

PENN-DELCO SCHOOL DISTRICT
NORTHLEY MIDDLE SCHOOL



STUDENT/PARENT HANDBOOK
2024-2025

Northley Middle School
STUDENT HANDBOOK

Dear Parents and Guardians,

We ask that you read the handbook and review it with your child to ensure that all parties are aware of expectations and consequences prior to the start of the new school year. There have been some changes, so please ensure that you review the handbook thoroughly. You will receive forms that will require your acknowledgement and signature prior to the start of school. The Parent/Guardian Consent Form will address student use of photos for publication on social media and our school website, and the Student/Parent Handbook. You will also need to sign and return the Acceptable Use Policy before your child will be permitted to use district technology. These forms will be collected at Information Day in person at the Northley main office prior to the start of school. Please call the Northley Main Office at 610-497-6300 extension 3400 with any questions or concerns.

We look forward to a positive and productive 2024-2025 school year!

Best Regards,

The Northley Administrative Team

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Welcome to Northley Middle School

The purpose of the Northley Middle School Student/Parent Handbook is to provide families with information on curriculum, district policies, school activities, and the procedures at Northley Middle School. Please read the handbook with your student and become familiar with what is expected to achieve academic and social success. Then sign the required form indicating you have reviewed this handbook.

Together we will all enjoy a meaningful experience at Northley Middle School.

The Penn-Delco School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs, or employment practices as required by Title IV, Title IX and Section 504.

For information regarding civil rights or grievance procedures, contact the Title IX Coordinator, Section 504 Coordinator, at 2821 Concord Road, Aston, Pennsylvania 19014 (610-497-6300).

The Penn-Delco Mission

The mission of the Penn-Delco School District is to enable all students to achieve, succeed, and excel.

- Achieve at least a year of academic growth in a year's time
- Succeed at mastering *Ready for Life* skills
- Excel in the pursuit of a personal interest or talent

2024-2025 School District Calendar

JULY 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Teacher Days - 0			Student Days - 0			
AUGUST 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Teacher Days - 3			Student Days - 0			
SEPTEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Teacher Days - 20			Student Days - 20			
OCTOBER 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Teacher Days - 23			Student Days - 22			
NOVEMBER 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Teacher Days - 19			Student Days - 17			
DECEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Teacher Days - 15			Student Days - 15			



Penn-Delco School District 2024-2025 Instructional Calendar

JUL 4-5	District Holiday	All Buildings Closed
AUG 20-21	New Teacher Induction	
AUG 27-29	Teacher In-Service (Act 80)	No Students K-12
AUG 30	Offices Open/No School	No Students K-12
SEP 2	District Holiday	All Buildings Closed
SEP 3	First Day of School	
SEPT 27	½ Day Teacher In-Service (Act 80)	½ Day Students K-12
OCT 9	½ Day Teacher In-Service (Act 80)	½ Day Students K-12
OCT 18	Teacher In-Service (Act 80)	No Students K-12
NOV 4-5	Teacher In-Service (Act 80)	No Students K-12
NOV 25-26	½ Day Teacher In-Service (Act 80) Parent Conferences	½ Day Students K-8
NOV 27	½ Day Students	½ Day Students K-12
NOV 28-29	District Holiday	All Buildings Closed
DEC 20	½ Day Teacher In-Service (Act 80)	½ Day Students K-12
DEC 23	Offices Open/No School	No Students K-12
DEC 24-27	District Holiday	All Buildings Closed
DEC 30	Offices Open/No School	No Students K-12
DEC 31 - JAN 1	District Holiday	All Buildings Closed
JAN 17	½ Day Teacher In-Service (Act 80)	½ Day Students K-12
JAN 20	District Holiday	All Buildings Closed
FEB 14	½ Day Teacher In-Service (Act 80)	½ Day Students K-12
FEB 17	District Holiday	All Buildings Closed
MAR 13-14	½ Day Teacher In-Service (Act 80) Parent Conferences	½ Day Students K-5
MAR 17	Teacher In-Service (Act 80)	No Students K-12
APR 14-17	Offices Open/No School	No Students K-12
APR 18	District Holiday	All Buildings Closed
APR 21	Teacher In-Service (Act 80)	Flex Day
MAY 9	½ Day Teacher In-Service (Act 80)	½ Day Students K-12
MAY 20	Teacher In-Service (Act 80)	No Students K-12
MAY 23	½ Day Teacher In-Service (Act 80)	½ Day Students K-12
MAY 26	District Holiday	All Buildings Closed
JUN 13	Last Student Day ½ Day Teacher In-Service (Act 80)	½ Day Students K-12
JUN 16-17	Teacher In-Service	No Students K-12
JUN 19	District Holiday	All Buildings Closed
PSSA Testing Window		
ELA: April 21 - 25, 2025		
Math, Science & Make-Ups: April 28 - May 2, 2025		
Keystone Testing Window		
Winter Wave 1: December 4 - 18, 2024		
Winter Wave 2: January 6 - 17, 2025		
Spring: May 12 - 23, 2025		
Summer: July 28 - August 1, 2025		

	District Holiday
	K-12 Full-Day Teacher In-Service
	½ day Teacher In-Service
	Offices Open/No School
	Parent Conferences
	½ Day

JANUARY 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Teacher Days - 21			Student Days - 21			
FEBRUARY 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
Teacher Days - 19			Student Days - 19			
MARCH 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
Teacher Days - 21			Student Days - 20			
APRIL 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Teacher Days - 17			Student Days - 16			
MAY 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Teacher Days - 21			Student Days - 20			
JUNE 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Teacher Days - 12			Student Days - 10			
Total Teacher Days - 191						
Total Student Days - 180						

