



# **NITSCHMANN MIDDLE SCHOOL**

909 West Union Boulevard  
Bethlehem PA 18018-3599  
Telephone: 610-866-5781  
Fax: 610-866-1435

## **ADMINISTRATION**

Mr. Peter Mayes, Principal  
Mr. Mike Wagner, Assistant Principal

## **2016-2017 Student Handbook**

<b>Student Name</b>	_____
<b>Street Address</b>	_____
<b>City</b>	_____ <b>St</b> _____ <b>Zip</b> _____
<b>Contact Phone Number</b>	_____
<b>Grade</b>	_____ <b>Homeroom Number</b> _____
<b>Homeroom Advisor</b>	_____
<b>Guidance Counselor</b>	_____

***For Nitschmann Middle School news and information  
visit our website at  
[www-ni.beth.k12.pa.us](http://www-ni.beth.k12.pa.us)***

## *A Message from the Principal*

*Dear Student:*

*Welcome to Nitschmann Middle School! The years you will spend at Nitschmann Middle School are vital to your educational, social and emotional growth. During your time here, our teachers, counselors and administrative staff will work with you to become independent thinkers and successful learners.*

*We stress the importance of **respect, responsibility and focused learning** in all we do at Nitschmann Middle School.*

*The road through middle school has many twists and turns. You are invited and encouraged to seek help, advice, and support. Along with your parents, we are here to guide you and help you succeed.*

*Remember that your ultimate success depends upon your commitment to hard work, good study habits, and respect for yourself and others. You control your destiny!*

*We have high hopes for you as you begin the 2016-2017 school year. This is a new beginning for each of you. Make it a year you can look back on with pride.*

*Sincerely,*

*Mr. Mayes  
Principal*

### **Mission Statement**

**Nitschmann Middle School is a learning community committed to ensuring all students reach their potential in a safe environment. The Nitschmann Middle School community emphasizes respect, responsibility, and focused learning.**

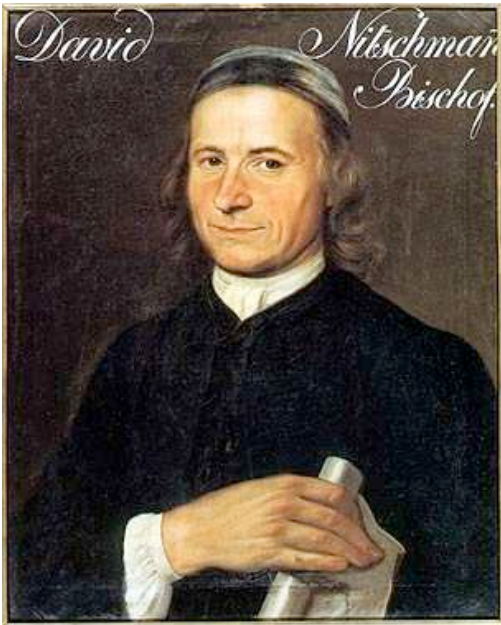
# Nitschmann Middle School

## History of our School

*Opened to Students:*                      *September, 1922*  
*Cost to Build:*                              *\$ 376,000*

