Haverford Middle School

2024-2025

Welcome Back!



District Goals



Attitude

"The longer that I live, the more I realize the impact of attitude on life. Attitude, to me, is more important than facts. It is more important than the past, than education, than money, than circumstances, than failures, than success, than what other people think or say or do. It is more important than appearance, giftedness, or skill. It will make or break a company...a church...a home. The remarkable thing is we have a choice every day regarding the attitude we will embrace for that day. We cannot change our past... we cannot change the fact that people will act in a certain way. We cannot change the inevitable. The only thing we can do is play on the one string we have and that is our attitude. I am convinced that life is ten percent what happens to me and ninety percent how I react to it. And so it is with you...we are in charge of our attitudes."

Dr. Charles Swindoll

Kathy Carney 6th Grade SPED Math

- Born and raised in Doylestown, PA
- Was a Learning Support teacher in Central Bucks for 8 years
- Harbor, my siblings and I are Irish triplets (we are all born with 13 months of each other), my son was born on my wedding anniversary (we got married 12/30/22 and he was born 12/30/23), and I am the second Kathy Carney in this district!



Brittany Grzywacz, 8th Grade Health

Favorite things:

- Walking/exercising my dog, Poppy
- Spending time with family
- Philadelphia/PSU sports
- Exercising hiking, running, pickleball

Fun fact:

 I am coaching field hockey at HHS

Favorite Quote:

Kind people are my kind of people



Hayley Dieckhaus 7th Grade Social Studies

- I love spending time with my family and friends, especially my two nieces.
- Proud Penn State Alum!
- My summers are spent as a Camp Counselor at Arrowhead Day Camp
- I have a cat named Mittens who just turned 19 years old!
- I have been a substitute throughout the building over the last two years.
 I am so excited to be back for my first year as a permanent member of HMS!



Hailey Anderson SPED Autistic Support



My favorite things to do

- Go on walks and runs
- Hangout with friends
- Love to travel to National Parks

Fun Facts

- I am from the Chicago Suburbs
- I graduated from Saint Joseph's University
- My birthday is Halloween

Quote

 "So often you find that the students you're trying to inspire are the ones that end up inspiring you" - Sean Jenkins

Dylan Pompe 8th Grade Science



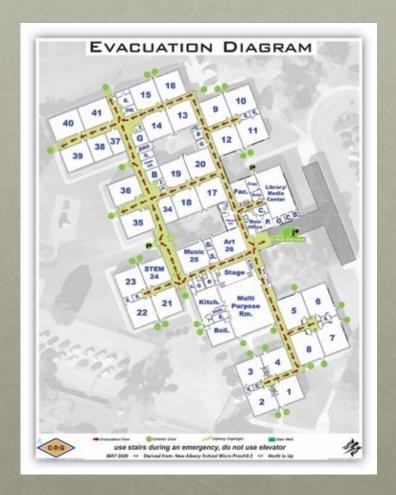
- I grew up in Collegeville, PA, am a massive Philly Sports fan, and just graduated from West Chester University.
- I love hiking, running, camping, and rock climbing.

Welcome New & Returning Staff!

- Abby Hollenbeck 8th Grade Assistant Principal
- Leah Como Guaranteed Building Substitute
- Karina Grasso Instructional Assistant (Coopertown)
- Anna Riehl Instructional Assistant (Chestnutwold)
- Mary Kate Lane Administrative Assistant

School Safety

- The expectation is that all staff will wear their school picture issued ID while in the building at all times
- Security team
 - Joe McCunney Director of Security
 - Mike Suter Security Guard
 - Dave Rogers Security Guard
- School emergency plans posted in every classroom
 - Shelter in Place
 - o Primary Evacuation
 - Secondary Evacuation
 - Enhanced Lockdown
 - Avoid Evacuate Run
 - Deny Barricade Hide
 - o Defend Counter Fight
- Intercom
 - o TBI
- Classroom doors
 - Door handle should be in locked position
 - Closed during homeroom and instruction
 - Doors should not be propped open
 - Adults are responsible for closing and locking doors
- Window shades
 - Up unless needed for an emergency
 - No additional stickers or coverings on door window are permitted unless approved by Abby, Matt, Ashley, or Dan



Policy Review & Professional Standards

- Policy Review and Sign Off
- Using your web browser, go to the Vector Training, K-12 Edition website for Haverford Township School District:
 - https://haverfordtsd-pa.safeschools.com/
- Enter your Username:
 - First part of District email (<u>ABC123@haverfordsd.net</u>, only use ABC123)
- Select the training named "SDHT Annual Policy Review (Custom)"
- Must complete a review of all policies to get a Certificate by Friday, August 30, 2024.
 - The district will be able to access an electronic copy that you completed the online course.
 - You do not need to print this certificate.
 - You can keep it for your records.

