

# **New Hope-Solebury Middle School**

Dear Parents, Guardians, and Students:

Recognizing the unique nature of adolescence, the purpose of the educational program at NH-S Middle School is to not only meet, but to maximize the academic, social, and emotional development of each student. We are committed to inspiring and empowering our students to become passionate, confident, life-long learners, by developing skills and strength of character.

Middle school is a time of tremendous growth. Providing consistency in our academic as well as social programming is essential to creating an optimal learning environment in which we aim to foster the development of interpersonal skills that develop healthy relationships, and support academic potential. We recognize the greatest opportunity of providing this environment is through collective efforts between home and school.

With middle school being a time of self-discovery, it is our primary goal to support student success and encourage a love of learning. By definition, learning is acquiring something that one does not yet possess, such as a knowledge or skills. With that in mind, every adult in the middle school serves to challenge children, through a myriad of positive learning experiences, so that they may acquire knowledge or skills yet to be attained. To that end, we welcome a collaborative and respectful relationship with parents as we navigate middle school together.

Lastly, our purpose is to foster a safe and rigorous learning environment. Please review the content of this booklet with your child, and confirm by signing/returning the “Policies and Procedures Sign-Off” sheet located in Section B, under middle school forms. We look forward to working with you during your middle school years.

Yours in Education,

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

**Purpose of the Parent / Student Handbook:**

- To foster ongoing communication among students, parents, guardians, and staff.
- To provide students and families an easy reference for the essential guidelines that parents and students desire.
- To detail the necessary information for all to peruse and make aware. If there are any questions concerning policy, procedures, programs, etc., please contact your Counselor or Principal.

**Contents:** This handbook contains a great deal of information needed to understand expectations of you as a Middle School student and parent/guardian. Please reference this book when you have questions about Middle School procedure. In the event you cannot find an answer to your question in this book, contact a teacher or the Office. Please take time to review all NHSD Policies. Some of the more relevant policies pertaining to MS are here for your convenience as attachments, but all NHSD Policies are on the District Web Page ([www.nhsd.org](http://www.nhsd.org)) and in hard copy in each building.

**Section A: Middle School Tips A-Z**

**Section B: Middle School Forms \*Parent/Guardian & Student sign-off form\***

**Section C: Code of Conduct for Interscholastic Athletics & Extracurricular Activities \*Parent/Guardian & Student sign-off form\***

**Section D: District Policies**

**Opening Day Activities:** Teachers will highlight this handbook and discuss school policies and procedures. Please do the same at home. Thank you and have a wonderful school year!

**NOTES:**

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# NEW HOPE-SOLEBURY MIDDLE SCHOOL CURRICULUM

## Sixth Grade

Humanities  
Core 6 or Pre-Algebra  
Science  
Foreign Language Orientation  
(Spanish, French)

Fine Arts (Art and Music)  
Technology Education  
Physical Education  
Health  
Gifted Humanities/Enrichment  
Humanities

## Seventh Grade

English  
Mathematics (Core 7, Pre-Algebra, Algebra)  
Social Studies  
Science  
Gifted English  
Foreign Language (Spanish, French)

Fine Arts (Art and Music)  
Technology Education  
  
Physical Education  
Health  
Study Skills

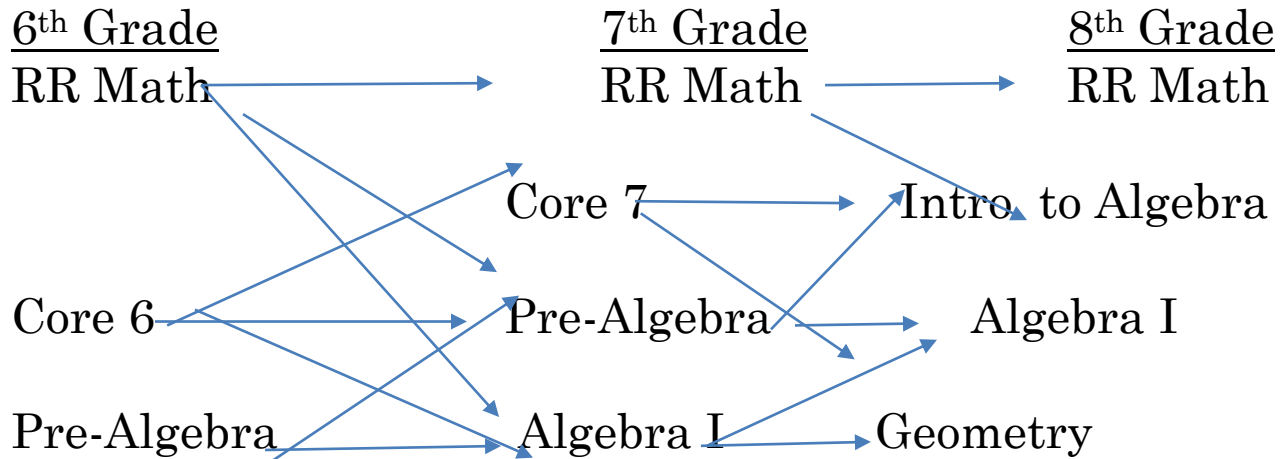
## Eighth Grade

English  
Mathematics (Algebra, Geometry)  
Social Studies  
  
Health and Physical Education  
Foreign Language (Spanish, French)  
Reading takes the place of World  
Language  
Resource Room takes the place of Special  
2 (7 week encores)

