewed every Friday.
5. Student athletes may not be **unexcused** late to school past 8:30 AM.

The Athletic Director and coaches determine the size of team rosters on the basis of safety, availability of facilities and equipment, and adequacy of supervision.

ATTENDANCE POLICIES AND PROCEDURES

See Appendix for NHSD Policy
 School day for students is 7:40 to 2:30. Students are expected to be in attendance on all of the days and hours that school is in session unless urgent reasons exist to justify their absences. Pennsylvania law mandates that every parent or guardian having control or charge of any child of school age shall comply with the requirements of compulsory attendance. The School Code of the Commonwealth of PA allows for students to be absent only for “urgent reasons.” Urgent reasons may include illness, doctor and dentist appointments (with note from doctor or dentist), and religious reasons. All other absences, including absences where an excuse note (signed by a legal guardian) is not submitted within three (3) days after return from an absence, will be considered unexcused. **ALL NOTES can be turned into the attendance office – Mrs. Dugan**

http://www.portal.state.pa.us/portal/server.pt/community/purdon's_statutes/7503/compulsory_attendance_and_truancy_elimination_plan/507353

Parent/Guardian and students should remember to:

- Call the attendance clerk at 215-862-8181 if there are any questions regarding attendance.
- Provide a note excusing lateness when there is an illness or emergency.
- Provide a note excusing absence within three days of the student’s return to school.
- Provide a doctor’s note in case of excessive absence due to illness or surgery.

To assist parents in monitoring their student’s attendance, NHSMS will:

- Have automated phone calls placed home when students are absent or late.
- Have automated phone calls placed home to remind students to bring in an excuse note to clear absences.
- Send warning letters home when a student has reached 5, 8, or 10 total absences.
- Send letters home when a student accrues 3 unexcused lates.
- Send a letter when a student has an unlawful absence – no note excusing the absence within the 3 day allotment.

Please do not hesitate to call your student’s advisor, counselor, or principal if you have any questions or concerns. Parents can also access Home Access Center for daily attendance from our website www.nhsd.org > Schools > Middle School > Parent Portal.

AUTOMATED CALL SYSTEM:

Attendance calls will go out daily for students who are late and/or absent by 10:00 AM as a reminder that your child needs to provide a note upon his/her return.

Unexcused absences include: truancy, employment, oversleeping, missing the school bus, babysitting, visiting relatives, working at home, recreational activities, shopping, and staying home to do school work.

Students with an unexcused absence are expected to make up the time missed and will not receive credit for the work missed. If no excuse note is submitted within three (3) days after returning from an absence, the absence will be recorded as unexcused and unlawful. Accumulation of three (3) or more unlawful/unexcused absences will result in a referral to the School District's Home and School Visitor who will take legal action for unlawful absences. Absences in excess of ten (10) days will require a doctor's note for additional absences.

Attendance, in cooperation with the Home and School Visitor, the School Nurse and the Guidance Department, will investigate excessive absence.

Doctors' notes are required for extended absences due to illness and for frequent absences caused by chronic health problems. This is to protect the student as well as other students and staff in school.

All students who need to be excused from school for a special reason, such as a doctor or dental appointment or other emergency, **MUST** report to the

attendance office **during Homeroom** and not during class, to obtain an early dismissal pass. These students **MUST** bring a note from home stating the reason for the early dismissal. A doctor's note or an appointment card is necessary for verification. The early dismissal pass **MUST** be returned to the attendance office. **In order to take part in any after school event, students must attend school for at least half of that day (by 11:00 AM).** For information about obtaining missed homework, see the *Homework* section.

Absences for family travel will be excused when the student would either be left alone or a non-family member would be required to supervise the student. Parents must notify the attendance and guidance offices in writing at least three days prior to the absence, so the student can obtain schoolwork that will be missed. All work missed must be made up by the student.

Students may also be excused from school for educational tours or trips, which are defined as non-school sponsored trips taken by the student without immediate family members in attendance. Requests for such trips must be sent by the parent in writing using the district form at least one week prior to the absence. The principal must approve all such requests and will consider whether there is sufficient reason why the trip is scheduled during school hours and whether the trip is truly educational in nature. It is the student's responsibility to see that all make-up work is obtained from teachers and

completed within a week of returning from the trip. Students will not be excused for absences due to trips that exceed 5 days.

AWARDS

STUDENT OF THE MONTH

Two Students of the Month will be named by each grade level team. The selection will be made by consensus from names presented by team members and from referrals made by other departments.

The winner shall be a student who has, within the past month or months, demonstrated personal growth in any area that contributes to his well being in terms of behavior or academic achievement, or who has demonstrated good school citizenship through acts of kindness or hard work. The recipient will be honored with their family in a monthly breakfast!

DISTINGUISHED HONOR ROLL AND PRINCIPAL'S HONOR ROLL

-Each marking period students are recognized for their academic achievement through the Distinguished Honor and Principal's Honor Rolls.

-Students who have earned all A's and no more than one B in all subject areas = Distinguished Honor Roll.

Students who earn all B's or better = Principal's Honor Roll.

END OF THE YEAR ASSEMBLY AWARDS GRADES 6, 7 AND 8

6th and 7th grade teams honor students in a special ceremony at the end of each school year. These assemblies are informal in nature and are intended to recognize individual and collective student performance.

ADDITIONAL AWARDS - GRADE 8 ONLY

Subject Area (Trophy) Awards

Subject Area Awards are given in each content area, Unified Arts, HPE, BCS and World Language.

American Legion Citizenship Award

A most prestigious medal is presented to the 8th grade male and female who best exemplify the following characteristics: honor, service, Americanism, leadership, courage, and scholastic achievement. Recipients exemplify the qualities of outstanding character, scholarship, leadership, and acceptance of responsibility. Presented by the office of local PA State Senator.

Student Participation Award

A student is recognized by the faculty for their overall dedication to school, hard work, charitable outlook, good standing in school among other criteria.

PTG Award

The Parent Teacher Group also recognizes a student who again is of high standing in school and exemplifies the spirit of New Hope-Solebury.

Band/Chorus/Orchestra Programs

Students who are interested have the option to sign up for Band, Chorus, or Orchestra opposite of their PE rotation. Participation in this endeavor requires students to be committed to practices, performances and occasional evening and weekend events. Please be sure to make this commitment if you are to join!

BOOK BAG POLICY

Because of hallway safety issues and classroom storage considerations, students may use book bags only to carry books to and from school. The rest of the day, book bags must be stored in lockers. The maximum size of a purse to be carried for personal items is 10" X 10". **Students may not wear any form of bag on their back.** Gym clothes are best carried in disposable plastic bags.