Personal Technology

- Policy 237 Electronic Devices
- NEW communication to families and students in the <u>Student</u> <u>Handbook</u> (p. 20)
- We expect that...
 - Cell phones should be stored in student lockers and silenced
 - If a cell phone is visible or goes off in your class...
 - Collect the cell phone and turn it in to Sharon in the main office. Provide the student's name and circumstance to Sharon
 - Email the student's family about the situation
 - First incident student can pick up at the end of the school day
 - Second incident parent/guardian contacted by Sharon and they need to pick up
 - Additional incidents Progressive consequences
 - Students may use the school phone in the main office if they need to communicate with their family during the school day
 - We will not have Friday BYOD days in the cafeteria

Student Dress and Grooming

- Policy 221 Dress and Grooming
- Issues that will need to be addressed are ones that...
 - Present a hazard to the health or safety of the student him/herself or to others in the school
 - Materially interfere with school work, create disorder, or disrupt the educational program
 - Cause excessive wear or damage to school property
 - Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement

"HMS All Staff"

- Google DRIVE folder > HMS ALL Staff > HMS 2024-2025 folder
 - Green colored folders are being updated
 - All green colored folders will be fully updated by the end of the week
 - Red or Gray folders are inactive

Grading Philosophy

- Grading philosophy document in HMS ALL folder
- Performance assessments
 - Common assessments
 - Long-term assignments and/or major projects
- Other
 - Short-term assignments and/or minor projects
 - Notebooks / daily homework / classwork / journals / warm-ups / extra credit
- It is a professional responsibility to keep an accurate and up to date (2 week input window) PowerSchool grade book

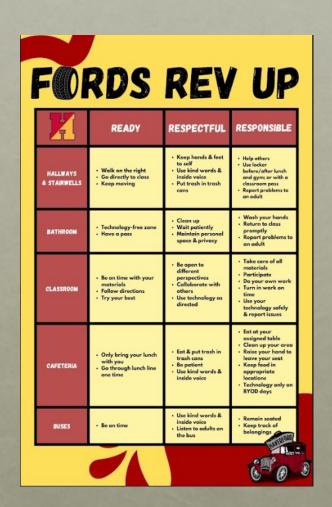
CANVAS

- Online course management tool
 - https://www.haverford.k12.pa .us/departments/technologyservices/canvas-help
- Teachers post
 - Contact information
 - Weekly work
 - Work when students are absent
 - Lessons for when their class is covered
 - Announcements
- Parents can be added as viewers



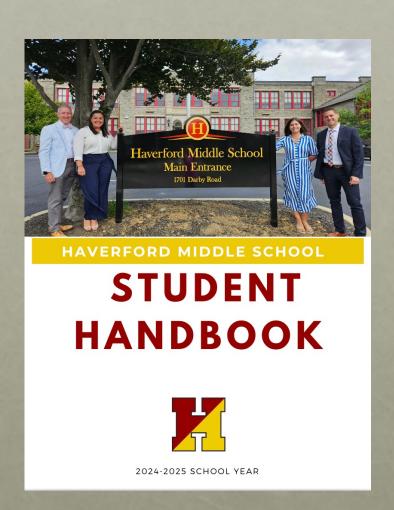
Climate & Culture

- DCIU Classroom management strategies
- Executive Functioning
- Restorative Practices
- Positive Behavior Interventions and Supports
- Behavior Matrix
- Behavior Intervention Flow Chart



Student Handbook

- Student Handbook
- NEW formatting and updated for 2024-2025!