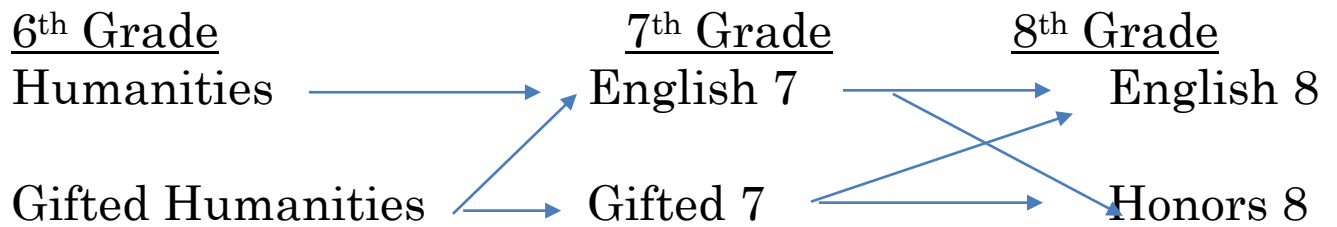
Fine Arts (Art and Music)  
Technology Education  
  
Science  
  
Gifted Specials

- Reading takes place of World Language
- Resource Room takes place of Special 2 (7wk courses)

## Mathematics Pathways



## Humanities/English Pathways



\*Recommendations to Honors English and all math classes are based on the following:

Math: end of year placement assessments, grades, PSSA scores, PVASS score, teacher recommendation

English: Grades, teacher recommendation

## 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 7	Grade 8
Homeroom	7:50-8:00	HR	HR
Period 1	8:04-8:45	Core	Core
Period 2	8:49-9:30	Specials	Core
Period 3	9:34-10:15	Specials	Core
Period 4	10:19-11:00	Core	Specials
Period 5	11:04-11:45	Core	Specials
Lunch	11:47-12:17		
Period 6	12:19-1:00	Core	Core
Period 7	1:04-1:45	Core	Core
Period 8	1:49-2:30	Academic T-W-TH Advisory M-F	Academic T-W-TH Advisory M-F
**Announcements In HR and 8 <sup>th</sup> Pd. (if need be).			

- *Reading takes place of World Language*
- *Math Prep takes place of Art/Music/B,C,O opposite PE*
- *Resource Room takes place of Special 2 – (7 week courses)*

### 6<sup>th</sup> Grade Bell Schedule

Period	Time	Grade 6
Homeroom	7:50-8:00	HR
Block 1	8:03-9:15	Humanities,Math,Science
Block 2	9:18-10:30	Humanities,Math,Science
Block 3	10:33-11:45	Humanities,Math,Science
Lunch	11:47-12:17	
Period 6	12:19-1:00	Special 1 (PE/B,C,O,Tech,)
Period 7	1:04-1:45	Special 2 (5, 7 week encores)
Period 8	1:49-2:30	M/F – Advisory T/W/TH - Academic
**Announcements In HR and 8 <sup>th</sup> Pd. (if need be).		

**1 Hour Delay Schedule      7<sup>TH</sup>&8<sup>TH</sup> Grade      2 Hour Delay Schedule**

<b>Period</b>	<b>Time</b>		<b>Period</b>	<b>Time</b>
HR	8:50-8:56		HR	9:50-9:56
1	8:59-9:34		1	9:59-10:27
2	9:37-10:12		2	10:30-10:57
3	10:15-10:50		3	11:00-11:27
4	10:53-11:28		4	11:30-11:57
5	11:31-12:06		5	12:00-12:30
Lunch	12:06-12:36		Lunch	12:30-1:00
6	12:39-1:14		6	1:03-1:30
7	1:17-1:52		7	1:33-2:00
8 (Aca/Adv)	1:55-2:30		8 (Aca/Adv)	2:03-2:30

**6<sup>th</sup> Grade Delay Schedule**

**1 Hour Delay**

**2 Hour Delay**

<b>Period</b>	<b>Time</b>		<b>Period</b>	<b>Time</b>
HR	8:50-8:56		HR	9:50-9:56
1	8:59-10:00		1	9:59-10:47
2	10:03-11:03		2	10:50-11:39
3	11:06-12:06		3	11:42-12:30
Lunch	12:06-12:36		Lunch	12:33-1:00
6	12:39-1:14		6	1:03-1:30
7	1:17-1:52		7	1:33-2:00
8 (Aca/Adv)	1:55-2:30		8 (Aca/Adv)	2:03-2:30

## **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 Monday and Friday during 8<sup>th</sup> 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 positively upon the middle school. Every student must remember that he/she is a representative of our MS 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, athletes and those involved with extra-curricular programs are encouraged to act in ways which promote citizenship and avoid violating school rules. In as

much as we encourage student participation in extra-curricular activities, we also expect that they will set good examples of citizenship and cooperation. Such behavior will reflect upon them as individuals as well as representatives of NHSMS.