BULLYING POLICY

Bullying is defined as repeated, intentional, hurtful words, acts, and other behaviors against another. Bullying is the hidden culture in our schools. The ways it appears are: **Physical** – hitting, unwanted touching, horseplay, **Verbal** - name calling/teasing, threatening behaviors, **Emotional** - exclusion, false rumors, *Facebooking*...among others. *See Appendix for NHSD Policy*

BUS TRANSPORTATION

1. Respect your bus driver and fellow students.
2. Stand in line to board the bus. No pushing or shoving while waiting in line.
3. Go directly to your seat. No changing seats once the bus is in motion.
4. Do not throw anything inside or outside of the bus.
5. No eating, drinking or chewing gum.
6. No inappropriate language (cursing).
7. No bullying on the bus (fighting, pushing or shoving).
8. No loud talking.
9. Do not delay bus departure – go directly to your assigned bus.
10. All school rules apply while riding on the bus.

Bus transportation is a privilege. Failure to observe district rules may result in temporary or permanent denial of transportation.

Problems dealing with the bus ride should be reported to the bus driver or

the bus transportation department. If further action is necessary, contact the school. See also Bus Policies in the Discipline Code.

Emergency request for a change in a student's bus assignment and route will be considered only in certain extreme circumstances. The reason must be an "emergency" in nature; for example, sudden illness in the family or an accident that would result in no one home to receive young children.

The parent must request the change through the School Principal's Administrative Assistant in writing, if time permits; or by telephone, with a written confirmation following as soon as possible. The School Principal will be responsible for notifying Transportation.

Questions concerning bus transportation should be directed to the Transportation Department (215) 862-5910

CAFETERIA

Specific rules and regulations regarding the cafeteria are covered with the student body during the first few days of school each fall. Students are expected to follow common rules of courtesy and consideration for others while in the cafeteria so that the atmosphere is a pleasant one in which to enjoy lunch—sociable, yes, but the noise level must be kept reasonable. Students are to remain in the cafeteria for the entire lunch period unless excused by a supervisor.

When making payments to your child's cafeteria account, please make checks payable to **New Hope-Solebury Cafeteria Fund** and note your child's name and PIN number on the check. **It is the expectation that parents/guardians will have funds available in their student's account. In the event a student has a negative balance a lunch platter will be provided, however additional ala carte purchases will not be permitted and a notice will be sent home.**

Payments must be dropped off in the main office at the beginning of the school day. Checks should not be dropped off during lunch times. In addition, payments can be made on line. **The information is located in the Parents/Students Resources section of the District Website.**

RULES to Café Behavior

1. Students must ask permission to leave cafeteria during lunch.
2. If students drop food or spill a drink, they are responsible for cleaning it up.
3. All food and drinks should remain in the cafeteria.
4. Running is not permitted in the cafeteria.
5. Throwing food is prohibited.
6. **Students should clean up their table area when they have finished, including the floor.**
7. Students should return all trays to the dishwasher window.
8. Aluminum/plastic can/bottles should be placed in recycling container.

9. Students should report to the cafeteria in a timely fashion.
10. Students should remain seated as much as possible during lunch.
11. After going through the cafeteria line, students should go directly to their table.
12. Food service will close the last five minutes of each lunch. Students will return to their seats and clean up any trash or mess left at their seats.

CELL PHONES & ELECTRONIC DEVICES

The use/possession of cell phones for phone calls is discouraged in school. Cell phones should be kept in the student's locker during class hours. Cell phones, iPods, laptops and other electronic devices shall be permitted under the following condition: for instructional purposes as defined by the classroom instructor.

These devices may not be used in a way that may disrupt the learning environment (i.e. text messaging a friend during class, purposely ringing phones, taking unauthorized pictures, etc.)

Students are to turn off all electronic devices upon entering the school building. This is to include: cell phones, ipods, cd/dvd players, gps devices or any other non sanctioned electronic device that may cause a disruption to the school day. These devices are to be turned off and kept in backpacks in lockers. If a student wishes to store devices in the main office, they may do so upon request.

Infractions to these rules are as follows:

1st Offense – confiscated and returned at the end of the day.

2nd Offense – confiscated and returned to parent via pick up.

3rd Offense – confiscated and held till the end of the school year.

The school will not be responsible for the damage, loss or theft of any cell phone or electronic devise.

CHEATING

Cheating is unacceptable behavior. Students found to be cheating on tests or quizzes or copying homework or any written work will have papers taken and receive a failure for the evaluation. Teachers will notify parents of the incident.

CLUBS

In addition to the athletics, music and drama programs, there are clubs offered to students after school that do not require an activity fee. They are: Outdoor Club, TAG Club, Yearbook Club, Spirit Club, Odyssey of the Mind, Math Counts, 24 Club, Center Stage, Reading Olympics. If interested, get the paperwork from the Main Office or ask your Advisor.

CLOSING

The community will be alerted to school closing via an automated Phone Call and Listserve. The district web page will also announce closings. Please follow emergency dismissal/closing procedures if the school is to close early. Have a back-up plan in mind and on hand in the office in the event of an emergency.

COMMUNITY SERVICE

Our students are engaged in many activities throughout the year to perform various acts of service to the New Hope-Solebury community and beyond! While there are some fund raising activities, our focus for the 11-12 school year and beyond is to engage in true service to the community. We will measure our hours of service via the Advisory program and build upon this endeavor for years to come!

COMPUTER LAB RULES

1. Follow all school rules while in the lab.
2. Absolutely NO food or drink in the computer lab, including gum.
3. Students must sit at their assigned computers. If the computer you are assigned to is not functioning, please tell the teacher so that you may be assigned to another computer. The teacher will make note of the re-assigned computer. If there is any vandalism, records will be checked to assess who was working at the computer in question.
4. Students must use only his/her ID Password and may not share with anyone else. Students must log on with their own ID Password. If your ID Password does not work or if you do not remember your password, seek assistance from a teacher/adult.
5. Files stored in the student's directory are not private and are the property of New Hope-Solebury School District.

