

New Hope-Solebury Middle School

Discipline Handbook

2010-2011 School Year



“Respect, Responsibility, and Relationships”

“We are what we repeatedly do. Excellence, then, is not an act, but a habit”

- Aristotle

2010-2011 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 that you leave our doors and begin high school that 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

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- VI. School District Policies: Please note the following school policies, forms, and documents included for your reference:

Policy 204:	Attendance
Policy 204.1:	Family Educational Trips
Policy 218.1:	Weapons
Policy 218.2:	Terroristic Threats/Acts
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Policy 227:	Controlled Substances/Paraphernalia and Attachment
Policy 248:	Harassment
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Acceptable Use Guidelines, Media Release Form, Code of Conduct	

Respect

Appropriate Dress Code:

We recognize the individuality that students exercise in their clothing choices. In making those choices, dress should reflect current good taste and a style appropriate for the school day. In order to create a safe and comfortable learning environment for all students, it is important that personal appearance, and cleanliness reflect sensitivity to and a respect for others. It should not interfere with nor be disruptive to the educational process. Appropriateness will be determined by the teachers and school administrator. The following guidelines should prove helpful as students consider what would be most appropriate for the middle school. (Please note that the apparel guidelines are not limited to those below.):

APPEARANCE AND DRESS CODE

- Undergarments should not be visible.
- Clothing should not be excessively ripped or torn.
- Clothing should be appropriate and not promote things that are against our policy/discipline code (i.e. drugs, alcohol, tobacco, violence, or sexual messages)
- Footwear should be worn at all times.
- Jewelry with rivets or unsafe features should not be worn in school.
- No outerwear is to be worn in class.
- Apparel should have adequate coverage-
 - Shirts should cover the midriff area and back. Spaghetti straps, halters, and tube tops are not permitted. Women's tank top straps should be a width of three (3) fingers at minimum, and low cut tops are not permitted.
 - Consider the appropriate length of skirts, shorts, and skorts. As a guideline, they should have an inseam of at least three (3) inches. Pants that are worn below the waistline and/or show undergarments are not permitted.

Dress Code Policy- first warning:

- Student sent to the office.
- Student must resolve the situation:
 - Put something different on.
 - Wear gym uniform or clothing provided by the office.
 - Call a parent to bring new clothes.
- Parent contact via letter mailed home.
- Warning.

Second incident:

- Student sent to the office.
- Student must resolve the situation:

- Put something different on.
 - Wear gym uniform or clothing provided by the office.
 - Call a parent to bring new clothes
- Office Detention assigned.
- The Administrator will make a parent phone call.

Third and subsequent incidents:

- Student sent to the office.
- Student must resolve the situation:
 - Put something different on.
 - Wear the red and white mustang garb.
 - Call a parent to bring new clothes
- The student is assigned a Saturday Detention and the parent is contacted.

Following Directions:

One of the most important ways that you demonstrate respect in our learning community is by promptly following the directions of the adults working with you.

Adults should not have to ask repeatedly for you to follow their request. Please keep in mind that the failure to listen to an adult's direction is called insubordination, and when done repeatedly is considered a very serious offense in our school. This should be particularly noted in hallways, in the lunchroom, and when traveling between the buildings. If you are asked to be quiet and listen, to slow down, to not engage in horseplay, or to stop a particular behavior in a classroom, you should listen the first time it is requested. If you are asked repeatedly to listen, it is 'referral worthy' behavior, and it can result in an administrative detention.

Responsibility

Attendance Procedures:

Attendance is an extremely important part of success in school. For that reason, we encourage students and parents to be aware of our attendance policies and procedures and to adhere to them.

The New Hope-Solebury School District requires that its students attend school regularly in accordance with the laws of the state. It has been our experience that regular attendance correlates very positively with school performance; the more regular a child's school attendance, the better his or her academic achievement tends to be.

- Board policy number 204, Attendance, outlines the reasonable causes for absences and the policies regarding absence. All absences, partial or full day, must be explained by parent or doctor note. Notes should be submitted to the school office within two (2) school days of the absence. Should excuse notes not be submitted within this time frame, the affected absence will be recorded as unexcused.
- Parents are asked to notify the school office by phone if a child is absent.
- Parents who intend to take their child on an educational trip should notify the principal in writing and request an excused absence. Students may have up to five (5) absences excused during the course of the school year. The school will attempt to provide work for the student before the trip, but obviously there is some work that is related to instruction and will need to be made up after the student's return.
- Students who report to school later than 7:54 are considered to be tardy to school. If students come into school before 8:00, then can report to homeroom and will be admitted by the homeroom teacher. If students report after 8:00, they should sign in at the guidance office. In order for tardiness to be considered excused, it should be for reasons of illness, prearranged medical appointments, or family emergency. Parents should provide a note for the child or provide a reason on the sign in sheet when the child arrives.
- Students who need to be dismissed early for reasons of doctor's appointment should have a note for the office that indicates the reason for early dismissal and the time of early dismissal. Parents should come into the guidance office to sign out the child at the time noted.

