

NEUWPORT MIDDLE SCHOOL
STUDENT / PARENT HANDBOOK
2018-2019

500 CAROLINE STREET
NEUWPORT, PA 17074
(717) 567-2611



On a Quest to be our Best

Honor - Effort - Respect - Direction

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TEACHERS / STAFF

Mrs. Ashley Abel	Computer Science
Mrs. Heather Aldrich	Principal's Secretary
Miss Julia Arcidiacono	Emotional Support
Mr. Michael Capozzoli	Physical Education
Mrs. Elaine Cramer	Math
Mrs. Tamara Dalton	Spanish
Mrs. Jennifer Danko	Learning Support
Mrs. Lisa Davis	Reading
Mrs. Jennifer Field	Health / Physical Education
Ms. Angela Ferguson	Health / Physical Education
Mrs. Melissa Foor	Learning Support
Mr. Carson Glusco	History
Mrs. Lindsie Griffin	Language Arts
Mr. Zachary Hostler	Science
Mr. Kerry Jezewski	Fine Arts / Gifted
Mrs. Kimberly Kaufell	Learning Support
Mrs. Patricia Lapp	Learning Support Paraprofessional
Mrs. Jami Magee	Language Arts
Mrs. Lisa Mullen	Band
Mrs. Margaret Olson	Science
Mr. Bryan Rehmeyer	Principal
Mrs. Ellen Schaeffer	Life Skill
Mrs. Emily Rudy	Guidance Counselor
Mrs. Susan Shatto	Life Skills Paraprofessional
Mrs. Kimberly Potter	Reading
Mrs. Rebecca Wiles	Music / Chorus
Mrs. Sandra Wilson	American History
Mr. Matthew Young	Emotional Support Paraprofessional
Mrs. Laurie Zaring	Math
Mrs. Janelle Zeiders	Family Consumer Science

MIDDLE SCHOOL 2018/2019 Regular Schedule

Building Opens *Students report to LGIA	7:15
Cafeteria Open for Breakfast	7:20 – 7:45
Students to go to locker/homeroom	7:40
Homeroom	7:40 – 8:01
Tardy to School Bell	7:50 / Must be in HR
Period 1	8:04 – 8:44
Period 2	8:47 – 9:27
Period 3	9:30 – 10:10
Period 4	10:13 – 10:53
Period 5	10:56 – 11:36
Period 6	11:39 – 12:19
<i>Lunch C / Period 7</i>	12:19 – 12:49
<i>Period 8</i>	12: 52 – 1:32
<i>Period 7</i>	12:22 – 1:02
<i>Lunch D / Period 8</i>	1:02-1:32
Period 9	1: 35 – 2:15
Period 10	2:18 – 2:58
Dismissal Bell	2:58

ARRIVAL AND PICK-UP PROCEDURES

Parents wishing to drop their children off at school and those students that walk should plan on entering the school through the Caroline Street entrance. Busses will be dropping students off at the 6th Street entrance. Students should plan on arriving at school between 7:30 and 7:45. Student arriving prior to 7:40 should report to the Middle school LGIA. There they may complete work or talk quietly with friends until the teachers dismiss them from the LGIA to go to homeroom. This bell will release children to their lockers and to homerooms. Students are expected to be in their homeroom and seated by the start of the morning announcements at 7:50.

For dismissal purposes bus riders will be dismissed through the 6th Street and Gantt Street entrances. Walkers and parent pickups will be dismissed through the Caroline and 5th Street entrance, and late bus riders will be dismissed through the 6th Street entrance.

Thank you for your cooperation with these dismissal procedures designed to keep students, families, and staff members safe and secure.

SCHOOL DELAYS AND CANCELLATIONS

When bad weather hits, it may necessitate a delay to the start of school or the closing of school for the safety of our students. School delays are two hours in length and will result in a modified bell and class schedule for the day.

When questions whether or not school may be delayed, students and parents may turn to the following media outlets shown below for these announcements.

We also employ the use of the Sapphire system which will directly call a parent's primary phone number with a prerecorded message about the school's status. For best results with the Sapphire system, please make sure your contact information is up to date with the school and that your primary phone number is identified.