2024-2025 NMS Bell Schedule

6 th Grade	7 th Grade	8 th Grade
Homeroom 8:15-8:22 7 minutes	Homeroom 8:15-8:22 7 minutes	Homeroom 8:15-8:22 7 minutes
Period One (Block) 8:25-9:06 41 minutes	Period One 8:25-9:06 41 minutes	Period One 8:25-9:06 (RA) 41 minutes
Period Two 9:09-9:50 41 minutes	Period Two (Block) 9:09-9:50 41 minutes	Period Two 9:09-9:50 41 minutes
Period Three 9:53-10:34 41 minutes	Period Three (RA) 9:53-10:34 41 minutes	Period Three (Block) 9:53-10:34 41 minutes
Period Four (LUNCH) 10:37-11:07 30 minutes	Period Four 10:37-11:18 41 minutes	Period Four 10:37-11:18 41 minutes
Period Five (RA) 11:10-11:51 41 minutes	Period Five 11:21-12:02 41 minutes	Period Five (LUNCH) 11:21-11:51 30 minutes
Period Six 11:54-12:35 41 minutes	Period Six (LUNCH) 12:05-12:35 30 minutes	Period Six (RA) 11:54-12:35 41 minutes
Period Seven 12:38-1:19 41 minutes	Period Seven (RA) 12:38-1:19 41 minutes	Period Seven 12:38-1:19 41 minutes
Period Eight 1:22-2:03 41 minutes	Period Eight 1:22-2:03 41 minutes	Period Eight 1:22-2:03 41 minutes
Period Nine (RA) 2:06-2:47 41 minutes	Period Nine 2:06-2:47 41 minutes	Period Nine 2:06-2:47 41 minutes
Dismissal 2:47-2:55 8 minutes DISMISSAL	Dismissal 2:47-2:55 8 minutes DISMISSAL	Dismissal 2:47-2:55 8 minutes DISMISSAL

Block Schedule by Grade

Grade	Day One	Day Two	Day Three	Day Four	Day Five
6 th Grade	Period 1	Period 8	Period 7	Period 6	Period 3
7 th Grade	Period 1	Period 9	Period 8	Period 5	Period 4
8 th Grade	Period 2	Period 9	Period 8	Period 7	Period 4

Marking Period and Report Card Dates

Marking Period	Start Date	End Date	Report Cards Posted
1	09/03/2024	11/08/2024	11/15/2024
2	11/09/2024	01/24/2025	1/31/2025
3	01/25/2025	03/31/2025	4/7/2025
4	04/01/2025	06/13/2025	6/20/2025

Attendance

At Penn-Delco, one of our greatest priorities is ensuring that all our students arrive safely at each school each day. The District continues to use the online reporting system called *SafeArrival*. This new system will make it easier for you to report your child's absence in a timely manner and eliminate the need to submit a written absence note.*

With *SchoolMessenger's SafeArrival*, you are asked to report your child's absence before the beginning of the school day by using any of these 3 convenient methods:

1. Using your mobile device, download and install the SchoolMessenger app from the Apple App Store or the Google Play Store (or from the link go.schoolmessenger.com). The first time you use the app, select Sign Up to create your account. Select Attendance then Report an Absence.
2. Use the SafeArrival SchoolMessenger website: go.schoolmessenger.com. The first time you use the website, select Sign Up to create your account. Select Attendance then Report an Attendance.
3. Call the toll-free number (888) 635-0460 to report an absence using the automated phone system. *This number is the same attendance reporting number for all Penn-Delco Schools*

Please note that your username and password are the same for either the mobile app or the website. Options for reporting are available anytime, 24 hours a day, 7 days a week *up to the cutoff time on the day of the absence*.

In addition, we will use the ***SchoolMessenger Communicate*** automated notification system to contact parents whose child is absent when the absence is not reported in advance (before the school day begins). The automated notification system will attempt to contact parents at multiple contact points for a reason for the absence. If our system is unable to reach the designated contacts, and the absence is not reported in the system by the daily cut-off (11am), [parents must supply a written note.](#)

If you report your child's absence using the ***SafeArrival*** toll-free number, website, or mobile app before the start of the school day, you will NOT receive these notifications and you will not need to supply a written note.

If you do not use the SchoolMessenger SafeArrival absence reporting system by the cutoff time of 11am on the day of your child's absence, you will have to send in a written note within 5 days of the absence. [Use our electronic absence note to be sure that your child's absence is recorded and considered lawful.](#) By using the *SchoolMessenger SafeArrival*** system, you negate the need for a written absence note.*

Absences not recorded by SafeArrival during the specified timeframe shall be treated as unlawful until the school receives *a written excuse explaining the absence*. Parents and guardians have 5 days after an absence to submit a written note. A maximum of 10 cumulative, lawful absences shall be permitted during the school year. Request for excusal of **absences after 10 lawful absences shall require a written physician's note**.

An unlawful absence shall be defined as an event in which a student is absent without a valid, acceptable physician's note after the 10 lawful days policy. A student is considered habitually truant when he or she accumulates 6 or more unlawful absences.

A letter will be sent home if a child accumulates 3 or more unlawful absences documenting truancy. If a child accumulates 6 or more unlawful absences, the school will be required Student Attendance Improvement Plan (SAIP). Continuous absences will include a citation/referral for truancy court.

Please refer to Penn-Delco's Attendance Policy 204

Arrival and Departure

Arrival

School officially begins at 8:15 am. If you are driving your student to school in the morning, please remember that the building does not open until 8:05 am. Teachers are in morning meetings from 7:30 until 8:05. Therefore, there are no adults to supervise the students until that time. If you arrive prior to 8:05 am, the student should remain in the car until the school doors open. Students enter the building at the main entrance from 8:05-8:15 and go directly to homeroom or breakfast in the cafeteria.

Dismissal: All students must leave the premises after school unless under the direct supervision of a faculty member. If students meet with a teacher after school, participate in athletics, or other school activities, they should take their books, coats, etc. with them so that they can leave school immediately upon conclusion of the activity.

- Walkers and Car Riders exit from the G – Wing.
- Bus riders exit down the 8th Grade hallway.

Students may not leave school grounds at the end of the day and then return to ride the late bus.

Students requesting a change of assigned bus for the day [must submit a Bus Change Form signed by a parent/guardian](#) and hand it to their HR teacher or the main office at the beginning of the day. For access to this form, use the specified link [Bus Change Form](#)

Students requesting any permanent changes in bus assignment should fill out the request for transportation change form found at pdsd.org/transportation and submit to the front office. Your school principal and the transportation supervisor will then review and approve the change request and notify you accordingly.