Grades and Eligibility:

Grades are reported by marking period, but parents and students can access grades at any time using our parent portal system. Please note the following about our parent portal:

- Graded assignments only will be posted.
- On-demand tests and quizzes will be posted within ten school days of the date on which they are administered.
- Homework will be posted within ten school days of the due date.
- Major research papers and projects will be posted but will most likely exceed ten school days beyond the due date.

Report cards will be send home on the following dates:

Eligibility:

Students who participate in activities at school must be academically eligible. Students who have a failing grade (65 or lower) in two subjects or more are considered ineligible, and they will be unable to participate in games or events in club activities.



Bus Policies:

Students are assigned to a bus through First Student Bus Company. If a student wishes to ride a different bus home, they must provide a note to the guidance office for the approval of the principal. Students will then be issued a bus pass for that day with the approved bus route, destination, and signature of the principal.

Students who stay after school for activities may ride a late bus home at 5 pm. Students must submit a note from their parents to their homeroom teacher which indicates that they are staying after school for a specific purpose. In order to be admitted onto the bus, they must have a bus pass that indicates their bus route and has the signature of the club advisor, teacher, or coach with whom they stayed after school. Students may not stay after school to take the late bus unless they are under the supervision of an adult. **Students may not leave campus and then re-enter to take the 5 pm bus home.**

Movement Throughout the Building:

Hall passes are issued through the student's agenda planner for movement outside of their grade level pod. There are a few other notes about movement throughout the day:

- Students leaving class to go to the restroom or another room in their pod area should utilize the sign out sheet in each classroom when leaving.
- Students leaving the lunch room to return to the middle school should show their passes to the lunch monitor and sign out on the lunch room sign out sheet.
- Students leaving the pod area to go to the main office, guidance, nurse, or a room in another part of the building should have their sending teacher sign their agenda. They should carry the agenda with them as their hall pass.

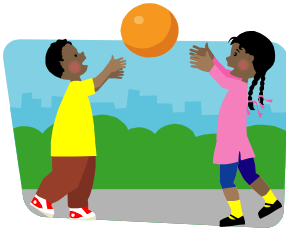
Proper behavior in the hallways is an important factor in maintaining safety and good order in the school. Student behavior in the halls should be orderly and quiet. It is expected that at no time should students behave in a manner that compromises their own safety or that of others.



Miscellaneous:

- Electronic devices such as iPods, etc... are not to be used during the school day except under the permission and supervision of a teacher.
- Any announcements for the morning show or pm announcements must be submitted to the office for approval. Any signs or posters should also be approved by the principal before posting.
- Students should carry swipe cards with them at all times. Failure to do so could result in an administrative detention.

Relationships



Respectful Learning Communities:

New Hope-Solebury School District is a community that takes tremendous pride in the caring community that is valued by students, parents, staff, and the larger community.

Every student in our building has the right to learn in a comfortable learning environment. Students whose behaviors interfere with another student's ability to learn will not be tolerated. It is critical that students understand the parameters surrounding bullying behaviors and harassment of others. Please remember the following points:

- 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: name calling/teasing, exclusion, false rumors, and threatening behaviors.
- In our school, we are actively committed to teaching students that behaviors that could be perceived as bullying behaviors will not be tolerated. For that reason, teachers will intervene and remind students that careless comments, horseplay, and any kind of intolerant language is not acceptable in our school.

Students may not use language which implies or states a potential threat to another. It's essential to remember that we do not joke in schools about any type of implied harm to another person or the school itself.

Student Support Services in the Building:

The members of PATHS ("Parents and Teachers Helping Students") extend a greeting and a welcome to get to know us.

The PATHS 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.

New Hope-Solebury Middle School Paths Team 2007-2008

Chris Cortellessa, Counselor
MS Principal
Carol Kozlowski, Nurse
Meg Thompson, Teacher
Christyn Golden, Social Worker

Victoria Nichols, Teacher
Heather Derby, Teacher
Colleen O’Donnell, Teacher
Eileen James, Teacher
Melissa Groden, BCCADD Rep

CST: 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.

Student Forum:

Student Forum is an opportunity to get your voice heard! Ms. Cortellessa issues passes each week for students to meet with us and talk about current issues in our school including policies, procedures, and events for students. Many of the guidelines in this booklet came from discussions that we had with students in our small groups. We encourage you to meet with us on your day, or reschedule if that date does not work for you. Your ideas are important to us!