### **ELIGIBILITY AND POLICY FOR CO-CURRICULAR ACTIVITIES**

The philosophy of the New Hope-Solebury Middle School is for students to make the most of their middle school experience by becoming actively involved in co-curricular activities. Participating in sports, clubs, or other co-curricular events enhances a child's experience and is strongly encouraged by the NHS-MS staff. Students should understand that participation in co-curricular activities is a privilege, and an extension of their academic program, which is the priority.

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, which is defined in # 2 below.
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. The student should seek academic support until his/her grade(s) are passing.

3. Teachers will be responsible for updating their eligibility information via eSchool.
4. Eligibility will be reviewed and reported weekly.

## ATTENDANCE POLICIES AND PROCEDURES

School day for students is 7:50 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 office with Mrs. Mercandetti.**

[http://www.portal.state.pa.us/portal/server.pt/community/purdon's\\_statutes/7503/compulsory\\_attendance\\_and\\_truancy\\_elimination\\_plan/507353](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:**

- Email @ [msattendance@nhsd.org](mailto:msattendance@nhsd.org)  
Provide a note excusing lateness when there is an illness/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.
- Have automated phone calls placed home to remind students to bring in an excuse note to clear absences.
- Send out letter after the 3<sup>rd</sup> unlawful absence (no notification from parent within 3 days of absence).
- Send out letter after 5 cumulative absences (total of lawful or unlawful).
- Send out letter after 10 cumulative absences. Any subsequent absence *without* medical excuse note will result in an unlawful absence and necessitate a truancy elimination meeting.

Please do not hesitate to call the school counselor, social worker 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](http://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, but are not limited to: truancy, employment, oversleeping, missing the school bus, babysitting,*



*visiting relatives, working at home, recreational activities, arriving home late from a vacation, 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.** 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 15 days prior to the absence, so the student can obtain the family travel form, and have it signed by teachers who will give assignments. 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 with immediate family members in attendance. Requests for such trips must be sent by the parent in writing using the district form (section 2 of this booklet) at least 15 days 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 that exceed 5 days, due to family travel.

If travel plans exceed the 5 day allotment for the school year, the student absence will be recorded as unexcused for the additional days. *See Appendix for NHSD Policy*

## **A**WARDS

### **STUDENT OF THE MONTH**

Two Students of the Month per grade will be named by faculty. The selection will be made by nominators selected by staff.

The recipient 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, who has demonstrated good school citizenship through acts of kindness or hard work, and/or who's actions have reflected our school theme of "Respect, Responsibility, Relationships". 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 = Distinguished Honor Roll.

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

A student will be ineligible for distinguished honors or principal honors if they received any of the following: C,D,F, or I.

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

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

### **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.

### **ADDITIONAL AWARDS-GRADE 8 ONLY**

#### **Subject Area (Trophy) Awards**

Subject Area Awards are given in each content area, Unified Arts, HPE, B/C/O 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.

## **B**and/Chorus/Orchestra Programs

Students who have an interest in music performance have the option to sign up for Band, Chorus, or Orchestra opposite of their PE rotation. Our music performance courses require students to be committed to practices, performances and occasional evening and weekend events.

## **B**OOK BAG / BACKPACK 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.

## **B**ULLYING 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. **Cyber:** electronic act or series of acts directed at a student or employee. **See Appendix for NHSD Policy**

## **B**US TRANSPORTATION

Appropriate student behavior supports the driver in safely navigating the bus route.

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 Attendance Office/Mrs. Mercandetti, in writing, or if necessary by telephone, with a written confirmation following as soon as possible. The School Principal will be responsible for notifying the transportation company, First Student. 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. Lunch is the one "social" time planned into the school day, and should be enjoyable for all students. Students are to remain in the cafeteria for the entire lunch period unless excused by a teacher. The student must produce a pass to leave the café.

When making payments to your child's cafeteria account, you may do so in two ways: online at [www.myschoolbucks.com](http://www.myschoolbucks.com) OR by making a check made payable to **New Hope-Solebury Cafeteria Fund**. Please note your child's name & PIN number on the check, which can be handed in at the main office.

**It is the expectation that parents/guardians will have funds available in their child'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 by cash or check must be dropped off in the main office at the beginning of the school day. Payments should not be dropped off during lunch times. **The information is located in the Parents/Students Resources section of the District Website.**

### **RULES to Café Behavior**

1. Students should report to the cafeteria in a timely fashion.
2. Students must ask permission and **sign in/out** to leave cafeteria during lunch.
3. After going through the cafeteria line, students should go directly to their table.
4. Students should remain seated as much as possible during lunch.
5. 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.
6. All food and drinks should remain in the cafeteria.
7. Running is not permitted.

8. Throwing food is prohibited.
9. If students drop food or spill a drink, they are responsible for cleaning it up.
10. Students should clean up their table area, including the floor, when they have finished.
11. Students should return trays to the dishwasher window.
12. Aluminum/plastic cans/bottles should be placed in the recycling container.