Lateness

All students must attend school on a regular basis and arrive on time. We recommend students arrive at school by 8:05 a.m. Students must be in their classrooms for attendance when the bell rings at 8:15 a.m. to be counted as present. Late students are to report directly to the Main Office and must obtain a late pass. Families can report a late arrival using our attendance platform [SafeArrival by SchoolMessenger \(pdsd.org/attendance\)](https://pdsd.org/attendance). The only legitimate excuses for being late to school are doctor and dentist appointments or illness of the student. Oversleeping, missing the bus, mechanical difficulties, etc. are not considered legitimate reasons for being late to school. Students must hand in doctor's notes to the attendance office or by uploading in the SafeArrival attendance program when coming in late to school. The doctor's notes will not be accepted at a later date. A half-day of absence will be recorded for students who arrive to school after 11:15 at the middle school.

Students are required to complete at least one-half day of school (must arrive no later than 11:15 AM) in order to participate in sports, musical programs, or other school sponsored activities. If a student is absent from school, he is not permitted on school grounds that day for an athletic event.

Early Dismissal

It is expected that all efforts be made to schedule appointments during non-school hours. However, it is also understood that events occur for which we are unable to prepare. If an early dismissal is needed, requests must be made through our attendance platform [SafeArrival by SchoolMessenger](https://pdsd.org/attendance) before the appointment.

Vacations

Vacations should not be planned when school is in session. If a vacation during the school year cannot be avoided, it cannot be considered an excused absence unless requested in writing and pre-approved by the principal. Vacations for students in grades 6,7, or 8 will not be approved one week before or during the PSSA testing window. The district will approve up to 5 vacations days per student per year. Students will be required to make up classroom work *within five days of the student's return* unless other arrangements are made with the teacher.

PSSA Assessment Dates

The annual state assessment for all students in grades six, seven and eight (PSSA) will be administered on pre-determined dates (by the state) during the school year. It is imperative that all students attend school during these dates. Please avoid scheduling trips or vacation one week before or during these periods.

- English Language Arts (ELA) April 21- April 25, 2025
- Math, Science, and Make Ups April 28 - May 9, 2025

Attendance Codes

Unexcused Attendance Codes: entered by the main office or the teacher of record

A: Unexcused Absence entered by the main office if the parent calls the attendance hotline in the morning to report their child absent. This absence MAY become excused if proper documentation is submitted within 5 school days to the attendance desk. Email: nms-attendance@pdsd.org; Phone: 610-497-6300 x3339

TRA: Teacher Recorded Absence entered by the classroom teacher if the student did not attend the class.

TU: Tardy Unexcused entered by the main office if the student enters NMS after their first assigned class without a valid excuse **If the child misses three or more periods, it will still trigger a half day (missed 3-4 periods) or full day (missed five or more periods) absence.

TLC: Teacher Late to Class entered by the classroom teacher if the **student physically enters the classroom after the class has begun**. Repeatedly being late to class may result in loss of privileges.

Excused Absence Codes: entered by the main office ONLY if the student submitted a note within the timeframe allowed

EA PN: Excused Absence Parent Note entered by the main office if the student submitted a parent note with an acceptable excuse within 5 school days of their return. **There is a maximum of ten parent notes allowed, for absences and tardies combined, per school year. The eleventh and future absences will only be excused with a doctor's note dated the day of the absence.

SB: School Business entered by the classroom teacher, guidance, or the main office, for a variety of reasons including, but not limited to: student meeting with counselor, student in main office, etc.

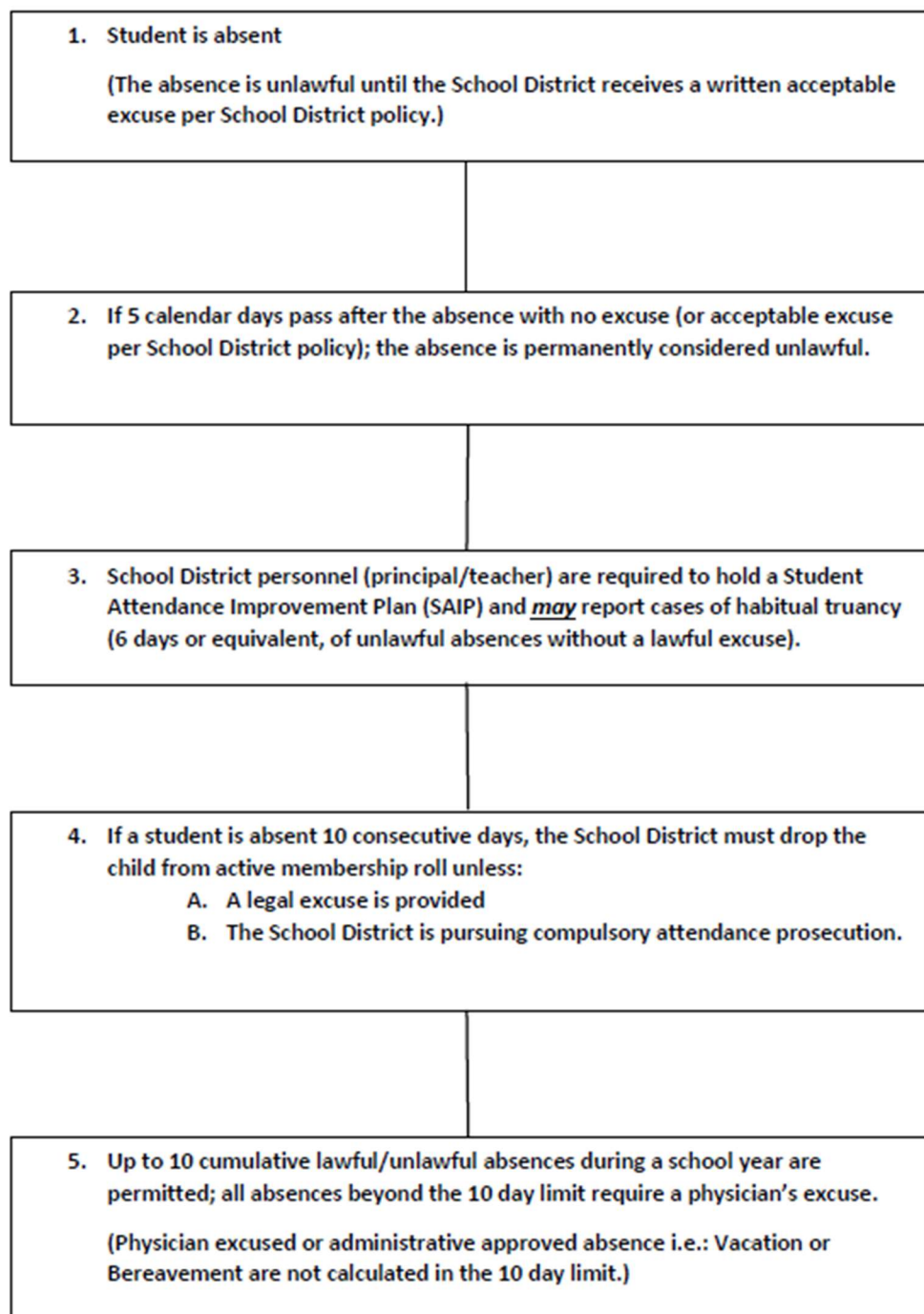
ERS: Early Release Sports entered by the main office for students participating in a school sponsored athletic event that will require them to leave school prior to regular dismissal.

