

**DREXEL HILL
MIDDLE SCHOOL**

FAMILY MANUAL



2018-19

Drexel Hill Middle School
Family Manual 2017-18

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All of Upper Darby School District policies are located on the school district website. To see a particular policy, go to upperdarbysd.org and click on “District Information”.

You may access our DHMS Calendar on our website. The DHMS calendar is updated on a regular basis regarding all new information.

We are a collaborative,
Student-Centered Community where...

Dreaming is encouraged
Honor is expected
Motivation is celebrated and
Scholarship is achieved.

Dream

Honor

Motivate

Scholarship

Upper Darby School District Code of Values

The Upper Darby School District is committed to the belief that the school, home, and community have shared responsibility to foster the development of positive values.

These values include:

- Appreciating the worth and dignity of every human being
- Respecting the rights and property of others
- Showing compassion, kindness, and courtesy
- Developing self-esteem and self-discipline
- Striving for honesty, integrity, and loyalty
- Exhibiting growth in citizenship
- Cultivating a respect for knowledge
- Persisting towards the achievement of one's goals

Positive values create social harmony and foster growth of individual character. Therefore, it is the obligation of each of us to seek excellence in every aspect of our lives.

Drexel Hill Middle School Standards of Behavior

As members of the Drexel Hill Middle School Community,

- We respect all people,
- We respect all property,
- We walk safely, on the right side of the hall
- We walk quietly,
- We never touch to hurt another person, and
- We always keep our school a safe, and clean place,
- So that we can learn and succeed.

Mission Statement

Drexel Hill Middle School will ensure student achievement through the implementation of comprehensive research validated programming while maintaining a commitment to educating the whole child. We believe in the ability of all students and that open communication between administration, staff, students, and parents is paramount in establishing connections critical to the success of all students.

Contact Information

Upper Darby School District
Administration Offices
4611 Bond Ave.
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Website

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Interim Principal

Wayne McAllister wmcallister@upperdarbysd.org

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Assistant Principal
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Home & School President

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Attendance

Absences

Send in a note.

Upon child/children's return to school please have them hand a pink absence slip to the main office.

(If pink note is not submitted within 2 days of absence your child/children will have an unexcused absence.)

Early Dismissals

1-Send a note to school. The student will need to turn the note into the main office first thing in the morning. The note needs to have the student's full name and time of early dismissal. This will put the child on the attendance list, and give the child permission to leave class without being called down.

2- Communicate with your child. The student will need to be responsible to keep an eye on the clock and report to the main office at the designated time. The child will raise their hand and asked to be dismissed from class.

3-Meet your child in the office. Please try your best to be on time.

4-If your child is getting picked up by someone other than the parent; we need permission in WRITING. The note must specifically state the person's name that is picking up the child. The person must be at least 18 years old.

5-If your child is walking home or to an appointment; we need permission in WRITING. The note must specifically state "my child has permission to walk".

Late to School

1-A note indicating reason needs to be provided. The student will be required to present a note with the reason for lateness. If the child was at the doctor's office, please bring a doctor's note.

Grading and Report Cards

Report Cards and Interim Reports

Report Cards are issued four times a year, about two weeks after the close of each marking period. Interim reports are distributed at the approximate mid-point in each marking period. The report card and interim report must be signed by the parent/guardian and returned to the teacher.

Grading

Grades are to be assigned with the understanding that a child's program has been individualized whenever possible. Major unit tests, quizzes, reports, homework, etc., shall be considered in determining grades for any marking period.

MIDDLE SCHOOL REPORTING

The middle school student progress reporting system features two components: report cards and parent-teacher conferences. Please refer to the following grading scale:

98%	to	100%=A+	73%	to	76%=C
93%	to	97%=A	70%	to	72%=C-
90%	to	92%=A-	67%	to	69%=D+
87%	to	89%=B+	63%	to	66%=D
83%	to	86%=B	60%	to	62%=D-
80%	to	82%=B-	0	to	59%=F
77%	to	79%=C+	45	minimum	MP grade

Minimum grade needed to be eligible for summer school would remain at 50.

OSN or U rubric:

O - Outstanding 90% and Above for students who are meeting the standards of high rigor in the class.