## CELL PHONES & ELECTRONIC DEVICES

The use/possession of cell phones for phone calls is not permitted in school. Cell phones should be kept in the student's locker during class hours. Cell phones, iPods, laptops and other electronic devices as outlined in District Policy #237/Use of 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 disrupts 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:

- 1<sup>st</sup> Offense – confiscated and returned at the end of the day.
- 2<sup>nd</sup> Offense – confiscated and returned to parent via pick up.
- 3<sup>rd</sup> 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 device.***

## CHEATING

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

## 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 Club 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 as stated on your Emergency Dismissal Form. Use of your pre-arranged plan will be enforced.

## 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, service learning is a core value of the NHS Middle School.

## 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/liaison (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, 24-48 hours.

## CMT – 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, the school counselor, psychologist and principal who help teams of teachers to support students who may be having academic difficulties. As a team, we gather information from

teachers, the student and parents to better understand the difficulties encountered by the student, and to brainstorm intervention strategies to support a child's academic pursuits. 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 grade-level 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, requiring a change in schedule.
2. After School HW Club referral.
3. Data Collection and parental involvement.

CST Members: Erika Hough, Dr. Riva, Dr. Cortellessa, Mrs. Golden, Mrs. Derby, Mrs. Chuma, Mrs. Robtison, & Mr. Rehr.

## **D**ANCES

Dances are held for all MS students (with the exception of the 'welcome back dance'). The student council/Spirit Club in concert with administration and Grade Level Sponsors determine 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!**

Permission slip located in appendix under MS forms & will serve as permission for entire school year.

## **DEVICES: ONE-TO-ONE EXPECTATIONS**

1. **Follow all school/district rules according to the Code of Conduct, and NHSD Technology Acceptable use Policy while using their device.**
2. **Use their own ID and password. Impersonating another user is a violation of the Acceptable Use Policy. If you need password assistance, please ask an adult.**
3. **Understand that files stored on the school's device, or on the school's network are not private, and are property of the New Hope-Solebury School District.**

4. Open browser windows, and applications, as directed by their teacher.
5. Refrain from playing games, or engaging in other off-task behavior, unless given direct permission from a teacher.
6. Store and carry their device in a case.
7. Demonstrate responsible behavior by taking care of your device and being respectful of others.
8. Only print school-related materials.
9. Self-report inappropriate websites to the teacher.
10. Keep their device charged for each academic day.

There will be a charge for lost/damaged chromebooks as well as items used in conjunction with the student device.

Lost case: \$20

Lost charger: \$30

Damaged Chromebook: Determined on an individual basis.

Chromebooks, cases, and chargers are collected at the end of the school year.

### Consequences:

*Failure to meet the expectations of appropriate use of technology can result in, but is not limited to, the following forms of progressive discipline:*

- Loss of privilege to take the device home for 1-2 weeks.
- Technology suspension ranging from 10 days to a full year.
  - ❖ 10, 20, 30, 60, 90 days as determined by principal
  - ❖ Student will not be allowed to use *any* technology in school.
  - ❖ The student will not be allowed to take the device home for the duration of the suspension.

- Detentions or suspensions may also be assigned according to the Code of Conduct, which will be determined on a case-by-case basis.
- Actions performed at home, while using the school device, can result in disciplinary action.
- Law enforcement agencies may be notified under some circumstances.

## DETENTION

Detentions may be assigned for various reasons, such as misconduct in the classrooms, hallways, cafeteria, or for major offenses within the school. All detentions are well supervised and are a time to engage in worthwhile schoolwork. Detentions are assigned in two ways:

**Teacher Level- teacher assigned detentions will be communicated to the parent by the assigning teacher. All teacher level detentions will be served on Wednesdays from 2:30 – 3:00pm.**

**Administrative Level Detentions are typically held 2:30 until 3:30 on Tuesdays and Thursdays.**

Students serving an administrative 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. If a child skips detention, he/she 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. If a child misses the Saturday detention and the school is not contacted in advance, that will result in a suspension. Absence from school on detention day: detention will be rescheduled to the 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 work related to their offense will be provided.

**D**ISCIPLINE

*See Appendix for NHSD Code of Conduct.*

The model used for discipline is restorative in nature and serves the purpose of having children become aware of their words and actions, the impact of such on self and others, and provides the opportunity for reflection and correction. In the middle school we follow a model of progressive discipline, which most accurately depicts behavior patterns (continuation or elimination) exhibited by a child.

Progressive Discipline:

For low-level behavior issues, students will receive Teacher Level Detentions, as described above. After three teacher-level detentions, students will receive office referrals for administrative detentions. Progressive discipline will typically follow the sequence below. Under some circumstances, more significant consequences may result for serious infractions of the Code of Conduct, and some steps may be skipped.

- I. Lunch Detention
- II. Teacher-Level Detention
- III. Administrative Referral
- IV. Administrative Detention
- V. In-School Suspension
- VI. Out-of-School Suspension
- VII. Expulsion

**D**RESS CODE

The intent of this policy is to encourage fashion that does not distract or impede the learning environment. 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 each of us 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, the naval or a neckline that is too low/revealing is not acceptable. Tights worn as slacks are prohibited. Form fitting shorts or pants are not acceptable..
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 throughout the school day. Keep a sweatshirt or sweater in your locker for your personal comfort.
6. Skirts and/or shorts are acceptable.
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.