EDA: Early Dismissal Excused entered by the main office for students who submit a note requesting to leave school prior to regular dismissal for a lawful reason.

T: Tardy Excused entered by the main office if the student enters NMS after the start of the student's first class period.

Truancy

Truancy: Overview of Legal Responsibilities



General Information

Assembly Programs

Assemblies are held throughout the school year. Programs are carefully planned and may serve (1) as an extension of our curriculum; (2) as a source of information on topics and issues affecting our society; (3) as a vehicle by which our students can demonstrate their talents; (4) as a source of entertainment and recreation.

Book Bags

Students are NOT permitted to use backpacks throughout the school day. Students will have access to their lockers at scheduled times throughout the day to drop off and pick up materials. The use of drawstring bags are permitted. The Northley Staff will spend time to review with the students the appropriate items to include in the bag. Cell phones are not permitted in the bag.

Breakfast

Every middle school student, regardless of income, is eligible to receive free breakfast at Northley Middle School. Northley offers a grab-and-go system, allowing students to take time to enjoy a meal in the cafeteria between 8:05am and 8:22am before heading to homeroom or first period where attendance will be taken. First period begins at 8:25am.

Bicycles, Rollerblades, Skateboards, and Scooters

Parkside and Brookhaven students are NOT permitted to ride bicycles to school because of the dangerous roads. Students who reside in Aston are permitted to ride bikes to school. Bicycles are to be parked in the bicycle rack at the side of the school building by the faculty parking lot. Bicycles must be locked. Students are not permitted to bring scooters, mopeds, motorcycles, rollerblades or dirt bikes to school. Skateboards may be stored in the school counseling office. Students are NOT permitted to ride skateboards on district property.

Cafeteria Lunch Money

Parents may deposit money into a debit account for students to use for purchasing food at lunch. This account eliminates the need for students to carry cash. The office does not lend money. Parents may access the "My School Bucks" <http://myschoolbucks.com/> account online and see what the student has purchased. Students owing money will not be allowed to charge until they have paid their balance, however, they will also be provided a sandwich and drink for that day.

Communication Chain

Communication is an essential part of a student's educational program. In middle school, teachers and staff work with students to develop self-advocacy, as they begin to take ownership over their own learning. To support that, it is important to make contact

with the right person to best support the area of need or concern. Below is a list of the best points of contact in the following areas:

Attendance- Email nms-attendance@pdsd.org

Classroom- 1st Talk to your student and have them contact the teacher

2nd Reach out to the classroom teacher if concern continues

Peer/Social- 1st Have your student message their school counselor

2nd Contact their counselor if concern is ongoing

Records request- Email tfallon@pdsd.org, School Counseling Secretary

Cyber Students

Any student interested in PDSB Cyber School please contact Chris Gorniok at cgorniok@pdsd.org . Information regarding the program can be found in the cyber handbook. [Penn-Delco Online Handbook 2024- 2025](#)

Dances

Northley Middle School PTL occasionally sponsors dances for Northley students. Students who attend other schools may NOT attend Northley dances. Before purchasing a ticket, students and their parents must review Northley dance rules and sign a permission slip. All school rules and regulations normally applied during school hours will be in effect that evening. Students must be present in school (or on a school trip) the day of the dance to attend the dance that evening. During that day, students who are suspended (OSS) for the day of the dance or during that day, may not attend the dance. If returning early from a school trip, you must stay in school the rest of the day. No early dismissals are to be arranged the day of the dance. Medical emergencies will be handled on an individual basis. Students may not leave prior to the end of the dance and must be picked up by adults or walk home promptly (no later than 15 minutes following the end of the dance). All refunds are at the discretion of the PTL or sponsoring club.

Dropping Off Articles for Students

Student articles that need to be dropped off can be outside the Main Office. The article being dropped off should be clearly labeled with the student's name and grade. Students will not be called out of class. They should check the Main Office at lunch or at the end of the day.

Emergency Closing of Schools

In the event of inclement weather, the closing of the school will be announced on the district website (www.pdsd.org), at district social media sites, and through an automated district wide phone call. When school is cancelled or dismissed early because of inclement weather conditions, all school events and activities will automatically be cancelled.

Fad Items

Fad items and toy items (such as fidget spinners, water guns, yo-yos, etc.) are not permitted in school. These items may be confiscated and not returned. Any other items deemed unacceptable for school use by students, such as laser pointers, pepper spray, unusually long chains, etc. will be confiscated and only returned to parents. Appropriate disciplinary action will follow the confiscation of item or items.

Field Trips

Grade level teams or individual teachers may sponsor trips throughout the school year. Students are subject to the rules and regulations imposed by the teacher or administrator for the field trip. District and school policies still apply while on the field trip. Students with failing grades or extensive discipline may be restricted from attending a field trip. Permission slips are required and must be submitted in advance of the trip. Students who do not submit permission slips may be excluded.

Fire Drills/Evacuation/Lockdown Drills

Fire drills, evacuations, and/or lockdown drills will be held each month in order to empty the building as quickly and orderly as possible. Directions for exiting the building are posted in all rooms. There should be no talking when leaving the building. Students will remain in single file lines and listen to the directions given by the administrator or teacher. Each classroom teacher is responsible for his or her students. During evacuations, lockdowns, and drills their students should not be sending or receiving text messages, phone calls, or any other forms of outside communication. The use of communication devices endangers the safety of the students, staff, and first responders.