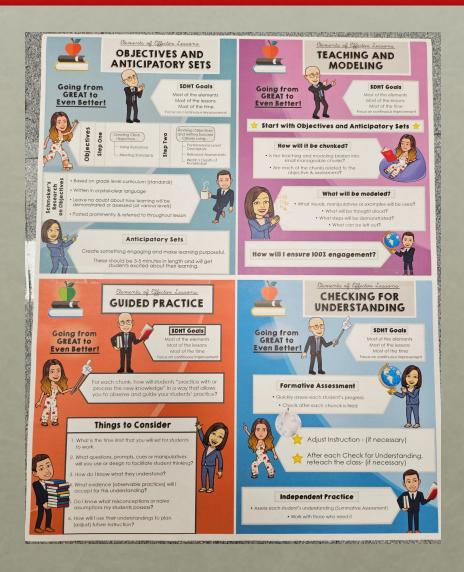


Student Planners



- All students will use the HMS Student Planner
- Collaborate on common team and grade level use
 - "Do Now" when students enter classroom
 - Review at dismissal from class
 - Record
 - Homework
 - Assessments
 - Projects
 - Hall pass use
- New planners will be provided at the beginning of each quarter

Elements of Effective Lessons



- Most of the lessons most of the time
- Post in your classroom
- Let us know how you would like us to give you feedback
 - Written email
 - Discussion
 - Written note

First Few Weeks

- Build relationships with staff, students, and families
- Set high expectations for all students
- Be firm, fair, and consistent
- Support staff, students, and families
- Create your classroom culture
- Contribute to the school culture

Building Relationships

- Connect with your kids and families
 - Make a phone call
 - Send home an email
 - Send a letter / post card
 - Contact new or needy kids (Counselors / Case Managers can help identify kids)
 - Touch base with kids you know may need a positive contact
 - Contact a former student and wish them well especially the kids that really need to hear something positive at the beginning of the school year
- Introduce yourself
- Welcome them back to school
- Let them know how excited we are
- Hype up our school, grade level, team, and class!

Morning Routine

- Text both Matt and Patty if you have an issue and need to have your homeroom covered
 - Matt's cell 610-609-0563
 - Patty's cell 484-432-8515
- Check coverage email sent before 7:30 AM
- Check Haverford Gmail before 7:30 AM
 - Dan's schoolwide Morning Message
 - Abby, Ashley, and Matt's grade level Morning Message
- Submit attendance before 8:00 AM

Attendance

Daily morning

- Take attendance at 7:50
 AM
- Ensure accuracy
- Post in PowerSchool before 8:00 AM
- Take attendance at the beginning of every class
 - Do not record in PowerSchool
 - Follow the missing student protocol in the HMS All Staff folder for any missing student



Absences / Early Dismissal

Late arrivals

- Students must report to the main office if they arriving after 7:50 AM
- Students will provide a note to the main office when they enter school
- Students need a late pass from the main office to enter your homeroom after 7:50 AM

Absences

- Families should email Sharon if their child is going to be absent
- If family doe not email Sharon, then they should provide their child with a note when they return to school
- Forward any parent email or notes to Sharon

Early dismissal

- Early dismissal notes should be delivered by the student to the main office upon entering school / before they go to homeroom
- Forward any parent email or notes to Sharon

Coverage Coordination

Small Group Testing Document

Use to request coverage for a small group assessment

Coverages - Staff Opt Out List

- Use to opt out of coverage due to school IEP, 504, or administrative meeting
- Complete 24 hours in advance

Link To Coverage Document

- Use to volunteer for coverages
- Do not volunteer during Advisory, Team, or PLC time

Classroom Coverage

- We will utilize the auditorium and cafeteria more often to minimize the number of coverages needed
- Teachers will provide a lesson on CANVAS
- Students will need their Chromebook
- No additional materials should be needed for students