Television

WGAL 8

Fox 48

WHTM 27

WHP-CBS 21

WLYH-UPN 15

Radio

Love 99

Bob 98.9

WINK 104

The River 97.3

KISS 99.3

Z107

WITF FM

LATE ARRIVALS TO SCHOOL

All students are expected to go directly to homeroom upon their arrival or release from the LGIA. They may first stop at their lockers and get any of the materials necessary to begin their day. Any student not in homeroom by 7:50 will be considered tardy and must report to the middle school office to get a pass.

The same would apply for any student reporting to school late for reasons of illness, doctor's appointments, or other absences.

Students who are habitually tardy without excuse run the risk of earning discipline consequences as a result of this tardiness.

Building Rules

- 1. Be where you are supposed to be**
- 2. Listen to and follow directions**
- 3. Perform safe activities and actions**
- 4. Treat others and our environment with respect**
- 5. Use good manners**
- 6. Always do your best**

PARENT COMMUNICATION

Back to School Night

Back to School Night will be held in September. Please join us to meet your child's teachers and tour the school. Notification will be sent home with more details closer to this event

Parent Conferences

In November, the Newport Middle School will be hosting parent conferences. All parents are encouraged to attend the conferences in November while the parents of academically at-risk students will be invited to attend a second set of conferences later in the school year. Notification will be sent home with more details closer to the event.

Online Grading and Assignments

Parent have the ability to track their child's academic progress online by going to our Sapphire Community Portal online grade book. In addition to posting the grades of your child, a student's assignments will be displayed for each of their subjects.

To activate an account please go to our website www.newportsd.org and follow the links. It is hoped that this tool will allow our parents to stay better informed and more a part of the educational process. Please contact us if you have any questions or difficulties.

Report Card Distribution Dates

Report cards will be mailed home with the exception of the first marking period, where report cards will be handed out during parent conferences. If a parent does not attend conferences, the report card will then be mailed. If you do not receive a copy of your child's report card within a few days of these deadlines, please contact the school office.

Core Academics

Newport Middle School is proud to host a varied academic program designed to prepare its students for future success in all academic areas. The core academic program features instruction in the areas of reading, language arts, science, and social studies.

A variety of fine arts programs are integrated into the core academic program to introduce and broaden areas of interest to students. The fine areas program includes: music, art, family consumer science, computer applications, spanish and technical education.

Newport Middle School helps prepare our students to lead long-term healthy lifestyles through our physical and health programs.

As 21st century student needs continue to change, we look forward to revisiting and expanding our curriculum to better serve the needs of all or students.

Grading System

A	93% - 100%
B	85% - 92%
C	77% - 84%
D	70% - 76%
F	Below 70 %
I	Incomplete

Honor Roll and Distinguished Honor Roll

Students earn certificates and recognition in the local paper for being on the honor roll or distinguished honor roll. Students with an 85% cumulative grade point average in a marking period earn the Honor Roll Award and students with an overall grade point average of 93% or high earn recognition as a Distinguished Honor Roll Award.

Promotion and Retention Policy

According to Newport School District policy #215, Middle School students must pass all five majors (reading, math, language arts, history, and science) or participate in summer school in order to be promoted to the next grade level. For more detail check our our policy section at www.newportsd.org .

Specials, Electives and Extracurricular Activities

Students have the opportunity to participate in a number of different specials, electives, and extracurricular activities to sharpen both their musical and athletics talents.

All 6th grade students have art, music, technical education, and computer application added into their daily schedule.

All 7th grade students have art, music, guidance, and family consumer science added into their daily schedule.

All 8th grade students have art, music, technical education and Spanish added into their daily schedule.

During the school day, 6th, 7th, and 8th grades can choose to participate in chorus or band.

These programs are designed to expand the student's' knowledge of state standard areas of math, health, written language, and reading in a hands on, active learning environment.

INCENTIVES AND REWARDS

Good Citizen's Award

At the conclusion of each semester, the Newport Middle School will offer behavioral rewards for students who are in good standing within the school wide discipline system during that semester. Accumulated discipline points will affect students' participation in these incentives.