Communication:

Students are expected to come to school each day prepared for the entire day’s activities. Classroom phones are available to students for the purpose of contacting parents when an unforeseen emergency. Students may use a phone only with a teacher’s permission. Students may bring a cell phone to school, but it is to remain turned off and in the students’ locker. If a cell phone is taken from a student, the phone will be returned to the student. The second time that a cell phone is taken, a parent will be asked to pick it up at the office.

Setting Your Goals



The 7 Habits of Highly Successful Teens:

<http://www.7habits4teens.com/> (Visit the Website featuring the book by Sean Covey)

To get you started... the 7 Habits are

- ❖ **Be proactive**
 - Self control and responsibility
- ❖ **Begin with the end in mind**
 - Having a mission and personal goals
- ❖ **Put first things first**
 - Setting priorities and having willpower to stick with them
- ❖ **Think win-win**
 - The team mentality
- ❖ **Seek first to understand, then to be understood**
 - Listening, then communicating
- ❖ **Synergize**
 - Creative cooperation
- ❖ **Sharpen the saw**
 - Recharge and take care of yourself

See Ms. Cortellessa or Mr. Smith if you would like to read a copy of the book. It is available in guidance or the library.

Departmental Policies

Office Assistance

Our main office has two different sections, our main office and our guidance office. Please notice the following functions of each office:

Main Office (Mrs. Walter and Ms. Hasher)

Guidance Office (Mrs. Dugan)

Physical Education

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:

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

Grading:

- Participation – effort and cooperation
- Preparation - uniform
- Performance – skills test

Injuries/Illness:

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

Fees:

- PE shirt - \$7.00 PE shorts - \$10.00
- Full Uniform - \$17.00

Locker Room Policies:

- Students are responsible for locking up all of their valuables

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.

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

Ms. Kelly Decembrino kdecembrino@nhsd.org

The Health Office

MIDDLE SCHOOL HEALTH CARE SERVICES

Sixth Grade Physicals

Physical reports are required of all 6th grade students. Please submit in September.

www.nhsd.org/HealthServices/docs/privatephysicianform.pdf

Seventh Grade Dental Reports

Dental reports are required of all 7th grade students. Please submit in September.

www.nhsd.org/HealthServices/docs/privatedentalform.pdf

If your child does not have a physician or dentist available please contact the school nurse.

Mandated and Provisional Health Screenings

Health screenings are performed yearly by the school nurse to monitor growth rates, and vision. In addition, 7th grade students receive hearing, and scoliosis screening, and other students based on referrals.

Parents/Guardians will be notified if their student does not meet the state requirements for passing for vision, hearing, or scoliosis. Notification will indicate the outcome of the screening, and will be mailed home.

All parents will receive a BMI (Body Mass Index) annual report based on their student's current height and weight screening.

Please visit our Health Services website for more information on health screenings:

www.nhsd.org/HealthServices/docs/mandatesrevised07.pdf

Medications at School

Prescription medications can be administered at school during school hours, when required, and with written permission from parent and physician.

Asthma inhalers or other “rescue” medications may be carried and used by the student with written permission from parent and physician on file in the Health Office.

Analgesics may be obtained from the nurse when necessary and with written parent permission on file.

All medication permission forms must be renewed yearly.

Students are not to carry and self-administer other prescription or over-the-counter medicine.

More complete school policy/guidelines for Medication/Treatments can be accessed at:

<http://www.nhsd.org/HealthServices/docs/medtreatguidelines.pdf>

Illness or Injury at School

If a student needs to go home due to illness or injury he or she should seek the advice of the school nurse and obtain a pass to go home.

Students should not make arrangements to go home without the prior knowledge of the nurse, principal, or Middle School Office staff.

Dismissal is allowed only to a parent/guardian, a person designated by the parent/guardian, or an “Emergency Contact.”

Illness or Injury at Home

Parents are strongly encouraged to keep the nurse informed of new conditions or changes in their child’s medical condition. The information disclosed is confidential and will be shared strictly on a needs-to-know basis, or may be strictly confidential if the parent chooses.

- ❖ If your child should contract a communicable disease or condition, please notify the school nurse before returning your child to school.

When NOT to Send Your Child to School

In an effort to help protect our students from unnecessary illness, we urge all parents to consider the following suggestions when preparing to send your children to school.

- ❖ Have exhibited a temperature of greater than 100 degrees in the last 24 hours.

- ❖ Have vomited in the last 24 hours.
- ❖ Have had repeated episodes of diarrhea in the last 24 hours.
- ❖ Have significant amounts of untreated nasal discharge (particularly if it is yellow or green in color).
- ❖ Have chills, loss of appetite, or lingering headache.
- ❖ Have a sore throat or a frequent cough.

Please consider that medications such as acetaminophen and ibuprofen which may work to relieve symptoms of illness do not decrease its potential for infecting others.

Together, these efforts will help to ensure the health and well-being of your child as well as that of the other students and staff in our school.