6. Students may not use any personal flash drives, CD's, or portable hard drives without prior approval from their teacher.
7. Treat your computer workstation with respect – never hit or bang on the equipment.
8. Do not touch or tamper with cords or plug-ins.
9. Students are not allowed to download anything from the Internet or install any type of programs on the lab computers. (This is against Acceptable Use Policy.)
10. If your teacher has a Hot Link list, you must use only those links listed. Do not “surf the net” unless you have been given prior permission by your teacher.
11. All students should speak in an “inside voice” or lower at all times. Be considerate of other students working in the lab.
12. Unwanted printed material must be placed in the recycle box by the printer.
13. If you want to print something:
 - a) Make sure the material is appropriate.
 - b) Print only what you absolutely need.
 - c) Do not print an entire document from the Internet. Highlight the information you want, right click on mouse and select print.
 - d) Check to make sure your printer selection is for the room you are located in. Click file, click print, click on the drop-down menu to the left of the word “properties” and identify the room.
- e) If your material does not print right away – do NOT hit the print button again. First check printers in lab. See if the red light is flashing on the printer, indicating that it is busy or out of paper. Check to make sure the printer is not out of paper (you may need to ask the teacher's assistance).
14. Printing of non-school related material is forbidden.
15. Do not bring any books, bags, purses or other personal articles when you come to the lab. If you must bring something with you, place it under your computer station.
16. Students need to self-report inappropriate websites to the teacher. If you believe a website is inappropriate, immediately turn off the monitor and seek assistance from your teacher. Do not make a fuss and disrupt other students.
17. Students may not play games, sign onto personal email sites, or use chat, IRC, IRQ or Instant Messaging.
18. Students may not change or modify any settings (including desktop, screensaver, audio and video settings).
19. The following checklist should be completed prior to leaving the lab (by every student, every visit):
 - a) Close all programs and log off your account.
 - b) Throw away any papers or trash that may be in your computer area (even if that trash does not belong to you).
 - c) Straighten up your computer area. Make sure the monitor is

straight, the keyboard is located in front of the monitor and the mouse is on the right side of the keyboard on the mouse pad.

- d) Turn over the mouse to make sure the mouse ball is still inside.
- e) Push in your chair.

- 20. Violations of the above rules will be dealt with according to the standard middle school disciplinary policy. Unauthorized tampering, deleting, manipulating or damaging of programs, files, computers or any equipment is strictly prohibited.
- 21. Students will follow all rules listed in the NHSD Technology Acceptable Use Policy.
- 22. These rules apply to ALL students in ALL classroom situations.

CONCERNS REVIEW PROCESS

In the event a student and/or parent encounter(s) a problem or has a concern about school operational practices, the following should be followed to ensure an equitable solution:

- 1. Discuss the matter with the staff member who is closest to the source of concern.

If unresolved—

- 2. Parent or guardian may contact the area supervisor/department chairperson/liasion (if applicable).
- 3. Parent or guardian may contact the student's counselor.
- 4. Parent or guardian may contact the Principal.
- 5. Parent or guardian may contact the Superintendent.

- 6. If the issue is still unresolved, appeal in writing to the Board of School Directors.

Responses to initial inquiries/contacts should be made within a reasonable time frame – 24-48hrs.

CM**T** – Crisis Management Team

The CMT is vigilant about safety and security concerns that may arise during the school day. It is comprised of teachers, nurse, principal, security, custodial, secretarial staff, – a cross section of school personnel. This team organizes emergency drills and are first responders in times of crisis. Some members are trained in Non-violent Crisis Prevention Procedures via CPI (Crisis Prevention Institute) and CPR.

CST – CHILD STUDY TEAM

Our CST team is a group of teachers, counselors, the school psychologist and principal who help teams of teachers to support students who may be having academic difficulties due to learning issues. As a team, we gather information from teachers, the student and parents to better understand why a student is having difficulty, and we brainstorm next steps to help identify learning issues and support students in their academic activities. Students are referred to this team by parents or teachers.

RTI – Response To Intervention.

Students who are in need of further services due to academic difficulty will be given the necessary intervention to assist in their struggles. Progress will be monitored and updated at daily

team meetings and weekly CST meetings. Parent contact will be made for any student who rises to a Level II status which requires more intensive intervention.

Examples of Level I:

1. Team intervention – meeting with student to alert student to concern.
2. Structured study within Academic Period.
3. Data Collection to target further intervention.

Examples of Level II:

1. Reading, Writing, Math support during B day 8th pd.
2. After School HW Club referral.
3. Data Collection and parental involvement.
4. Schedule change for appropriate programming.

CST Members: Mrs. Warmingham, Dr. Riva, Ms. Cortellessa, Mrs. Golden, Mr. Malone, Mrs. Derby, Mrs. Kozlowski

DANCES

Dances are held for all MS students (with the exception of the 8th Grade Dance). The student council/Spirit Club in concert with administration and Grade Level Sponsors determines the dance schedule and theme for the evening. The dress code is consistent with the school dress code. Dances are traditionally held on a Friday evening under the supervision of NHSMS staff members and parent volunteers. Dances are open only to eligible NHSMS students. Guests may not attend. **Parent/Guardian must drop off and pick up in a timely fashion!**

Any student who has been placed in out of school suspension or assigned to in school suspension two times for the majority of the day within a four-week period prior to a school dance or other school functions is not eligible to attend the function.

DETENTION

Individual teachers may assign detention for misbehavior in the classrooms, or administrative detention may be assigned for various reasons, such as misconduct in the halls or cafeteria, or for major offenses within the school. All detentions are well supervised and are a time to engage in worthwhile schoolwork.

Detentions are typically held 2:30 until 4:15 on Tuesdays, Wednesday and Thursdays. Students serving detention will assemble at 2:30 and meet the supervisor in charge of detention in the MS Library. Students assigned to an administrative detention are to go home immediately after the detention. Skipped detention: students will automatically receive two detentions to be served on the next two detention days.

Skipping either one of these two detentions will result in a Saturday Detention. Missing that will result in a suspension. Absence from school on detention day: detention will be rescheduled to first detention day upon student's return.

SATURDAY DETENTION:

Saturday Detention will serve as a level of intervention addressing serious/habitual infractions as it

relates to bullying, harassment and physical altercations, (repeat offenses and other more serious infractions) as well as accumulated unexcused absences and lateness to school. The **Saturday Detention will be served at the middle/high school during the hours of 7:00 AM.-9:00 AM.**

Supervision by a staff member will occur during that time and the student (s) will be required to have material to work on or a consequence of their action activity will be provided.

DISCIPLINE

See Appendix for NHSD Code of Conduct.

DRESS CODE

It is commonly understood that student behavior and the total school environment are strongly influenced by the dress and appearance of the students.

Middle school students should maintain a clean, healthy, safe and neat appearance. We believe the following recommendations will assist you in maintaining the proper academic atmosphere in school by avoiding disruption of the educational environment.

