



Valley Forge Middle School Student & Parent Handbook 2023-2024



105 W. Walker Road, Wayne, PA, 19087
610-240-1300
<http://www.tesd.net/vfms>

Mascot – Eagles
Colors – Blue & Gold

Mr. Matthew Gibson, Principal

Tredyffrin/Easttown School District Mission Statement

To inspire a passion for learning, personal integrity, the pursuit of excellence, and social responsibility in each student.

Tredyffrin/Easttown School District Consensus Belief Statements

We believe that every individual has intrinsic value.

We believe that each individual has potential.

We believe that individuals are responsible for their choices and actions.

We believe that external and internal expectations strongly influence personal growth and achievement.

We believe that individuals and communities are strengthened by a culture of participation, contribution and support.

We believe that lifelong learning is essential for one to flourish in a continually changing world.

We believe that meaningful growth comes from building on successes, experiencing challenges and overcoming adversity.

This agenda belongs to:

Name: _____

Grade: _____

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Academic Program

Academic Awards/Honor Roll

The following awards for academic excellence will be recognized as follows:

Academic Gold Eagle Award: The student must have a combined average grade of 90 or higher in all major subjects. The student must have a grade of 80/S or higher in all subjects.

Academic Silver Eagle Award: The student must have a combined average grade of 85 or higher in all major subjects. The student must have a grade of 80/S or higher in all subjects.

Other awards may be given based on the discretion of the teachers and teams. Additionally, a Student of the Month is selected by grade level each month based on positive contributions to the school environment.

Assessment & Homework Guidelines When Absent From School

Students are responsible for obtaining and completing assignments missed because of absences from class. If a student is absent for one or two days, the student should call a classmate for assignments. If a student is absent for 3 days or more, parents may contact the grade-level school counselor, who will assist in coordinating work for pick-up or e-mail. Assignments may also be obtained from teachers directly. It is the student's responsibility to obtain assignments when class is missed due to vacation/travel. Upon return from an absence, students should complete and hand in missing assignments within a proportional number of days of absence. For example, if a student is absent for four days, assignments should be turned in on the fifth day after the student returns to school.

Staff members are encouraged to follow the homework timeline for students who are absent before or during the administration of class assessments. However, depending upon individual circumstances, class schedules, and curricular timelines, teachers may decide on an individual basis when to schedule students to take or make-up tests. Students are encouraged to communicate with their teachers about testing schedules when they have been absent before or during tests.

Report Cards

Numerical and letter grades are both used on the middle school report card, depending on the subject. Teachers can choose two comments per student per subject from a wide selection of computer-generated comments on academic performance, work/study skills and social skills. Each student will receive a comprehensive appraisal of his or her progress by each teacher in all subjects. Teachers may include scores on objective and essay tests, portfolios of student work, and performance tasks that demonstrate acquisition and application of concepts and skills. The goal of evaluation is to assess individual progress using objective and subjective methods.

Achievement, improvement, effort, ability, and citizenship are all considered in developing a thorough evaluation. Periodic evaluations of each student's academic, social, physical, and emotional development are provided through student-teacher conferences, parent-teacher conferences, mid-quarter progress reports, and quarterly report cards.

Students will receive report cards four times a year. Numerical grades will be used on the report cards to express academic achievement.

90 – 100	Excellent
80 - 89	Above average
70 - 79	Average
60 - 69	Below average
Below 60	Unsuccessful

Academic Honesty

TEMS expects that all students will be responsible students and will practice academic honesty. Academic honesty is completing all schoolwork on your own and giving proper credit when appropriate. There are three primary forms of academic dishonesty: plagiarism, cheating, and unauthorized collaboration. Plagiarism is copying words, sentences, images or ideas for use in a written or oral assignment or examination, and not giving proper credit or attribution to the source. Internet and hardcopy texts are considered sources. Cheating is acquiring or providing information about the content of instructional materials used in the assessment of student achievement in order to gain or to give an unfair advantage on the assessment. Unauthorized collaboration is when a student helps another student complete assigned work in a manner not permitted by the teacher. Using artificial intelligence (AI) technologies are not prohibited, but it is expected that work submitted by each student is entirely their own.

Examples of academic dishonesty include:

claiming credit for work that is not your own, allowing others to take credit for your work, cheating on a test or quiz by using notes when not allowed, looking at someone else's answers, showing your answers to someone else, or using information on an unapproved electronic or digital device (calculator, cell phone, tablet, etc.), handing in a paper or portion of a paper as your own which has been taken from the internet, AI, someone else, copying or sharing homework, forging a signature, borrowing and copying a homework from a classmate without permission from a teacher.

Upon suspicion of cheating, plagiarism, or unauthorized collaboration, a referral to the building administrators shall be made. Upon determination that a violation of academic honesty has been committed, the teacher may assign the student(s) involved in the incident a grade of zero for that assessment instrument (e.g. quiz, report, project, homework, etc.). Other disciplinary measures may be assigned in lieu of no credit or in addition to no credit.

Promotion/Retention

Promotion to the next grade level will be contingent on the student passing (60% or above) four of their major subject area classes. The student may not fail more than one major subject area to be promoted. If a student attains a failing academic status for the school year, they may complete an approved summer school program or tutoring, at the expense of the family. Documented completion of the summer school program or tutoring for the failed subject areas may result in the student advancing to the next grade level, based on administrative approval.