Lunchroom Procedures:

We are excited this school year to have added two new parts to our school day. One part is our activity period, and the other part is an integrated lunch whereby students eat with all three grade levels. The positive side to this is an opportunity to get to know students in other grade levels and to create a sense of whole school community.

Please adhere to the following lunch room procedures to make it run smoothly for all:

- Be courteous to the staff serving you and to the lunch room monitors.
- Be courteous to your classmates.
- Practice good table manners.
- Keep your area clean.
- Talk in a moderate tone.
- If an adult is on the microphone, please quiet down immediately.
- Sign out in the binder if you need to use the restroom; if you have a pass to the middle school you show that to the moderator before signing out.
- Please wait to be exit after your table has been checked by the monitor and dismissed.

NEW HOPE-SOLEBURY SCHOOL DISTRICT MISSION STATEMENT

The New Hope-Solebury School District takes pride in its commitment to excellence. We strive to inspire and empower our students to become passionate, confident, life-long learners, with the skills and strength of character to contribute to a diverse and ever-changing world.

PHILOSOPHY OF EDUCATION

The New Hope-Solebury School District views every student as unique, important and deserving of personalized instruction. This approach to education is possible because of the district's small size and the commitment of its Board of School Directors, administration, teachers and staff, parents and community to high-quality education.

The district offers a meaningful, purposeful and holistic approach to learning, which builds connections among subject areas and calls upon students to be active learners. Using the critical skills of computation, problem solving, reading, writing and discussion, students learn how to learn in a supportive setting where students and teachers come to know each other well.

Classes are small, with approximately 1500 students enrolled in grades Kindergarten through 12. Enrichment is important because many students are high achievers. However, the district's academic philosophy applies to all students. Teachers work toward raising academic expectations; they focus on the students, not on labels; and they encourage all students to challenge themselves. At New Hope-Solebury, a unique benefit is the individual and personal attention given to our students.

We are a community of learners--students, teachers, administrators, and other employees. The District's curriculum encourages developing understandings, asking essential questions and applying new learnings. Our teachers are enrolled in continuing education courses, consistently, and many have earned advanced degrees.

BOARD OF SCHOOL DIRECTORS

Email: schoolboard@nhsd.org

President: Mrs. Rebecca Malamis
Vice President: Mr. Larry Fieber
Secretary: Mr. Gregory K. Hogg
Treasurer: Mr. John F. Cook

Members: Mr. John Vaughn Mr. Christopher Nally
Mrs. Amanda Elefante Dr. Janice Kaufman
Mrs. Laura Irish Hefty Mrs. Genevieve F. Wahlgren
Mrs. Marlene Panzica

Meetings of the New Hope-Solebury Board of School Directors are normally scheduled for 6:30 p.m. in the District Office Conference Room. Meeting dates, times and minutes are listed on the district website. The public is invited to attend board meetings. Opportunities for public participation are provided.

DISTRICT OFFICE ADMINISTRATION

New Hope-Solebury School District
180 West Bridge Street, New Hope, PA 18938
Phone: 215-862-2552; Fax: 215-862-2906
Office Hours: 7:30 a.m. to 5:00 p.m.

Superintendent:	Dr. Raymond J. Boccuti
Assistant to the Superintendent for Curriculum, Instruction and Professional Development:	Ms. Joyce A. Mundy
Director of Business and Finance/ School Board Secretary:	Mr. Gregory K. Hogg
Director of Human Resources:	Mrs. M. Christine Trioli
Director of Information Management Systems:	Mr. Scott F. Radaszkiewicz
Director of Pupil Services:	Mr. David Lieberman
Director of Operations (including Transportation):	Mr. David M. Hansel
Athletic Director:	Mr. Theodore J. Harrington
Food Services Supervisor:	Mr. John A. Dixon
Manager Custodial Services:	Mr. Peter A. Rivera

SCHOOL BUILDINGS – ADMINISTRATION *(optional)*

New Hope-Solebury High School – Grades 9-12

182 West Bridge Street, New Hope, PA 18938

School Hours: 7:50 a.m. to 2:30 p.m.

Office Hours: 7:00 a.m. to 4:00 p.m.

Principal: Dr. Stephen B. Young

Phone: 215.862.2028

Fax: 215.862-3198

New Hope-Solebury Middle School – Grades 6-8

184 West Bridge Street, New Hope, PA 18938

School Hours: 7:50 a.m. to 2:30 p.m.

Office Hours: 7:30 a.m. to 4:00 p.m.

Principal: Ms. Joyce A. Mundy, Interim

Phone: 215-862-0608

Fax: 215-862-2862

New Hope-Solebury Upper Elementary School – Grades 3-5

186 West Bridge Street, New Hope, PA 18938

School Hours: 8:45 a.m. to 3:15 p.m.