1. Clothing styles that reveal underwear garments are not considered appropriate for school.
2. Pants that reveal boxer shorts or hang too low are prohibited.
3. Bare midriff blouses and shirts are not acceptable. Clothing that is transparent, exposes the midriff,

exposes the naval or that is a décolleté garment is not acceptable. Tights worn as slacks are prohibited. Clothing that is too revealing is prohibited.

4. Hats, bandanas, athletic sweatbands are not acceptable. Headbands may be worn to hold hair out of your eyes but not as a form of group membership.
5. Coats are not to be worn in the building. Keep a sweatshirt or sweater in your locker for your personal comfort.
6. Form fitting shorts or pants are not acceptable. An appropriate length would be skirts and/or shorts that at least touch the tips of extended fingers when the arms are down.
7. "Spaghetti Strap" tank tops are not appropriate. The cut of sleeveless garments should not reveal underwear. Strapless, backless, halter/tube tops and spaghetti straps should not be worn.
8. Spiked jewelry worn as necklaces or bracelets and clothing with spiked studs are considered a safety hazard. Also, chains hanging from clothing can be a hazard and should not be worn. Extreme make-up is discouraged.
9. Appropriate footwear should be worn at all times during the school day. Students using crutches should wear sturdy shoes.
10. Any clothes that advertise drugs, alcohol or offensive language are not permitted.
11. Ragged, tattered, ripped, cut off clothing or clothing with holes are not acceptable.
12. Sunglasses are not acceptable.

13. Clothing that displays symbols of intolerance to race, creed or sexual identity are prohibited.

Realizing that the dictates of fashion change frequently and can affect the choices of apparel preferred by students, the school reserves the right to enforce rules for clothing that create a healthy, focused school community and one that presents a business-like work environment.

Students not following the code will be notified by faculty members, asked to change and/or calls made to parents to express concerns and may be referred to the administration for further interventions/discipline.

- 1st referral = warning/dress altered
- 2nd referral = parent called to bring appropriate item
- 3rd referral = parent called to bring appropriate item
- 4th referral = detentions
- More than 4 referrals = Saturday detention and/or suspension

D RIVING STUDENTS TO AND FROM SCHOOL

Please follow the drop off and pick up procedures as to ensure student, staff and your safety!

AM DROP OFF:

Please arrive in a timely fashion. Being in the drop off line prior to 7:50 does not make you on time to school. You must be in HR by 7:50 to be considered on time for school!

Parents/Guardians: please follow cordial driving behaviors.

1. Students must enter the school using the front entrance.
2. All cars must move into the circle and remain in a single file...be patient – do not pass!
3. Students must exit the cars on the curb side and enter the building.
4. The line of cars entering the circle should not form double car lines as it is extremely dangerous and we do not want students running between cars.

PM PICK UP:

- 1) Students are to go home on their **own designated bus**. Under no circumstances are students to ride a different bus, or arrange for their own alternative transportation.
- 2) Students who need alternative transportation because of unusual circumstances (i.e. family emergency, no one home to receive small children) need to notify in **writing** via **fax** or note a day in advance - or fax if emergency circumstance dictates immediacy Fax: 215-862-2862
- 3) Students who walk to meet an elder sibling in the high school parking lot need to also **send a note** to the Middle School Main Office (Mr. Malone) in order for the Middle School to maintain accurate records of students who need to meet at the HS. The same goes for any student who walks a younger sibling home from the UES. **Thank you for your cooperation in this matter!**

F IELD DAY

During the last weeks of the school year, administration and faculty plan a day long event with outdoor and

indoor activities here at the middle school. Events include relay races, dodge ball, dunk tank, etc. Field Day is a fun activity and is considered a privilege. If a child has disciplinary and/or academic issues, he/she may receive instruction in school rather than participate in events. All students and teachers participate in this fun filled event.

FIELD TRIPS

Signed permission slips are required for students to participate in field trips (see NHSD policy). Students not participating in field trips still must attend school. During the time of the field trip, they will be placed in another classroom with appropriate class work. Staying home during a field trip (if not ill) is an unlawful absence. Attending a field trip is a privilege. Inappropriate behavior will be cause to have the privilege rescinded. For students requiring medication during the day, a parent/guardian may need to attend the field trip to administer the medication. Teachers cannot be designated to do this.

FREE OR REDUCED LUNCH

Families who need to apply for free and reduced lunch may do so by obtaining forms from the principal's office.

FUNDRAISING

See Appendix for NHSD Board Policy

GENERAL RULES AND REGULATIONS

TOP 25 RULES AND POLICIES TO KNOW AND REFERENCE:

1. Students are to **turn off all electronic devices when entering the school building.** This is to include *cell phones, ipods*, cd/dvd players, gps devices or any other non sanctioned device that may cause a disruption to the school day. These devices are to be turned off and kept in backpacks in lockers. Any devices which are carried by students throughout the school day will be confiscated and brought to the office. **The school will not be responsible for the loss or damage** of these personal articles and will not become involved if these items are stolen.
2. Matches, lighters and **smoking paraphernalia** are not permitted in school.
3. Students **wearing inappropriate clothing** will be asked to change into other attire.
4. Carry your **key card/FOB** with you at all times and do not open doors for strangers.
5. Students are **not to enter a classroom without a teacher** being present.
6. Students are prohibited from **buying/selling items for personal profit** on school property.

7. **Respect property.** We encourage students to take pride in their classrooms and in the school campus as a matter of respect for your school. If a student finds school material or personal property belonging to someone else, she or he should turn it in to the main office immediately. Students will be held responsible for any damage done to school property, and to books and other materials issued to them. Respect for property also means not being careless about one's own school materials and personal belongings.
8. Avoid being **late for class and school.** School **begins at 7:50** no later. Accumulation of lates and absences will count towards your academic profile. **Detentions** will be assigned for **3 or more** unexcused late arrivals to school.
9. Students should **not eat food** at any time or place other than the cafeteria unless under the care of a doctor or permission from the school.
10. **Academic Periods** are for educational benefit. During this period students have the opportunity to meet with teachers to discuss academic concerns, make-up assessment, or complete work. Academic periods can also be used for various social, physical and cultural activities. **Advisory Periods** are equally important for students and staff to engage in pro-social dialog and teen issues.
11. **Return** all excuse notes, report cards, test results, library books/fines, etc. on time.
12. **Hats/coats** may not be worn in the building. Look to the Dress Code for guidance...when in doubt, more coverage is the order of the day!
13. **Bus, Walk, Parent Pick-Up,** the school will follow your designated mode of transportation as a default. If you are a bus rider, we expect you to ride the bus unless notified in writing from a parent/guardian 1 day in advance.
14. Use of **profanity** is prohibited.
15. **Dishonesty**, i.e. forgery of report cards and interim reports, is prohibited.
16. **Cutting class** is prohibited and punishable by Saturday detention and suspension for repeat offenders.
17. Students must have their **agenda book** signed to be out of class.
18. **Fighting or play-fighting** while at school, at bus stops, or on the bus is prohibited. Students should tell parents or an adult at school if there is a possibility that a fight may occur.
19. **Weapons** and facsimile (look a-likes) of all weapons are prohibited.
20. Attendance at all programs, either as a participant or as a spectator, is a privilege and with it goes the **responsibility**

of maintaining acceptable behavior.