Students not following the dress code will be notified by faculty members, asked to change, and/or call parents. Concerns regarding the dress code may be referred to the administration for further interventions/discipline.

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

## DRIVING 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 and 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 designated bus.**

**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 a day in advance, or by phone or fax** if emergency situations arise.**

Fax: 215-862-2862

**3) Students who walk to meet an elder sibling in the high school parking lot, need a note to be sent to the Middle School Main Office (Dr. Cortellessa) in order for the Middle School to maintain accurate records for dismissal procedures. The same goes for any student who walks a younger sibling home from the UES. **Thank you for your cooperation in this matter: safety, and the safe transport of your child is our primary concern.****

## **F**IELD DAY

During the last weeks of the school year, administration and faculty plan an event with outdoor and indoor activities here at the middle school. Field Day is a fun activity meant to build school spirit and camaraderie 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.

## **F**IELD TRIPS

Signed permission slips are required for students to participate in field trips (see NHSD policy). Students not participating in field trips are still required to 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, we do provide a nurse on the trip, however, parents/guardians are welcome to attend the field trip to administer the medication. Teachers cannot be designated to do this.

## **F**REE OR REDUCED LUNCH

Families who need to apply for free or reduced lunch may do so by obtaining forms from the school social worker or school nurse.

## 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, and any other device listed in Board Policy # 237.* **Devices are only permitted for instructional purposes and otherwise need to be turned off and kept in a backpack or locker.**

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. The use of the **elevator** is restricted to injured student(s) and his/her designated "buddy". Please provide a note stating why your child needs to use the elevator, i.e., crutches. An elevator key form will be sent home and the student may sign out the use of a key for the elevator and are responsible for returning the key at the end of the day. The student/ family will be responsible for lost keys.

3. Students **wearing inappropriate clothing** will be asked to change into other attire.
4. Carry your **ID card in your chromebook case** at all times. Students are not to open doors for strangers.
5. Students are **not to enter a classroom without a teacher** being present. If a student goes to a class and a teacher is not present, he/she should notify the office immediately.
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. **Be on time for class and school. School begins at 7:50.** Accumulation of lates and absences will count toward 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 assessments, 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, test results, library books/fines, etc. on time, to the appropriate personnel.
12. **Hats/coats** may not be worn in the building. Refer to the dress code for appropriate attire guidelines...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 and forgery** is prohibited.
16. **Cutting class** is prohibited and punishable by Saturday detention and suspension for repeat offenders.
17. **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.
18. **Weapons** and facsimile (look a-likes) of all weapons are prohibited.
19. 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**.
20. 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.
21. Students who stay after school must be under the **direct supervision of a teacher or adult sponsor**.
22. Open **displays of affection** (hand holding, kissing, hugging, etc.) are considered inappropriate and are not permitted.
23. Students are encouraged to maintain appropriate behaviors while in the cafeteria to reinforce hygienic practices.
24. Matches, lighters and **smoking paraphernalia** are not permitted in school.

## **G** RADING

Report cards are available electronically 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**

There are four marking periods in the school year and 5 marking periods for rotating specials (for 7<sup>th</sup> & 8<sup>th</sup> grades only). Similar to last year, report cards are available via the Home Access Center. If you desire a paper copy, please contact the guidance office. If parents want to check academic progress on a regular basis, they are encouraged to use the parent portal. Please see the NHSD calendar for electronic availability of report cards and progress reports.

While all courses are important, promotion is attained by passing a minimum of 3 core classes.

### **HONOR ROLL**

#### **Distinguished Honor Roll**

All A's

#### **Principal's Honor Roll**

All B's and A's

#### **Ineligible** - Any C, D, F, I

A student will be ineligible for distinguished honors or principal's honors if they receive any of the following: C, D, F, I.

## **G** RAFFITI

Any student who intends to deface property or another person is in violation of code. Such action can be found in disciplinary consequences under description of vandalism and may result in 1 to 10 days suspension from school.

Students are not to be in possession of a pen, marker or other writing utensil for the purpose of defacing school property.

## **G** UIDANCE SERVICES

All NHSMS students are assigned to the guidance counselor, Students work with the same counselor, Mrs. Heather Robtison, during all three years of middle school. The counselor provides individual counseling, crisis services, and group guidance activities that address the developmental needs of middle school students. In addition, the counselor administers the middle school standardized testing program and maintains 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 SEXUAL HARASSMENT & CYBER BULLYING)**

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 creates 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.

1<sup>st</sup> Offense- all parties involved receive 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.

2<sup>nd</sup> Offense – Will result in school disciplinary action and may be reported to the police for investigation and /or citation.

***See Appendix for NHSD Board Policy***

## **HEALTH SERVICES**

Comprehensive school health services are available in each school building. A certified school nurse (CSN) is available to assess student needs, and provide appropriate health care as needed during the school day. Nurses provide annual vision and hearing screenings and monitor growth and development. CSNs may attend 504/IEP/student meetings to support children in need of health services, and are responsible for the development and implementation of individualized health plans (IHP). Additionally, nurses collect and review health records to ensure compliance with state mandates.