In the past, the Newport Middle School has held dances, dodge ball tournaments, movies, and other events as these Good Citizen's Awards.

These semester incentives will be decided upon by the Middle School Student Council and approved by the faculty and staff.

IN THE HERD AWARDS

These awards are designed to recognize our students throughout the year who are doing the right things consistently. Students at Newport Middle School that are in the "HERD" regularly make good choices and display the following attribute.

- | | |
|----------------------|--|
| H - Honor | Doing the right thing when no one is looking; honesty; inspiring the best in others. |
| E - Effort | Giving your best effort; trying new things; showing improvement or Growth. |
| R - Respect | Treating others and the environment well; listening and following Directions. |
| D - Direction | Setting and working toward goals; meeting deadlines; working with a purpose. |

Students earning 'HERD' awards will be given the opportunity to choose from items available in the cafeteria as a thank you for their individual contributions to the school.

Extra Math and Extra Reading

Extra math and reading courses were added to the schedule to support the needs of our struggling readers and math students as assessed by the Pennsylvania State System of Assessment (PSSA). The courses are added to the schedule of any student that appears to be in the basic or below basic range on the PSSA Test or fall into the category of In-House Formative Assessments.

The concept behind these courses is to allow students to have more time devoted to that content area and in those standards to allow them to master content. There is no extra homework that results from these classes, just more time spent practicing and being reinforced on those same concepts. In addition, these courses have greatly improved upon our student's PSSA scores.

Athletics

7th and 8th grade students can elect to participate in the athletic programs described below, while the elementary school allows for participation of our 6th grade students in sports programs such as basketball, field hockey, and wrestling. Also, local outside programs offer opportunities for our 6th grade students to participate in football, soccer, and baseball.

Athletic endeavors provide students with a great opportunity to develop physically, socially, and emotionally.

7th and 8th Grade Sports

Boys Sports:

Soccer - season is held during the fall months. The district provides transportation to Greenwood for all practice and games. Games start in September and continue into late October.

Basketball - season is held during the winter months. Practices typically start in mid November. Games start in December and continue into February.

Wrestling - season is held during the winter months. Practices typically starts in mid November. Matches start in December and continue into early February.

Girls Sports:

Basketball - season is held during the fall months. Practices typically start one week before school begins. Games start in September and continue into late October.

Field Hockey - season is held during the spring months. Practice typically start in early March. Games start in late March and continue into mid May.

Student Athletic Eligibility

Student eligibility for athletic participation at the middle school level is based upon the student's cumulative grades during each marking period. Grade will be tabulated weekly to determine a student's eligibility for athletic competition. If a student is failing two or more subjects during any academic week, the student will be ineligible to play in any games during the following week.

Should a student fail two or more subjects during a marking period, the student is ineligible to participate in games for the first fifteen days of the next marking period. The student may resume their participation after fifteen days provided they meet the criteria outlined above for eligibility. For the first marking period of the school year, a student's grade from the last marking period of the previous school year will be used to determine eligibility.

Clubs

Each Wednesday, where a full week of school is scheduled, students will have the opportunity to participate in clubs. The purpose of the clubs are to provide enriching educational experiences to children while allowing them to learn skills such as leadership, planning, and teamwork through hands-on practice.

Every student must participate in a club, so it is hoped that everyone can find a club to their liking.

Once throughout the year students that can participate in many clubs, providing each student the opportunity to participate in a different club and gain new skills and knowledge by participating in them.

Club Rotations

Since there are limits on the number of students that can participate in many clubs, a rotating sign-up system will be utilized.

School day 2: 8th graders get first choice, 7th graders get second choice and 6th graders get third choice.

School Day 92: 7th graders get first choice, 6th graders get second choice, and 8th graders get third choice.

Excused Absences and Early Dismissal

The Pennsylvania School Code and the Newport School District Board Policy Manual allows for legally excused student absences for the following reasons:

1. Illness
2. A death or funeral in the family
3. Impassable roads as deemed by the school district
4. Religious holidays when certified by written explanation from a member of the student's clergy.
5. To receive professional health care when not otherwise able to be scheduled outside of school hours.
6. Administrative approved reasons such as educational trips, participation in educational activities outside the school building, or for disciplinary reasons.

