



August 1, 2019

Dear Middle School Parents,

We hope this letter finds you and your family well as we begin our final approach to the start of the 2019 – 20 school year. Our annual summer letter is full of important information, as well as some reminders, to help you and your son(s) start the school year in good form. Please pay particular attention to Mrs. Giovinazzo's famous checklist. It will help you complete all the necessary documents we require prior to the first day of school. If for any reason we missed something or you have specific questions, please send us an email, and we will respond as soon as we are able.

This summer was very exciting for us as we started construction of the final phase of The Haverford School's master plan, the completion of a new middle school building. Over the last two months, we witnessed the demolition of Crosman Hall and the initial construction of our future home. During the course of the school year, we will all watch the steel and brick building rise from the ground, ready for occupation in a year from now. We are very pleased to be scheduling time during the school year for our students to meet with the architects and builders to learn about the process as it unfolds before their eyes.

Virtue Village, our new home for this year, is ready. It is a brand new space, created just for us and in some ways, is better than our old home, Crosman Hall. We invite everyone to our ribbon cutting for Virtue Village on Tuesday, Sept. 3 at 11 a.m. to see for themselves. Building Respect is the main building in Virtue Village. It has ten classrooms, bathroom facilities and is a fully functional space. Our 6<sup>th</sup> grade and Form I classrooms, the main office and our Learning Center will also occupy Building Respect. Building Courage is a series of three buildings with three separate entrances, all located adjacent to Building Respect. Building Courage will house our Form II homerooms and classes. Both buildings fit nicely on the tennis courts, and have controlled access for safety. We are very lucky to have such a wonderful home for this year. However, we have one small issue to share.

The only concern we have regarding our new space in Virtue Village is its proximity to Panmure Road. Panmure Road is convenient to Virtue Village. However, we are so close to Panmure Road, we worry that our parents and our boys will want to use this location for drop off in the morning and pick up in the afternoon. This cannot happen. As we mentioned last year, Panmure Road can never be used for drop off or pick up. It is not a designated drop off spot and is not permitted by the township. It is not safe. Our routine in the morning for drop off and the afternoon for pick up will remain the same as always. Please follow these guidelines to ensure the safety of our students at all times. We hope it is not a surprise that the safety of our boys during drop off and pick up times is a top priority. Again, please respect this request and never drop off or pick up on Panmure Road.

Finally, we are delighted to welcome your son to our Middle School. We have many fun events planned for the year and all our teachers are returning. They are all professionals that spent a significant portion of their time this summer improving their craft. They traveled across the country and even into Canada to attend and present at national and international conferences. They engaged in conversations

regarding best practices in teaching boys as well as ways to build young men of great character. Over the course of the school year, we will share our insights into our findings to help the education of our parents as well as our boys as we ready them for the road ahead in preparing boys for life.

This letter contains several helpful hints regarding expectations and changes to the Middle School since last year. Please pay particular attention to the checklist to make sure you have completed all the necessary forms prior to the start of school. We would also like to call your **attention to three items**. *First*, unlike previous years, we did not include the advisor lists in this mailing. They will come out in a separate mailing on Thursday, Aug. 22. With our move into Virtue Village in a few weeks, we want to be sure our lists, homeroom numbers, and room locations are 100% accurate. *Second*, **the boys will learn their daily schedule and travel groups on the first day of school**. Therefore, My Backpack is not available to families at this time. If you need to access grades or comments for any reason, please let us know and we can send you a copy. *Third*, please remember to follow our shoe policy this year. Boys must wear a black or brown shoe to school. Please refrain from sneakers, sneaker-like shoes, any shoes with fur linings, shoes with large brand logos, and open-toed or backless shoes. More information can be found in the *dress code* section of this letter.

Once again, we start school with every member of our record setting faculty team returning to our Middle School this year. Below is the list of our phenomenal faculty advisors, teachers and administrators who will be working with your son(s) this year.

Sixth Grade: Ms. Barton (sixth grade English), Mr. Suter (sixth grade history), Mrs. Suter (sixth grade reading), Mrs. Jacob (sixth grade science), Mrs. Kettering-Goens (language), Mr. Romero (sixth grade math), Mr. Newman (Middle School librarian), Mr. Pankratz (Middle School art), Mrs. Agati (Middle School art), Mr. Stroud (Middle School music), Ms. Hallman (Middle School drama) and Ms. Nelson (Dean of Students and sixth grade math).