21. Once students arrive on school property, they **may not leave the grounds** without office approval. Students may not leave school grounds at dismissal and then return to school for afternoon activities or to ride the late bus.
22. Students who stay after school must be under the **direct supervision of a teacher or adult sponsor.**
23. Open **displays of affection** (hand holding, kissing, hugging, etc.) are considered inappropriate and are not permitted.
24. Students are to **turn off all electronic devices when entering the school building.** This is to include cell phones, ipods, cd/dvd players, gps devices or any other non sanctioned device that may cause a disruption to the school day. These devices are to be turned off and kept in backpacks in lockers. Any devices which are carried by students throughout the school day will be confiscated and brought to the office. **The school will not be responsible for the loss or damage** of these personal articles and will not become involved if these items are stolen.
25. Matches, lighters and **smoking paraphernalia** are not permitted in school.

G GRADING

Report cards are distributed according to the dates listed on the district calendar.

The following grade system is used:

A	90 - 100
B	80 - 89
C	70 - 79
D	65 - 69
F	below 65

REPORT CARDS AND MID PERIOD PROGRESS REPORTS

There are four marking periods in the school year. It is the responsibility of the student to take his/her report card home. Report cards are not to be returned to the school. The copy taken home is to be kept there. Mid-period Progress Reports are sent home from each teacher to parents once during each marking period for all students. Progress reports are to be signed by the Parent/Guardian and returned to the teacher. These notices reflect student progress in school to that point. Please see the NHSD calendar for distribution dates of report cards and progress reports.

Parents/guardians who do not receive one from their student or have concerns are encouraged to call their child's guidance counselor.

A pupil must pass all work in his/her present grade before he can be promoted. Promotion is by grade, not by separate subject.

HONOR ROLL

Distinguished Honor Roll

All A's

Principal's Honor Roll

All B's and A's
Ineligible - Any C, D, F, U, or I
make a student ineligible.

GRAFFITI

Any student who intends to deface property or another person is in violation of code and is subject to disciplinary consequences as per Parent/Student Handbook's description of vandalism, which carries a weight of anywhere from 1 to 10 days suspension days from school.

Students are not to be in possession of a pen, marker or other writing utensil when using the bathrooms.

GUIDANCE SERVICES

All NHSMS students are assigned to a guidance counselor, Mrs. Cortellessa. Students work with the same counselor during all three years of middle school. She provides individual counseling, crisis services, and group guidance activities that address the developmental needs of middle school students. In addition, counselors administer the middle school standardized testing program and maintain the cumulative records for all NHSMS students. Students may request to see their counselor by scheduling an appointment in the guidance office. Parents/guardians may also arrange conferences with the counselor upon request.

HARASSMENT (INCLUDING **S**EXUAL HARASSMENT & **C**YBER BULLYING)

See Appendix and NHSD Board Policy

Harassment refers to student(s) who engage in a course of conduct or repeatedly commit acts which alarm or seriously annoy other person(s) and which serve no legitimate purpose. When a student believes that he or she is being harassed on school grounds, at a school activity, or on their way to or from school, the student should immediately inform the harasser that the behavior is unwelcome, offensive or inappropriate. If the unwelcome or inappropriate behavior continues, the student should report the behavior to an administrator, counselor, teacher or other school staff member.

Unlawful harassment includes but is not limited to the following examples:

- 1) A person shoves, kicks, strikes or otherwise subjects another person to physical contact or attempts or threatens to do the same, a person follows another person or places another person in reasonable fear of bodily injury and/or emotional distress.
- 2) Offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, national origin, gender, sexual orientation, age or disability which create an intimidating, hostile or offensive educational environment.
- 3) Unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature.

1st Offense- all parties involved receives official warnings to cease and desist the harassing behavior. At an administrator's discretion, certain

instances of harassment may be immediately reported to the police for investigation.

2nd Offense – Further incidences of harassment will result in school disciplinary action and may be reported to the police for investigation and /or citation.

HEALTH SERVICES

The school nurse is responsible only for the emergency care of injuries and sudden illnesses or injuries, except special cases under medical care and with the physician's written orders. If it becomes necessary for a student to be dismissed early, it is the responsibility of the parent to sign the student out in the main office before leaving the building and to provide for his or her transportation. **Students should not call home prior to seeing the nurse!**

All medication, both prescription and non-prescription, must be kept in the Health Office. Medication will be administered to students during school hours only when such is required and accompanied by a doctor's order and parent permission. The parent and doctor must give written consent before prescription medication may be given.

Any medication to be administered by school personnel must be delivered directly to the nurse before homeroom. Medication must be brought to school in the original, properly labeled container. The school nurse will not provide any form of medication to students for general use.

A student must have a pass from his or her teacher to leave class to visit the nurse.

Asthma inhalers and Epinephrine auto-injectors:

Students shall be prohibited from sharing, giving, selling, and using an asthma inhaler or epinephrine auto-injector in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy shall result in loss of privilege to self-carry the asthma inhaler or epinephrine auto-injector and disciplinary action in accordance with Board policy. **(Students are to label these items with their name for proper identification)**

The following screening programs are mandated by the state:

- Physical examinations: 6th grade
- Dental examinations: 7th grade
- Scoliosis screening: 6th & 7th grades
- Vision screening: 6th, 7th & 8th grades
- Audio logical screening: 7th grade
- Height and weight screening: 6th, 7th & 8th grades

HOME ACCESS CENTER/PARENT PORTAL

New Hope-Solebury School District has implemented a software program allowing parents and guardians with students in middle school access to grades and attendance. For access,

log on to the district website
www.nhsd.org > Schools > Middle
School > Parent Portal

HOMEWORK

The faculty believes that homework is an essential and valuable part of your academic training. The amount and type of homework you receive is determined by your teachers' judgment of your ability to profit academically. Homework is considered an important outgrowth of class activities, thus, students should expect homework on a consistent basis. Students may be required to remain after school for incomplete written homework assignments. The purpose of homework is to provide review/practice of lessons and prepare the student for upcoming lessons, provide remediation and/or enrichment and assist the student to develop positive study habits.