Nitschmann Middle School opened its doors in 1922 to educate students in the Bethlehem Area School District. Nitschmann Middle School was named after David Nitschmann. Eighty-nine years later, Nitschmann still maintains the high standards of excellence in education to the students it serves.

~~~~~  
*Who was David Nitschmann?*



### Name

David Nitschmann "the Bishop"

### Born

September 18, 1676  
Zauchtenthal, Moravia\*

### Death

April 14, 1758  
Bethlehem, Pennsylvania

### Interesting Facts

- Known as founder of Bethlehem
  - A veteran missionary
- Chief bishop of the Moravian Brethren
- Dedicated his life to the education of children.
- A man of great energy, diligence and endurance

\* historical region in Central Europe in the east  
of the Czech Republic

# Nitschmann Middle School

## Alma Mater

Hail to Nitschmann Middle School  
Let our banners reach the sky  
May our hearts be true to thee  
Faithful to our school we'll be.

Alma Mater, sing thy praise  
To thy honor we will raise  
Voices ringing loud and clear  
For our Alma Mater dear.

al·ma ma·ter *noun* \, al-mə- 'mä-tər\

**Definition of ALMA MATER source: Merriam-Webster**

**1:** a school, college, or university, which one has attended or from which one has graduated

**2:** the song or hymn of a school, college, or university

# Nitschmann Middle School

## My Daily Schedule

| Students Report | Times | DAY 1 Subject/Room      | DAY4 Subject/Room       |
|-----------------|-------|-------------------------|-------------------------|
| Attendance/HR   |       | Attendance & Homeroom / | Attendance & Homeroom / |
|                 |       |                         |                         |
| Period 1        |       |                         |                         |
| Period 2        |       |                         |                         |
| Period 3        |       |                         |                         |
| Period 4        |       |                         |                         |
| Period 5        |       |                         |                         |
| Period 6        |       |                         |                         |
| Period 7        |       |                         |                         |
| Period 8        |       |                         |                         |

| Students Report | Times | DAY 2<br>Subject/Room   | DAY 3<br>Subject/Room   | DAY 5<br>Subject/Room   | DAY 6<br>Subject/Room   |
|-----------------|-------|-------------------------|-------------------------|-------------------------|-------------------------|
| Attendance/HR   |       | Attendance & Homeroom / | Attendance & Homeroom / | Attendance & Homeroom / | Attendance & Homeroom / |
| Period 1        |       |                         |                         |                         |                         |
| Period 2        |       |                         |                         |                         |                         |
| Period 3        |       |                         |                         |                         |                         |
| Period 4        |       |                         |                         |                         |                         |
| Period 5        |       |                         |                         |                         |                         |
| Period 6        |       |                         |                         |                         |                         |
| Period 7        |       |                         |                         |                         |                         |
| Period 8        |       |                         |                         |                         |                         |

| Related Arts Rotations                                      |                 |               |         |          |
|-------------------------------------------------------------|-----------------|---------------|---------|----------|
| Rotation                                                    | Rotation begins | Rotation ends | Subject | Room No. |
| R1                                                          |                 |               |         |          |
| R2                                                          |                 |               |         |          |
| R3                                                          |                 |               |         |          |
| R4                                                          |                 |               |         |          |
| R5                                                          |                 |               |         |          |
| R6                                                          |                 |               |         |          |
| Exploratory Languages Rotation – 6 <sup>th</sup> Grade Only |                 |               |         |          |
| Trimester                                                   | Rotation begins | Rotation ends | Subject | Room No. |
| T1                                                          |                 |               |         |          |
| T2                                                          |                 |               |         |          |
| T3                                                          |                 |               |         |          |

## 2016-2017 SCHOOL DISTRICT CALENDAR



|                                         |                                                          |
|-----------------------------------------|----------------------------------------------------------|
| Orientation Day – New Teachers          | Monday, August 22, 2016                                  |
| Curriculum & Instruction – New Teachers | Tuesday, August 23, 2016                                 |
| Teacher In-service Day                  | Wednesday, August 24, 2016                               |
| Teacher In-service Day                  | Thursday, August 25, 2016                                |
| Teacher In-service Day                  | Friday, August 26, 2016                                  |
| Preparation Day – All Staff             | Monday, August 29, 2016                                  |
| School Session Begins                   | Tuesday, August 30, 2016                                 |
| Schools Closed (Labor Day)              | Monday, September 5, 2016                                |
| Schools Closed (Yom Kippur)             | Wednesday, October 12, 2016                              |
| Schools Closed (Teacher In-service Day) | Tuesday, November 8, 2016 (Election Day)                 |
| Schools Closed (Thanksgiving)           | Wednesday, November 23, 2016 – Monday, November 28, 2016 |
| Schools Reopen                          | Tuesday, November 29, 2016                               |
| Schools Closed (Christmas/Winter Break) | Friday, December 23, 2016 – Monday, January 2, 2017      |
| Schools Reopen                          | Tuesday, January 3, 2017                                 |
| Schools Closed (Martin Luther King)     | Monday, January 16, 2017                                 |
| First Semester Ends                     | Wednesday, January 25, 2017                              |
| Second Semester Starts                  | Thursday, January 26, 2017                               |
| Schools Closed (Teacher In-service Day) | Friday, February 17, 2017                                |
| Schools Closed (Presidents' Day)        | Monday, February 20, 2017*                               |
| Schools Closed (Easter/Spring Break)    | Thursday, April 13, 2017* – Monday, April 17, 2017*      |
| Schools Reopen                          | Tuesday, April 18, 2017                                  |
| Schools Closed (Memorial Day)           | Monday, May 29, 2017                                     |
| Liberty Graduation (Tentative)          | Tuesday, June 6, 2017                                    |
| Freedom Graduation (Tentative)          | Wednesday, June 7, 2017                                  |
| Last Day of Instruction for K-11        | Wednesday, June 7, 2017                                  |
| Teacher Record Day                      | Thursday, June 8, 2017*                                  |
| Teacher In-service/Flex Day             | Friday, June 9, 2017                                     |
| Teacher In-service/Flex Day             | Monday, June 12, 2017                                    |

The Bethlehem Area School District has 181 student days built into the 2016-17 school calendar. Each day marked with an asterisk (\*) may be used as a make-up day. Scheduled holidays will be converted to regular days of instruction according to the following order: (1) Monday, February 20; (2) Thursday, April 13; (3) Monday, April 17; and (4) Thursday, June 8. The sequence of scheduled make-up days, report card dates, and parent/teacher conferences are subject to change based on the best interest of the school district.

| Elementary & Middle Schools |                  |                             | High Schools   |                  |                              |
|-----------------------------|------------------|-----------------------------|----------------|------------------|------------------------------|
| Marking Period              | End Date         | Report Card Distribution By | Marking Period | End Date         | Report Card Distribution By  |
| 1                           | November 1, 2016 | Friday, November 11, 2016   | 1              | November 3, 2016 | Wednesday, November 16, 2016 |
| 2                           | January 18, 2017 | Friday, January 27, 2017    | 2              | January 25, 2017 | Will be mailed               |
| 3                           | March 28, 2017   | Friday, April 7, 2017       | 3              | March 30, 2017   | Tuesday, April 11, 2017      |
| 4                           | June 7, 2017     | Will be mailed              | 4              | June 7, 2017     | Will be mailed               |

### OPEN HOUSE EVENTS

| ELEMENTARY SCHOOL CONFERENCES      | MIDDLE SCHOOL CONFERENCE DATES   | FREEDOM (6:30-9:00 pm) | LIBERTY (6:30-9:00 pm) |
|------------------------------------|----------------------------------|------------------------|------------------------|
| Monday, November 21 (afternoon)    | Monday, November 21 (evening)    | Thursday, September 15 | Tuesday, September 13  |
| Tuesday, November 22 (evening)     | Tuesday, November 22 (afternoon) | Monday, February 13    | Wednesday, February 15 |
| Wednesday, February 15 (afternoon) | Thursday, February 16 (evening)  |                        |                        |
| Thursday, February 16 (afternoon)  |                                  |                        |                        |

|                     |                                                   |                   |
|---------------------|---------------------------------------------------|-------------------|
| <b>PSSA Testing</b> | English Language Arts Assessment for Grades 3 - 8 | April 3-7, 2017   |
|                     | Math Assessment for Grades 3 - 8                  | April 24-28, 2017 |
|                     | Science Assessment for Grades 4 and 8             | May 1-5, 2017     |
|                     | Make-ups for all assessments                      | May 8-12, 2017    |

**Keystone Testing Sessions:** Winter: January 9-23, 2017      Spring Exams: May 15-26, 2017      AP: May 1-12, 2017

**BASD Education Week** October 10-14, 2016

**August 2016**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

| <u>August</u> |                                         |
|---------------|-----------------------------------------|
| 22            | Orientation Day-New Teachers            |