Athletic Program

Students in grades seven and eight are eligible to try out for PIAA (Pennsylvania Interscholastic Athletic Association) teams at VFMS. The PIAA is the governing body of the secondary schools in Pennsylvania and sets the policy and regulations concerning all interscholastic sports.

The Mission of Middle School Interscholastic Athletics

The mission of the Tredyffrin/Easttown and Valley Forge Middle School interscholastic athletic programs is to provide an enjoyable educational experience based upon the developmental needs and characteristics of the young adolescent. This period of early adolescence is characterized by the most dramatic changes in physical,

psychological, social, emotional, and intellectual growth since the first year of life. Therefore, it remains imperative that middle level coaches treat members of this age group with the special care that these students' personalities require. These student-athletes are in a period of becoming, striving for the discovery, development and refinement of their own individual personalities. The middle school interscholastic program emphasizes participation, fun, and safety.

Interscholastic Athletic Offerings

Fall Sports	Winter Sports	Spring Sports
Girls' Field Hockey	Girls' Basketball	Girls' Softball
Boys' Soccer	Boys' Basketball	Boys' Baseball
Girls' Soccer	Wrestling	Girls' Lacrosse
Volleyball		Boys' Lacrosse
Football		Boys' and Girls' Track

PIAA rules require that all students and families complete and submit the PIAA Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) documents before beginning practice or try-outs for each season. These forms require parent's signatures and physician's information and signatures. Physicals must be scheduled after June 1st for it to be valid for the following school year. Forms are available in the main office and on the school's website. All forms should be submitted to the athletic office in room 118.

Athletic Behavior Eligibility

All student-athletes are representing VFMS at practices and at competitions. It is a privilege to participate on the school's athletic teams. Therefore, students are expected to be always positive school citizens. Students who repeatedly violate the school code of conduct can be ineligible to participate in both practices and games for a period of time as determined by school administration.

Athletic Academic Eligibility

The following is an excerpt from the Pennsylvania Interscholastic Athletic Association (PIAA) bylaws, Article IX – Curriculum:

Eligibility shall be cumulative from the beginning of a grading period, shall be reported on a weekly basis, and shall be filed in the principal's office. To be academically eligible for an interscholastic athletic competition the student must be passing at least four full-credit subjects or the equivalent as of each Friday during the grading period. A student who is failing two or more academic subjects is academically ineligible. If the student fails to meet this requirement, he/she will be academically ineligible from the following Sunday through the Saturday immediately following the next Friday as of which you meet this requirement. Where school is closed on a Friday for any reason, the principal may, at their discretion, determine whether the student as of that day meets the standards provided for in this section.

Athletic Insurance

The District has purchased insurance to cover most medical expenses from injury due to interscholastic sports including football, band, intramurals, PE classes, special activities, school time field trips, recess and volunteer activities as related to a covered activity for all T/E schools. Optional insurance is offered to cover the student in school until the time of returning home in the afternoon. The insurance is required of all participants in interscholastic sports. However, a form may be picked up from the Athletic Director in the main office which, when signed by the parent, states that the student is covered by a family insurance policy, relieving the school of all insurance responsibilities.

ImPACT Testing Program

Offered free to District student-athletes through the Rothman Institute, ImPACT is an objective, non-invasive, web-based evaluation of a student's neurocognitive state. The ImPACT program collects information about a student's memory, reaction time, brain-processing speed, concentration, and visual motor skills. A typical exercise may consist of a student being shown pairs of numbers and symbols (triangle, square, etc.) and later, under timed conditions, being asked to identify which numbers paired with which symbols. Data recorded from a series of similar exercises would be used for future reference should a student sustain a head injury. Data gathered from a second test taken by the student immediately following head injury would be compared to baseline data and used to inform decisions regarding student return-to-play. The program recommends that student-athletes receive a baseline test once every two years; therefore, VFMS student-athletes will take the baseline test once during their time at middle school. It is required for students participating in all PIAA sports except track and field.

Team Selection Policy

VFMS strives to accommodate all interested student-athletes in pursuing participation on an athletic team. However, when facilities, equipment availability, and supervision limit safe involvement, a process of selection is implemented.

Attendance

Absences

Students are required to be in regular attendance at school unless detained by illness or other urgent reasons. Parents should email vfmattendance@tesd.net to report a child's absence on the morning that they will be absent. Notes from a parent can also be brought to the VFMS main office. Absences are registered as excused for only those reasons cited in the PA School Code: personal illness, health care, death in the family, snow days, approved travel, religious holiday, and religious study. If a student is absent for any other reason or if no note is provided within three days of the absence, the absence will be recorded as unexcused.

Tardiness

Tardiness is excused only upon presentation of a note from a parent, guardian, or doctor indicating that the reason for tardiness is illness or a medical appointment. Lateness to school also is excused for religious study and/or religious holiday. Unexcused tardiness may receive school consequences. Excused or unexcused, a student who is more than 3 hours late to school will be recorded as having been absent for half a day.

Building Rules and Procedures

Assemblies

Assemblies are an opportunity for students to experience a speaker, concert, or other performance. Students should be seated by the direction of a teacher or staff member. Students should remain quiet during a presentation and should show appreciation for a performance with appropriate applause. Students who need to enter or exit the assembly after it has begun should do so only at appropriate breaks in the assembly and with the permission of a teacher. The guidelines above relating to manners also apply to students attending evening performances. Students who do not adhere to these guidelines can be removed from the assembly and may be prohibited from attending future assemblies.