Office Hours: 8:00 a.m. to 4:30 p.m.

Principal: Ms. Amy K. Mangano

Phone: 215.862.8026

Fax: 215.862.8027

New Hope-Solebury Lower Elementary School – Grades K-2

P. O. Box 569, 3020 N. Sungan Road, Solebury, PA 18963

School Hours: 8:45 a.m. to 3:15 p.m.

Office Hours: 8:00 a.m. to 4:30 p.m.

Principal: Mr. Kenneth M. Silver

Phone: 215.297.5438

Fax: 215.297.0988

PARENT/TEACHER ORGANIZATIONS *(optional)*

Home School Association (HSA) – Grades K-5

President: Mrs. Marlene Panzica

Parent/Teacher Group (PTG) – Grades 6-8
Cimbalista

President: Mrs. Julie

Parent/Teacher Forum (PTF) – Grades 9-12

President: Mrs. Jayne Liberatore

HAZARDOUS WEATHER & EMERGENCY CLOSINGS

This information is to help parents prepare for emergency school closings or delays because of hazardous weather. Although our overall goal is to guard against disrupting educational programs, the safety of students is our primary concern when weather conditions are hazardous.

When is the decision made to close schools?

A decision is made early in the morning based on radio and television broadcasts, road conditions, and recommendations of transportation personnel, police, and the superintendent.

How is the public notified?

Notification of emergency closings will occur as follows:

Connect-ED telephone message (to registered households)

Listserv computer message (to registered households)

Website posting (www.nhsd.org)

Comcast Cable posting (Channel 28 in New Hope & Solebury)

In addition, the following television stations will announce our school closing information:

FOXTV29 – www.fox29.com

CBS3 TV – www.kyw1060.com

WPVI-TV6 – www.6abc.com

NBC10 – www.NBC10.com

Unless announcements of school closings or delays are broadcast, schools will be open and our school buses and vans will run. However, pickup times may be somewhat affected by weather conditions. When schools are closed, they will reopen the next school day, unless we broadcast otherwise.

What happens if the weather becomes severe during the school day?

Sometimes it is necessary to dismiss students early because of hazardous conditions that develop during the day. When that happens, parents need to know:

- Families will be informed through announcements on Connect-ED, listserv, website, Comcast channel and TV stations.
- Dismissal times will be broadcast through the methods listed above.
- Students will be dropped off at their regularly designated locations. Requests for transportation changes will not be honored during emergency weather conditions.
- Usually secondary students will be dismissed first to allow them, and parents, to arrive home before younger children.
- When emergency dismissals occur, all activity buses, after school, and evening activities are canceled.
- Parents are urged to establish emergency dismissal plans for the care of young children and to make their children aware of them.

- Parents may elect to go directly to their children’s school location to sign out their children.

What about delayed openings?

One or two hour delayed openings may be broadcast when it appears that students and staff can get to school safely if extra travel time is provided.

When one or two hour delays occur, buses and vans will arrive at their stops one or two hours later than usual and school will begin in accordance with the following:

	<u>1 hr. delay</u>	<u>2 hr. delay</u>
High School	8:50 AM	9:50 AM
Middle School	8:50 AM	9:50 AM
Elementary Schools	9:45 AM	10:45 AM

WHEN SCHOOLS ARE CLOSED,
ALL AFTER-SCHOOL ACTIVITIES ARE CANCELED

Bell Schedules

Regular Schedule

Period	Time	Grade 6	Grade 7	Grade 8
Homeroom	7:50-7:58	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	Science	Specials	Core
Period 4	10:19-11:00	Soc Studies	Core	Specials
Period 5	11:04-11:45	Math	Core	Specials
Lunch	11:45-12:17	Lunch	Lunch	Lunch
Period 6	12:19-1:00	Specials	Core	Core
Period 7	1:04-1:45	Specials	Core	Core
Period 8	1:49-2:30	Activity	Activity	Activity
**Announcements	In activity period from 1:49-1:55			

1 Hour Delay Schedule

Period	Time	Grade 6	Grade 7	Grade 8
Homeroom	8:50-8:56	HR	HR	HR
Period 1	8:59-9:34	RELA	Core	Core
Period 2	9:37-10:12	RELA	Specials	Core
Period 3	10:15-10:50	Science	Specials	Core
Period 4	10:53-11:28	Soc Studies	Core	Specials
Period 5	11:28-11:58	Math	Core	Specials
Lunch	12:03-12:35	Lunch	Lunch	Lunch
Period 6	12:39-1:14	Specials	Core	Core
Period 7	1:17-1:52	Specials	Core	Core
Period 8	1:55-2:30	Activity	Activity	Activity
**Announcements	In activity period			