- The school nurse is responsible only for the emergency care of injuries and sudden illnesses which occur while the student is in school. The nurse is not available to diagnose or treat students who come to school with injuries or illnesses except in special cases under medical care and with the physician's

written orders. Students sent home from school by the school nurse due to injury or illness are still subject to the school attendance policy and must be signed out in the main office by a parent or guardian.

- Parents are encouraged to keep the CSN informed of significant health concerns and diagnoses for their children. Please advise your school nurse as soon as possible if your child has been diagnosed with a significant injury such as a concussion or illness so we can plan to best meet their needs when they return to school. It is essential that the health office staff have current contact information for parent or guardians in the event of an emergency. If a student has special health needs it is recommended that the parent schedule a conference to arrange for these needs to be met during the school day. The CSN will prepare an IHP (individual health plan) to provide supports to students as needed. Please note that a physician's order is necessary for the use of crutches in school.
- All medications and treatments require both a written physician's order and a parent/guardian's signature on the District Medication Treatment Dispensing Form. Parents/guardians must deliver medication to the school clinic

as students are not permitted to transport medication. All medicine must be picked up by a parent at the end of the school year. Medications not picked up will be discarded.

Asthma inhalers/Epinephrine auto-injectors: A completed self-administration form must be submitted and competency must be assessed by the school nurse for students to carry their emergency response medications in school. Students are prohibited from sharing or using their medication in any manner other than which it is prescribed at any time on school property or a school sponsored event. Violations of this policy will result in loss of privilege to self-carry their medication and disciplinary action in accordance with Board Policy.

- Analgesics: The nurse has standing orders from our School District Medical advisor to administer an analgesic, aspirin free Acetaminophen (Tylenol), or an Ibuprofen (Advil or Motrin), with parent consent. All authorization forms must be renewed yearly.
- If a student is not feeling well due to an illness or injury, he or she is to report to the Health Office to be assessed by the school nurse. The school nurse will assess the student, contact parents (where warranted) and



make a decision as to whether the child should remain in school or go home.

Students are not to make arrangements to go home.

- If this should occur it is the obligation of the school to have the child seen and documented by the school nurse prior to the child being released to the parent. Dismissal is allowed only to a parent/guardian, or person designated by the parent/guardian, or an “Emergency Contact”.
- Physical Education exclusion for health/medical reasons- Students who are to be excluded from physical education classes for health/medical reasons must bring a note from the parent/guardian stating the reason for that exclusion. In cases involving exclusion for more than one physical education period, a medical doctor’s statement with the reason for exclusion and the anticipated length of exclusion must be provided. The child will still attend physical education class and be expected to participate within the constraints delineated by the medical doctor. Students excused from P.E. due to a medical condition or injury will not be able to participate in similar physical activities/recess until they are fully cleared from activity restrictions by their physician.

**The following are mandated by Pennsylvania Department of Health:**

**Physical Exam - Entry to school & 6<sup>th</sup> grade.**  
Physical form on District website.

**Dental Exam – Entry to school & 7<sup>th</sup> grade.**  
Dental form on District website

**Proof of Immunizations: Students may be excluded from the immunization requirement based on the following:**

**-Medical: students exempt from immunization if a physician provides a written statement that immunization may be detrimental to the health of the student.**

**-Religious: students are exempt from immunization if the parent, guardian, or emancipated student objects in writing to the immunization based on contradiction to their religious beliefs.**

**-Philosophical/Strong Moral Ethical Conviction (added 2013): students are exempt from immunization if the parent, guardian, or emancipated student objects in writing to the immunization based on personal beliefs.**

**Children in ALL grades (K-12) need the following immunizations for attendance:**

4 doses of tetanus\* (1 dose on or after 4<sup>th</sup> birthday)  
3 doses of diphtheria \*( 1 on or after 4<sup>th</sup> birthday)  
3 doses of polio  
2 doses of measles \*\*  
2 doses of mumps \*\*  
1 dose of rubella (German measles)\*\*  
2 doses of hepatitis B  
2 doses of varicella (chicken pox or evidence of immunity)

**7<sup>th</sup> Grade and beyond – ADDITIONAL immunization requirements for entry:**

1 dose meningococcal conjugate vaccine (MCV)  
1 dose of tetanus, diphtheria, acellular pertussis (Tdap) if five years have elapsed since last tetanus immunization.

\*Usually given as DTP or DT or Td

\*\*Usually given as MMR

**Guidelines for school Attendance**

Please **DO NOT** send your child to school if your child has exhibited any of the following signs or symptoms of suspected illness if your child:

- Has an elevated temperature of 100 degrees or more or has exhibited a temperature in the last 24 hours. Your child should be fever free for a full day without the use of over the counter medications.
- Has vomited within the last 24 hours.

- Has repeated episodes of diarrhea in the last 24 hours.
- Has chills, loss of appetite and/or lingering headache.
- Has a significant amount of untreated nasal discharge not due to allergies, particularly if the discharge is yellow or greenish in color.
- Has an untreated red, itchy, and crusted eye(s) not due to allergies.
- Has a persistent cough and/or sore throat.
- Has an earache.