Form I: Mr. McConnon (Form I English), Ms. Lesko (Form I history), Mr. Meyer (math), Mr. Bumbulsky (math), Mr. Romero (math), Ms. Faralli (Latin), Dr. Reich (Spanish), Mrs. Kettering-Goens (Spanish), Mr. Stroud (Middle School music), Mr. Pankratz (Middle School art), Mrs. Agati (Middle School art), Mr. Potter (physical education), Mr. Masso (Form I science), Ms. Hallman (Middle School drama), and Mr. Pariano (Learning Center).

Form II: Mrs. Bond (Form II English & history), Mr. Pariano (Form II English), Mrs. Brown (Form II history), Mr. Grossman (Form II science), Mrs. Bunn (Form II science) Mr. Pankratz (Middle School art), Ms. Agati (Middle School art), Mr. Meyer (math), Mr. Bumbulsky (math), Ms. Hallman (Middle School drama), Mr. Stroud (Middle School music), Mr. Brodine (Middle School music), Ms. Faralli (Latin), and Dr. Reich (Spanish).

Specialty Teachers:	Art	Ms. Agati	Music	Mr. Stroud and Mr. Brodine
	Art	Mr. Pankratz	Nurse	Mrs. Teresa McCarthy
	Orch/Conser.	Mr. Goodrich	Physical Ed.	Mr. Potter and Mr. Rosko
	Drama	Ms. Hallman	Reading	Mrs. Suter
	Latin	Ms. Faralli	Spanish	Dr. Reich
	Librarian	Mr. Newman	Spanish	Mrs. Kettering-Goens
	Learning Center	Mrs. Suter, Mrs. Bunn, and Mr. Pariano		

Middle School Athletic Director

Mr. Grossman

Assistant to the Middle School Head  
Middle School Dean of Students

Mrs. Giovinazzo  
Ms. Nelson

### **Responsible Use Policy (RUP) and Advisor Contact Sheet**

**Please fill out and return both sheets to Mrs. Giovinazzo by September 4, 2019**

Online, please find two separate sheets -- our **Responsible Use Policy (RUP)** for the computers and our **Advisor Contact Sheet**.

The **RUP** is for you and your son to fill out together. Please read it carefully as it has changed over the years. It covers what our expectations are for using the technology we provide at Haverford. We continue to improve the computers, software, and peripherals, and we want the boys to act responsibly when using them.

Our **Advisor/Parent Contact Sheet** will provide your son's advisor with important information they can share. We have advisor time every morning during homeroom, and at least once a week outside of class. We encourage you to get to know your son's advisor, as he or she will get to know your child well.

### **Books**

We provide books for all our students in Middle School. It will be their responsibility to take care of the books they receive this year and to return them at the end of the year in good condition. Because of the expense of providing books to everyone, we will charge families to replace lost or damaged books. We will still ask for the boys to be responsible with their books and the weight of their backpacks. Once in school, all boys are not permitted to carry book bags.

Even though we will collect most books at the end of the year, there will be specific locations for names and ID numbers to be placed in each book. Any book that is given to the boys to keep should have their last name in bold print on the inside and outside of that book.

### **Opening Day**

The school year begins on Wednesday, September 4, at 8:15 a.m. Please be sure to drop your son off in the Centennial Hall parking lot at the appropriate time. Just like last year, **please do not stop in the circle to drop off or pick up**. It is not safe and causes problems with traffic flow. All boys arriving before 8 a.m. will proceed directly to the middle and upper school side of the dining hall. This dining hall opens at 7:30 a.m. every day. All middle schools students must be dropped off at the Railroad Avenue entrance. **Never drop off or pick up on Panmure Road.**

Your son will need to bring all his summer reading books, journals, assignments and supplies to school on the first day, especially a pen, paper and notebook. Supply lists are available on the school website. Assignment books are provided the first day of school for all middle school students.

**We ask that all boys wear long pants on the first day of school for the class picture.**

A sheet with your son's homeroom and advisor name are included in this packet. Individual class schedules for your son are not included in this packet and will be distributed the first day of school. Your son should report to his homeroom in Virtue Village between 8:00 a.m. and 8:15 a.m. to meet with his advisor and pick up his individual class schedule.

### **Daily Schedule**

8:00-8:25	Chorus (when applicable)
8:15-8:25	Homeroom for students not in Chorus
8:30-9:30	1 <sup>st</sup> Period Class
9:30-9:45	Break
9:45-10:45	2 <sup>nd</sup> Period Class
10:45-11:15	Community Period
11:15-Noon	Lunch/Recess
Noon-1:00	3 <sup>rd</sup> Period Class
1:05-2:05	4 <sup>th</sup> Period Class
2:05-2:15	Homeroom
2:15-3:30	Athletics (Monday – Friday)

The 2019 – 20 Daily Rotation Calendar can be found on the website. Again, the boys will receive their daily schedules on the first day of school.