Athletic Events

The school community considers all visiting players and their fans to be our guests. Rude and unkind remarks to players, coaches, officials or fans is not permitted. Additionally, no food or beverages are permitted in the gyms at any time.

Bathrooms

Bathrooms in the school are for convenience and comfort. Students are expected to behave appropriately when in the bathrooms. During class, students must get permission from their teacher to use the bathroom.

Bullying (District Policy/Regulation 5401)

Bullying means intentional and repeated hurtful or intimidating words, acts or other behaviors, such as name-calling, threats and/or deliberate ostracism, committed by one or more students against another student. Bullying includes systematic harassment, attacks or intentional electronic, written, verbal, or physical acts, perpetrated by a student or group of students, on another student or students, which occurs during the school day or on school property. Disciplinary consequences will be assigned according to the school discipline policy and will be based on the seriousness and repetitiveness of the behavior.

Classrooms

Students must abide by the teacher's rules out of respect for both the teacher and other students. Students should behave in such a way that does not impede the teacher's program nor the learning process of other students. Guest/substitute teachers and guest speakers are to be shown the same respect as the regular classroom teacher.

Digital Devices

Personal cell phones, iPods and other electronic devices must be turned off and kept in the student's locker during the school day. Students may use their devices after school to communicate with parents/guardians. VFMS will not be responsible for any loss or theft of personal devices. They will be confiscated if they are misused or cause a disruption to classroom instruction or affect regular school operations. They will be returned to the student at the conclusion of the school day for the first offense. All subsequent offenses will require parent pick-up of the device.

Dress Code

VFMS students are expected to dress appropriately for weather conditions. Guidelines apply to all areas of VFMS during school hours, and school sponsored events. Shirts and blouses must cover the midriff, chest and back and substantially cover the shoulders. Pants, skirts and tops should be high enough and long enough so that no portion of the posterior or undergarment is revealed. Clothing of a revealing or sexually suggestive nature is prohibited. Clothing with printed messages or images must not promote a life-style that is inconsistent with good taste, educational values and wellness. The advertisement of violence, drug, alcohol or tobacco products and the depiction of sexually explicit messages or images are prohibited. Display of messages, or images with double meanings, and those, which strain interpersonal or inter-group relations, is prohibited.

Dropping Off & Picking Up Students and Items

Parents who wish to drop off or pick up their children before or after school should do so using parent drop off /pick up circle. No cars are permitted to drive through the bus loading area. No parking in the bus loading area will be enforced by Tredyffrin Township Police 7 days a week. In order to minimize interruptions to class and to encourage student responsibility for their possessions, we ask parents to keep student drop offs to a minimum. We do not interrupt classroom time to contact students about forgotten lunches, homework, books, permission slips, sports equipment, etc. If a student calls home for forgotten items, it becomes their responsibility to check the office for those items. If there is an important message from home, we do our best to get the information to the student. All items should be dropped off in the main office. Parents are unable to take items directly to classrooms during the day and we discourage drop offs before and after school unless prior arrangements have been made with the teacher or student. At the end of the school day, students may be called to pick up instructional materials or sporting equipment that has been left for them. Lunches dropped off in the morning will be brought to the cafeteria in time for lunch. The school is not responsible for items dropped off in the main office.

Facilities

It is the responsibility of all students and staff at VFMS to maintain the appearance and condition of all school property. Destroying, defacing, or littering on any school property is contrary to the functioning of the school and is strictly prohibited. Students destroying or defacing school property may be referred to administration or the police for further action.

Field Trips

Field trips are experiences outside of the school building to enhance the curricular experience and/or to provide a positive experience to students. Teachers and administrators reserve the right to exclude a student from field trips for disciplinary purposes and/or behavior issues that pose a safety concern. At the recommendation of a student's teacher, school administrators will determine whether or not a student will be permitted to attend a school sponsored trip.

Hallways

Students are not permitted in the halls during class, lunch, or activity periods unless they have a pass. While in the halls, students are to walk in a quiet and orderly manner.

Inappropriate Classroom/School Items

The following items are not permitted while students are in school:

- Cameras
- Chewing Gum
- Laser Pointers
- Water Guns
- Cell phones and MP3 Players (permitted before or after school hours with teacher approval)
- Vehicles such as, but not limited to: Motor Scooters; Skateboards; Rollerblades; Roller Shoes
- Any item which interrupts classroom instruction or affects regular school operations

Intellectual Property

The Tredyffrin/Easttown School District expects all students to submit assignments and projects that are their own work, unless otherwise directed. When students copy ideas or programs without permission, it can be a form of stealing. The United States and most other countries have entered into a copyright agreement that says that the citizens of these countries will respect an individual's creative work. Copying another student's work or allowing another student to copy work can result in disciplinary action.

Leaving School Premises

The school is responsible for the safety of all students from the time one leaves the residence for school until one returns home after school. Therefore, no student may leave the school premises after arrival at school without permission. Doing so without permission may result in disciplinary action and police involvement.