S- Satisfactory 78%-89% for students meeting the general requirements of the class.

N- Needs Improvement 70%-77% who need to improve to meet the general requirements of the class.

U- Unsatisfactory below 70% not meeting the basic requirements.

Special Education

A student, who has been identified as special needs and has an IEP, will be graded according to standards previously stated. In addition, N (needs improvement) may be used when this child attends basic and related arts classes. The N may be used as a final grade after there has been a conference between the grading teacher and the assigned Special Education teacher. The N is regarded as passing although achievement is below that of a grade of D.

Honor Roll

Distinguished: Student must have a GPA of 90% or above and cannot have a grade below 85%.

Honors: Student must have a GPA between 85% and 89.99% and cannot have a grade below 80%.

Parent Conferences

Individual parent conferences will be scheduled in November to discuss your child's progress. Your child will bring home more specific information approximately two weeks before the conferences are held.

Placement for Academics & Electives

Parents who have questions regarding academic placement for accelerated, enrichment or elective classes may contact their child's counselor for an explanation. Each year a combination of factors including: teacher recommendation, performance, standardized tests, and progress as indicated by quarterly grades, are considered in determining whether a child will be eligible for enrichment classes or advanced study as to high school. All of this very specific information is easily reviewed in a personal conference with the counselor and maybe an administrator. Parents input is very much welcome in determining the proper educational environment for each child.

Drexel Hill Middle School Citizenship

I. PURPOSE

In order to promote and recognize students with outstanding character qualities, DHMS has adopted a Citizenship Rating. This rating can be given at any point in the year in order to determine eligibility for extra-curricular activities. At the end of each marking period, the student's rating will be indicated on the student report card. Students will then begin each new marking period with a *Satisfactory* rating.

II. RATINGS

O = Outstanding

This rating is used to recognize students who *consistently* exhibit *exemplary* character qualities throughout the school.

S = Satisfactory

This rating is the starting point for all students at the beginning of each marking period. Students will still receive a satisfactory rating if they have:

- Less than two administrative referrals that lead to detention
- Less than five level I or II violations that lead to teacher/team detention or lunch detention from a cafeteria supervisor

N = Needs Improvement

Students receive this rating for the following:

- One violation that leads to a three-day (or less) suspension from school
- Two administrative referrals that lead to detention
- Five or more level I or II violations that lead to teacher/team detention or lunch detention from a cafeteria supervisor

U = Unsatisfactory

Students receive this rating for the following:

- One or more level III or IV violations that leads to five or more days of suspension from school

III. ELIGIBILITY

ANY STUDENT ASSIGNED A "U" RATING IS BARRED FROM ANY/ALL EXTRA-CURRICULAR ACTIVITIES AND EVENTS.

This includes, but is not limited to, the following:

Interscholastic Athletics	Intramural Athletics
Cheerleading	Intramural Clubs (incl. JTR & Student Council)
School Dances	School Musical
Yearbook Committee	Marine Corps Physical Fitness
TV Studio crew	Marching Band/Color Guard
Talent Show	Dinner Dance Committee
School related evening events	Spectator attendance at school sports

IV. CHANGE IN RATING

Students assigned a probationary or ineligible rating may complete approved community service activities in order to raise their rating.

N- Probationary Period

Students in this category will remain at “N” until the end of the report period. In order to *stay* eligible, students must do three hours of community service.

U- Ineligible

Students in this category may move up to “N” with approved community service.

***IF AT ANY POINT WHILE AT THE “U” OR “N” LEVEL, ANOTHER LEVEL III OR IV INFRACTION OCCURS, THAT STUDENT IS INELIGIBLE FOR THE REMAINDER OF THE MARKING PERIOD**

V. COMMUNITY SERVICE OPTIONS

Students may choose any of the following in order to fulfill community service hours:

1. Helping an assigned teacher, custodian, or office staff member before or after school.
2. Out of school community service (This option is available only to students at the “N” level and must be approved by an administrator.)
3. Administrator supervised community service at DHMS on the last Saturday of the marking period or at another school-sponsored opportunity.