### **Advisor System**

The Middle School Advisory Program has eight or nine advisors per grade and 9 to 10 advisees per advisor. This low ratio allows for greater communication home and a better opportunity for the advisors to know each boy. Advisor groups will meet every morning in homeroom and at least once every two to three weeks outside of class. The function of an advisor is to serve as an adult mentor and advocate. The advisor is also to provide a formal, though not exclusive, link between school and home. It will also allow for open dialog between the student and advisor about peer friendships, organization, decision-making, self-reflection, team-building, and community service. Advisors also serve to supervise the “House” system within the Middle School. We will post the list of your son’s advisor very soon.

### **House System**

All Middle School boys will gather in their “House” about once every three weeks during our community time. Each House will consist of one homeroom from each grade as well as their advisors. The advisors and members of the Form II House Council will run activities designed to build community spirit, friendship, and personal growth. The goal is to create better relationships among the students and adults as boys and teachers from all three grades work together to complete activities that change during each House period.

### **Activities**

Activities also meet about once every three weeks during our community time. On the second day of school, the boys will select a faculty-sponsored activity. Last year we were able to offer 16 different choices and every boy received either their first or second choice of an activity. We look to mix grades and keep the size of each activity manageable. Like House, Activities help to make connections between our faculty and students who have similar interests and helps to foster the community aspect of our school.

### **Student ID Cards**

ID cards are issued to every student. These cards are a very important part of the boys’ school life. They are the “key” for the boys to be able to enter campus buildings. Students MUST use their ID card to enter buildings instead of using the doorbell. Student ID cards MUST be visible at all times, either on a lanyard or belt clip.

All ID cards must have a photo on them. Students who attended Haverford last year as fifth graders will receive new cards on the first day of school. Most of these have Lower School pictures on them. Some may not have any photo and these cards expire September 30. New students to Haverford will also receive their cards on the first day of school. They do not have photos on them and these cards will also expire on September 30. Students who need a picture put on their ID or those who want a new photo to replace their lower school picture will be informed of "Photo Make-up Days" that will be scheduled in the dining hall during September.

Students who lose their cards must pay a \$20.00 replacement fee. Broken cards are replaced at no charge. The students must bring the broken card to Mrs. Giovinazzo and fill out a request for replacement form. A new card will be issued.

### **Controlled Access**

Our controlled access system provides greater safety for all our boys at Haverford. It requires a check-in process for visiting parents. All parents visiting Middle School must enter through our main Virtue Village entrance on the tennis courts. Once inside our building, you are required to sign in and receive a visitor's pass. If you are unfamiliar how to find Virtue Village, please enter the lower school through the main entrance where you will receive a visitor's pass and directions to our buildings. Before you leave campus, you will need to check out and return your pass.

### **Breakfast and Lunch**

Students may bring a lunch or they may purchase a full meal of *a la carte* items from our dining hall. Students may pay cash for breakfast or lunch but this is highly discouraged. Using cash slows down the lunch line and is not the safest method for payment. We strongly encourage the boys to use the debit system or the meal plan that is provided by Haverford Dining Services. All information regarding our dining services can be found on the school website. Look for the Meal Plan Election Form and send the form in by mid-August. Boys who wish to renew their account or add money to their account should bring a check to the Business Office made out to The Haverford School or follow the instructions on the website. A typical breakfast costs four dollars and a typical lunch is six dollars. We highly encourage our families to consider the Meal Plan that the school offers. While it has some very minor restrictions, it saves valuable time in the lunch line while providing a significant savings for our families. Every year, more and more families are choosing to use the meal plan.

### **Communication/Phone Calls**

Please be sure to communicate any concerns you have as soon as possible and encourage your son to do the same with his teachers. If you need to communicate with your son during the school day, please use our message board. Call Mrs. Giovinazzo at extension 1228 as early as possible. She will place your son's name on our message board. When your son sees his name on the board, he will know he has a message to pick up from Mrs. Giovinazzo. It is his responsibility to check the message board between classes. Please remind him of this. Because of sports, we cannot guarantee any messages will reach your son after 2:15 p.m. unless, of course, it is an emergency. Finally, if you call Mrs. Giovinazzo and you get her voice mail, please leave a detailed message and your telephone number if she needs to call you back.