To obtain homework when you have been absent for more than two (2) days, use the following procedure:

- Parental requests for homework should only be made after a minimum of 2 consecutive days of absence.
- Parents are to call the guidance office by 10:30 AM to make the homework request. If you get a recording, please leave a message with your child's name and team name.
- Teachers will gather all homework and place on the homework table in the main office.
- Parents may pick up materials after 2:30 PM on the second day of

absence in the office. Please be sure to know your student's locker number and combination in case books need to be obtained from the locker.

- Some teachers utilize voice mailboxes and web pages to list homework assignments. These are options that you can try to access information as well.

HOMEWORK CLUB

The Homework Club is designed as an intervention opportunity to assist students struggling with their academics. Students on the sports ineligibility list and/or those failing any subjects will be recommended for the HW Club by their Team, Guidance Counselor and/or coach. Any student considered for the HW Club will be approved by administration and guidance and a permission letter will be sent home.

Homework Club is also for students simply needing the use of the MS Library for projects and HW completion. Please fill out the necessary permission slip to attend. ***See the appendix for the slip.***

INSURANCE

Students will be given the opportunity to purchase insurance at the beginning of the school year. This insurance will cover students during the time they are under jurisdiction of the school. The school district does not provide accident insurance for any student participating in athletic programs and assumes no liability for

injuries sustained during participation.

LATENESS TO SCHOOL

Students must report to the attendance office for attendance accounting when arriving late.

Missing the bus, oversleeping, etc., are not valid excuses for lateness. Official attendance will be recorded by **7:50 AM**.

Below is our policy for unexcused lateness:

- 1st & 2nd Offense – warning
- 3rd Offense – after school detention
- 4th Offense – after school detention
- 5th Offense – after school detention
- 6th Offense – Saturday detention (2 hrs)
- 7th Offense – Saturday detention (2 hrs)
- 8th Offense – in-school suspension
- 9th Offense – in school suspension
- Future Offenses – incremental application of in-school and out-of-school suspensions, administrator/parent conference, referral to Office of Children and Youth.

LIBRARY & MEDIA CENTER

The Library Information Center, located on the second floor between the sixth and eighth grade pods, is the hub of the school. The library facility, which includes the computer lab, offers access to 11,000 print resources, a wide variety of electronic resources, a TV Studio, and Internet access on all computers. The library's electronic resources are accessed through the Internet and networked throughout the building. The library is open from 7:30 AM to 3:00 PM on Mondays and Fridays and from 7:30 AM to 4:45 PM

on Tuesday, Wednesday, and Thursdays (Homework Club days).

During the school day teachers may send students to the library individually, in small groups, or they may bring their entire class.

General library materials circulate for two weeks and may be renewed.

Students receive weekly reminders for materials that are one week overdue and two weeks overdue. **Macbooks** may be signed out from the library for a particular class period and are to be returned at the end of the period.

Students using **Macbooks** during Academic Period should reserve their computer by signing it out on the daily reservation sheet. Students are welcome to visit the library during Academic Period for independent reading or the completion of school work, but should plan ahead by signing up before lunch. Students are encouraged to see the library staff immediately concerning any problems involving borrowed library materials.

LOCKERS

A locker is provided for each student to keep personal belongings and books. Lockers for gym classes are assigned in the locker rooms by the PE teacher in charge.

Students may go to lockers before school, before and after lunch, and after school.

IT IS STRONGLY RECOMMENDED that each student put a lock on his/her locker! No student should share his/her locker combination with others.

HOW TO OPEN YOUR LOCKER

It's like a combination lock on your bicycle.

1. Turn your lock in either direction twice past zero to clear lock and stop at zero.
2. Turn to the right and stop on your first number.
3. Turn to the left once past your first number and stop on your second number.
4. Turn right directly to your third number: then pull down to open latch.

NOTE: It is important to secure your locker by not leaving the lock set on your last number.

Jammed Locker: Tell one of the secretaries so that they may alert the custodial staff.

Something stolen out of your locker: Please fill out an incident referral in the Main Office. Students are urged not to leave valuables in a locker. The school cannot be responsible for the loss of any personal items. Any problem with lockers should be reported immediately to the Main Office.

The administration reserves the right to inspect the lockers at any time.

LOST AND FOUND

Unclaimed articles will be held for a short period of time. **The Lost and Found table (outside the elevator)** will be cleared on a biweekly basis. (*Valuable items will be held in the Main Office*) If items are identifiable, they will be returned to students. Students should clearly mark possessions with their name. Unclaimed items are donated to

charity. Do not bring valuables to school.

MERT
Medical Emergency Response Team is comprised of trained staff members who are designated to intervene in times of medical crisis. These members have CPR and AED training among other types of crisis intervention.

OBLIGATIONS

All students will be held accountable for all outstanding obligations. Obligations include, but are not limited to the cost of lost or damaged books, band uniforms and equipment, sports uniforms, HPE locks, and overdrawn personal checks submitted by parent or guardian.

Participation in end of the season sports parties will be denied and report cards will be held for all students with outstanding obligations. This information is carried over into the following school year and forwarded to the high school. Failure to settle these obligations will exclude the student from participation in school activities.

PATHS TEAM

The PATHS team meets on a weekly basis to provide support to struggling students and families. If you believe your child is in a situation that may present as a barrier to his/her learning at school, please contact a team member for assistance. The PATHS Team makes every effort to meet with students who have

problems and who run the risk of very serious consequences. Examples in which the PATHS Team might intervene include:

1. Violation of district rules on the use of drugs or alcohol on school property.
2. Confronting students who are known to be substance abusers.
3. Working with students who have expressed a desire to deal with their personal problems.
4. Excessive Absences and Tardies.

The PATHS (Parents and Teachers Helping Students) team is the Middle School SAP team whose primary function is to provide support to students who are considered at risk. SAP is a state wide Pennsylvania School sponsored program that provides school staff with specialized training to work with parents, staff and students to identify and refer students who may be at risk due to behavioral or emotional issues.

Another organizational role the PATHS team takes on is providing the Middle School community with engaging activities that help promote social and emotional wellness for all of our students. PATHS organized *Red Ribbon Week* this year and the theme was “Respect, Responsibility, Relationships”. The team wishes to extend its partnership with parents by offering educational opportunities for parents that concern some of the current issues that can impact their children, such as bullying and adolescent development through parent nights. Please consider

attending our future Dance and Dialogues, and be sure to watch for other interesting events that are being planned for you and your children during the school year.

support.