Health Services

Accident Insurance

Insurance protection is the responsibility of the parents and is mandatory for all activities. Parents have the option to provide their own insurance protection for their son/daughter, or purchase a student accident plan. Forms are distributed at the beginning of each school year.

Nurse Emergency Cards

While we encourage families to update contact information in the Skylert section in our Skyward student information system, we must have written cards for our nurses. Please make sure all telephone numbers, addresses and e-mail accounts are accurate and clearly written. Remember to put the name and telephone number of a person who can be contacted in case you cannot be reached. It is very important that these handwritten records be kept up to date. *Please notify the school if your address, email, or telephone number changes* at home or at work and update in the Skyward Skylert system as well.

Illness at School

If students become ill in school, they must secure a pass from the teacher and report to the Nurse's office. If the nurse is not there, students must report to the Office. **Permission from the Nurse is required before a student may be sent home**

sick. Parents or their designee must come into the building in order for a student to be released. **No student may walk home or call home without permission.**

Cell Phone Usage

Cell phones are not permitted in the classrooms at Northley Middle School. Students must place their cell phones and electronic devices in lockers prior to entering homeroom. Please reinforce with your child that it is not permitted to use cell phones during the school day to call home if they are not feeling well. This is a policy violation.

ALL students must see the Nurse in order to be sent home sick. If your child phones you to go home without the Nurse's knowledge, it will be considered an early dismissal and you will need to provide documentation as to why the student is being released early.

Immunization

The State of Pennsylvania has implemented new immunization guidelines. The following bullets outline the updated immunization requirements for school age children.

- For attendance in **all grades**, 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)
- For attendance in **all grades**, 4 doses of tetanus, diphtheria and acellular pertussis (4th dose on or after 4th birthday)
- For attendance in **all grades**, 2 doses of measles, mumps, rubella (preferably given as MMR)
- For attendance in **all grades**, 3 doses of Hepatitis B
- For attendance in **all grades**, 2 doses of Varicella or chicken pox from vaccine or by history of disease
- For attendance in **7th grade**, 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) on the first day of 7th grade
- For attendance in **7th grade**, 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 7th grade
- For attendance in **12th grade**, 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 12th grade (If one dose was given at 16 years of age or older, that shall count as the 12th grade dose)

We strongly urge you to consult with your child's physician as soon as possible. If your child has already received these vaccinations, please submit a copy of the record from your doctor to your school nurse IMMEDIATELY. If your child has not received the required immunization, please schedule an appointment and send in a copy of the documentation as soon as it is completed.

Medication in School

If medication must be given during school hours, whether it is prescribed or over-the-counter, parents must comply with the following procedures:

The medication must be accompanied by a physician's written request which includes the student's name, medication, dosage and instructions. Medication must be in an original labeled pharmacy container with the student's name, name of medication, dosage and instructions. Pharmacies, upon request, usually provide a labeled "school" container. Medication not in an original labeled pharmacy container will not be

administered. A maximum of one month's medication should be sent to school. A parent/guardian must provide the medication to the nurse/aide or to the Office.

*Note – Students are not permitted to carry any prescription or over the counter medication including, but not limited to, aspirin, antacids, and cough drops.

Medical Excuses

In order for a student to leave class early or have elevator access due to an injury, a doctor's note indicating need must be presented to the nurse.

Medical Excuses from Physical Education Class

A parental note must be brought each time a student needs to be excused from a particular physical education class. For a student to be excused from physical education for medical reasons, the students must submit a written doctor's note to the school nurse PRIOR to the dates for which they are to be excused. A second note from the doctor will be required to allow the student to resume physical education activities. Students who do not participate in Physical Education classes are not eligible to participate in their after school athletic activities. Exceptions will require a doctor's note or administrative approval.

Physical and Dental Examinations

School law requires that a complete physical exam be given to all 6th Grade students and a dental exam is required for all 7th Grade students. Students are encouraged to have these examinations done by their own private practitioners. These forms are available on the Penn-Delco website at pdsd.org/healthservices.

Screenings

Yearly screenings to check height, weight, BMI, and vision will be performed on all students in grades 6th through 8th and hearing tests are conducted in 7th grade. 6th and 7th grade students are examined for Scoliosis.

Library

Students may come to the library with a pass when sent by a teacher. A quiet atmosphere must be maintained at all times. Students who disturb others will be asked to leave the library. All books may be borrowed except reference books and teacher reserve books. Books are issued for two weeks and may be renewed. Lost or damaged books will result in a charge.

Lost and Found

Pocketbooks, wallets, jewelry, and other valuables should be turned in to the school office. Textbooks and clothing should be sent to the Lost and Found Box located in the cafeteria. Students who are missing items should check classrooms and the Lost and Found Box frequently. Items left unclaimed may be sent to charitable organizations after an appropriate length of time.

Textbooks

The student's name and current school year are to be written in the front inside cover of each textbook. Disciplinary actions may result if inappropriate language or drawings appear on them. Books will be checked for damage periodically by teachers. Lost or

damaged books must be paid for within two weeks. Students will be fined for any damage or writing in any text. Teachers will record the book's condition when it is assigned to them and check it again when the book is returned.

Visitors

Parents and guests are cordially welcome. All Penn-Delco Schools utilize the Raptor Visitor Management System to keep our schools safe. Parents, guests, and visitors who plan to visit must have a visitor's ID badge generated from the Raptor system. To generate that ID, a valid state issued ID must be scanned upon your first visit to any of our schools during normal school hours. An automatically generated badge will then be shared with you to be worn while visiting the school. Penn-Delco School District continues to make its commitment to safety and security a priority.

Volunteer Policy

SCHOOL VOLUNTEER CLEARANCE REQUIREMENT (No.916)

For those who wish to serve as Volunteers in the Penn-Delco School District, state law now requires the following documents to be completed and submitted to the district prior to volunteering: Pennsylvania Criminal History Record (Act 34), Child Abuse History Clearance (Act 151) and FBI Federal Criminal History Record check (may be waived if you have been a continuous resident in Pennsylvania for the previous ten years). In accordance with law, these documents must be updated once every three (3) years in order to continue as a volunteer. Clearances must be less than one year old at the time of submission. Original forms must be brought to the office of the school where you will volunteer and they will be forwarded to the central administrative offices for processing (Parents volunteering in more than one school need only submit clearances to the district at one location). No parent may serve as a trip chaperone, or in any volunteer capacity that involves routine interaction with students unless they have completed and submitted the 3 required clearance documents. For additional information regarding clearances, please refer to our district website www.pdsd.org/clearances.