To have such absences excused by the school district the parent must submit an excuse to the school district within three school days of the last official date of absence. These excuses may be turned into a student's homeroom teacher or the middle school office. Submission of excusal notes does not guarantee that the absence will be excused. You may reach the middle school office at (717)567-2611.

It is important that parents ensure that these excuses for being absent are being turned into the school. Failure to submit excuses within the three day period of time will result in an absence being marked illegal and could lead to consequences under mandatory attendance section of the School Code.

When students need to be excused early from school for any reason, it is appreciated if a note be sent into the school in the morning prior to the dismissal alerting the office of the time and reason for the dismissal. This allows for the student's absence and excusal to be documented on the morning attendance report and will hasten the student's departure from school grounds.

Lastly, students must report to homeroom prior to 7:50 each morning. If not, students will be considered tardy. Students who are tardy from more than one hour will be credited with a half day unexcused absence.

For approved educational trips, students and parents must fill out the forms available and have them approved prior to the date of the absences. Forms are available in the middle school office.

Hall Passes

Students are expected to be in their assigned class to maximize learning outcomes. However, there are times when students legitimately need to be excused from class. In order to do so, it is expected that the students carry a pass with them.

Locker Assignments

Each student will be assigned a locker. Students may not share or trade lockers at any time during the school year.

Students who desire a lock to secure their locker may borrow one from the middle school office. The lock requires a \$5.00 deposit which will be returned to students when the lock is returned at the end of the school year or if they wish to keep the lock, they may do so. Students may not place their own lock from home on school lockers.

Also, despite the available of locks, the Newport Middle School recommends placing only school related materials in lockers. Game systems, and other items are best left at home as the Newport Middle School is not responsible for lost or stolen property. The Newport Middle School also reserves the right to inspect/search these lockers at any time to maintain order and safety in school.

Locker Visits

Students may enter their lockers at any the during the school day to exchange books or gather materials needed for the next class. However, careful planning will be needed as students are expected to move from class to class within three minutes allotted for class exchanges.

Students who are habitually late for class run the risk of having discipline consequences assigned.

Lunch and Cafeteria Guidelines

Lunch can be purchased each school day in the cafeteria. Ala carte items may be purchase in addition to or separate from a school lunch. The prices of these ala carte items vary based upon the item.

The cafeteria is a food service provider and the atmosphere of the cafeteria should be similar to that of any restaurant. With that in minds, there is an expectation that student behavior should be equivalent to that seen in a traditional restaurant.

Therefore, students must adhere to the following standards of behavior while in the cafeteria to best protect and serve the rights of all students.

1. Speak with a classroom voice
2. Communicate with those sitting at your table or group
3. Once seated, do not switch seats.
4. Keep all hands, feet, and objects to yourself
5. Keep your area clean

Failure to live up to these standards could lead to restrictions such as silent lunches, assigned seating, lunch restrictions, or other disciplinary consequences.

School Lunch Payment Procedures

We ar a cash free cafeteria. No cash or check transactions will be accepted during the lunch period. Payments my pay online by credit card at www.newportsd.org. Checks will be accepted as payment through the mail or by sending to school with your child and having them place it in the collection box which is located in the cafeteria.

We greatly appreciate your cooperation and respect of this payment system.