Lockers

The school provides hall lockers for student use during the school year. The locker is not considered the personal property of a student. Lockers are to be kept clean inside and out. In addition, the administration reserves the right to inspect lockers of students for whom evidence indicates the possible presence of inappropriate, illegal, or dangerous items according to District Policy #5412. Book bags are to be kept in the student's locker from the time they arrive in the morning until they go home in the afternoon. They are not to be carried to class. Students will be permitted to go to their lockers before school, between classes, before and after lunch and after school, and at teacher discretion. Lockers are not to be shared and locker combinations are not to be given out to other students. Locker malfunctions should be reported to the main office as soon as possible. Sharing lockers or locker combinations may result in disciplinary action. The school is not responsible for items lost or stolen from hall or gym lockers.

Lunch

Students may bring their lunches or purchase items from the school cafeteria. Prices for lunch and a-la-carte items can be found on the District Website: <https://www.tesd.net/Page/131> or by calling the Food and Nutrition Services Department at 610-240-1955 or 1956.

The cafeteria should be treated with respect. As a result, the following rules apply:

Food is not to be thrown or left on the floor.

Tables are to be clean.

No disruptive behavior or excessive noise will be tolerated.

No one may leave the cafeteria until the end of lunch.

Food may not be taken from the cafeteria into the adjacent hallways or stairwells.

Students are expected to keep their areas clean.

Students must be in designated area during activity period.

Students who do not adhere to these rules may be referred to an assistant principal for disciplinary consequences.

Respect for Adults and Students

A student may receive disciplinary action when they behave in a way that subjects a staff member and other adult to rudeness or other behavior that would disturb, humiliate, endanger or in any other way diminish a staff member or other adult's ability to conduct their professional responsibilities. Students must respect the rights of other students to learn, express opinions, and develop into mature, responsible persons always. Disrespecting others verbally or physically is not tolerated.

School Buses

School bus safety depends upon student cooperation with the driver. The bus is an extension of the school and the following rules for riders apply:

Students must remain seated and keep their hands, heads, and feet inside the bus.

There is to be no eating or drinking on the bus at any time.

The throwing of any object on or at the bus is prohibited.

Smoking results in suspension of bus privileges, school suspension and a possible civil fine.

Tampering with the bus or any of its equipment (including the emergency exit when there is not a bona fide emergency) is prohibited.

Students must ride on their assigned bus and depart only at the assigned stop, unless given approval through the principal's office and the transportation office.

Students must be courteous and refrain from using profane language.

Students must follow the directives of the bus driver.

Violation of school rules while riding the bus or waiting for it may result in the loss of riding privileges. Bus stops are an extension of the school. Misbehavior at a bus stop can be very dangerous. Therefore, students should conduct themselves in such a way that no one will be endangered. Student behavior at bus stops is fully within the jurisdiction of school authorities.

Permission to ride a bus other than your own may be granted on a day to day (temporary) basis. A note from the parents to the main office listing the date, reason, and destination (address and bus number) is required. Such requests should be made prior to the start of homeroom and are granted only for supervision reasons.

School Dances

Dances are held for the social benefit of the VFMS 7th and 8th graders only. Students are to conduct themselves in such a way that no one's good time is impaired, no facility is damaged, and no unreasonable demands are placed on the school's responsibility for the students. All school rules will be in effect. Students will dress in accordance with the requirements determined by the sponsor and the school's dress code. Students not in attendance at the dance are not to be on school property. Tickets will be sold in advance. Students may be excluded from attending dances based on their behavior and discipline record.

School Closings & Delays

Serious weather conditions or other emergencies may make it necessary to delay the opening of school or dismiss school early. We do utilize the T/E All Call system to communicate automatically with parents when there are school closings and/or delays. Parents are urged to have a plan for when school is closed due to weather. Consider coordinating carpools and open lines of communication with neighbors, friends, and/or extended family members. Families can call the main office to make changes to your contact information in the T/E All Call, and if there is ever any confusion, you can check:

The School District Information Center at 610-240-1970.

Radio: KYW 1060 AM, WDOJ 1420 AM, WCHE 1540 AM.

TV Stations: KYW (CBS), WTXF (Fox 29), WCAU (NBC 10) & WPVI (ABC)

All school closing information is recorded and communicated as soon as the decision is made. Please call the District Information Line or check the District website before sending your student to school in case there is a change in school status.

Visitors

All visitors (parent, prospective student, or otherwise) must report to the front desk in the lobby or the main office, register as a visitor, and wear a visitor's badge. Failure to follow this procedure may result in the visitor being asked to leave the school. Students should NOT open outside doors for any visitors or strangers. Students should tell a teacher or administrator if someone is attempting to enter school through an outside door.

Clubs and Activities

After School Clubs

VFMS offers a variety of after school activities in which students may participate. Students should listen to morning announcements, check the weekly bulletin, and check the school website (<https://www.tesd.net/domain/513>) for specific dates and times. Permission forms are required for some activities and are available in room 118, the cafeteria, or from the teacher/sponsor.

Student Council

Valley Forge Middle School Student Council is a group of students, elected by their peers, that serve the VFMS community. They work with school administration and faculty to create and implement programs, activities, fundraisers, and experiences to help promote a positive school environment. They also communicate with students to promote activities and to access feedback. They are assigned to a special homeroom and meet regularly during homeroom to discuss and plan programming. They are also asked to serve as Ambassadors for the school when new students or parents arrive or for occasional evening events.