INTERSCHOLASTIC ATHLETICS

The interscholastic program introduces the student to a controlled competitive athletic program with an emphasis on total participation. Individual and team sports are provided so that each student has a choice that best fits his or her personal goals. The boys participate in football, soccer, basketball, wrestling, lacrosse, baseball, and track. The girls participate in field hockey, volleyball, basketball, lacrosse, soccer, softball, and track. The teams are structured by grade level and/or weight level to ensure that each athlete participates at a proper level for his or her abilities.

No student may participate in interscholastic athletics that does not meet the eligibility requirements established by P.I.A.A and the athletic department (as noted in UDSD Policy No. 123). Students wishing to participate in athletics must have a PIAA CIPPE Physical Form completed and turned into the athletic office or the individual coach in order to tryout and practice. Physical forms are available on the website. Student athletes may be required to have their teachers fill out a DHMS Student Athlete form and return it to his/her coach during the season.

CLUBS

There are a variety of clubs at Drexel Hill Middle School that attend to specific needs and interests of the students. Our club activities are advertised in the morning TV broadcast for location, time and sponsor. Intramural sports clubs and activities are offered throughout the year. All intramural sports, clubs, and activities are posted on the school website.

PERMISSION SLIPS

Parental permission slips will be sent home for any school activity that requires travel away from the building, such as, field trips, concerts or grade activities. Trips of this nature are teacher organized and supervised. Student participation in these activities is not granted by the administration without a signed permission slip. Permission slips are not required for interscholastic sporting events. The parent's original permission to join the activity extends to all related travel away from the building. Parents are reminded that the activity permission slip issued by the school also serves to notify the home that the activity is sanctioned by the administration. Activities planned and conducted by parent, or children without school approval, are not considered a part of the school program. The school can assume no responsibility for these activities and parental permission slips will not be issued to cover these.

UPPER DARBY SCHOOL DISTRICT BUS POLICY 10-19

Drugs and Controlled Substances – The possession, sale or use of any illegal drug and/or controlled substance, such as alcohol, on an Upper Darby school bus will mean immediate and permanent loss of riding privileges. Other action may be taken based on school district policy covering drug usage and controlled substance.

Vandalism – Any act of vandalism on an Upper Darby school bus will mean immediate suspension of riding privileges. The length of suspension will be at least ten days for the first offense. Riding privileges will not be reinstated until full restitution is made for the cost of any repairs. Other action may be taken based on school district policy covering vandals.

Smoking – smoking on an Upper Darby school bus will mean immediate 3-day suspension of riding privileges. Other action may be taken based on school district policy covering smoking.

Other Offenses – Committing any of the following acts on an Upper Darby school bus will result in an immediate 3-day suspension of riding privileges:

- throwing anything out of bus window
- fighting
- any other act that jeopardizes the safety of other passengers, driver, pedestrian, and/or drivers of other vehicles.

Other action may be taken on any bus offense based on the district discipline policy.

Permission Not to Ride Bus – Elementary students must ride their assigned bus.

Exceptions to this must have specific parent written permission or must follow district detention procedures. The Principal or his/her designees are alone authorized to approve such a request.

Permission to Ride Another Bus – Elementary, middle, & high school bus students may ride a bus other than that to which they are assigned, with both parent written permission and host adult written permission. The Principal or his/her designees are alone authorized to approve such a request.

Revised: June 18,1985

Drexel Hill Middle School Implementation of District Bus Policy 10-19

Your child is a bus student and, as such must obey very simple but strict rules of safety when riding. Failure to obey these rules will result in immediate disqualification from riding according to the chart of consequences below:

All children must be seated at all times.

All children must be facing the front of the bus at all times.

Children should engage in conversation with only the children directly to their left or right.

No smoking, vandalism, pushing, tripping, fighting, inappropriate language, throwing things or any act that may jeopardize the safety of passengers/driver.

All buses will be equipped with video cameras for every middle school run. If the driver says that your child did not meet our expectations, it will be on tape. The punishment for violations will be as follows:

Offense	Punishment
First offense	3 day loss of bus privileges
Second offense	5 day loss of bus privileges
Third offense	10 day loss of bus privileges
Fourth offense	30 day loss of bus privileges
Fifth offense	Loss of riding privilege of remainder of school year.