2 Hour Delay Schedule

Period	Time	Grade 6	Grade 7	Grade 8
Homeroom	9:50-10:00	HR	HR	HR
Period 1	10:03-10:30	RELA	Core	Core
Period 2	10:33-11:00	RELA	Specials	Core
Period 3	11:03-11:30	Science	Specials	Core
Period 4	11:33-12:00	Soc Studies	Core	Specials
Period 5	12:00-12:27	Math	Core	Specials
Lunch	12:30-1:00	Lunch	Lunch	Lunch
Period 6	1:03-1:30	Specials	Core	Core
Period 7	1:33-2:00	Specials	Core	Core
Period 8	2:03-2:30	Activity	Activity	Activity
**Announcements	In activity period from 2:03-2:06			

Early Dismissal Schedule

Period	Time	Grade 6	Grade 7	Grade 8
Homeroom	7:50-8:00	HR	HR	HR
Period 1	8:04-8:20	RELA	Core	Core
Period 2	8:24-8:40	RELA	Specials	Core
Period 3	8:44-9:00	Science	Specials	Core
Period 4	9:04-9:20	Soc Studies	Core	Specials
Period 5	9:24-9:40	Math	Core	Specials
Lunch	9:44-10:00	Lunch	Lunch	Lunch
Period 6	10:04-10:20	Specials	Core	Core
Period 7	10:24-10:40	Specials	Core	Core
Period 8	10:44-11:00	Activity	Activity	Activity
**Announcements	In activity period			

***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

DISTRICT POLICIES

School Visitors

Parents/guardians are most welcome and encouraged to visit schools. To ensure safety and order in the schools, school visits are governed by Board Policy No. 907. Visitors should make arrangements in advance with the school office in accordance with the guidelines set forth in the board policy.

Athletic Eligibility

No student/athlete shall be eligible to participate in any interscholastic athletic practice or game unless he/she has participated in a pre-participation physical evaluation performed by a licensed physician. This physical, along with the accompanying forms (Section 1,2,3,3B, and 4), must be completed after June 1st (the summer before the start of the season) and prior to the first day of practice that school year.

Prior to participation in each subsequent season in the same school year, he/she must complete Section 5 of the PIAA forms prior to the start of practice. If any of the questions in this form are answered yes you must have your physician complete and sign Section 6 prior to participation in any subsequent sports that school year.

Smoking/Tobacco Policy

New Hope-Solebury School District is a smoke-free environment. The use and/or possession of tobacco products is prohibited by State (Section 6306.1 of Act 145, Title 18) and District code on school property and at school events.

A Child's Right to Special Education

Every child has the right to be properly educated. If a child is disabled, gifted, or both AND as a result of the disability, giftedness or both needs specially designed instruction, the child has a right to:

Free and Appropriate Education: Free means at no cost to the parents; appropriate means that the child will gain reasonable benefits from the educational program.

Evaluation: Parents may request an evaluation at any time. Parents must give permission for a Multi-Disciplinary Evaluation to be done. This evaluation is a collection of assessments done to help determine if the child is disabled, gifted, or both, and needs specially designed instruction. Parents must be included in the evaluation process. The evaluation must be conducted within 60 days after parental permission has been received. An Evaluation Report (summary of findings and recommendations) must be communicated to the parents.

Individualized Education Program (IEP): A conference must be held by the IEP team, which includes the educators and the parents. This IEP team makes all the decisions about this child: eligibility, programs, services, and related services. Decisions made at this conference are written in the IEP document. The district must provide everything that is included in the IEP document.

Least Restrictive Environment: A child with a disability must be educated with non-disabled peers, with supports and services to the maximum extent appropriate. Schools may not isolate or segregate a child merely because of disabilities. However, a child can be educated in a separate environment if the needs are so severe that they cannot be met in the regular class or building. Deciding where a child is to be educated can only be done after the IEP has been written. Parents must sign a form indicating agreement with placement.

- Every child with a disability or developmental delay, birth to beginning of school age, is entitled to early intervention programs.
- Every child with a disability can receive a high school diploma after the age of 18 if that student has completed the IEP. However, every child with a disability and needing special attention is entitled to education until the age of 21, at which time the child is entitled to a diploma.
- Every child with a disability who needs to learn appropriate behavior is entitled to a behavior management program. This program is to be individually designed to help the student learn to behave appropriately. Corporal punishment may not be used on a disabled student. Disabled students who need specially designed instruction may not be suspended from school for more than 10 consecutive days or 15 cumulative days because of inappropriate behavior.
- There may be no quotas for special education.
- There may be no waiting lists for special education.

These rights are not guaranteed only if they are inexpensive, easy to provide, or convenient for the school. **THESE RIGHTS ARE ABSOLUTELY GUARANTEED BY THE LAW.**

If you believe the school has violated your child's rights or you disagree with school officials, you have the right to express your opposition. You may choose to access the Special Education Mediation System at 1-800-922-4334. You may choose to request a pre-hearing conference or a due process hearing by contacting your child's principal in writing. Certified mail is recommended.