| 23            | Curriculum & Instruction - New Teachers |
| 24            | Teacher Inservice Day                   |
| 25            | Teacher Inservice Day                   |
| 26            | Teacher Inservice Day                   |
| 29            | Preparation Day-All Staff               |
| 30            | School Session Begins                   |
| T=6           | S=2                                     |

**September 2016**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  |    |    |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |    |

|                  |                            |
|------------------|----------------------------|
| <u>September</u> |                            |
| 5                | Schools Closed (Labor Day) |
| T=21             | S=21                       |

**October 2016**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

|         |                            |
|---------|----------------------------|
| October |                            |
| 12      | School Closed (Yom Kippur) |
| T=20    | S=20                       |

**November 2016**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

|                 |                                         |
|-----------------|-----------------------------------------|
| <u>November</u> |                                         |
| 8               | Schools Closed (Teacher In-service Day) |
| 23-28           | Schools Closed (Thanksgiving)           |
| T=18            | S=17                                    |

**December 2016**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

|                                               |
|-----------------------------------------------|
| <u>December</u>                               |
| 23-31 Schools Closed (Christmas/Winter Break) |
| T=16      S=16                                |

**January 2017**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

| January |                                         |
|---------|-----------------------------------------|
| 2       | Schools Closed (Christmas/Winter Break) |
| 3       | Schools Reopen                          |
| 16      | Schools Closed (Martin Luther King)     |
| 25      | First Semester Ends                     |
| 26      | Second Semester Starts                  |
| T=20    | S=20                                    |

**February**

|      |                                         |
|------|-----------------------------------------|
| 17   | Schools Closed (Teacher In-service Day) |
| 20   | Schools Closed (President's Day)        |
| T=19 | S=18                                    |

**March**

|      |      |
|------|------|
| T=23 | S=23 |
|------|------|

**April**

|       |                                      |
|-------|--------------------------------------|
| 13-17 | Schools Closed (Easter/Spring Break) |
| T=17  | S=17                                 |

**May**

|      |                               |
|------|-------------------------------|
| 29   | Schools Closed (Memorial Day) |
| T=22 | S=22                          |

**June**

|     |                                  |
|-----|----------------------------------|
| 7   | Last Day of Instruction for K-11 |
| 8   | Teacher Record Day               |
| 9   | Teacher In-service/Flex Day      |
| 12  | Teacher In-service/Flex Day      |
| T=8 | S=5                              |

**T=Teacher Day (190)****S=Student Days (181)****February 2017**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 |    |

**March 2017**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

**April 2017**








| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 |    |    |    |    |    |    |

**May 2017**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

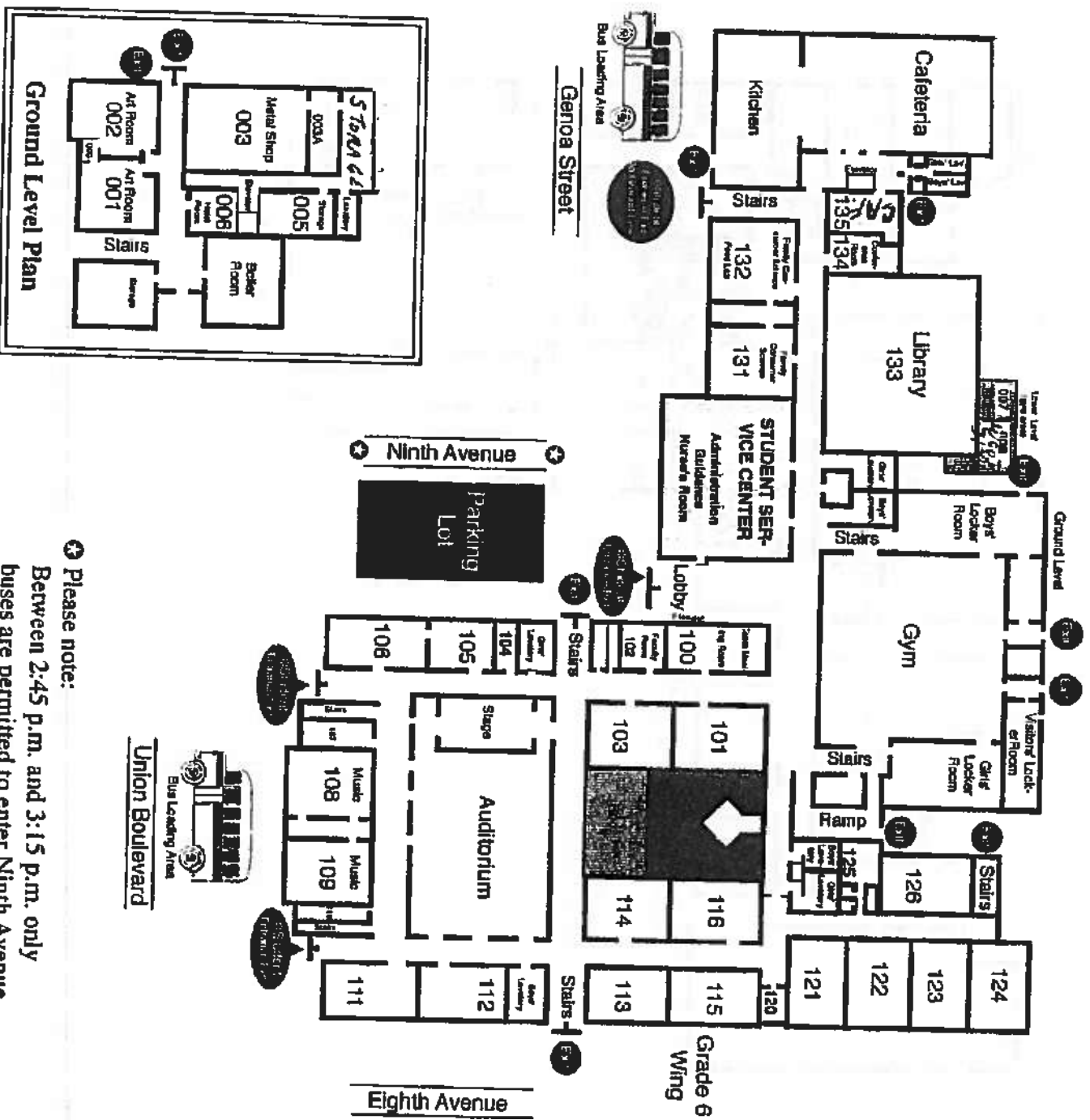
**June 2017**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

|                                                                                      |                                               |
|--------------------------------------------------------------------------------------|-----------------------------------------------|
|  | School Session Begins                         |
|  | Last Day of Instruction K-11                  |
|  | Schools Closed/Holiday                        |
|  | Teacher In-Service/No School for Students     |
|  | Teacher Contract Day / No School for Students |
|  | Make-up Day (if needed)                       |
|  | New Teacher In-Service                        |

**Nitschmann Middle School**  
Bethlehem Area School District  
Bethlehem, Pennsylvania

# First Floor Plan

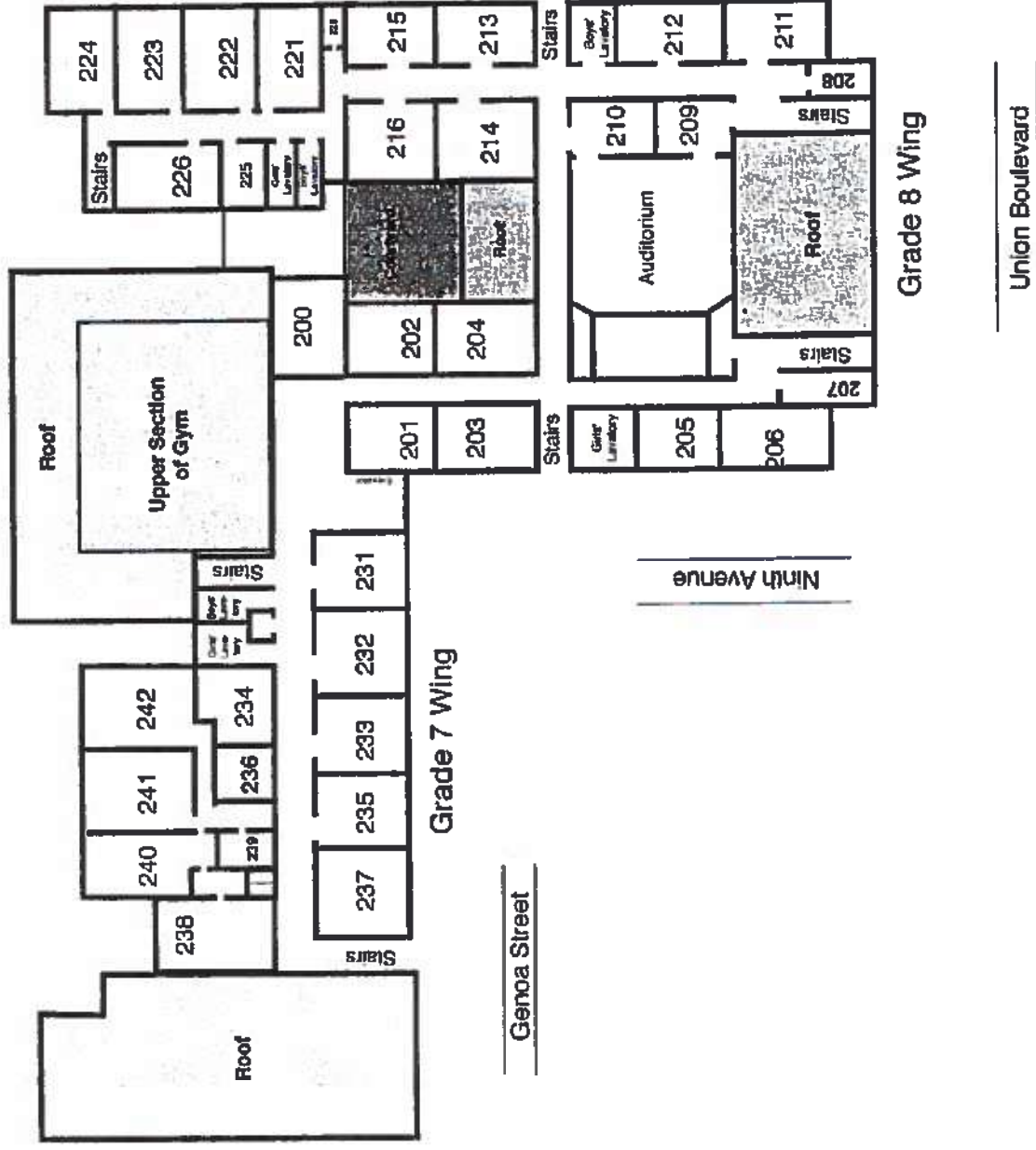


**\* Please note:**  
Between 2:45 p.m. and 3:15 p.m. only  
buses are permitted to enter Ninth Avenue.

revised: 6/10/15



# Second Floor Plan



# Nitschmann Middle School Policies

- Nitschmann Middle School is part of the Bethlehem Area School District, or "BASD".
- The BASD has certain rules in place that all students must follow.
- This set of rules is called the "Code of Conduct".
- When "Code of Conduct" rules are broken, consequences follow.
- The entire "Code of Conduct" is made available to your parents, along with the Student-Parent Handbook for Nitschmann Middle School. The BASD asks all parent and students to review these two documents.
- The following pages highlight some of the rules that you need to know.

| <b>Arriving</b>              | <b>DO</b>                                                                                                | <b>DON'T</b>                                                      |
|------------------------------|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
|                              | be present in homeroom and seated in your assigned seat by 8:13 am                                       | go directly to homeroom if it is after 8:13 am                    |
|                              | go directly to the guidance office if you arrive after 8:13 am, no matter the reason, for a late pass    | use headphones or cell phones on school property                  |
|                              | put away cell phones and headphones before entering building                                             |                                                                   |
| <b>Morning Announcements</b> | <b>DO</b>                                                                                                | <b>DON'T</b>                                                      |
|                              | listen carefully to the morning announcements so that you know what is happening during and after school | talk during morning announcements                                 |
| <b>Leaving School Early</b>  | <b>DO</b>                                                                                                | <b>DON'T</b>                                                      |
|                              | bring early dismissal note to the main office during homeroom                                            | wait until it is time to leave to present an early dismissal note |
|                              | submit a handwritten parent note if you need to leave early                                              | request an early dismissal with a parent e-mail                   |

# Nitschmann Middle School Policies

continued

| Lunch Money           | DO                                                                                                          | DON'T                                                                           |
|-----------------------|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
|                       | bring money to school or be sure to have money in your account                                              | come to school without lunch money or money in your account                     |
|                       | hand the cash or check to the cashier                                                                       | hand the cash or check to your teacher or the office                            |
| Dismissal             | DO                                                                                                          | DON'T                                                                           |
|                       | bring home your planner every day, and ask yourself what textbooks and notebooks you may need to take home  | forget to bring home your planner, and the textbooks and notebooks you may need |
|                       | leave the building and the outdoor grounds if you are not in a school activity                              | linger in the building or on outside school property                            |
|                       | cross only at the crosswalk                                                                                 | cross the street anywhere                                                       |
|                       | discuss your dismissal plans at home each day                                                               | expect to use the school phone each day to contact parents                      |
|                       | have a back-up plan in case your usual plans should change, or in case of an early dismissal due to weather |                                                                                 |
| Cell Phone            | DO                                                                                                          | DON'T                                                                           |
|                       | keep it in locker or bottom of book bag during the school day                                               | turn it on or keep it on vibrate                                                |
|                       | keep it off during the school day                                                                           | use it during the school day                                                    |
| Class Management Plan | DO                                                                                                          | DON'T                                                                           |
|                       | get to know each of your teachers' Class Management Plan                                                    | disrespect the rules of the Class Management Plan                               |

# Nitschmann Middle School Policies

## continued

| <b>Locker</b>        | <b>DO</b>                                                                                                  | <b>DON'T</b>                                                                                              |
|----------------------|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
|                      | keep your locker locked when not in use                                                                    | share your locker with anyone                                                                             |
|                      | notify your teacher if your locker is not working                                                          | share your combination with anyone                                                                        |
|                      |                                                                                                            | preset your locker                                                                                        |
| <b>Academic Help</b> | <b>DO</b>                                                                                                  | <b>DON'T</b>                                                                                              |