Boys are permitted to use the school phone in case of an emergency, but they must ask for permission to do so. The school phone should not be used for problems like forgetting a lunch, homework, sports equipment, or where to be picked up after school. These problems do not qualify as an emergency. Because we have phones in every classroom, there is no need for boys to have cell phones on campus. If

a boy is caught using his cell phone for any reason during the school day (7:30 a.m. to 3:30 p.m.) it will be taken from him. It will be returned after he has spoken to either Mr. Greytok or Ms. Nelson. If it is his second offense, we will ask the parents to come and collect his phone.

Boys are not permitted to call home for forgotten homework. Please remind your sons of this as we try to teach them responsibility and organization.

We will continue to post the Middle School “Weekly” newsletter on the middle school website once school begins. The “Weekly” provides up-to-date information about middle school events and the rare changes to our calendar. Please refer to our “Important Dates for Middle School Families” handout included in this mailing to see the full list of events already scheduled for this year. In addition to this, the Events Calendar on our website is updated often.

### **Cell Phone Policy**

We appreciate that many of our students have cell phones. There are rare occasions when a teacher or the school may request the boys bring it to class or use it during academic hours. However, this is not standard school policy, and we can provide our students with access to a phone or access to technology in the classroom when necessary. Therefore, cell phone use during the academic day is a distraction from engagement and learning in the classroom and creates the potential for poor decisions.

Boys are welcome to bring their phones to school, but from their arrival on campus to their dismissal at 3:30 p.m., we require that all phones be away, turned off and secured in a locker or backpack. Any student caught with a cell phone during the school day will have his cell phone confiscated until the end of the day and may face disciplinary action. Repeat offenders will receive detention and will lose their cell phone until their parents can claim it. This policy is also enforced on school related activities and trips unless otherwise noted.

We want our boys engaged in the classroom and engaged in learning. There are times when technology helps in this regard, and we will take full advantage of those times. However, we want to teach the boys to use technology properly and set them up for success in the high school rather than failure. Please contact Dr. Greytok at [jgreytok@haverford.org](mailto:jgreytok@haverford.org), if you have any questions.

### **Attendance: Absences, Lateness, and Homework**

We expect all middle school boys to be in their homeroom no later than 8:15 a.m. Any boy arriving to homeroom after 8:15 a.m. is marked late. If your son is absent, late, or will be leaving early from school, please call Mrs. Giovinazzo as soon as possible. The Middle School Attendance number is extension 1968. All homework assignments and handouts are available on the school website. The boys will be taught how to access this information and we will send home a specific sheet for the parents in one of our early e-mails.

### **Transportation**

**By bus:** If your son is new to Haverford and you would like him to be transported by your school district’s bus, please contact the Lower School Assistant, Mrs. Teresa Touey, at extension 1232. Boys who used the school district busing to and from Haverford last year will automatically be enrolled on the same busing lists this year.

**By car:** Middle school students may be dropped off in the morning in front of the lower school. In the afternoon, you may pick your son up in front of the lower school. **Middle school boys are not to be**

**picked up before 3:30.** Please do not arrive to pick up your son before 3:30, as he will not be ready. This also puts great stress on the Lower School pickup. By 3:30 most of the lower school boys are gathered and the pickup area is free and clear. **If you don't like waiting in traffic, don't pick up before 3:30.** If you are picking up both a Lower and Middle School boy, please make sure the Lower School knows your son will be waiting for his older brother. We will take all middle school boys who are on campus after 4:00 p.m. to Virtue Village unless we have written permission from his parents or guardian that he can stay late. Please do not drop your son off in any of the School's parking lots in the morning, especially the lot by Wilson Hall. **Never drop off or pick up on Panmure Road.**

**PLEASE OBSERVE THE FOLLOWING PICK UP SYSTEM IF YOU ARRIVE TO COLLECT YOUR SON BEFORE 3:30 p.m. MONDAY THROUGH FRIDAY.**

If you arrive from Railroad Avenue before 3:30 p.m., please make your first left into the **Blue Lot**. You may park in the lower school lot and wait for your son. If you proceed through the pick-up line, a faculty member will send you to park and wait until 3:30 p.m. so you do not interfere with Lower School pick-up. Someone will be stopping traffic as you exit the **Blue Lot** so you can safely make your way back to the car pool line. This will save you time waiting in the Lower School line, reduce the traffic congestion in the main pick-up lane and create a safer situation for everyone. If you have to pick up your lower school son, please wait until 3:30 p.m. to collect both boys at the same time.