PATHS Members: Ms. Cortellessa, Mr. Malone, Mrs. Kozlowski, Ms. Thompson, Mrs. Golden, Mrs. Nichols, Mrs. Derby, Mrs. O'Donnell, Ms. James, Ms. Groden (BCCADD Rep).

PHYSICAL EDUCATION CLOTHING, SAFETY OF VALUABLES & MEDICAL EXCUSES

The purpose of Physical Education is to help students acquire the knowledge, processes, and skills needed to engage in meaningful physical activity both in the present and for a lifetime. The process of participating regularly in a physical active life style will lead to personal enjoyment, challenge, satisfaction, and a health-enhancing level of personal fitness.

Dressing Out:

1. Change clothes worn to school to PE uniform.
2. Sneakers are required and must be tied.
3. No gum chewing or jewelry allowed in gym class.
4. Sweatshirts and sweatpants are allowed over top of the PE uniform.
5. Long hair should be put back and out of face.

Grading:

1. Participation – effort and cooperation
2. Preparation - uniform
3. Performance – skills test

Injuries/Illness:

1. Parent excuse note excuses child from one class only.
2. Doctors' notes excuse child until expiration of note.

Fees:

1. PE shirt - \$7.00 PE shorts - \$10.00
2. Full Uniform - \$17.00
3. Lost Lock - \$5.00

Locker Room Policies:

1. Students are responsible for locking up all of their valuables. A Lock will be distributed to students and is to be returned at the conclusion of the PE cycle.

Medical Conditions/Medication:

It is very important that the school, nurse, and staff be informed of ANY and ALL medical conditions, which your child has.

1. A parental or guardian note will excuse the student for one week of physical education class. If it is necessary to miss more than one week of class, a note from your doctor is required.
2. Physical limitations need to be covered by a doctor's note which will be kept on file.
3. If you are excused from physical education class for illness or injury, you may not participate in the co-curricular athletic program that day.

Questions / Comments: Please call 215-862-0608 ext. 5321 or email us below

Health and Physical Education Department

Mrs. Mara Hess mhess@nhsd.org

Ms. Eileen James ejames@nhsd.org

Mrs. Sally Diakon sdiakon@nhsd.org

PROBATION

Students displaying persistent misbehavior may be assigned school probation. The length of the probation period can vary from 30 to 60 school days. During this time, school privileges such as attendance at school functions and assembly programs and use of passes during the school day may be withheld. Probation is removed when a marked improvement occurs in behavior.

SCHEDULING

Our instructional schedule is based on a A/B Cycle. Each day of school, students will need to know the letter day of the instructional schedule that will be followed. Specifically, instructional time is not lost because a holiday occurs on a particular day of the week, i.e., Monday, art class, Tuesday, health class. The A/B schedule runs consecutively regardless of holiday schedule or inclement weather that causes school to be closed. Calendars and daily reminders will be utilized to keep you informed. Most secondary schools use a cycle/rotation because of its positive impact on instructional time allocation.

SCHOOL STORE

Faculty Advisors open the school store in the morning prior to HR on Wednesdays. Students may purchase pens, pencils, erasers, and paper products.

SECURITY GUARD

A Security Guard will be on school campuses during, and after the school day to insure safe passage in halls, locker room supervision, timeliness to class and other safety functions. This person is on staff and is to be treated with due respect

SMOKING

Smoking is not permitted on school buses or on school property. Students are not permitted to carry tobacco or smoking paraphernalia while on school property. These rules will be enforced during the regular school day, at all evening events, and on school-sponsored trips. Students who violate this rule will be fined as authorized through school board policy and township ordinance and will be subject to suspension and probation.

STANDARDIZED TESTING

6th Grade: Pennsylvania System School Assessment of Reading and Math; and other local assessments.
7th Grade: Pennsylvania System School Assessment of Reading and Math; and other local assessments.
8th Grade: Pennsylvania System School Assessment of Writing, Reading, Math and Science; and other local assessments.

Look to the MS Web Page for dates and times (special schedules) for testing.

STUDENT COUNCIL

The New Hope-Solebury Middle School Student Council is a student-led organization designed to empower students to become active and integral members of a community.

Opportunities are provided for the students to influence decision – making regarding the school environment, develop critical communication and collaborative skills, and serve as ambassadors to develop a safe and positive school environment for all, while expanding vision to the extended community. The mission of The Council is to foster leadership and encourage students to use their voices and their ideas to positively impact both the school community and the world community. The student council supports all other extra-curricular clubs as well as community initiatives. Some past initiatives include: collecting food for Fisherman's Mark, serving as volunteers at Fisherman's Mark, and fundraising for the March of Dimes, the American Cancer Society, and the American Heart Association. Additionally, the Council has supported students who participate in World Vision's 40 Hour Famine. The Council sponsors school dances, provides snacks for various school-wide activities, and organizes a student-staff football tournament to benefit Fisherman's Mark. All activities are designed to engage the entire student body and build a positive school community.

The NHS Middle School Student Council is comprised of a governing board, homeroom delegates and general members. The board is

elected each spring by the student body following an application process, including speeches, and consists of seventh and eighth graders. In the fall, delegates are elected from each homeroom who will represent the voices of the entire student body. In addition, any student is welcomed and encouraged to attend student council meetings and participate. Currently, the student council meets every Thursday after school. Please encourage your child to join the Student Council and become an integral member of the NHS Middle School Community.

S TUDENT IDENTIFICATION

Once student photo IDs are issued following Picture Day in the fall, all students will be required to carry their ID card. There is a pocket in the agenda book for convenient storage of the IDs. **Be prepared to produce Agenda Book, ID and Key Fob upon request.**

SUBSTITUTE/GUEST TEACHERS

Substitute teachers should be treated as guest teachers. The rules of common courtesy and hospitality are expected to be followed. Students are expected to give complete cooperation to a substitute teacher. Lack of cooperation and misbehavior with substitute teachers will be considered an offense and will result in disciplinary action.

SUSPENSION

Suspension is a disciplinary action taken by the administration for serious violations of school rules and regulations. Suspensions may range from one day to an indefinite period. Suspended students may be removed from school at the discretion of the administration. While on suspension, a student may not participate in any extra-curricular activities. All schoolwork missed during a suspension should be made up for credit.

Suspensions may be used in the following types of situations:

1. refusing to obey the directives of a teacher or staff member
2. using foul and/or abusive language or gestures
3. serious misbehavior
4. truancy
5. interfering with the educational program
6. disruptive behavior
7. use, sale or transfer of illegal drugs or alcohol
8. willfully damaging school property
9. smoking or possession of tobacco in the building or on school grounds
10. failure to serve detention
11. indecent exposure
12. fighting or "play-fighting"

If the suspension involves illegal possession of drugs, marijuana, theft, weapons, etc., police will be notified.