|                      | ask your teacher about coming in for extra help after school if you feel you need it                       | ignore the fact that you may need academic help if you do not understand what is being taught             |
| <b>Textbooks</b>     | <b>DO</b>                                                                                                  | <b>DON'T</b>                                                                                              |
|                      | keep your textbooks covered                                                                                | mishandle your textbook; if your book is damaged or lost, your parents will receive a bill to pay for it. |
| <b>Planner</b>       | <b>DO</b>                                                                                                  | <b>DON'T</b>                                                                                              |
|                      | use your planner as your guide!                                                                            | expect to remember all of your assignments without writing them down                                      |
|                      | bring your planner to school each day                                                                      |                                                                                                           |
|                      | take your planner home each day                                                                            |                                                                                                           |
| <b>Absences</b>      | <b>DO</b>                                                                                                  | <b>DON'T</b>                                                                                              |
|                      | hand in any excuses you may have for absences                                                              | wait more than three days after an absence to hand in an excuse                                           |
|                      | have your parents submit a vacation application at least 10 days in advance if you are going on a vacation | expect to participate in after school activities on a day that you are absent due to illness              |

# Nitschmann Middle School Policies

## continued

| <b>Dressing for School</b> | <b>DO</b>                                                      | <b>DON'T</b>                                                                                    |
|----------------------------|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
|                            | remove hat or hood upon entering building                      | wear pants low; show underwear                                                                  |
|                            | dress comfortably                                              | reveal stomach, upper torso or back                                                             |
|                            | bring clothing for gym class                                   | wear tank tops with large armhole opening, such as sports jerseys, without a t-shirt underneath |
|                            |                                                                | wear spaghetti straps                                                                           |
|                            | be sure that skirts and shorts are to the knee                 | wear open-backed shoes, such as flip-flops                                                      |
|                            |                                                                | wear pajama pants                                                                               |
| <b>Hallway Behavior</b>    | <b>DO</b>                                                      | <b>DON'T</b>                                                                                    |
|                            | keep to the right in hallways and stairwells                   | block the hallways                                                                              |
|                            | move quickly and quietly at all times                          | disturb classes in session as you are walking in the hallways                                   |
| <b>Illness</b>             | <b>DO</b>                                                      | <b>DON'T</b>                                                                                    |
|                            | report directly to the nurse FIRST if you feel sick            | call or text home from your cell phone when sick                                                |
|                            | see the nurse for any medication needed, including cough drops | call home from your classroom when sick                                                         |

Nitschmann Middle School  
Student Supply List  
2016-2017

**Grade 6, 7, & 8**

*Every student will need all items listed below and maintain a supply throughout the school year.*

**Two-Pocket Folders  
(Math, Literacy, ELA, Social Studies, Science)**

- ☐ Math: Red
- ☐ Literacy: Orange
- ☐ Social Studies: Green
- ☐ Science: Blue
- ☐ ELA: Purple
- ☐ 3 Additional any color for Encore, Foreign Language, and Student Portfolio for Student-Led Conferences/Goal Setting.

**Subject Spiral Notebooks  
(Math, Literacy, ELA, Social Studies, Science)**

- ☐ Math: Red
- ☐ Literacy: Orange
- ☐ Social Studies: Green
- ☐ Science: Blue
- ☐ ELA: Purple
- ☐ ELA: 1 hard cover marble composition notebook (Note: not spiral!)

**Foreign Language**

- ☐ one-inch, three-ring binder, any color
- ☐ a pack of 5 dividers for the three-ring binder
- ☐ white, loose leaf paper
- ☐ 3x5 index cards for flashcards (optional)

**Calculator**

- ☐ TI-30X IIS 2 Line Scientific Calculator (one time purchase for 6<sup>th</sup>-7<sup>th</sup>-8<sup>th</sup> grades)

**General Supplies**

- ☐ Durable bookbag
- ☐ Book Covers for all BASD Textbooks (Science, Social Studies, Literacy)
  - o Matching colors to folders/notebooks suggested!
  - o Large Book Soxs work great!
- ☐ Small centimeter/inch ruler
- ☐ pencils (be prepared every day!)
- ☐ headphones/earbuds
- ☐ two highlighters, any color
- ☐ glue sticks
- ☐ dry erase markers
- ☐ hand-held pencil sharpener
- ☐ colored pencils/crayons
- ☐ sticky notes (as needed)

**Items Below for Grade 7 Students ONLY!**

**Binders**

**(Math, Social Studies, Science)**

- ☐ Math: 3 ring binder (red preferred)
- ☐ Science: 3 ring binder with 3 dividers (blue preferred)
- ☐ Social Studies: 3 ring binder with 3 dividers (green preferred)

*Why do we use color-coded folders and notebooks? Often it can be tough for middle school students to stay organized and the color coding systems helps all students keep their lockers and bookbags organized!*



# **Nitschmann Middle School**



## **Student-Parent Handbook 2016-2017**

*Information contained within this handbook is subject to change. Revisions, if necessary, will be reflected within the handbook as it appears on the school website at [www-ni.beth.k12.pa.us](http://www-ni.beth.k12.pa.us).*

# *Principal's Message to Parents*

*Dear Parents:*

*Over the years, Nitschmann Middle School has achieved excellence in academics and extracurricular activities through the active participation of its students, parents, faculty, staff and the community as a whole. While the faces and names at the school continually change, the desire to be the best remains constant.*

*The middle school experience is vital to the educational and emotional growth of students. It transitions students from the fundamentals of elementary education and prepares them for the rigors of a high school curriculum.*

*While the road through middle school has many twists and turns, we need to be there to guide our students down the path of success. They need to understand that success comes from hard work, sound habits, commitment, and respect for self and others.*

*As we begin the 2016-2017 school year, hopes are high for all students as we prepare for the transition to our new school. As a school community, we need to turn these hopes into reality. We strive to give all students the best experience possible and display the value of learning in a respectful environment. With your help, we will succeed.*

*Yours in education,*

*Mr. Peter Mayes  
Principal*

## **Mission Statement**

**Nitschmann Middle School is a learning community committed to ensuring all students reach their potential in a safe environment. The Nitschmann Middle School community emphasizes respect, responsibility, and focused learning.**



## **Student-Parent Handbook**

### **TABLE OF CONTENTS**

#### **A**

##### **ACADEMICS**

- Academic Standards
- Contacting Staff
- Extra-Help Sessions
- Grades
- Honor Roll
- Reporting
- Six-Day Cycle
- Homeroom Teacher/Advisor

##### **ARRIVAL/DISMISSAL PROCEDURES**

##### **ATHLETICS**

- Guidelines
- Programs
- PIAA
- Schedule Information

##### **ATTENDANCE**

- As Defined by State Law
- Definitions Per BASD Code of Conduct
- General Policy
- Appointments During Day
- Late Arrivals
- Vacation & Special Event Policy

#### **B**

##### **BIKES**

##### **BOOK COVERS**

##### **BREAKFAST**

##### **BULLYING/HARASSMENT**

#### **C**

##### **CAFETERIA**

- Code of Conduct
- Lunch Payment Options
- Delinquent Account Policy
- Free/Reduced Lunch

##### **CELL PHONES**

##### **CLOSING OF SCHOOL/DELAYED OPENINGS/**

##### **EARLY DISMISSALS**

##### **COMMUNITY LEARNING CENTER**

##### **COUNSELORS**

#### **D**

##### **DAILY PLANNER & NOTIFICATION TO PARENTS**

##### **DROP-OFFS**

# **Student-Parent Handbook**

## **TABLE OF CONTENTS**

|          |                              |
|----------|------------------------------|
| <b>E</b> | EMERGENCY MANAGEMENT         |
|          | EXTRACURRICULAR ACTIVITIES   |
|          | Definition                   |
|          | Philosophy                   |
|          | Academic Standards           |
|          | Sportsmanship                |
|          | Coaches/Advisors Standards   |
|          | Travel                       |
|          | Appearance Standards         |
|          | Equipment and Uniforms       |
|          | Participation                |
| <b>H</b> | HOMEROOM PERIOD              |
|          | Extended Homeroom Period     |
|          | Morning Announcements        |
|          | HOMework                     |
|          | Homework Policy              |
|          | Homework and Absences        |
| <b>L</b> | LOCKERS                      |
|          | LOST AND FOUND               |
|          | LOST/DAMAGED SCHOOL PROPERTY |
| <b>N</b> | NITSCHMANN PARENTS GROUP     |
| <b>P</b> | PARENT LINK                  |
|          | PARENT PORTAL                |
|          | PERFORMING ARTS              |
|          | Instrumental                 |
|          | Choral                       |
|          | Drama                        |
|          | PHYSICAL EDUCATION           |
|          | Gym Clothes                  |
|          | Participation Exception      |

# **Student-Parent Handbook**

## **TABLE OF CONTENTS**

|          |                                   |
|----------|-----------------------------------|
| <b>S</b> | SOCIAL MEDIA                      |
|          | STUDENT ASSISTANCE PROGRAM        |
|          | SAP Procedure                     |
|          | STUDENT CODE OF CONDUCT           |
|          | Class Management Plan             |
|          | Detention: Office                 |
|          | Detention: Teacher                |
|          | Dress Code                        |
|          | Disciplinary Standards            |
|          | Laptop use Policy                 |