We ask you to carefully consider sending your child to school if they have been sent home the day before due to illness.

Medications such as Tylenol, Advil and Motrin can reduce symptoms, including fever, but do not decrease a child's level of contagiousness. Doctors recommend at least 24-48 hours on an antibiotic before a child is no longer deemed infectious.

Your conscious effort will help ensure the comfort and well-being of your child and the health and well-being of the other students and staff of our school.

Additional information can be found on the school health services website at: <http://www.nhsd.org/healthServices/index.html>

*See Appendix for Board Policy*

## 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](http://www.nhsd.org) > Schools > Middle School > Parent Portal

## HOMEWORK

The purpose of homework is to provide review/practice of lessons and prepare the student for upcoming lessons, provide remediation and/or enrichment, as well as assist the student in developing positive study habits. 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 two (2) or more 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, along with a follow up email.
- Teachers will gather all homework and place on the homework table in the main office.
- Parents may pick up materials after 3:00 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.

- A high percentage of work can be accessed electronically, via teacher pages and/or parent portal. These are options that you should try to access information as well.

***See appendix for Board Policy***

## **H**OMEWORK 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. The HW Club is conducted Tuesdays, Wednesdays, and Thursdays in the MS Library unless otherwise noted. Please fill out the necessary permission slip to attend.

***See the appendix for HWClub  
Permission slip***

## **I**NSURANCE

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.

## **L**ATENESS TO SCHOOL

Students must report to the attendance office 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:

1<sup>st</sup> & 2<sup>nd</sup> Offense – warning

3<sup>rd</sup> Offense – after school detention

4<sup>th</sup> Offense – after school detention

5<sup>th</sup> Offense – after school detention

6<sup>th</sup> Offense – Saturday detention (2 hrs)

7<sup>th</sup> Offense – Saturday detention (2 hrs)

8<sup>th</sup> Offense – in-school suspension

9<sup>th</sup> 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.

## **L**IBRARY & 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, offers access to 11,000 print resources, a wide variety of electronic resources and a TV Studio. 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 4:00 PM on Tuesdays, Wednesdays, and Thursdays (Homework Club days).

During the school day teachers may send students to the library individually, in small groups, or as an 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.

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.

## **L**OCKERS

A locker is provided for each student to keep personal belongings and books. ***A Master Lock will be provided to each student and must be maintained throughout the school year. A lost or damaged lock can be reported to the Main Office & should be replaced at a cost of \$5.*** Students may go to lockers before school, before and after lunch, and after school.

**IT IS STRONGLY RECOMMENDED** that each student keep 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:** Students are urged not to leave valuables in their lockers. The school cannot be responsible for the loss of any personal items. Should a problem occur (theft, vandalism) with lockers, students should report this immediately to the Main Office and fill out an incident report.

Lockers for gym classes are assigned in the locker rooms by the PE teacher in charge.

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

## LOST AND FOUND

**The Lost and Found table (outside the elevator)** will be cleared on a biweekly basis. Valuable items will be held in the Main Office. Students are encouraged not to bring valuables to school and to clearly mark all personal possessions, otherwise they will be donated to charity.

**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, Student IDs, Master Locks, HPE locks, library books, and overdrawn personal checks submitted by parent or guardian. This information is carried over into the following school year and forwarded to the high school. Failure to settle these obligations will result in excluding the student from participation in school activities at the end of the academic year and at the start of the follow school year – until the obligation is settled.

## PATHS TEAM

The PATHS (Parents and Teachers Helping Students) team is the Middle School Student Assistance Program (SAP) 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.

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.

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 organizes *Red Ribbon Week* activities and fall under “Respect, Responsibility, and Relationships”. The team wishes to extend its partnership with parents by offering educational opportunities concerning current issues that can impact their children, such as bullying and adolescent development. These opportunities are in the form of Dance and Dialogues, and other parent functions. Be sure to watch for other interesting events that are being planned for you and your child throughout the school year.

PATHS Members: Dr. Cortellessa, Ms. Simon, Ms. Thompson, Mrs. Golden, Mrs. Nichols, Mrs. Derby, Ms. James, Mrs. Kim Smith, Mrs. Nancy Wisniewski, Mrs. Robtison, BCCADD Rep, and a Lenape Valley Liaison.

## **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. The process of participating regularly in a physically active life style will lead to personal enjoyment, challenge, satisfaction, and a health-enhancing level of personal fitness.

### **Dressing Out:**

1. Change from 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.

### **Grading:**

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

### **Injuries/Illness:**

1. Parent excuse note excuses child from up to two (2) physical education classes. If it is necessary to miss more than 2 classes, a note from your physician is required.
2. Doctors’ notes excuse child until expiration of note.

**PE Uniforms must be worn in all PE classes. You may order your child's PE uniform online from our supplier, Kampus Klothes.**

[www.KampusKlothes.com](http://www.KampusKlothes.com)

Select the "online team sales" tab  
Select "NHS Middle School Phys Ed"

**You cannot purchase PE items at school. Pricing as follows:**

1. PE shirt - \$7.00 / PE shorts - \$10.00
2. 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.
2. The school will not be responsible for items left unlocked.