Students may also be suspended from class for serious misbehavior and assigned to do work in the office for an extended period of time.

When a student is suspended from school for 1 day, a social probation of 30 calendar days may be put into effect. When the suspension is for

more than one day, the social probation may be for 45 calendar days. The following school privileges may be withheld for this period:

1. attendance at school functions such as dances
2. restricted use of passes during the school day
3. attendance at assembly programs

When a student is suspended, it is necessary for a parent to be contacted by phone, attend a conference (re-entry) or be required to attend classes with student. The student, parents, principal, guidance counselor, and other staff members (when desirable) will take part in the conference. The conference can be held prior to the start of the suspension, during, or at its conclusion.

TECHNOLOGY: ACCEPTABLE USE POLICY

See Appendix for NHSD Policy

- All use of the Internet, computers or other district electronic resources will be in support of educational activities.
- Electronic storage areas will be treated like school lockers. The privacy of electronic mail cannot be guaranteed. Teachers and administrators have the right to review files to maintain the integrity of the network and insure that individuals are using the system responsibly.
- **Students, staff, parents and teachers have a responsibility to report breaches of network security.**
- Students are responsible for the integrity of their own work. Systems occasionally “crash”; files

are occasionally lost. The District can make no guarantees regarding reliability of the technical system.

The New Hope-Solebury School District is excited about the educational opportunities becoming available to its students. The smooth operation of our district’s electronic resources relies upon the responsible conduct of all users.

Code of Conduct for Student Use of Electronic Resources:

All student users are expected to abide by generally accepted rules of computer and network etiquette. For their own safety, students should exercise care and never reveal the personal addresses or phone numbers of students or staff to unknown users. The following activities are not permitted:

1. Sending or displaying inappropriate text or graphics.
2. Using obscene or offensive language.
3. Harassing others.
4. Damaging computer workstations or networks, vandalizing, damaging, or disabling the property of another person or organization.
5. Violating copyright laws or use of another person’s intellectual property without their permission or proper bibliographic reference. This includes copying or commercial software or copying another student’s intellectual property and representing it as your own.
6. Using the network for any illegal activity.

7. Unauthorized access to areas of the Internet.
8. Accessing another individual's materials, information or files without permission. Unauthorized access to areas of the network.
9. Wasting limited resources.
10. Employing the network for personal financial or commercial gain.
11. Misrepresenting or impersonating another user.
12. Degrading or disrupting equipment or system performance. Intentionally spreading viruses and other destructive programs.

Consequences:

Students violating any of the rules will face consequences to be determined by their principal or teacher according to the severity or nature of the infraction. Violations may result in loss of access and, in appropriate cases, may involve a report to law enforcement agencies.

Consequences may include:

1. Student may be required to attend retraining sessions concerning the use of proper procedures.
2. Student may be required to make restitution for network or software/hardware damage.
3. Student may be banned from using telecommunication facilities for a specified period of time.
4. Student may be banned from using all technological equipment for a specified period of time.
5. Student may fail the marking period and/or the class.
6. Student may face suspension, detention, expulsion.

TELEPHONE

Students who must make a home contact may do so with permission from a teacher in the main office. Cell phone use is not permitted in school.

TEXTBOOKS

Students will complete a book receipt card for each book issued. When the book is returned to a teacher, the teacher will give the student the completed book receipt. Students are responsible for keeping textbooks covered and in good condition.

Textbooks will be checked quarterly against the book receipt cards to monitor lost textbooks. **Charges for lost books are full replacement price.** Charges for excessively damaged books are full price.

TRANSCRIPTS & TEACHER RECOMMENDATIONS

All requests for transcripts must be sent directly to your child's guidance counselor. Each transcript request must have a **signed** information release form for each school for which you are requesting a transcript. Please enclose a **self-addressed, three (3) stamped envelope** for each school requiring a transcript. Transcript requests must be received at least **two (2) weeks** prior to the school's due date.

All requests for teacher recommendations must be sent directly to the teacher. It is the student's responsibility to **ask** a teacher if he/she will complete a recommendation form. If the teacher

is in agreement, the student should give the teacher recommendation form to the teacher. Teachers reserve the right to decline writing a recommendation. Each request for a teacher recommendation must be accompanied by:

- a. a cover letter giving the teacher permission to write the recommendation;
- b. a self-addressed, stamped envelope to the school requesting the letter. Teachers require two (2) weeks processing time to complete this request

Teachers will mail all completed forms directly to the school.

TRESPASSING

Students are not permitted to be in school or on school grounds, unsupervised, after school hours, on weekends or days off from school.

TV STUDIO

Our MS students work closely with Mrs. Neufeld in providing a informative and entertaining school news broadcast each morning. The NHN is created, produced, directed, broadcasted by MS Students (under the guidance by Mrs. Neufeld).

UNLAWFUL HARASSMENT POLICY

It is the policy of the New Hope-Solebury School District that every employee, student and guest be free from any form of unlawful harassment by another member of the School District community. Unlawful

harassment violates fundamental rights, personal dignity, and personal and professional integrity. The Board of Directors expects all members of the New Hope-Solebury School District community to conduct themselves according to standards of law and ethics and to behave in an appropriate manner. The Board seeks to ensure that a safe and positive work environment exists which is free of harassment. This policy applies to all students, members of the academic, administrative and support staff and guests. Students with any concerns should report them to a principal.

See Appendix for NHSD Policy

VANDALISM

As outlined in the New Hope Solebury School District Discipline Code, vandalism is a Level III or Level IV behavior. The consequences for vandalism range from suspension to expulsion and include referral to law enforcement officials.

See Appendix for NHSD Policy

VISITORS

All visitors must use outside buzzer and sign in at the reception desk in the Main Office. Parents/Guardians will be asked to produce photo ID to ensure safety and security of our school environment. A Parent / Guardian who wishes to visit a classroom should notify the principal at least 24 hours in advance to schedule the visit.

Visitors may not talk at anytime while classes are in session. No visitors will be permitted to visit classes without

the proper approval and the number of visitors on any given day may be restricted. Visitors will wear an I.D. badge. Visitors without an ID badge will be directed to the main office.

Students are not permitted to bring student guests to school.

WE BELIEVE

In partnership with students, teachers, parents, and community, the New Hope-Solebury Middle School offers an environment that fosters ***Respect, Responsibility and Relationships***, while addressing the unique intellectual, creative, social and emotional needs of early adolescent learners in a diverse population.