FERPA Policy

The New Hope-Solebury School board recognizes the need to protect the privacy rights of special education students and their parents. The New Hope-Solebury School board will adhere to the provisions of state and federal law pertaining to these privacy rights, including but not limited to the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended and its accompanying regulations, the Individuals with Disabilities Education Act (IDEA), as amended and its implementing regulations, and the Pennsylvania Public School code of 1949. The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal or Director of Special Education and Pupil Services a written request that identifies the record(s) they wish to inspect. The School official will make

arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal or Director of Special Education and Pupil Services and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Equal Rights and Opportunity Policy

To comply with federal laws, state laws and state department of education regulations concerning equal rights and opportunities, and to assure those with our district, the New Hope-Solebury School District declares itself to be an equal rights and opportunities agency. As such, it does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex, marital status, or non-relevant handicaps or disabilities as defined by law. The district's commitment to nondiscrimination extends to students, employees, prospective employees and the community.

For information regarding this policy, and for information regarding services, activities and facilities that are accessible to and usable by handicapped or disabled persons, please contact our Pupil Services Director at 215.862.2552, ext. 1222.

Right to Know

As a parent of a student at New Hope-Solebury School District, you have the right know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Pennsylvania Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Pennsylvania Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call your child's building principal.

New Hope-Solebury School District

K-12
Expectations
And
Code of Conduct

Prepared by:

Mr. Kenneth M. Silver, Lower Elementary School Principal

Ms. Amy K. Mangano, Upper Elementary School Principal

Ms. Joyce A. Mundy, Interim Middle School Principal

Mr. Stephen B. Young, High School Principal

Board Approved: August 18, 2008



New Hope-Solebury School District

MISSION STATEMENT

The New Hope-Solebury School District takes pride in its commitment to excellence. We strive to inspire and empower our students to become passionate, confident, life-long learners, with the skills and strength of character to contribute to a diverse and ever-changing world.

PREFACE

In order to function properly, public school education should provide an equal learning opportunity for all pupils. In addition to the regular curriculum, principles and practices of good citizenship must be taught and demonstrated. This includes an appreciation for the rights of others. No school or school system can discharge these responsibilities if it permits pupils to act in an objectionable manner or to disregard rules and regulations adopted for the benefit of all persons. The rights of an individual are preserved only by the protection and preservation of the rights of others. Pupils are responsible for the way they exercise their rights, and they must accept the consequences of their actions. Each exercise of an individual's rights must demonstrate respect for the rights of others. To achieve the goal of a democratic society, the staff, pupils, parents, guardians, and community must work cooperatively.

EQUAL OPPORTUNITY STATEMENT

It is the policy of the New Hope-Solebury School District to provide equal opportunity in all its programs and activities and in its employment practices. No pupil, employee, or other person shall be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination in regard to any District program on the grounds of race, color, religion, age, sex, national origin, or handicap. For

additional information, please contact the District Human Resource Office at (215) 862-2552.

PHILOSOPHY

We, the staff, administration, and the Board of the New Hope-Solebury School District, believe that our primary function is to give children equal opportunities to mature in the ethical, intellectual, creative, emotional, social, and physical areas of their lives. This maturation process can best take place in a positive learning environment—one characterized by an atmosphere of openness and mutual respect for the personal worth and dignity of each individual—one in which we communicate our belief in the value of every child — and one in which pupils are helped to understand the reasons for their own and others' behavior.

We feel that the development of self-discipline and the acceptance of individual responsibility should be stressed throughout school life. By emphasizing these concepts, we help young people to assume their roles in a democratic society, for a democracy depends on a responsible citizenry for its survival.

A fair, consistent discipline policy is an integral part of a sound educational program. This policy includes a code of conduct which delineates individual responsibilities, categorizes behavior, and provides for appropriate responses. We believe that the goals of such a code are to help us:

1. Teach responsible behavior.
2. Foster self-discipline
3. Insure the rights and personal dignity of others.
4. Generate a close working relationship between the home, the school, and the community.
5. Provide disciplinary options that are appropriate to misbehavior.
6. Differentiate between minor and serious offenses.
7. Protect and maintain public and private property.
8. Comply with federal, state, and local

laws.