|          | Special Activity Eligibility      |
|          | Suspension/Expulsion              |
|          | Unauthorized Items                |
|          | STUDENT HEALTH                    |
|          | Illness in School                 |
|          | Medications                       |
|          | New Medication Guidelines         |
|          | Medical Forms                     |
|          | STUDENT-LED CONFERENCES           |
| <b>T</b> | TELEPHONES                        |
|          | TRANSPORTATION                    |
|          | General Policy                    |
|          | Activity Buses                    |
|          | Behavioral Expectations           |
| <b>V</b> | VISITORS                          |
|          | Visitor's Process                 |
|          | Teacher Visit                     |
|          | Volunteer Policy and Requirements |
| <b>W</b> | WITHDRAWING A STUDENT             |

## ACADEMICS

### Academic Standards

Nitschmann's highly qualified teachers lead our students to achieve quarterly and annual progress in academic subjects as students participate in athletic, musical and other extracurricular activities.

Promotion from one grade level to the next is determined by the child's final averages in these academic subjects: English Language Arts, Reading, Math, Science, and Social Studies. In Grades 6, 7 and 8, the child must earn a passing final average grade of 70 [C-] or better in four out of five academic subjects.

In order to participate in an extracurricular activity, a student must meet specific standards in academic courses and in citizenship during the previous marking period. All teachers shall complete eligibility sheets, indicating the names of all ineligible participants on a PIAA interscholastic sports team roster.

### Contacting Staff

Each teacher will provide their students with information regarding how to contact them. This information will be contained within the Class Management Plan given to each student at the beginning of the year. E-mail is the preferred method in most cases.

### Extra-Help Sessions

Teachers are available from 3:05 pm to 3:25 pm on select days to assist your child with extra academic help. Students are encouraged to make arrangements with their teachers.

### Grades

Grades are issued at each quarterly marking period. Current school year marking periods are listed in the BASD District Calendar, available on the district website ([www.beth.k12.pa.us](http://www.beth.k12.pa.us)). A *final* grade is given in all subjects except Grade 6 Exploratory World Languages. Students will also receive an interim progress report at the mid-point of each marking period. The following grading system is followed in the Bethlehem Area School District's middle schools:

#### The subjects listed below follow the A-F grading system:

|                       |                             |
|-----------------------|-----------------------------|
| English Language Arts | Reading                     |
| Seminar               | Science                     |
| Mathematics           | Social Studies              |
| Health/Fitness        | Foreign Languages (Gr 7, 8) |

#### The numerical grade equivalents for letter grades are:

|               |                  |
|---------------|------------------|
| A+ = 97 - 100 | B- = 80 - 82     |
| A = 93 - 96   | C+ = 77 - 79     |
| A- = 90 - 92  | C = 73 - 76      |
| B+ = 87 - 89  | C- = 70 - 72     |
| B = 83 - 86   | F = 69 and below |

#### Other subjects follow an O, S, N grading system:

|                                    |                       |
|------------------------------------|-----------------------|
| Art                                | Literacy Development  |
| Exploratory World Languages (Gr 6) | Technology            |
| Family & Consumer Science          | Vocal Music           |
| Industrial Arts                    | Academic Intervention |
| Integrated Arts                    |                       |

#### The O/S/N grading system is defined as:

|   |   |                |
|---|---|----------------|
| O | = | Outstanding    |
| S | = | Satisfactory   |
| N | = | Unsatisfactory |

## **ACADEMICS (continued)**

### Grades (continued)

Students will also receive a Citizenship grade in each of the four marking periods, and as a final grade. In order for a student to receive an "O" in Citizenship, a student must have at least two teacher recommendations for that grade. A citizenship grade of "N" is given to any student who is given that grade by two or more teachers. In addition, any student who has been suspended will receive a grade of "N" Citizenship for that marking period, regardless of teacher recommendation. For information on Honor Roll, please see the "Honor Roll" section of this handbook.

### Honor Roll

Honor Roll A student must meet all of the following criteria to attain honor roll status:

- 3.2 or above grade point average for all courses that earn a grade point value;
- "O" or an "S" in citizenship;
- "O" or an "S" in all courses graded with an O, S, or N.

Grade Point Average is calculated using the grade point value earned for these courses:

|                       |         |
|-----------------------|---------|
| English Language Arts | 6, 7, 8 |
| Mathematics           | 6, 7, 8 |
| Reading               | 6, 7, 8 |
| Science               | 6, 7, 8 |
| Social Studies        | 6, 7, 8 |
| Foreign Language      | 7, 8    |
| Health/Fitness        | 6, 7, 8 |
| Seminar               | 6, 7, 8 |

The grade point value earned for foreign languages, health/fitness, seminar, and foreign languages are also determined by the letter grade received. Each letter grade receives the following grade point value:

| <u>Report Card Grade</u> | <u>Grade Point Value</u> |
|--------------------------|--------------------------|
| A+                       | 2.15                     |
| A                        | 2.00                     |
| A                        | 1.85                     |
| B+                       | 1.65                     |
| B                        | 1.50                     |
| B-                       | 1.35                     |
| C+                       | 1.15                     |
| C                        | 1.00                     |
| C-                       | 0.85                     |

The grade point value earned for English Language Arts, Mathematics, Literacy, Reading, Science and Social Studies is determined by the letter grade received. Each letter grade receives the following grade point value:

| <u>Report Card Grade</u> | <u>Grade Point Value</u> |
|--------------------------|--------------------------|
| A+                       | 4.3                      |
| A                        | 4.0                      |
| A-                       | 3.7                      |
| B+                       | 3.3                      |
| B                        | 3.0                      |
| B-                       | 2.7                      |
| C+                       | 2.3                      |
| C                        | 2.0                      |
| C-                       | 1.7                      |

## **ACADEMICS (*continued*)**

### **Reporting**

The report card each quarter is mailed home and interim progress report are available online at the Home Access Center. If you would like a paper copy, please contact your child's guidance counselor.

### **Six-Day Cycle**

All BASD middle schools follow a six-day cycle. Only student instructional days are counted in a six-day cycle; holidays and snow days are never included. For example, if what would be Day Three is a holiday or snow day, the next actual day of instruction is designated as Day Three.

### **Homeroom Teacher/Advisor**

If you have any non-guidance concern about your child, contact the homeroom teacher/advisor for further assistance.

## **ARRIVAL/DISMISSAL PROCEDURES**

Students arriving prior to 8:05 a.m. will not enter the building unless directed to do so by a teacher or an administrator, or if eating breakfast in the cafeteria (see "Breakfast").

Students walking to Nitschmann Middle School are expected to proceed directly to the school and to utilize pavement/sidewalk areas and avoid walking on private lawn areas and roadways. Roadways should be crossed only at designated or patrolled crossing areas.

Beginning at 8:05 a.m., all students must enter the building through the designated entrances supervised by teachers. Students must report directly to their lockers, proceed to homeroom, and be seated in their 1<sup>st</sup> period classroom by 8:13 a.m.

## **ATHLETICS**

### **Guidelines**

Specific guidelines are in place for extracurricular activities, including athletics. See the "Extracurricular Activities" section of this handbook. These guidelines are supplemented by those provided by the coach.

### **Programs**

PIAA/Interscholastic sports programs are available to all students in grades 7 and 8, as follows:

|             |                                                                              |
|-------------|------------------------------------------------------------------------------|
| Fall:       | Coed Cross Country, Girls Field Hockey, Boys Football, and Girls' Volleyball |
| Winter:     | Boys' Basketball, Girls' Basketball                                          |
| Spring:     | Coed Soccer, Girls Softball                                                  |
| Year-Round: | Cheerleading                                                                 |

### **Pennsylvania Interscholastic Athletic Association (PIAA)**

Nitschmann Middle School is a member of the PIAA and subscribes to the philosophy and intent of its bylaws. The PIAA bylaws that pertain to age, awards, attendance, health, transfers and residence, participation, representation, eligibility and seasonal rules will be followed. Each coach is responsible to know the rules, to inform team members and parents, and to enforce the rules.

## **ATHLETICS (*continued*)**

### **Schedule Information**

Dates of tryouts, practices and scheduled games are communicated to students in or more of the following ways, depending upon the sport:

- through the morning announcements made daily during homeroom period
- Nitschmann Middle School website
- "Student Information Center" in the main office

## **ATTENDANCE**

### **As Defined by State Law**

Student absences are generally governed under the definition and authority of Section 1329 of the Pennsylvania School Code of 1949. This section permits student absences to be considered excused in cases of illnesses, quarantines, recovery from an accident, required court attendance, death in the family, or any "other urgent reason" justifying a temporary absence. Absences covered under Section 1329 must be directly related to the child's inability to attend school due to reasons cited above and not merely for the convenience of the family.

Absences will generally be recognized as cumulative or noncumulative. Cumulative absences refer to days that contribute to the allotted number of days a student may be absent (seven for middle and high school). Non-cumulative absences are absences that do not contribute to the specified seven days.

### **Definitions of Absences Per BASD Code of Conduct**

All absences fall into one of these three categories and are defined in the BASD Code of Conduct:

#### **Cumulative: Excused Absences**

- A maximum of seven days of absence for middle school and high school students during a school year verified by a parent note
- Pre-approved family vacation while school is in session per School Board Policy for a maximum of 10 days during their entire middle school tenure.
- Any absence (as defined by the Pennsylvania School Code of 1949) in which a written excuse is submitted ***within three school days of a student's return.***