Extended Homeroom Schedule September 3rd & 4th

Homeroom Students are admitted to the building at 7:30 AM, go directly to their locker, and then report to homeroom Students are required to be in homeroom at 7:50 AM for attendance Students should log onto CANVAS and their Email in homeroom before 7:50 AM Students should watch the Morning Meeting, which begins at 7:50 AM,	7:50 - 8:00 8:00 - 9:15 With HR teacher
1st Period	9:18 – 9:41
2nd Period	9:43-10:06
3rd Period	10:09-10:33
4th period (6th grade Lunch/Advisory)	10:33-11:20
5th Period (7 th grade lunch/Advisory)	11:23-12:10
6th Period (7 th & 8 th grade lunch/Advisory)	12:13-1:00
7th Period (8 th grade lunch/Advisory)	1:03-1:50
8th Period	1:53-2:35 Bussers / 2:40 Walkers

September 3, 2024

- First day of school for kids!
- Morning Meeting on ZOOM @ 7:50 AM
- Homeroom teachers will:
 - Connect with your kids
 - Help kids read their schedules
 - Review lunch plan
 - Extended lunch first week
 - Selecting seats
 - Cafeteria expectations (Please review)
 - Assign lockers
- Kids will meet every 1st quarter teacher

September 4, 2024

- Second day of school for kids!
- Morning Meeting on ZOOM @ 7:50 AM
- Homeroom teachers will:
 - Connect with the kids
 - Help kids read their schedules
 - Review lunch plan
 - Extended lunch first week
 - Selecting seats
 - Cafeteria expectations (Please review)
 - Share how to use student planners
 - Share how to use our hall passes
 - Share FORDS REV UP matrix
- Kids will meet every 1st quarter teacher

Daily Schedule Beginning on September 5th

Homeroom Students are admitted to the building at 7:30 AM, go directly to their locker, and then report to homeroom Students are required to be in homeroom at 7:50 AM for attendance Students should log onto CANVAS and their Email in homeroom before 7:50 AM Students should watch the Morning Meeting, which begins at 7:50 AM Welcome and greet students! Do something fun to help them start the day off right!! Enjoy them!!!	7:50 - 8:00
1st Period	8:03 - 8:50
2nd Period	8:53-9:40
3rd Period	9:43-10:30
4th period (6th grade Lunch/Advisory)	10:33-11:20
5th Period (7 th grade lunch/Advisory)	11:23-12:10
6th Period (7 th & 8 th grade lunch/Advisory)	12:13-1:00
7th Period (8 th grade lunch/Advisory)	1:03-1:50
8th Period	1:53-2:40

Advisory

- Advisory will begin on Monday, September 9th
- Abby, Matt, and Ashley will share the Advisory plan







- Extended lunch advisory
- SEL activities planned by the **UA teachers** and implemented by cafeteria staff



- TUESDAY
- Executive functioning lessons
- Resources provided by Dr. Gavio



- PBIS





- FRIDAY
- Extended lunch advisory
- SEL activities planned by the **UA** teachers implemented by cafeteria staff

Breakfast / Lunch

Breakfast 7:30 AM in cafeteria

- Enter at the 6th grade entrance
- Kids must eat breakfast if they go to the cafeteria

Lunch locations

- o Cafeteria
- Connecting corridor with approval from an administrator
- Library with approval from an administrator

Seating for lunch for the first week

- Students will explore seating options during the first two weeks
- They may move to a new seat with staff permission



- At the start of lunch, students will only go through the lunch line once. They won't be able to go through the lunch line more than once, nor will they be able to go through it after the first group of kids has gone through.
- Students will put books, pens, pencils and cases in their locker.
- Students will always sit at their assigned table.
 Students will ask the grade level administrator if they would like to move their seat.
- Students won't be able to leave the cafeteria without a pass or permission from staff.
- Students will raise their hand to ask a staff member for permission to throw trash out, use the water fountain, or go to the bathroom.
- Food and drinks can't be taken out of the cafeteria

Lockers

- Abby, Matt, and Ashley will share locker assignment lists with homeroom teachers
- Assign lockers on the first day of school
- Record the locker number and the student's combination
- Share the locker information with Abby, Matt or Ashley before the end of the day on Friday, September 6th
- Students should keep their book bag and cell phone in their locker
- Students should go to their lockers in the morning, before and after lunch, at the end of the day, and anytime with your permission