Eagle Ambassadors

Valley Forge Middle School Eagle Ambassadors are students, nominated by the staff, that serve the VFMS community. They work to promote a positive school climate through their example and may plan activities to serve the VFMS and local communities. They are available to greet and support new students to VFMS and serve as tour guides for VFMS events. They are assigned to a special homeroom and meet regularly during homeroom to discuss and plan programming.

Insurance

The District has purchased insurance to cover most medical expenses from injury due to interscholastic sports including football, band, cheerleading, intramurals, gym classes, special activities, school time field trips, recess and volunteer activities as related to a covered activity for all T/E schools.

Discipline

Efforts of the development of student self-discipline are not only critical to a student's growth as a learner but are also essential to maintain a school climate that encourages learning for all students. While every effort shall be made to assist each student in developing self-discipline, staff members shall respond appropriately to actions or situations that disrupt the learning process. (P5401). The principal or assistant principals shall have the authority to discipline students for sufficient reason in accordance with PA School Code of 1949 and other applicable state and federal laws and/or regulations. Discipline measures may include warning, detention, suspension or expulsion, and parents shall be promptly notified by the principal or assistant principal. (P5401)

Disciplinary Offenses

Violations of the above-mentioned school rules and expectations will be addressed with students in order to maintain a high standard of appropriate behavior and a productive and safe learning environment. Consequences for students are meant to help maintain order, foster self-discipline, and create opportunities for students to learn from their mistakes.

Disciplinary offenses include, but are not limited to:

Bullying, excessive teasing, hazing	Bus Violation
Cutting class(es)	Dangerous behavior / materials
Dismissal by a guest teacher or guest speaker	Dismissal from a school detention
Disrespectful behavior	Disrupting the educational environment
Engaging in severe or repeated vulgarity	Failing to comply with instructions of school personnel
Fighting or fighting behaviors	Forgery/Plagiarism/Dishonesty/Cheating/Copying
Harassment	Hitting
Humiliating another	Inappropriate behavior
Insubordination/ Disobeying authority	Intimidation
Late to class	Leaving school premises without authorization
Lying	Name calling
Not attending a teacher or school detention	Nuisance item
Out of designated location / remaining in an unsupervised area	
Profanity	Refusal to cooperate or follow directions from a staff member
Selling of any item	Setting off fire alarms
Sexual Harassment	Sharing passwords, locker combinations or pin numbers
Smoking/Drugs/Alcohol	Stealing
Taunting	Theft
Threatening behaviors	Throwing objects
Touching other people	Verbal abuse
Using or possessing cigarettes, chewing tobacco, matches or lighters	
Vandalizing school property or personal property while on school grounds	
Violating the school behavior code repeatedly	Vulgarity
Other offenses as deemed appropriate by the Administration	

Teacher Detentions

Teacher detentions are assigned by a teacher when the behavior of a student does not meet teacher expectations. Such detentions are normally conducted in the assigning teacher's classroom. Students are expected to stay on the appointed afternoon or lunch/activity period. Students must secure their own transportation home after an afterschool detention. Teacher detentions count for 1 discipline point on a student's record.

Lunch / Activity Detentions

Lunch / Activity detentions are assigned when the behavior of a student does not meet the school's expectations. Such detentions are held during a student's lunch / activity period. Students are assigned a location to eat under the supervision of an adult rather than attend lunch and activity with their peers. Each Lunch / Activity Detention counts for 1 discipline point on a student's record.

Administrative Detentions

Building Administrators may issue a student an administrative detention when students are in violation of the school rules. The length and location of the detention will be determined by the administrator. Each Administrative Detention counts for 2 discipline points on a student's record.

Extended Administrative Detention

Building Administrators may issue a student an extended administrative detention when students are in violation of the school rules. These detentions are held in assigned locations after school and will last 90 minutes. Each Extended Administrative Detention counts for 4 discipline points on a student's record.

In-School Suspension (ISS)

ISS is an alternative form of student discipline for serious infractions of the school's rules. The purpose of the ISS is to maintain the student's attendance in school while separating the student from his/her peers. Students in ISS must serve the full number of hours assigned. In addition, students in ISS may lose privileges in school activities on the day(s) assigned to ISS. A student not successfully completing the requirements of an ISS may receive additional consequences for violating the guidelines. While in ISS, students should complete all work assigned by their teachers and/or by the ISS Supervisor. Each In-School Suspension counts for 6 discipline points on a student's record.

Out of School Suspension (OSS)

Students may be given an out of school suspension for up to five school days or longer (with superintendent approval) for very serious offenses. During an out of school suspension, students are expected to remain home under adult supervision. Students given an out of school suspension may take home study materials and incomplete work. However, it is the student's responsibility to arrange making up work with his/her teachers. Upon completion of the suspension period, parents must accompany the student back to school and have a conference with an administrator. Each Out of School Suspension counts for 8 discipline points on a student's record.

Discipline Points System

Teacher Detention = 1 Discipline Point

Lunch/Activity Detention = 1 Discipline Point

Administrative Detention = 2 Discipline Points

Extended Administrative Detention = 4 Discipline Points

In-School Suspension (ISS) = 6 Discipline Points

Out of School Suspension (OSS) = 8 Discipline Points

Discipline points are assigned in a consistent manner at the discretion of the administration. As discipline is a learning process, students may have their points reduced as they consistently display appropriate behavior. If a student has no disciplinary referrals for a period of 6 weeks or more, discipline points may be reduced by 4 points at the conclusion of the second marking period and by 2 at the conclusion of the third marking period.