#### **Cumulative: Unlawful Absences**

- Any day, for which a written excuse is not submitted within three days of a student's return from an absence, including notes from physicians.
- Any absence not excused by a physician's note after 7 absences verified by parental excuses in the middle and high school
- Truancy-unlawful absences (age 16 and under) and unexcused absence (age 17 and over)

#### **Noncumulative Absences**

- Suspensions from school
- Illness verified by a physician's note submitted ***within three days of a student's return.*** Any absence in which a physician's note is submitted is not included in the seven days permitted for parental excuses in middle and high school.
- Death in the family from date of death until two days after the funeral unless otherwise authorized by the building principal, supported by a parent note
- Proof of required court appearance
- Religious holidays
- School-sponsored activities

## **ATTENDANCE (*continued*)**

### General Policy

Attending school regularly is an expectation for success. Our goal is for all students to achieve 95% attendance. Student attendance is required from 8:13 a.m. - 3:05 p.m. each day. When absent, an excuse signed by a parent or doctor must be brought to the first period teacher **within three days** of when the student returns to school. Students who are absent from school may not attend or participate in a practice, contest, dance, athletic event or performance as a participant or as a spectator, on the day of absence without administrative approval.

**If approved, absences supported by a parent note will be excused but are cumulative and count towards the seven cumulative absences allowed for secondary students each year. Additional cumulative absences are unlawful and may result in legal action.**

### Appointments During School Day

Every effort should be made to schedule appointments outside of the school day. If an appointment is necessary, follow these steps:

Step One: Every effort should be made to anticipate the need for a doctor's appointment prior to the onset of the school day. **In the event that this is not scheduled ahead of time, the student must then present a parent/guardian note to the main office during homeroom on the morning of a requested early dismissal for an appointment.** At that time, the office staff will provide the student with an "Early Dismissal Pass". **E-mails to teachers or office staff are not acceptable for this purpose.**

Step Two: Students who must leave school during school hours must have their parent or a parent's designee pick up the student and sign him/her out from the school office. **Students will NOT be dismissed for an appointment without a parent or parent's designee picking them up**, no matter how close the destination is from Nitschmann Middle School. No exceptions will be made to this policy

Step Three: The student must bring a note from the doctor's office upon his/her return to school that day or the following school day.

### Late Arrivals

Students who arrive after 8:13 am due to a medical appointment or due to other urgent reasons must first report to the guidance office with a written excuse. The written excuse may include one of the following types: note from medical office, letter from appropriate legal authority if required to make a court appearance, or a note signed by a parent or guardian if lateness is due to other circumstances. All notes must include the following: name of the student, reason for the late arrival, and the date and time of the occurrence for which the student was late. Failure to present an appropriate excuse after arriving late will result in the student being declared tardy. Habitual tardiness will result in a Code of Conduct referral.

### Vacation & Special Events Policy

**Parents are strongly encouraged to schedule family vacation with the School District Calendar in mind to ensure that students attend school a maximum number of days. If a student is absent from school due to an approved vacation, the student will be expected to make up work missed while absent.**



## **ATTENDANCE (continued)**

### **Vacation and Special Events Policy (continued)**

Requests by parents to have their children excused from school for educational or vacation trips must be evaluated under the authority of Regulations of the State Board of Education, Chapter 11, Pupil Attendance, Section 11.26 "Educational Tours and Trips, not School Sponsored".

**If approved, vacation/educational absences will be excused but are cumulative and count towards the seven cumulative absences allowed for secondary students each year.**

Additionally, BASD policy permits middle school students to take educational trips, not to exceed a total of ten days, during their middle school tenure. Also, District policy prohibits approval of vacation and special events during periods of standardized testing. Check the BASD calendar in this packet or the website for this information.

The "Application for Permission for Student Excusal Due to An Educational Trip or Tour" is available in the Main Office and must be completed and returned to the Main **Office FIVE DAYS PRIOR to the first day of absence**. The application must be approved by the building principal and may then be referred to the superintendent or his designee for final permission. Notification of the approval or disapproval of the application is sent home with the student.

**Permission will not be granted for trips or tours during Middle School's standardized testing program or the State Department of Education's testing program.** See tentative dates on the school district calendar.

Requests by parents to have their children excused from school for special events due to particular group affiliations must submit the "Application for Pre-approved Absences from School for Special Events". This form is available in the Main Office and must be completed and returned to the Main Office **TEN DAYS PRIOR to the first day of absence**. If approved, special event absences will be excused but are cumulative and count towards the seven cumulative absences allowed for secondary students each year. Special event excused absences will not be deducted from educational or vacation trip and tour days.

## **BIKES**

Students may ride bicycles to school and are expected to know general rules of safety. Bicycles are to be locked only in the racks provided for them. However, the school cannot be responsible for any damage or thefts incurred to bicycles on school property. Skateboards and scooters are not permitted on school property unless required for a school-sponsored event.

## **BOOK COVERS**

All textbooks must be covered without damaging the book. Book socks make an ideal cover. Non-adhesive book covers or paper bags are suitable options.

## **BREAKFAST**

Breakfast is available to all students on regular school days. The breakfast program typically begins in early September. There is a charge for breakfast, and the cost to a student is based upon their meal plan status (full pay, reduced or free). Breakfast begins at 7:45 am, and the doors open at that time. When a student has completed his or her breakfast, they may then either remain in the cafeteria or wait outside until the opening bell rings at 8:05 am, The Code of Conduct is in force during breakfast.

## **BULLYING/HARASSMENT**

In order to learn, students must feel safe and comfortable. Bullying is not tolerated at Nitschmann Middle School. If you are aware of bullying incidents, report them to your homeroom teacher or meet with your guidance counselor. Incidents of harassment/bullying as defined by the District's Harassment and Bullying Policy will result in consequences determined to be appropriate within Student Code of Conduct guidelines.

## **CAFETERIA**

### Code of Conduct

Students are required to eat lunch in school. To ensure that lunchtime is a pleasant experience for the students, the Code of Conduct rules that outline appropriate behavior during the school day apply in the cafeteria as well.

### Lunch Payment Options

- Option One: Schoolcafe.com is an online prepayment system. For more information for this program, visit the Dining Services link of the BASD website.
- Option Two: Pay daily with cash
- Option Three: Pay with a check for amount of your choosing, payable to "BASD Dining Services".  
Your child presents the check directly to the cashier at the point of purchase.

### Delinquent Account Policy

**No credit will be extended on a zero balance. Be sure money is in your child's account or that your child brings cash or a check to school.** Any excess funds at year-end are carried forward to the following school year.

### Free/Reduced Lunch

Certain students may be eligible for free or reduced lunch. An application for this purpose is made available to each student at the beginning of each new school year, and may be obtained on the district's website or from the school's main office throughout the year. **A new application must be filled out each year.** A student eligible for free or reduced lunch will continue to receive free or reduced lunch until a date to be determined, typically in early October of the subsequent school year. If an application is not received by that time, the student's account status will become full pay until an application is received. For more information regarding the lunch account programs or the Free/Reduced Lunch Application, please call the BASD Dining Services department at 610-861-8135.

## **CELL PHONES**

Use of cell phones is prohibited during the school day. A student's cell phone must be **turned off** and secured **out of sight** during the school day. It is recommended that cell phones be stored in a locker or a backpack. Cell phones will be confiscated as an unauthorized item whenever seen by an adult. Consequences are determined by the frequency of the offense:

- First Offense: The cell phone is returned to the student at the end of the day.
- Second Offense: A parent will be required to pick up the confiscated phone in the Main Office after one full week.
- Third Offense: A parent will be required to pick up the confiscated phone in the Main Office after one full month. Additional restrictions may be placed on your child as a result of a third offense by administration.

**The School District assumes no responsibility for lost or stolen cell phones.**

## **CLOSING OF SCHOOL/DELAYED OPENING/EARLY DISMISSAL**

Notification of delayed openings, early dismissals and closings are made using Parent Link (see "Parent Link"). These types of school announcements are also made by the radio stations, television stations and Internet sites as listed on the BASD website. All of the morning student

practices are cancelled on days of delayed openings. All after-school and evening school district events are automatically cancelled on days when schools are closed for emergencies or when schools are dismissed early due to inclement weather.

## **COUNSELORS**

Three guidance counselors are available for consultation services with students and parents. Students may request an appointment with their counselor. For more immediate concerns, a student may visit the guidance office with teacher's permission. Parents may call the appropriate counselor with any concerns regarding the well being of their child. In an effort to best serve the needs of your child, the counselor currently assigned to your student will remain assigned to him or her throughout your child's Nitschmann Middle School years.

### 2016-2017 School Year

Grade Six: Mrs. Marcie Litak (mlitak@basdschools.org)

Grade Seven: Mr. Bruce Kehler (bkehl@basdschools.org)

Grade Eight: Mrs. Kelly Hipp (khipp@basdschools.org)