Withdrawing from School

A student who expects to withdraw or transfer from Northley Middle School should notify the school office of their intention several days before withdrawal. It is necessary for a parent/guardian of the student to come to the school office and sign a "permission to withdrawal form." Students are required to return the Chromebook and charger when they withdraw. School records will NOT be released without a signed form and the return of all school property and payment of fines, if applicable.

Academic Programs

Course of Studies – 6th GRADE

English Language Arts (Honors)
Ancient Civilization

Earth Science
Mathematics (Honors)

Related Arts: Art, Band (Percussion or Woodwind/Brass), Chorus, STEM Computer Technology, Communications, General Music Keyboard, Health/Physical Education, Math Workshop, STEM Design and Modeling, Reading Workshop & STEM Technology

Course of Studies – 7th GRADE

English Language Arts (Honors)
American History I (Honors)

Life Science (Honors)
Mathematics (Honors)
Algebra I

Related Arts: Art, Band (Percussion or Woodwind/Brass), Chorus, STEM Computer Technology, Communications, General Music Steel Pan, Health/Physical Education, Math Workshop, STEM Medical Detectives, Reading Workshop & STEM Technology




Course of Studies – 8th GRADE

English Language Arts (Honors)
Physical Science (Honors)
American History II (Honors)

Mathematics
Algebra I
Geometry

Related Arts: Art, Band (Percussion or Woodwind/Brass), Chorus, STEM Computer Technology, Communications, General Music Guitar, Health/Physical Education, Math Workshop, STEM Magic of Elections, Reading Workshop & STEM Technology

Gradebook Codes (in Schoology)

Schoology Icon	What does this mean?
 Missing	Student can still turn in work labeled as missing. Missing assignments are calculated as a zero, and will remain a zero if the student does not turn in the work by the designated timeline.
 Submitted	Student submitted the work/assignment and will be graded accordingly.
“0”	Student is no longer able to submit this assignment. The grade for this assignment is a zero.
 Excused	Student is exempt from completing this assignment. This does not negatively or positively impact the student's grade.

Honor Roll Information

Two Honor Roll designations are achievable at Northley Middle School.

- **Distinguished Honor Roll**
The student earns between 90% and 100% on all courses.
- **Honor Roll**
The student earns between 80% and 100% on all courses.

Academic Dishonesty/Plagiarism

Dishonesty occurs when a student attempts to enhance the substance or quality of original work by including material or using information that is not generated specifically by honest effort and has not been credited to the appropriate source. Dishonesty also includes using Artificial Intelligence (AI)-generated content or any other source without proper credit and citation, or providing unauthorized assistance to another student(s). Unauthorized assistance can include, but is not limited to, photos, messages, or discussions regarding assessment questions and/or answers, shared work that another

student can present as his or her own, allowing another student to copy your work, providing electronic access to student work (sharing documents, files or attachments) so that another student can benefit and any other sharing of information that allows a student to gain an unfair academic advantage.

Individual teacher expectations regarding collaborative work may vary because of the nature of the assignment and desired student performance. Teachers are instructed to present all assignment expectations clearly to ensure student compliance. Students are responsible for complying with teacher guidelines and for seeking clarification if needed.

Offenses of academic dishonesty may result in the following consequences:

1. A zero for the assignment with no opportunity to re-do or make up the assignment.
2. Teacher notifies parent/guardian, school administrator, school counselor, and case manager (if applicable).
3. Teacher enters offense in the student's disciplinary record

*Academic dishonesty/plagiarism can affect a student's membership in honor society programs.

Failure for the Year

Students may fail a full year or semester course if the student receives an overall grade of 59% or below in the course. Students may not receive a failing grade lower than 49% (F) for the first, second, and third marking periods. The student's actual average, if lower than 49%, will be reported for the fourth marking period and as their final course grade. This is done to allow students to recover reasonably from a very poor performance by earning passing grades which could amount to 60% or more for the year when averaged with the 49%.

Summer School

Students who fail any core subject (Math, Science, Social Studies or English Language Arts) for the year are required to attend summer school. Parents have the option to choose or seek private tutoring or remediation. All tutors must be approved by the building Principal or designee. The tutors must have their Pennsylvania certification on file with the central administration office.

Final Grade Calculation

Final grades are calculated as an average of all four marking period grades for full year courses.

The grades for the one marking period of related arts count for the final grade.

Physical Education final grade is an average of both marking periods (50% each).

Homework

Homework serves as an important extension of classroom work. Homework is included as part of a student's total grade. Students are responsible for bringing home necessary texts and appropriate materials. Homework assignments are to be completed neatly and on time in order for credit to be given. Please visit teacher Schoology pages

on the district website for homework information. Please note that access is limited after 3:30 p.m. to Northley hallways and lockers.

Honor Society

National Junior Honor Society is an organization that recognizes student achievement in the areas of **scholarship, academics, leadership, service, character, and citizenship**. Requirements for membership are determined by the National Council. Membership is for 7th and 8th grade students only and students are selected on the basis of their excellence in the above mentioned areas.

7th graders are invited to apply to the NJHS if they earned honor roll distinction for two consecutive marking periods of the current school year. Any 8th grader not already in the NJHS will be invited to apply if they earned honor roll distinction for two consecutive marking periods of 8th grade. NJHS is not open to 6th grade.

Next, the student will be invited to an informational meeting where they will be given an application. Their submitted application must include a written essay, a community service proposal, and information about their background, activities, sports and interests. In addition, a student is required to have completed a minimum of 10 hours of community service to be included in their application. Along with their application, a teacher recommendation form (completed by a current teacher) is also required. Each component of the application is given a score. Students whose application meet the required overall score are selected.

Final selection of candidates is determined through meeting the minimal requirements in all areas and faculty approval. **Students who are recommended for membership are not automatically selected**. An induction ceremony is held in the Spring.

MTSS

At Penn-Delco SD, a Multi-Tiered System of Support is a school achievement process that maximizes the potential of all students using evidence-based instruction, intervention, and assessment to address academic, behavioral, and social-emotional needs with a continuum of support and services.

