

# **Nova Middle School Parent Information Guide School Year 2017-2018**

## **Schedule Pickup**

Schedule Pickup will take place on Wednesday, August 16, 2017 (the week before school resumes for the 2017-2018 school year.)

Please note that attendance is not required. If students cannot attend, schedules will also be available on virtual counselor on August 16<sup>th</sup>. The times for Schedule Pickup are as follows:

9 a.m. - 11 a.m. for 6th graders, and  
1 p.m. - 3 p.m. for 7th and 8th graders

Schedule pickup will take place in the cafeteria. Students and parents will not be entering the classrooms or meeting teachers at this time, but can tour the school to get an idea where each building is located. Some teachers may have school supply lists on the door. Paper schedules are only available during your child's scheduled time. If you are unable to attend, the schedule can be picked up on the first day of school in the Media Center.

## **Schedule Change Policy**

Nova Middle School creates student schedules with careful consideration to each student's academic level and areas of interest. In order to provide consistency for parents, students, and teachers, schedule changes will be kept to a minimum. Before making a request, please review the information below to assure that you fully understand the schedule change policy.

### **Requesting a schedule change:**

In the rare event that a schedule change is needed, a schedule change request form **must** be submitted to the front office. No request may be made through personal meetings, phone calls, or emails. Once the proper form is provided to Guidance, the student's records will be reviewed and a decision will be made regarding the request.

### **Reason for changes:**

- Student is missing a core class.
- Student was inappropriately placed based on grade level.
- Student was inappropriately placed based on skill level.

If a student received any of their elective choices from their course placement form, no changes will be made.

**Other Request:**

Nova Middle School will not change student schedules for any of the following reasons:

- Friends are in another class
- Lunch period preference
- Unaddressed behavior or academic concerns

**Unified Dress Code (UDC)**

All Nova Middle School students are required to follow the mandatory unified dress code policy. Students must conform to the UDC during all regular school days, including Early Release and Flex Days. Students involved in school sponsored clubs/activities or sports must wear appropriate unified dress code attire or a school issued uniform on game/competition days only.

**Clothing:**

Pants/Shorts/Skirts/Skortis - Cotton twill "docker style" in hunter green, yellow/gold, black, white, red, navy blue, gray or khaki. No leggings/jeggings or any type of jean pants or corduroys. Shorts must be longer than the fingertips when held down the side of the body or mid-thigh.

Shirts - Collared "polo style" in any solid color.

Jackets - Jackets must be a solid color. Jackets must be worn with an approved uniform shirt beneath. Students are permitted to wear solid-color vests or cardigan sweaters with appropriate uniform shirt.

Shoes - Footwear must be worn at all times. Unified dress code requires close toed shoes at all times.

**Important Information**

1. Undershirts may not hang beyond or below the uniform shirt. Undergarments that do not fit properly beneath the uniform shirt will be confiscated.
2. NOT ALLOWED: Pants that are knit/lycra, spandex, parachute, athletic, fleece, denim and corduroy material of any type or color, hip huggers, or lowriders. Sweat pants or sweat suits are not allowed. Shorts/skortis/skirts that are above mid-thigh as described in the Secondary Code of Student Conduct, Section III are not allowed.
3. Sleeveless shirts and shirts without collars are not allowed.
4. Clothing which is too tight or oversized does not conform to the Unified Dress Code. Pants that sag are not permitted.
6. Tops must be long enough to cover the complete mid-section when arms are held up overhead.

7. Tank tops, tube tops, etc... that show beneath the uniform shirt are not permitted.
8. Bottoms may not have any writing across them.
9. Also inappropriate are chains, spikes, headbands, bandanas, gang paraphernalia; tattered clothing (clothing must be hemmed); midriffs; unbuckled pants; long dangling earrings, curlers, shower caps, hats or caps; suspenders, slogans, emblems, motifs, stripes, or patterns in clothing.

### **PTSA Sells Spirit Shirts**

Nova Middle's PTSA will be selling Nova "Spirit Shirts" for each grade level during the schedule pickup. These Spirit Shirts may be worn on Fridays. Spirit shirts are required attire for all field trips.

**Consequences for non-compliance to UDC Policy will be aligned with the Broward County Secondary Discipline Matrix. Parents are encouraged to ensure that their children adhere to Nova Middle's Unified Dress Code Policy.**

## **Front Office Hours**

### **On Regular School Days:**

- The Main Office will open at 8:45 AM.
- Students may not be signed out after 3:45 PM.
- The Main Lobby will close at 3:45 PM. Staff will be available in the Student Services Department until 4:15 PM. The main telephone line will be answered from 9:00 AM until 4:55 PM.

### **On Early Release Days:**

- The Main Office will open at 8:45 AM.
- Students may not be signed out after 1:55 PM.
- The Main Lobby will close at 1:55 PM. Staff will be available in the Student Services Department until 4:15 PM. The main telephone line will be answered from 9:00 AM until 4:30 PM.

### **On Teacher Planning Days:**

- Office hours are from 8:00 AM until 3:30 PM.

### **Car Pick Up Reminders:**

- Vehicles may not be left unattended in the car pick up line.
- All children, who are not Nova Middle students, must be accompanied by an adult at all times. Due to safety concerns, elementary students should not enter campus, including the front courtyard, during school hours.

### **Classroom Interruptions Policy**

Please be advised that homework, P.E. clothing, field trip money and miscellaneous deliveries are not accepted in the main office. The only items that may be dropped off or delivered to students are eyeglasses or preauthorized medication to the nurse. Lunch money may be deposited directly to a student's account in the cafeteria. Parents should report to the main office to sign in and receive a visitor's pass to visit the cafeteria.