## **DAILY PLANNER AND NOTIFICATION TO PARENTS**

The student is required to record homework assignments and other daily reminders in his/her daily planner. **Please check your child's planner every day.** In addition, papers are sent home periodically by teachers to keep parents informed of student progress. Please sign these papers and return them with your child the following school day. Parents should contact the child's teacher by phone or email.

## **DROP-OFFS**

Drop offs are not accepted. Please teach your child to take care of his/her belongings, pack own book bag, and give you papers that require your attention. The true test will come when your child forgets something. Please allow him/her to suffer the consequences of the action. Always coming forward to "save" your child will not teach him/her anything. Learning from one's own mistakes will teach a life lesson. Also, our aim is to keep the learning environment interruption-free.

## **EMERGENCY MANAGEMENT**

Staff are trained on a variety of emergency situations. Monthly drills allow students to become familiar with evacuations, lockdowns and other emergency scenarios. It is imperative that all students follow the direction of teachers and staff during safety drills.

## **EXTRACURRICULAR ACTIVITIES**

### Definition

An extracurricular activity shall be defined as any and all student organizations and activities, which meet in the name of Nitschmann Middle School and are not part of the regular school curriculum. Policies regarding extracurricular activities shall include, but not be limited to, the following:

- Academic Activities
- Athletic Teams (varsity sports, cheerleaders)
- Musical Organizations (band, jazz, orchestra, choruses, marching unit)
- Student Council
- Drama Club

All extracurricular programs and advisors are listed on our school website.

### Philosophy

The extracurricular guidelines are developed with the primary objective of raising and maintaining standards for the student body, which will contribute to the students' total development. Through a decision to participate in an activity, a student accepts that:

- Participation in an extra curricular activity is a privilege not a right
- This privilege involves responsibilities and sacrifices necessary for the success of the activity and betterment of those involved

- Part of the responsibility includes adherence to training rules, regulations and behavior representative of Nitschmann Middle School.

### Academic Standards

In order to participate in an extra-curricular activity, a student must meet specific standards in academic and related arts courses, and in citizenship during the previous grading period. At the end of the school year, the student's final grades and credit in his/her subjects shall be used to determine eligibility for the next school year. For PIAA sports, a student failing two courses on any given Friday is ineligible to play the following week.

In addition, a student will be ineligible for participation if she/he:

- Does not pass four full credit academic courses, or the equivalent
- Fails one full credit academic course, or the equivalent and receives an "N" in two related arts courses
- Fails one full credit academic course, or the equivalent and receives an "N" in citizenship
- Receives an "N" in two related arts courses and an "N" in citizenship

In cases where a student's performance in any preceding grading period does not meet the standards as presented above, such students shall be on probation for the first four weeks of the next grading period. If the eligibility standard is not attained, the participant will be ineligible for the activity for the remainder of the year. In the case of athletic teams and music organizations, students may attend practice but not compete or perform. Members of student council and other organizations that may be active in a given school year will be placed on probation for four weeks. Eligibility sheets, indicating the names of all participants on a varsity team, shall be completed bi-weekly by all teachers.

### Sportsmanship

Students who participate in an extracurricular program must keep good sportsmanship in mind. They are in the public eye, and their personal conduct will always be subject to the scrutiny of other students, fans, and opponents. Students have an obligation to serve as positive role models for others by demonstrating the following:

- Showing respect for authority and property
- Maintaining academic eligibility and following rules
- Emphasizing the ideals of sportsmanship, loyalty, ethical conduct, and fair play
- Understanding that trying one's personal best is important in every facet of life.

Any display of unsportsmanlike behavior toward an opponent, official, or spectator during the season may result in discretionary discipline by the coach and possible suspension or termination from that activity.

Coaches'/Advisors' Standards Various rules and regulations may be added by the coach or advisor with the approval of the principal. These may include attendance requirements, disciplinary standards, and information on practices and contests.

### Travel

Participants must travel to and from away contests in transportation provided by the school. The only exceptions are:

- Injury to the participant which would **require** alternative transportation
- Prior arrangement made in writing between the participant's parent and the coach or advisor for the student to ride with the parent
- When school transportation is not provided.

### Appearance Standards

All students who participate in extra-curricular activities will be neatly groomed and properly dressed when representing the school. It will be the responsibility of the coach or advisor to set and monitor appropriate guidelines or appearance at specific functions.

## Equipment and Uniforms

Equipment and uniforms are issued to students on a loan basis and are to be used only when authorized by the coach or advisor. If any of the items distributed are not returned at the conclusion of the activity, a bill will be issued to the student for the fair cost of replacing the item(s). Until the obligation is resolved, the student will not be eligible for awards and will not be permitted to participate in any future extra-curricular activity. The school is not responsible for lost or stolen items during practice/games. All valuables need to be in a safe place such as a locked bag.

## Participation

It is our hope that a student can fully participate in as many activities as he/she wants to, and to which he/she makes a meaningful contribution. Due to conflicting schedules for different activities, however, it may not be possible for a child to be in two activities that meet at the same time. The advisors of the activities may at their discretion be willing to make arrangements for alternate participation dates; however, if the activity is one for which a team depends on the student, the student will have to make a choice to participate in only one of the conflicting activities.

## **HOMEROOM PERIOD**

Each student is assigned a homeroom. A student's homeroom serves as their initial meeting place every school morning. This time is known as homeroom period. Homeroom period occurs from 8:13 am to 8:26 am. A student's homeroom teacher, also known as a homeroom advisor, completes student attendance and communicates important school-related information to his/her students. The Pledge of Allegiance and a moment of silence also occur during this time.

## Morning Announcements

Morning announcements are made daily during morning homeroom period using our intercom system. **Students are expected to be silent during and listen carefully to the announcements, as this is the time that important communication is delivered to students regarding current events and meetings.**

## **HOMEWORK**

### Homework Policy

The Bethlehem Area School District School Board policy states: "Homework is expected to be completed by students outside the school day and may count as much as 10-25% of the student's quarterly report grade." Please make time in the daily schedule to provide an atmosphere, which is conducive for your child to study and help him/her schedule and implement study time.

### Homework and Absences

If your child is absent, it is the student's responsibility to find out what work was missed upon their return. You may request missed work by e-mailing your child's teacher(s). It is the student's responsibility to find out what was missed and make up all required work in a timely manner. Please refer to the Class Management Plan provided by your child's teacher team for additional information regarding homework policy.

## **LOCKERS**

A locker and combination is given to each student. Students must keep lockers locked. Students should not share their locker or locker combination with other students. Students may not pre-set their locker. Padlocks are not allowed. Students are not allowed to place things in another student's locker. If a problem arises with a locker, please direct your child to ask his/her teacher, not a peer, for help.

## **LOST AND FOUND**

Students who have lost any item may check the lost and found collection areas. Items are collected in the main office, library, and gym office. Unclaimed items are donated to charity.

## LOST/DAMAGED SCHOOL PROPERTY

There will be a charge for lost books, damaged books, and damage to school property. Parents will be notified of any charges they must pay.

## NITSCHMANN PARENTS GROUP (NPG)

The Nitschmann Parents Group works with the administration to hold programs and sponsor special events for Nitschmann Middle School parents and students. Each elementary school area neighborhood has a representative on the executive committee. Parents interested in participating in any of the various committees (programs, students recognition, fund- raising and others) can contact the school office to be put in touch with an executive member.

## PARENT LINK

Parent Link is a web-based notification service that delivers messages to BASD parents via phone and/or e-mail. Types of messages that may be sent include but are not limited to school closings, delays and early dismissals, important date reminders, and emergency information.

## PARENT PORTAL

Parents may obtain online access to their child's grades, attendance and assessment results. Passwords are available to parents through the IT Department of the BASD website.

## PERFORMING ARTS

### Instrumental

Nitschmann Middle School students have the opportunity to participate in a comprehensive instrumental program. Students are offered free instruction on all band and orchestra instruments. These lessons are offered during school hours. There are several performing groups available.

Marching Band  
Concert Band  
Orchestra  
Jazz Ensemble

### Choral

There are three choral groups. All are year-round. Information regarding these groups is made available during the school day.

Glee Club (boys and girls)  
Lion's Mane (boys)  
Nitschmann Singers (girls)

### Drama

Nitschmann Middle School presents an annual spring musical. The process begins in the fall of the school year. Students are given the opportunity to try out for a role in the musical or support the musical in a number of other ways, such as set design or stage crew.

## PHYSICAL EDUCATION

### Gym Clothing

Gym clothing is required for physical education classes. This consists of sneakers, shorts, and a short-sleeved shirt. Gym clothes should not be worn in other classes during the school day.

### Participation Exception

If your child cannot participate in gym, **a physician's note will be required** at that time and again when your child can resume participation.

## SOCIAL MEDIA

Nitschmann Middle School has a robust presence on social media, which allows our community to follow what is going on in the Nitschmann Nation each day!

Facebook – @Nitschmann Middle School  
Twitter – @nitschmannms