GENERAL CONDUCT EXPECTATIONS

1. Students will dress in compliance with school board policy #221
 - a. No clothes with offensive or drug/alcohol related images.
 - b. No pajamas, spaghetti straps, shirts showing midriff, cleavage, or the back, or shorts and skirts of an unacceptable length. (see policy manual)
 - c. No caps, hats, or bandanas may be worn on the head.
 - d. No chains, dog collars, or spiked jewelry.
 - e. Pants must be worn at the waste line with no undergarments exposed.
 - f. Footwear must be worn at all times; shoes or sneakers with wheels are not allowed; no pool style flip flops.
 - g. No torn or tattered clothing; no holes in jeans, pants, skirts, or tops.
 - h. Coats, jackets, and gloves should not be worn during the school day.
2. Students will respect the rights of their classmates, peers, teachers, and staff members.
 - a. Students will use kind words and gestures.
 - b. Students will listen and follow directions.
 - c. Students will not disturb the learning of others.
3. Students will use all school materials and other items as they are designed.
 - a. Pencils, pens, and markers are for writing on paper products only.
 - b. Gum and/or candy should be reserved for use at acceptable time and places - not all classrooms or periods are acceptable places. Abide by classroom rules; discard when finished.
 - c. No materials should be thrown at any time.
 - d. Backpacks should remain in lockers during the school day.
4. Students will bring them to school only times that are important to their success and safety at school activities.
 - a. Cell phones should be kept turned off and out of sight during instructional periods. Misuse could result in the confiscation of a cell phone and parent notification.
 - b. Students are discouraged from bringing personal items to school. The school is not responsible for lost or stolen items.
 - c. Weapons, tobacco, drugs, alcohol, pornography, etc. Are explicitly banned by school board policy.

STUDENT DISCIPLINARY PROCEDURES & RESPONSES

LEVEL 1: Minor misbehavior that disrupts the educational climate during school day or at school-sponsored functions.

Examples

Tardiness to school or to class
Failure to carry out instructions or to complete assignments
Disrespect towards peers
Use of poor manners
Use of inappropriate language or gestures
Inappropriate display of affection
Dishonesty
Misbehavior (excessive noise, horseplay, etc.)
Inappropriate movement throughout building
Bus misconduct
Dress Code violation
Abuse of school property (not resulting in damage)
Use of electronic devices, except with discretion of the teacher
Failure to follow food restrictions of the District
Unauthorized use of parking areas

Procedures/Disciplinary Responses:

Intermediate intervention by staff
Office/Administration referral (w/documentation)
Verbal reprimand
Parent contact/conference
Behavioral Contract
Counseling
Lunch detention
Community service
Morning Detention
Recess Detention or owe minutes(elementary)
Behavior Log (elementary)
After School Detention (ASD)
Denial of privileges
Loss of eligibility for athletics
Loss of field trip privileges
Guidance referral
Peer mediation

LEVEL 2: Repeated misbehaviors, defiance, or continued disruptions in the educational climate

Examples

Repeated Level 1 behaviors
Cheating/Plagiarism
Insubordination
Disrespect toward staff
Repeated/intentional tardiness to school or class
Bus misconduct
Destruction of personal property
Truancy/Unexcused absences
Throwing objects (not harmful)
Skipping/cutting class
Theft (minor)
Destruction of school property (causing minor damage)
Failure to serve restrictions or ASD
Smoking or possession of tobacco on school property
Harassment/Bullying (minor)
Hazing

Procedures/Disciplinary Responses:

Office/Administration referral (w/documentation)
Guidance referral
SAP referral
Restriction from extracurricular activities
Community service
Lunch Detention
Denial of privileges
Permanent removal from class
Morning Detention
After-School Detention (ASD)
In-School Suspension (ISS)
Out of School Suspension (OSS) – up to 3days
Counseling/psychological evaluation
Police involvement
Citations (truancy/tobacco)

LEVEL 3: Potentially violent acts, threats of intimidation, racial, ethnic, or sexual harassment; willful destruction of property.

Examples

Repeated Level 2 behaviors
Bringing inappropriate materials to school
Deleting school files/downloading files without permission
Misconduct at a school-sponsored event
Leaving school without permission
Throwing of harmful objects
Theft (major)
Threats or threatening behavior manifested or proposed
Vandalism (less than \$3,000)
Continued harassment/bullying/cyber bullying/intimidation
Fight/physical confrontation
Possession of drugs/alcohol
Brandishing a potential weapon
Other violations of PA Criminal Code

Procedures/Disciplinary Responses

Office/Administration referral (w/documentation)
Notice to Superintendent
Parent conference/Hearing
SAP referral
Restitution
Permanent removal from class
In-School Suspension (ISS)
Out-of-School Suspension (OSS) – up to 15 days
Homebound or alternative instruction
Criminal prosecution
Expulsion
Other charges under PA Criminal Code

LEVEL 4: Acts, which are criminal in nature, which require intervention of law enforcement and action by Board of Directors.