Hall Passes

HALL PASS

MRS. LACY ROOM #CS



- Students need the HMS Hall Pass to be in the hall when classes are in session
- Michelle D'Avella will provide you with 2 HMS Hall Passes
- · Be aware of who is out of your class
- Mike and Dave will ensure that kids in the hall have HMS Hall Pass
- Please stop kids in the hall who do not have a HMS Hall Pass and report to Mike or Dave
- The FORDS REV UP Ready Respectful Responsible document is on the back of the HMS Hall Pass
- The HMS Hall Pass is laminated and has a magnet embedded in it so that you can hang it on your dry erase board

Pennsylvania Electronic Teacher Evaluation Portal PA(ETEP)

PAETEP

- Evaluation management tool
- PAETEP is a new observation and evaluation system.
- Replaces TalentEd PERFORM
- O Why are we making a change?
 - To align our work directly with Act 13 changes
 - To create a streamlined process for Teachers and Administrators
 - Enhance our processes to be more collaborative and conversational

What is the same?

- Pre Observation
- Observation Evidence Collection
- Post Observation
- PGP process is now called Differentiated Observation

What is new?

- Informal walkthroughs
- Lesson Plan Formatting
- Self-Assessment Component
- Differentiated Observation

Evaluation Cycle

• Evaluation Cycle Template.docx

Securely – Digital Hall Pass

- Securely
- Digital Hall Pass
- We will pilot with a few teachers during the 1st quarter
- We will implement school-wide for the 2nd quarter



Student Desks / Furniture

- Please do not move any furniture
- Check your class lists to ensure that you have enough student desks to accommodate the largest class you have in your room
- Please let Abby, Matt, or Ashley know if you have any furniture needs. They will communicate that need to Tom.

All School ZOOM Meeting

- Thursday, September 5th 3rd period 20 minutes
- Zoom link will be provided for you to project in your class
- Topics
 - o Welcome back to school!
 - School Safety
 - Evacuations
 - Expectations
 - FORDS REV UP matrix
 - Cell phones
 - Dress code
 - Water bottles

Picture Day!

- Wednesday, September 25th
- Wednesday, November 13th retake day
- Gym D
- Schedule will be shared as we get closer to the date
- Science class picture schedule

Administrative Team Meeting Time

Monday

- Weekly Principal Message
- Assistant Principal Agenda

Tuesday

- Team time tasks
- Coordinate with Assistant Principal

Wednesday

- Team time tasks
- Coordinate with Assistant Principal

Thursday

- Team time tasks
- Coordinate with Assistant Principal

Friday

- Team time tasks
- Coordinate with Assistant Principal

- There may be times during the school year where we will need to adjust the above schedule.
- If you are scheduled to meet with Abby, Matt, or Ashley for a regularly scheduled Team Meeting, do not volunteer for small-group testing, tutoring, or voluntary coverage.

Pupil Services

- Shukura Monroe, Supervisor of Secondary Special Programs
- Weekly Pupil Services Team meeting
 - Shukura
 - Administrative team
 - School Psychologists
- IEP meetings
 - LEAs Dan, Abby, Matt, and Ashley
 - Scheduling IEP meetings
 - Running IEP meetings

Lakeside

- Nathan Swanson Lead Neurologic Specialist
- Denise Geoganas Therapeutic Counselor
 - Counseling services for students with IEPs
- Sharay Walker Student Support Counselor
 - Individual and group counseling
 - Staff support
 - Crisis intervention
 - Behavior planning
 - Suspension response plan
 - Morning check-ins
 - Lunch break meeting
 - Drop in support



Technology Team

- Jeff Masino, Secondary Technology Coordinator
- Daniel Berger, Technology Assistant
- Use Fresh Service to report technology needs
- Kids should report to the Tech Office if they need to pickup or need service for their Chromebook
- Loaner Chromebooks may be signed out from the library before school or during the day with teacher permission
- 6th grade faculty gets new laptops
- 6th grade Chromebook exchange plan

Back to School Night

UPDATED Format!

- Administrative team video
- Open House Classroom visitation
- o 5:30-6:30 PM

6th grade

- Tuesday, September 24th
- 7th grade
 - Wednesday, September 25th
- 8th grade
 - Thursday, September 26th

Thank You Summer Staff!!!

- Abby, Matt, and Ashley
- Michelle, Patti, Sharon, and Colleen
- Sam, Tom, Frank, Tyler, and the gang for their efforts to clean and prepare the building