## **STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program is designed to help identify students experiencing barriers to learning who may be at risk due to experimentation or involvement with alcohol or other drugs. Students who are experiencing significant mental health problems may also be identified in cooperation with the school counselors. Referrals, with parental collaboration, are made to appropriate community-based agencies for evaluation and treatment. Parents, students and teachers may make a SAP referral by contacting their school counselor or one of the SAP team members.

### **SAP Procedures**

Teachers, staff members, parents, or students may initiate a referral to a SAP team member. A parent or guardian is notified by phone of the referral made. Observation forms are given to teachers and/or counselor. Data is collected and discussed at a SAP team meeting. The case is assigned to a SAP team member, who follows up with the parent or guardian. Pending the outcome of the meeting a parent permission slip is sent home for a drug and alcohol or mental health assessment. State and federal confidentiality laws apply to SAP procedures.

## **STUDENT CODE OF CONDUCT**

The Student Code of Conduct is in place for all students in the Bethlehem Area School District during every school function and event. Every student of the Bethlehem Area School District receives a Code of Conduct booklet at the beginning of each school year. The District asks that all parents and guardians review the booklet with their children and sign a verification form to indicate their receipt and review of the policies.

### **Class Management Plan**

Each classroom teacher will provide or involve students in the development of a Class Management Plan. The plan will include a list or description of expected student behaviors and/or prohibited student behaviors within the class and consequences for failing to adhere to the procedures. The consequences for students who violate the classroom regulations outlined in that teacher's Class Management Plan will be managed by that classroom teacher.

### **Detention: Office**

Detention is a consequence assigned to the student by an administrator, and for which there is written referral/notification. A copy of the referral is provided to the student to deliver to their parent/guardian. Students are given 24 -hour advance notice. Office detention may occur before or after school or during lunch period. If the child is absent on the day detention is assigned, the student is to report to detention the day that the student returns to school.

### **Detention: Teacher**

Individual teachers may also assign student detentions as a result of classroom misconduct, missing homework assignments, or violations of the classroom management plan. Teacher detentions occur from 3:05 pm – 3:25 pm.

### **Dress Code**

The BASD student dress policy states that students are not permitted to wear revealing clothing which disturbs the school learning environment and/or offends the sense of common decency as judged by those entrusted with providing a positive school environment. Prohibited items that may not be worn inside the school are hats, coats, jackets, gang-related items, any clothing revealing midriff, upper torso or back, spaghetti strap shirts, and excessively short skirts and shorts.

**Underwear is NOT to be visible.** Hoods may not be worn on the head during the school day.

Nitschmann Middle School policy requires appropriate footwear for safety purposes. Policy prohibits beach footwear, rubber flip-flops, open- backed sport slides and slippers. Also prohibited are pajama pants and pajama-type pants. Please refer to the dress code in the Student Code of Conduct for complete details.

## Disciplinary Standards

A student who has been suspended may not represent the school in a performance or competition during the suspension. A student may not practice for school- sponsored activities or attend them during the period of suspension.

## Laptop Use Policy

NMS Laptop Use Policy for students in grades 6, 7 and 8 is as follows: Students are to obey all district, school and class policies concerning the use and function of the laptops. This includes the BASD Internet Driver's License and the BASD Code of Conduct. Simply stated, the intended use of the laptops is for educational purposes as directed by classroom teachers. Disregard for acceptable handling procedures may result in the student's responsibility for the cost of any repairs to their laptop. All other use, downloading, access or defacing is prohibited and will be dealt with accordingly. Students are responsible for possession of their laptops. When not in use they are to be housed in the designated location. Laptops may not be taken home for any reason.

## Special Activity Eligibility

Nitschmann Middle School offers special activities to the student body during the school year. These may include dances and non-academic field trips. All students who follow the Code of Conduct and school rules/policies will earn eligibility to these events at the direction of administration.

## Suspension/Expulsion

Certain actions of students could be a violation of the BASD Code of Conduct, which would lead to suspension or expulsion. These include: arson, deliberately hurting another student, disruption of the teaching/learning process, insubordination, leaving school grounds without permission, smoking, possession of tobacco, weapon or illegal substance, verbal or physical assault /threats against a staff member, profanity /obscenity used in school, and harassment.

## Unauthorized Items

The Code of Conduct prohibits certain items. Students may not bring toys, radios, iPods, electronic games, laser pointers, MP3 players and other such hand- held devices, skateboards, roller blades, electronic cigarettes/hooka pens, and other items that are unnecessary and/or distracting in a school setting. Such items will be confiscated and parents will need to come to school to pick them up. Items not picked up by the parent will not be returned to the student until the end of the school year.

## **STUDENT HEALTH**

### Illness In School

The Health Room is to be used for medical emergencies that occur at school. **Students must first report to the health room prior to being released to a parent or guardian. Only the health room staff may call parents and guardians to pick up their sick child.** Parents must pick up students at the Main Office, and sign them out.

### Medications

All medication **MUST** be dispensed through the School Nurse. If your child needs to take medication during school hours, including prescription or over- the-counter medication, the procedure is as follows:

1. A Medical Authorization Form signed by the parent/guardian is required, or a written statement from the family physician, who shall indicate the necessity of the medications being given to the child during school hours:

- the name of the medication
- the time it is to be given
- the dose
- possible reaction, if any



2. Medication must be brought to school in a container labeled with:

- student's name
- name of medication
- required dose

### Medication Guidelines

**Effective in the 2010-2011 school year, the State of Pennsylvania has issued new medication guidelines.** The health room will now be able to administer some over-the-counter with parent permission. This will include some first aid treatments. As a result, students are no longer permitted to bring cough drops to school. You must use the parent consent form in order for your child to receive any of these services. This form is mailed to your home during the summer prior the new school year. If your child is allergic to milk or is lactose intolerant, the cafeteria can substitute juice for milk at no extra charge, providing the school nurse has a physician's order stating the condition.

### Medical Forms

Medical Authorization Forms are available in the Nurse's Office, or can be downloaded from the Nitschmann website from the nurse's webpage.

## **STUDENT-LED CONFERENCES**

All Nitschmann Middle School students lead their academic conferences in the fall and spring semesters. Refer to the BASD calendar for scheduled dates for the current school year. Conferences allow parents an opportunity to meet and discuss their child's academic progress with their child & teachers. The school will contact parents prior to each conference date with specific scheduling information.

## **TELEPHONES**

Students may use a school telephone for **emergencies only**. Permission must be obtained from your child's teacher to use the phone in the classroom. **Parents and students should have a plan for inclement weather situations that does not require using the school telephone.**

## **TRANSPORTATION**

### General Policy

We strongly encourage students to walk to school unless a bus has been assigned to them. A crossing guard is utilized at the Eighth Avenue and Union Boulevard intersection and the Tenth Avenue and Union Boulevard intersection for the safety of walkers during arrival and dismissal each school day. For the safety of our children, **9<sup>th</sup> Avenue is closed during morning arrival and 9<sup>th</sup> & 10<sup>th</sup> Avenues are closed during dismissal.**

### Activity Buses

An after school activity bus is available for bus students participating in an after school activity. The bus arrives at the end of each school day at approximately 4:00 pm. For the 2016-2017 school year, the activity bus will be available on Monday through Thursday only. Any bus student who takes an activity bus must present an "Activity Bus Pass" to the bus driver. It is the student's responsibility to obtain the pass from the staff member in charge of the activity the student is participating in. Please note the office is unable to assist in these transportation matters as they are related to the student's after school activities. **A student may NOT use the activity bus if the student did not participate in after school activities OR the student is not a bus student.** Students may not leave school property and return to take a late bus.

### Behavioral Expectations

Certain students are eligible for bus transportation. Riding the bus is a privilege. Be respectful and responsible while on the bus. Please discuss appropriate bus conduct with your child. Bus misbehaviors are a safety and Code of Conduct violation and may cause your child to lose his bus privilege.

## **VISITORS**

### Visitor Process

Unless attending a public performance, **Nitschmann Middle School requires that all visitors report to the Main Office upon arrival.** To gain entry into the building, lightly depress the buzzer adjacent to the main door.. Respond to the secretary's greeting by providing your name, your child's name and the reason for your visit. You are required to provide state-issued ID, sign in the visitor's log, and obtain a visitor's pass. **All visitors must wear a visitor's pass while in the building.**

### Teacher Visits

Parents are welcome to visit the school at any time with an appointment. Assisting the teacher must be arranged directly with the teacher.

### Volunteer Policy and Requirements

Bethlehem Area School District welcomes and encourages volunteers and school helpers in its schools and classrooms. As a measure to ensure the safety of the district students and staff members, all volunteers must be screened prior to having contact with students. Please be advised, therefore, that Bethlehem Area School District volunteers and school helpers are required to complete the appropriate forms and collect the necessary clearances before they are permitted to provide volunteer services in the school district.

### **WITHDRAWING A STUDENT**

A parent or guardian must notify the office three days before a student is being withdrawn from school. Please contact the Guidance Office secretary.