Disciplinary Probation

For every eight discipline points that a student accumulates, they can be placed on disciplinary probation for a period of two weeks. Students and parents will be notified if probation is assigned. Students on disciplinary probation may be assigned to Lunch / Activity Detention each day during the two weeks to encourage self-reflection and correction. Students on disciplinary probation are not permitted to participate in any after school activities, such as interscholastic sports practices and games, club meetings, dances, concerts, social trips or other evening events, nor are they permitted to remain on school grounds for any reason other than disciplinary action (such as to serve a detention) beyond the departure of the last bus. Students who receive a disciplinary office referral while on probation may have their probation extended. If a student accumulates 16 discipline points or more within one academic year, they will not be permitted to attend field trips, overnight field trips, dances, or social events for the remainder of the school year.

Health Room

The school nurse can be found in the Health Suite. To visit the nurse, a student must obtain permission from a staff member. should not go to the nurse between classes without first getting a pass from the teacher whose class you will have next. If the nurse is not present, you should report to the main office.

Medication Policy (District Policy/Regulation 5406)

No medications will be administered in school without specific written orders from a physician and written parent request. Medication provided by the family must be delivered to the nurse's office in the original pharmacy container, including the name of the student, date of prescription, time, and dosage to be given, and the name of the doctor. If the date on the prescription is more than one year old, the medication will not be given in school. Except when self-administration of asthma and emergency medication for allergy is specifically authorized, all medications shall be stored and administered by the nurse. EpiPens- For life threatening situations, trained staff shall be authorized to administer the Epi-Pen. Students are not permitted to carry medications unless given special permission. Please review District Policy/Regulation 5406 for more specific information regarding the use of medication in school.

Health Screening

Vision, hearing, height, and weight screenings are done by the nurse and letters are sent to parents when further evaluation by a physician is required. A scoliosis screening is performed on all grade 7 students and letters are sent to parents when further evaluation by a physician is required. All grade 6 and new students must have a state-mandated physical before entering school.

State legislation makes it mandatory for children attending school to have the following immunizations:

- | | |
|---|---|
| 4 doses of tetanus and diphtheria (with one dose given on or after the fourth birthday) | |
| 3 doses of polio | 2 doses of measles (given after 12 months) |
| 2 dose of mumps (given after 12 months) | 1 dose of rubella (given after 12 months) |
| 3 doses of hepatitis B | 2 doses of varicella (chickenpox) vaccine or history of the disease |

Children attending 7th grade need the following:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) if 5 years have elapsed since last tetanus immunization
- 1 dose of meningococcal conjugate vaccine (MCV)

It is important to note that children who have not had these immunizations will not be permitted to attend school. Provisions are made for exceptions for certain medical or religious reasons.

Students who have contracted the following contagious condition are not permitted to attend school for a set period of time:

- | | | |
|----------------|----------------|---------------------------|
| Conjunctivitis | Chicken pox | Lice |
| Impetigo | Measles | Undiagnosed Rash or Fever |
| Mumps | German Measles | Ringworm |
| Scarlet Fever | Whooping Cough | Scabies |

Please call the Nurse to find out the specific amount of time that your child must remain out of school if they contract one of these diseases.

Media Center

Students may use the library with classroom teachers and or come to the library individually with a pass. Students, teachers, and parents are welcome to checkout library materials. No library card is needed. Books may be checked out for 2 weeks. Reference Books and Encyclopedias may be checked out overnight only. Magazines and videos may be checked out for 3 nights.

The library has more than 17,000 books and many electronic resources available for students to use. Books can be located with the electronic catalog. Electronic resources include CD ROM encyclopedias, special information databases, and on-line research tools. The library also provides research help to students working at home with connections from the library web page, at <http://www.tesd.net/vfsm/library.htm>

Students at VFMS may access the Internet for teacher approved topics only and must be supervised by a teacher when they work on-line. Students are responsible for using the Internet in an acceptable manner. Internet access will be denied if a student violates the rules outlined below or any of the rules included in the TESD regulation (6190). Please be aware of the "Network Acceptable Use Agreement for Students" document distributed by Applied Technology teachers at the beginning of the year. A copy of the document is at the end of this handbook.

There are computers available for student use in classrooms, labs, and in the library. The following behaviors are not permitted:

- Damaging computers, computer systems or computer networks
- Violating copyright or other Federal laws.
- Trespassing in others' folders, work, or files
- Wasting limited resources, like paper, ink, or toner
- Sharing passwords
- Loading software programs onto District computers
- Entering District administrative programs, networks, or files

The use of school computers is a privilege. Students who are unable to use this privilege in a responsible way may forfeit their opportunity to use this equipment.

The Tredyffrin/Easttown School District expects all students to submit assignments and projects that are their own work, unless otherwise directed. Copying ideas or programs without permission is considered stealing. The United States and most other countries have entered into a copyright agreement that says that the citizens of these countries will respect an individual's creative work. Copying another student's work or allowing another student to copy work can result in disciplinary action.