Activities

Eligibility to Participate in Student Activities

The participation of students in many school functions is dependent on their being in good academic and disciplinary standing. Therefore, the school reserves the right to deny participation in the following functions and others as the school sees fit: school trips, field trips, assemblies, out of school activities, and extracurricular activities. Notifications of such rules and regulations governing these events will be sent to students and parents in a timely manner.

All students involved in athletics and/or activities are subject to eligibility regulations. Eligibility to participate is determined every Friday with coaches and sponsors informed in writing. A student will become ineligible if he or she fails more than one subject. The

period of ineligibility will begin on the Sunday following the grade reporting and continue through the following Saturday with exceptions only granted due to calendar considerations. Students failing more than one subject will become ineligible for 5 school days. Any student who is failing more than one subject at the end of a marking period will be ineligible for 15 school days.

After School Conduct

Be Respectful	Follow Directions
Be Responsible	Participate
Be Ready	Get and stay where you need to be

Student Clubs and Activities

Intramural Sports

This club covers sports, safety, technique, equipment, mental concentration, and self-improvement. Boys and girls in 6th, 7th and 8th grades may join regardless of level of expertise.

Art Club

Students will work on creating art projects for the school and community.

Athletics (7th & 8th Grades Only)

The PIAA requires students to obtain 1 physical per school year and to submit a “Comprehensive Initial Pre-Participation Physical Evaluation” along with a baseline concussion test. If the student arrives to school late, he or she must have a doctor’s note in order to participate in a game or practice. A parent note will not be accepted in lieu of a doctor’s note.

The following interscholastic sports are available to 7th and 8th grade students:

Fall: Football, Girls Field Hockey, Boys and Girls Soccer, Girls Volleyball, and Cheerleading, Cross-Country (open to 6th graders).

Winter: Boys and Girls Basketball, Wrestling, Girls and Boys Swimming, and Cheerleading.

Spring: Boys Baseball, Girls Softball, Boys and Girls Lacrosse, and Boys and Girls Track.

Honors Choir

Honors Choir is an auditioned group of 7th and 8th grade choral students that meets after school once a week. This group is also used for outside performances in the community.

Cross-Country

Cross-country is a club for 6th grade that practices and competes during the fall athletic season. All students are welcome and no prior experience is required. Cross country provides instruction and exercises for becoming a better runner. Practices and competitions are after school.

Drama Club

The Northley Drama Club produces one musical during the school year. Students work on all aspects of musical theater: singing, acting, dancing, blocking, costuming, makeup, and more. All auditions, rehearsals, and performances occur after school hours. Any Northley student can audition for the Drama Club musical.

Esports Gaming Club

The North America Scholastic Esports Federation offers students the chance to engage in various Minecraft challenges through our Esports Gaming After School Club. There are opportunities to engage in project-based learning through Minecraft.

Environmental Club

The Environmental Club explores the world of nature on various field trips. The Environmental Club also takes an active role with environmental issues within the school.

Jazz Band

Jazz Band is a group of instrumentalists selected through audition by the director. This select group of musicians also explores various types of pop and jazz musical literature. They perform throughout the school district, as well as occasional community events.

PBIS Student Committee

This committee meets after school and during lunches to support our Viking Vision. Members are invited to join based on their implementation of the school wide expectations. Students help run the school store during lunches and work with teachers on the PBIS committee to organize various activities, such as the Walk-a-thon and Spirit Days.

Student Council

Student Council is the students' voice in Northley and coordinates various spirit activities involving the entire Northley Community.

Reading Olympics

Reading Olympics is a team activity and celebration of reading! Student teams read forty to fifty books that have been selected by a regional committee. Throughout the school year, students meet to discuss the books they have read. The culminating activity is a county-wide competition in the spring, where the team competes against other teams from different schools.

Seapearch Robotics Team

Participating students benefit by a strong exposure to STEM skills, different ROV designs, Navy career paths, collaboration and teamwork skills, technical writing skills and CAD programs. The program also stimulates teamwork, perseverance, patience and focus.

Steel Pan Ensemble

Northley Steel is a musical ensemble for students in the 6th, 7th and 8th grade. Selection into this ensemble is by audition in September and extended rehearsal times take place after school hours throughout the school year.

TV Studio

Students involved in the TV Studio work on developing school announcements and updates to promote student activities.

Yearbook

The Yearbook staff is composed of 6th, 7th and 8th grade students that are interested in working on the various committees needed to produce an outstanding yearbook. The frequency of meetings varies depending on the deadlines of production.

School Counseling

Northley Middle school Counselors offer assistance in academic, social, and personal matters, as well as provide career information and direction. They also teach courses dealing with issues such as conflict resolution, communication skills, careers, and decision making. Individual school counseling appointments are available. Students are urged to schedule appointments in advance unless the problem or concern is an urgent matter.

Students are assigned to their counselors as follows:

Mrs. Crowley- 6th grade, Class of 2031, X3336- gcrowley@pdsd.org

Ms. Gantz - 7th grade, Class of 2030, X3355 - igantz@pdsd.org

Mr. Siegel - 8th grade, Class of 2029, X3332 - ksiegel@pdsd.org


School Counseling Program

Northley Middle school offers a comprehensive school counseling program for 6th, 7th and 8th grade students. School counselors will remain with their respective class of students for all three years. School counselors meet with students on an individual basis for personal problems, scheduling difficulties, and a variety of other issues. The counselors meet with students in small groups throughout the year, such as academic success, grief group, self-esteem group, etc. Counselors also meet with parents, attend team meetings, and conduct the testing programs.

Student Assistance Program (SAP)

This team aims to identify and assist students with healthy coping alternatives. The program provides confidential services for students whose personal concerns may be affecting their performance or behavior at school. Students are encouraged to use this program for help with family problems, emotional concerns, alcohol or other drug abuse, and eating disorders. All cases are handled in a strictly confidential manner. Parent permission is needed to go through student assistance.