**FOR THE RESPECT OF OUR BUSES AND FOR THE SAFETY OF OUR BOYS, PLEASE NEVER STOP IN THE CIRCLE TO PICK UP OR DROP OFF YOUR SON. ALSO, NEVER PICK UP OR DROP OFF ON PANMURE ROAD!**

### **Supplies**

The first day of school can be a very nervous time. Please make sure your son has a pen, pencil, and notebook for the first day of school. A supply list for your son's specific grade can be found on the School's website and is also enclosed. All of the items on the supply list can be purchased at almost any office supply store or online. We will provide the boys with an assignment book the first day of school.

### **Dress Code**

The Middle School Dress Code requires a jacket (sports coat, blazer), an oxford style dress shirt (plain or striped), a necktie, "creasable" pants (please no cargos or painters pants), and school shoes (see below). No sneakers or boots please. The boys are permitted to wear dress shorts from September 5 – October 31 and again after Spring Break. Please put your son's name on the inside label of his clothes and **please have your son in long pants for the first day of school.**

School shoes must be appropriate for school use and not gym class or running in the halls. School shoes are not sneakers. There are a number of expensive brand name shoes that are on the market that we consider sneakers and not school shoes. They look nice and are expensive but they are not considered appropriate school shoes. Please refrain from Nike, Puma, Converse, Vans, and Reebok sneaker shoes.

Boys must wear a black or brown shoe to school. Ms. Nelson and I are all available for questions. Bucks, Sperry's and Merrell's are all appropriate and come in many sizes, and styles. They also come in brown or black. They are comfortable, can be inexpensive and do not require polishing.

For our student's safety, we require all shoes have a closed toe and closed back. No sandals, or flip flops please. Finally, there are also a number of suede, fur lined slippers that are also not school shoes. Please

refrain from sending your son to school wearing anything but an appropriate school shoe. If you have any questions regarding our dress code, please contact Ms. Nelson or Dr. Greytok.

### **Gym Clothes**

All middle school students are assigned a locker for Physical Education class and for after school sports. The lockers must be kept clean throughout the year and vacated at the end of the school year. The Physical Education classes require a uniform which may be purchased in the school store or through the School website; the uniform consists of gold or black shorts, and a reversible (maroon & gold) shirt.

Depending on what sport(s) your son plays, he may be given a uniform for the team. All uniforms must be returned immediately at the end of each season. Students will be charged the cost of replacement if they are lost or stolen.

### **Lockers**

There are no lockers in Virtue Village. Boys will store their materials in their bookbags or backpacks in their homerooms. Lockers in the gym have built-in locks and the boys will not need a gym lock.

### **Athletic Information**

On the first day of school, boys will make their choice for their fall team. Team organizational meetings will take place the first week of school, and practice will begin the second week. Coaches will provide information about equipment.

### **Middle School Events**

Almost all of our Middle School Events are listed on an updated version of the Middle School Calendar. Please mark these dates down for your son and remember that next year the events will fall at similar times, so schedule activities accordingly. We update these calendars regularly with mailings and on our website. Please note the date on each calendar and keep the most current one, as it will be the most accurate.

### **Form I FCD Parent Night**

One of the most valuable evenings for our Form I parents and students is the Form I FCD Parent Night on Thursday, February 20 from 7–9 p.m. Please save this date for you and your son. Both parents are welcome but only one is required to attend. It is one of the most important evenings we offer in Middle School and not to be missed.

### **Online Directory and Grades**

As we did last year, we are making parent directories and student grades available online through the My Backpack section of Haverford.org. Instructions that include logins and passwords will be mailed and e-mailed out prior to the start of school; if you successfully went into My Backpack last year; your process is the same. If you have any questions, please contact our help desk here at school.

### **Parents' Night**

It is important that parents attend this evening, as you will meet all of your son's teachers and hear about our curriculum. Please mark Wednesday, September 18, on your calendars for Parents' Night. We start at 7 p.m. sharp in Centennial Hall.



The new school year brings with it much hope and excitement. Middle School is a wonderful and challenging place. We believe the boys grow and change more from Sixth Grade to Form II than at any other point in their lives. Our goal is to help them navigate through the potentially rough road ahead and arrive in Upper School prepared to take that next step in their young lives.

Please feel free to call us with any concerns. We would be more than happy to help you.

Sincerely,

Jay Greytok  
Head of Middle School