Music Program

Choral Music

Choral music ensembles include grade-level choruses, combined choruses, and small ensembles and are open to all interested students. Choral groups rehearse in sectionals during activity periods in the day and with the full ensemble in the morning before school. The choruses perform in concerts during the winter and spring sessions, as well as for special events or requests. Piano students are encouraged to audition to be choral accompanists.

Instrumental Music

Instrumental music ensembles include grade-level band, string ensembles, orchestra, jazz band and ensemble. Students attend a weekly rotating lesson along with the weekly full ensemble rehearsal in the morning before school. The instrumental groups perform in winter and spring concerts as well as other concerts throughout the year.

Safety

Safety drills (fire drills, lockdown drills, relocation drills) are practiced at scheduled times throughout the school year. When the emergency alarm sounds or an emergency announcement is made, all students and staff should follow the school safety plans. Students and staff are expected to follow all instructions from administrators and emergency personnel.

School Counseling

Counseling Department

The school counseling department forms an integral part of Valley Forge Middle School. Counselors are available to help students with their social, emotional, and educational development. Students are encouraged to meet with their counselors regarding any concerns they may have.

CARE Team

The Student Assistance Program (SAP) is a state-mandated program to help students with drug, alcohol, mental health, and other concerns that create obstacles to appropriate academic performance in school. Valley Forge Middle School has titled its SAP team as The CARE Team. The CARE Team is comprised of a group of teachers, counselors, and administrators whose purpose it is to identify students who are in crisis or who are having problems in school because of drug or alcohol abuse (personal or family), mental health issues, frequent absence, social issues, or other concerns affecting success in school. The team collects information, contacts parents, and then refers these students to appropriate resources for help. Early in the school year, members of the CARE Team visit classrooms and explain the student assistance program to the students. The CARE Team also sponsors education groups to which students may self-refer. The education groups are facilitated by counselors and cover topics such as: friendship, social skills, substance abuse, depression, changing families, and grief. Students may be referred to the CARE Team by a parent, a teacher, another staff member, a student, or themselves.

McKinney-Vento Homeless Assistance Act

The Pennsylvania Education for Children and Youth Experiencing Homelessness Program exists to help students who experience homelessness by offering a wide variety of services to help during this time of change and stress.

Information for School-Age Youth: You may qualify for certain rights and protections under the federal McKinney-Vento Act. If you live in any of the following situations:

- A shelter

- A motel or campground due to the lack of an alternative adequate accommodation

- A car, park, abandoned building, bus or train station

- Doubled up with other people due to loss of housing or economic hardship.

As an eligible student you have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school or continue attending your school of origin (the school you attended when permanently housed or the school in which you were last enrolled) if that is your preference and is feasible. If the school district believes that the school selected is not in your best interest, the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.
- Receive transportation to and from the school of origin if you request this
- Receive educational services comparable to those provided to other students, according to your needs as a student.

If you believe you may be eligible or know someone who could be eligible, contact Dr. Oscar Torres, Director of State & Federal Programs at 610-240-1909 or torreso@tesd.net to find out what services and supports may be available.

Middle School Student Network Acceptable Use Agreement

The T/E educational network and information technology resources are provided for educational purposes that advance critical thinking, construct knowledge, and facilitate communication and collaboration in a connected world. Access to the T/E educational network is a privilege and entails safe, legal, and responsible use. When using a District-provided electronic communication device* during school hours or at school-sponsored activities on school property, all users are required to use the T/E educational network. Users agree to be bound by the terms and conditions contained below, as well as the guidelines contained in Board Policy and Administrative Regulation 6190 (Internet and Computer Network Safety and Use).

To respect and protect the privacy and safety of others and themselves, users must:

1. Use only assigned network accounts or approved network folders.
2. Keep passwords private and secure, and refrain from distributing private identifying information.
3. Not use any device, personal or otherwise, to record, store, or transmit any type of photo, audio, or video that in any way disrupts or disrespects the educational environment, extracurricular activities and events, or the privacy or dignity of others.

To respect our T/E educational community, users must:

1. Communicate in ways that are respectful, safe, and appropriate.
2. Report threatening or discomfoting materials to a teacher or administrator.
3. Refrain from buying, selling, advertising, or otherwise conducting business.
4. Access, transmit, or create only educationally-appropriate materials, avoiding materials of a violent, sexual, obscene, illegal, discriminatory, defamatory, or otherwise inappropriate nature, regardless of whether the content is blocked by District filtering programs.

To respect and protect the intellectual property of others, users must:

1. Cite sources and give credit when using another person's work.
2. Follow copyright laws by not copying, downloading, installing, or distributing illegal copies of copyrighted materials such as games, images, music, or video.

To respect and protect the integrity, availability, and security of all technology resources, users must:

1. Observe all T/E educational network Internet filters, and not use anonymous proxies or other technologies to bypass District filtering programs.
2. Not destroy or damage files, folders, software, network servers, equipment, or other resources.
3. Refrain from accessing, streaming, downloading, installing, and storing unauthorized files such as games, audio, or video files.

Consequences for Non-Compliance:

Failure to comply with the T/E School District Middle School Student Network Acceptable Use Agreement may result in the loss of a user's privileges to use District-provided and/or personal electronic resources, disciplinary action up to and including suspension or expulsion from school, depending upon the severity of the offense, and/or referral to the appropriate law enforcement agency where appropriate.