RESPONSIBILITIES

Students

Students attend and participate in the school program so that they may develop to their fullest potential. With this in mind, pupils are to:

- ✓ Accept responsibility for their actions.
- ✓ Respect the rights of others, including the right to secure an education in an environment that is orderly and disciplined.
- ✓ Attend school and be punctual on a regular basis.
- ✓ Maintain habits of personal cleanliness.
- ✓ Respect school property and help to keep it free from damage.
- ✓ Recognize that the school staff assumes the role of a surrogate parent in matters of behavior and discipline from time of departure from home until arrival at home as well as during any school sponsored activities.
- ✓ Make an earnest effort to do their best work.
- ✓ Contribute toward establishing and maintaining an atmosphere that generates mutual respect and dignity for all by obeying school rules and regulations.
- ✓ Not knowingly possess, handle, or transmit any object that is or can reasonably be considered a weapon (to include, but not be limited to any knife, cutting instrument, cutting tool, firearm, shotgun, rifle or any other tool, instrument or implement capable of inflicting serious bodily harm) or facsimile weapon (to include all instruments or implements resembling or intended to resemble a weapon) on school premises, at any school-sponsored activity, or on any public or private conveyance providing transportation to or from a school-sponsored activity unless for a program authorized by the District Superintendent.

Parents and Guardians

A cooperative relationship between home and school is essential to each pupil's successful development and achievement. To achieve this wholesome relationship parents and guardians are urged to:

- ✓ Exemplify an enthusiastic and supportive attitude toward school and education.
- ✓ Build a good working relationship between themselves, their children, and school District employees.
- ✓ Teach their children self-respect, respect for the law, respect for others, and respect for public property.
- ✓ Insist on prompt and regular attendance.
- ✓ Listen to the views and observations of all parties concerned before reaching a decision.
- ✓ Recognize that the school staff deserves the same consideration and respect that parents and guardians expect from their children.
- ✓ Encourage their children to take pride in their appearance.
- ✓ Insist that their children promptly bring home all communications from school.
- ✓ Cooperate with the school in jointly resolving any school-related problems.
- ✓ Set realistic standards of behavior for their children and be firm, fair, and consistent in applying them.
- ✓ Help their children learn to deal effectively with negative peer pressure.
- ✓ Provide a place conducive for study and insure the completion of homework assignments.

Staff

The staff recognizes their charge in educating the children of the community. To meet this responsibility they are to:

- ✓ Promote a climate of mutual respect and dignity which will strengthen the pupils' positive self-image.
- ✓ Plan and conduct a program of instruction that will make learning attractive and interesting.
- ✓ Recognize that some disciplinary problems are caused by student academic frustrations, teaching styles, and/or insensitive relationships.
- ✓ Seek to develop close cooperative relationships with parents/guardians for the educational benefit of students.
- ✓ Distinguish between minor student misconduct best handled by the staff and major problems requiring the

- ✓ assistance of the principal.
- ✓ Teach common courtesies by example.
- ✓ Handle infractions individually and avoid punishing the group for the misbehavior of one or two.
- ✓ Help pupils cope with negative peer pressures.
- ✓ Be sensitive to changing behavior patterns.
- ✓ Enable pupils to discuss their problems.
- ✓ Send communications home promptly.
- ✓ Report to the building administrator any pupils who jeopardize their own safety, the safety of other pupils or personnel, or who seriously interfere with the instructional program of the classroom.
- ✓ Be ethical in relationships with pupils, parents/guardians, administrators, and staff.
- ✓ Guide pupils to attain their full potential.
- ✓ Serve as a surrogate parent in matters of behavior and discipline in accordance with Pennsylvania School Law.

Building Administration

As the educational leaders of the school, the administration sets the disciplinary climate. They are to:

- ✓ Insure the staff is in-serviced to effectively implement the District Discipline Code.
- ✓ Seek to develop a sound and healthy atmosphere of mutual respect within the school.
- ✓ Evaluate the program of instruction in the school to achieve a meaningful education program.
- ✓ Help the staff self-evaluate their own procedures and attitudes in relation to interactions within their classrooms.
- ✓ Ensure that all at-risk pupils receive appropriate services.
- ✓ Develop procedures to reduce the likelihood of pupil misconduct.
- ✓ Provide the opportunity for pupils and staff to approach the principal directly for redress of grievances.
- ✓ Work with pupils and staff to formulate school regulations acceptable to all.
- ✓ Assist staff members to resolve problems.
- ✓ Work closely with parents/guardians to establish wholesome relationships between home and school.
- ✓ Utilize all appropriate auxiliary staff and community agencies to help parents/guardians and pupils identify problems and seek solutions.
- ✓ Establish and maintain building security.
- ✓ Assume responsibility for the dissemination and enforcement of the District Discipline Code and insure that all discipline cases are resolved promptly.
- ✓ Insure fairness, reasonableness, and consistency.
- ✓ Comply with pertinent state laws, governing hearings, suspensions, and pupils' rights.
- ✓ Teach common courtesies by example.
- ✓ Enable pupils to discuss their problems.

NOTE: In all cases in which students are excluded from school by the action of a school official, students shall have the responsibility to make-up tests and work missed while being disciplined and shall be permitted to complete these assignments before or after the regular schoo