Examples

Repeated Level 3 behaviors
Making threatening phone calls
Disorderly conduct
Criminal trespass
Gambling on school property
Indecent exposure
Vandalism (more than \$3,000)
Arson
Gang participation or intimidation
Theft/possession of stolen property
Assault of staff member
Sexual assault
Extortion
Weapons on school property or at a school event
Terroristic threats/Bomb threats
Furnishing, selling, or distribution of alcohol and/or controlled substances, including “look-alikes”
Being in school under the influence of alcohol or drugs
Unauthorized pulling of fire alarm
Other violations of the PA Criminal Code

Procedures/Disciplinary Responses

Office/Administration referral (w/documentation)
Notice to Superintendent
Parent conference/Hearing
SAP referral
Restitution
In-School Suspension (ISS)
Out-of-School Suspension (OSS) – up to 15 days
Homebound or alternative instruction
Alternative placement
Expulsion
School Board Hearing
Psychological evaluation
Criminal prosecution
All charges under PA Criminal Code

CONSEQUENCE	POINTS ASSIGNED
Lunch Detention / After School Detention	1 point per occurrence
In School Detention	2 points per occurrence
Out of School Detention	3 points per occurrence

POINT RANGE	MEASURES
6	Student meeting, parent notification
9	Student meeting, parent conference, guidance referral
12	Student/parent conference, behavior contract, loss of privileges

TARGETS	POINTS REDUCTION
4 consecutive weeks without a referral	-1 point
8 consecutive weeks without a referral	-2 points
12 consecutive weeks without a referral	-3 points

Student Harassment / Bullying

We work extremely hard at trying to create an environment that is conducive for learning and free from unnecessary distractions. We also desire a safe, nurturing place for all students. In order for this to be the case, the Newport Middle School must be a place free of bullying and harassing behaviors.

Policies #248 and #249 of the Newport School District Policy Manual depict regulations preventing the harassment, bullying, or cyberbullying of Newport School District students or the participation in such acts by Newport School District students. Please refer to those policies found on the district website for more information. These policies are currently under review by our district’s policy committee.

For students believing they have been harassed or bullied or been the witness to an incident where another student has been bullied, the student should follow the following steps.

1. Make mental notes about the incident including:
 - a. Time of the incident
 - b. Location
 - c. Witnesses
 - d. Specific details - words used, gestures made, who participated, ect.
2. Tell an adult immediately
3. Ask to fill out a Bullying/Harassment Report Form
4. Submit Bullying/Harassment Report to the office as soon after the incident occurs as possible.

Bullying / Harassment Responses

In response to a report being filed, the Newport Middle School will take the following actions within 24 hours or within the next school day of a report being filed.

1. Teachers will complete a form if they believe they are witness to a bullying or harassment situation.
2. Every submitted form will be looked into and responded to by the principal and/or guidance counselor.
3. Students will be spoken to about their role in the situation and a determination is made as to whether bullying or harassment can be proven.
4. If proven, consequences will be assigned immediately ranging from after school detention to out of school suspension depending upon the severity and nature of the incident.
5. Repeat offenders will be punished more significantly for each incident which could include the involvement of state police.
6. If bullying or harassment is not proven, the form will be kept as a record to help establish a pattern of bullying behavior. If a pattern is established, consequences will be assigned.
7. Anyone filing false reports or making untrue accusations of bullying or harassment will be at risk of school-wide and legal consequences as well.

Due to confidentiality issues and based upon the findings of a report that is filed, not all the information contained within a bullying report may be shared with parents. Specifically, the names of students involved, the names of witnesses, and the types of discipline actions taken are normally protected information. Attempts are made to communicate effectively when these circumstances arise, are we are appreciative of your understanding our need to maintain the confidentiality rights of all students.