Supervision and Monitoring:

As stated in Regulation 6190, "Since the network and network storage areas are District property or otherwise constitute District-leased storage capacity, network administrators may review and delete files, web browsing history and communications to maintain system integrity and ensure that users are using the system responsibly and in accordance with acceptable network use guidelines. Users should not expect that files or other electronic information stored on or available from District servers will always be private or secure."

The District reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The District also reserves the right to limit the time of access and use. Classroom teachers will determine what constitutes appropriate use of electronic devices within their classroom. However, electronic devices may be used when and as required pursuant to a student's Individual Education Program or Section 504 Service Agreement. Electronic devices may be used at any time to respond to or report emergency situations.

Acknowledgement:

I have read or have had read to me the T/E School District Middle School Student Network Acceptable Use Agreement. I agree to follow these guidelines.

I understand that if I violate the T/E School District Middle School Student Network Acceptable Use Agreement my network account may be terminated and I may face other disciplinary measures as indicated above and consistent with District policy.

I understand that I am responsible for my network account and all activity within my account.

Handbook Cover Artwork

Front Cover – Soban Babar

Tredyffrin/Easttown School District

2023—Calendar—2024

NOTE: First full day for ALL students Gr. 1 - 12: August 28, 2023; 1st day for Kindergarten students: September 5, 2023
Tentative Last Day for students: June 11, 2024 (1/2 day) No Kindergarten students report
Tentative Last Teacher Day: June 13, 2024

AUGUST							SEPTEMBER							OCTOBER							NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						△	2	1	2	3	4	5	6	7			1	2	3	4	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	△	△	△	△			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		
DECEMBER							JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6			1	2	3							1	2	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
31																					31						
APRIL							MAY							JUNE							MS/HS Marking Periods						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
	1	2	3	4	5	6			1	2	3	4							1								
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8							
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15							
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22							
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29							
														30							August 28 - Nov. 3....47 Days Nov. 6 - Jan. 19....43 Days Jan. 22 - Mar. 2243 Days April 1 - June 11.....49 Days						

K E Y		Rescheduled student days for use in the event of emergency closings.	
□	= No School	Day 1	June 12, 2024
△	= Kindergarten Screening & Parent Conferences, no Kindergarten	Day 2 – 6	FIDs
└	= 1/2 Day: Elem. Parent Conferences, Gr. 1-4, no Kindergarten	Day 7	June 13, 2024
▤	= 1/2 Day: Elementary / MS Parent Conferences, Gr. 1-8, no Kindergarten	Day 8	June 14, 2024
●	= Districtwide Parent Conference Day, no school for students	Day 9	June 17, 2024
■	= New Teacher Inservice, no school for students	Day 10	June 18, 2024
○	= Instr. Staff Inservice, no school for students		
⌒	= 1/2 Day for Gr. 1-12, no Kindergarten/ 1/2 Day Staff Inservice		
—	= Rescheduled days for emergency closings as per the list on this calendar. If needed, rescheduled days could extend until June 30.		
Section 15-1502(a) Local Holidays—No School Defined by the PA School Code as days that will not be used as make up for emergency closings. November 24, 2023, December 26, 2023, December 27, 2023, December 30, 2023 and March 29, 2024			

August 24, 2023, August 25, 2023, November 7, 2023, November 27, 2023, February 9, 2024, May 14, 2024 and June 12, 2024 are additional Act 80 Days.

Daily Time Schedule

	5TH GRADE	6TH GRADE	7TH GRADE	8TH GRADE
H R	8:27 - 8:37	8:27 - 8:37	8:27 - 8:33	8:27 - 8:33
1	8:37 - 9:22	8:37 - 9:22	8:37 - 9:22	8:37 - 9:22
2	9:24 - 10:09	9:24 - 10:09	9:26 - 10:11	9:26 - 10:11
3	10:09 - 10:24 Recess 10:24 - 11:09 Core	10:09 - 10:24 Break 10:24 - 11:09 Core	10:15 - 11:01	10:15 - 11:01
4	11:11 - 11:56	11:11 - 11:56	11:05 - 11:29 Activity 11:29 - 11:53 Lunch	11:05-11:29 Lunch 11:29-11:53 Activity
5	11:58 - 12:22 Lunch 12:22 - 12:46 Activity	11:58 - 12:22 Activity 12:22 - 12:46 Lunch	11:57 - 12:42	11:57 - 12:42
6	12:49 - 1:34	12:49 - 1:34	12:46 - 1:31	12:46 - 1:31
7	1:37 - 2:22	1:37 - 2:22	1:35 - 2:20	1:35 - 2:20
8	2:25 - 3:10	2:25 - 3:10	2:24 - 3:10	2:24 - 3:10

VFMS Special Day Schedules

Two Hour Delay

First Bell	10:17
Homeroom	10:27-10:35
1	10:38-11:06
2	11:09-11:37
5	11:39-12:21 (11:39-12:00) (12:00-12:21)
4	12:24-1:06 (12:24-12:45) (12:45-1:06)
3	1:09-1:37
6	1:40-2:08
7	2:11-2:39
8	2:42-3:10

Half Day

First Bell	8:17
Homeroom	8:27-8:37
1	8:41-9:08
2	9:12-9:40
3	9:44-10:11
4/5	10:15-10:42
6	10:46-11:14
7	11:18-11:45
8	11:49-12:17