### **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. Physical limitations need to be covered by a doctor's note which will be kept on file.
2. If you are excused from physical education class for illness or injury, you may not participate in a co-curricular athletic program that day.

**Questions / Comments:** Please call 215-862-0608 ext.3138 or email:

**Health and Physical Education Department**

Mr. Chris Shank [cshank@nhsd.org](mailto:cshank@nhsd.org)

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## **P**ROBATION

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.

## **S**CHEDULING

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 WIDE POSITIVE BEHAVIORAL SUPPORT

School Wide Positive Behavioral Support will implement key features of Positive Behavior reinforcement. SWPBS is a proactive approach based on a three-tiered model of prevention and intervention aimed at creating safe and effective schools. Emphasis is placed on teaching and reinforcing important social skills and data-based problem-solving to address existing behavior concern. SWPBS is being implemented in thousands of schools across the country and has been demonstrated to reduce discipline problems and increase time for instruction.

## SECURITY GUARD

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

## SMOKING

Smoking is prohibited for students and adults 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 subjected to suspension and probation.

## STANDARDIZED TESTING

6th Grade: Pennsylvania System School Assessment of English, Language Arts and Math; and other local assessments.

7th Grade: Pennsylvania System School Assessment of English, Language Arts and Math; Keystone assessment for students completing an algebra course; and other local assessments.

8th Grade: Pennsylvania System School Assessment of English, Language Arts, Math and Science; Keystone assessment for students completing an algebra course; 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 larger society.



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 Leukemia & Lymphoma Society, Children's Hospital of Philadelphia (CHOP), St. Baldricks, and has supported students during our annual 'Day of Giving'. The Council sponsors school dances, and organizes student activities. 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 each grade level. Delegates 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 during advisory. Please encourage your child to support the Student Council and become an integral member of the NHS Middle School Community.

## **S** STUDENT IDENTIFICATION

Once student photo IDs are issued, all students will be required to carry their ID card at all times. The student ID card will enable students to get in both the MS & HS buildings as needed for classes.

## **S**UBSTITUTE/GUEST **T**EACHERS

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.

## **S**USPENSION

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 of time. 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
3. 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"
13. inappropriate use of technology as outlined in our policy.

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 the student. If a conference is held, the student, parents, principal, guidance counselor, and other staff members (when desirable) will be present. The conference can be held prior to the start of the suspension, during, or at its conclusion.

## **T**ECHNOLOGY: ACCEPTABLE USE 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 breeches 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 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 the 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.
6. Plagiarism: use of another person's intellectual property without their permission or proper bibliographic reference. This includes copying commercial software or copying another student's intellectual property and representing it as your own.
7. Using the network for any illegal activity.
8. Unauthorized access to areas of the Internet.

9. Accessing another individual's materials, information or files without permission. Unauthorized access to areas of the network.
10. Wasting limited resources.
11. Employing the network for personal financial or commercial gain.
12. Misrepresenting or impersonating another user.
13. Students are prohibited from 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 (30,60,90 days or 1 full school year).
5. Student may fail the marking period and/or the class.
6. Student may face suspension, detention, expulsion.

***See Appendix for NHSD Policy***

## TELEPHONE

Students who must make a home contact may do so with permission from a teacher, for urgent or emergency situations only, IN THE MAIN OFFICE. **Cell phone use is not permitted in school.**

Students are strictly prohibited from calling a parent to pick them up in the event that they are not feeling well. All students who feel ill **must** be seen by our school nurse, who will follow appropriate school protocol.

## TEXTBOOKS

Students may be assigned textbooks in various classes and are responsible for returning the book in the same condition as it was received. If a student neglects to return the book or return the book in an unacceptable condition, they will be charged full replacement value.

## TRANSCRIPTS & TEACHER RECOMMENDATIONS

**Transcripts:** 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, 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.

**Recommendations:** All requests for teacher recommendations must be sent directly to the guidance office. The guidance counselor will distribute recommendation requests to teachers. Upon completion of the recommendations, teachers will return forms to the guidance counselor. The guidance counselor will send all completed forms and other required information in one mailing and document that the information was sent. Teachers reserve the right to decline writing a recommendation. Each request for a teacher recommendation must be accompanied by:

- a. a self-addressed, stamped envelope to the school requesting the letter.
- b. two (2) weeks processing time to complete the request.

## 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 diligently to provide an informative as well as entertaining school news broadcast each morning. The NHN is created, produced, directed, and broadcasted by MS Students (under the guidance of Mrs. Dawn Ferber).

## 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, school board, and guests. Students with any concerns should report them to a principal.

*See Appendix for Board 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 the buzzer and check in at the reception desk in the Main Office. Every visitor will be asked to produce a government issued photo ID to ensure safety and security of our school environment. The ID provided is run through our “Raptor” system, which will produce a personalized visitor badge with name/photo/date.

Any Parent / Guardian who wishes to visit a classroom must notify the principal at least 24 hours in advance to schedule the visit.

Visitors may not talk at any time while classes are in session. No visitors will be permitted to visit classes without the proper approval. 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 TEAM!!!

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.

**NOTES:**

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