Student Expectations

	Ready	Respectful	Responsible
Arrival and Dismissal Expectations	Arrival <ul style="list-style-type: none"> Go directly to locker, then homeroom Dismissal <ul style="list-style-type: none"> Stay seated in your classroom until announcement 	Arrival & Dismissal <ul style="list-style-type: none"> Enter & exit the building at designated areas Follow teacher directions Walk in & out of building calmly 	Arrival & Dismissal <ul style="list-style-type: none"> Walk on the designated side Follow teacher directives When arriving, go directly to locker and then homeroom Place backpack, cell phones, and food in locker
Locker Expectations	<ul style="list-style-type: none"> Remember your locker combination Keep locker clean Keep locker organized 	<ul style="list-style-type: none"> Be aware of others when opening and closing locker Use locker quickly and get to next location on time 	<ul style="list-style-type: none"> Use locker at designated locker times Get all needed materials out of locker Place backpack, cell phones, & food in locker Lock locker
Restroom Expectations	<ul style="list-style-type: none"> Return to class quickly 	<ul style="list-style-type: none"> Go and flush Keep restroom clean Respect privacy of others 	<ul style="list-style-type: none"> Follow sign in and out of procedures Wash and dry hands Throw away trash
Social Media Expectations	<ul style="list-style-type: none"> Set appropriate boundaries Use school appropriate websites or apps and/or teacher approved 	<ul style="list-style-type: none"> Post appropriate things (words, pictures, comments) Share kind & positive thoughts Know your audience (peers vs. adults) 	<ul style="list-style-type: none"> Know your posts will be online forever Post your own thoughts and work Keep personal information confidential Be aware that staff may be actively monitoring online activity
Classroom Expectations	<ul style="list-style-type: none"> Come prepared with all materials & Chromebook charged Be seated & started when the bell rings 	<ul style="list-style-type: none"> Get to class on time Follow teacher directions Use appropriate tone & language Keep hands, feet, & object to yourself 	<ul style="list-style-type: none"> Raise your hand to speak Stay on task & complete all work Follow classroom routine Stay seated unless you have permission to get up
Hallway Expectations	<ul style="list-style-type: none"> Go directly to class or destination in timely manner 	<ul style="list-style-type: none"> Act & speak kindly towards others Use inside voices Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> Walk on the designated side Use the Ehall pass appropriately and follow classroom procedures for singing out
Cafeteria Expectations	<ul style="list-style-type: none"> Arrive with your lunch or know your pin number Stay until dismissed 	<ul style="list-style-type: none"> Listen quietly to announcements Be kind to peers and staff Use manners 	<ul style="list-style-type: none"> Keep food on table – do not touch other people's food or drinks Use utensils and condiments appropriately Clean table, floor & throw away all trash Raise hand for permission to leave seat
Bus Expectations	<ul style="list-style-type: none"> Be on time to your bus stop Stay on sidewalk until bus comes to a complete stop Enter & exit bus at designated area within school 	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself Listen & follow directions of your bus driver & aides 	<ul style="list-style-type: none"> Keep all food or personal items in your backpack Walk to and from the bus Stay in your assigned seats and face forward Ride assigned bus to & from school
After School Expectations	<ul style="list-style-type: none"> Get where you need to be Stay where you need to be 	<ul style="list-style-type: none"> Follow teacher directions Walk in & out of building calmly Go directly to after school activity 	<ul style="list-style-type: none"> Actively participate in the activity Abide by all school rules

The Viking Vision & The Three R's

The Northley Positive Behavioral Intervention & Supports Program (PBIS), developed by staff, focuses on teaching and positively reinforcing expected behaviors in all locations of the school in order to make Northley a better place to learn. The three school-wide expectations, referred to as the "Viking Vision" are comprised of the three R's

- Be Respectful
- Be Responsible
- Be Ready

Throughout the school, location specific posters detailing expectations for each of the three R's will be visible for students. The goal is to give students (and faculty members) positive expectations. If students see the purpose of the expectations in place, they will be more apt to follow them because they understand how negative behavior impacts themselves and others around them.

The students and staff at Northley Middle School utilize Positive Behavior Interventions and Support (PBIS) since 2008 and was recently recognized for their implementation of Tier I and Tier II for the 2023-2024 school year.

Restorative Practices

Restorative Practices offer a continuum of prevention and intervention responses to support positive behaviors and reduce negative behaviors. The most meaningful purpose of Restorative Practices is restoring and building relationships. Northley employs Restorative Practice to focus on teaching behavior. The Code of Student Conduct details preventative and responsive actions that can be taken to address behavior concerns when they arise. Using Restorative Practice ensures that students will engage in a process that moves through acknowledgement and accountability.

Bathroom Conduct

Students must sign in and out using an electronic hall pass. Students are not to gather in the bathrooms and socialize. Students should cooperate in keeping the bathrooms clean and in good condition. Administrators and teachers will periodically check the bathrooms.

Bathroom Procedures

- One student out of the classroom at one time.
- Four students at a time inside the bathroom.
- Students using the bathroom at lunch will use the lobby hall bathroom.
- Use the facilities in 1-2 minutes, wash and dry your hands and exit the bathroom.
- Report any issues to the teacher seated outside the bathroom.

Bus Conduct

Bus transportation to and from school is a privilege and is provided for students who live beyond one- and one-half miles from the school. When riding on the bus, students are expected to behave, and follow the "Viking Vision" as well as the rules set by the bus

driver. Seating assignments can only be changed by the bus driver or Administration. All students are expected to be courteous and respectful to the driver.

Disciplinary action for any violation of school rules or inappropriate behavior on the bus or at the bus stop may result in loss of bus riding privileges and/or further disciplinary action. During the period of suspension of bus privileges, the student must attend school unless he/she has a valid excused absence. It will become the responsibility of the parent to arrange for alternate transportation for the student. Students are not permitted to ride a bus other than their assigned bus without prior approval of the Transportation Department and written communication to the school. Additionally, a late bus is available Monday-Thursday for students attending after school clubs.

Bullying/Cyber-Bullying

Northley Middle School is committed to providing the students with a safe and positive learning experience where students act in a respectful, responsible, and safe manner. Northley understands that bullying creates an atmosphere for fear and intimidation, which distracts from the safe learning environment that is necessary at school. Northley will follow the Bullying/Cyber-Bullying policy that has been adopted by the School Board.

Bullying means an intentional electronic, written, verbal, non-verbal or physical act or series of acts directed at another student, or students, which occurs in a school setting that is severe, persistent or pervasive and where the student is exposed, repeatedly and over time, to negative actions on the part of one or more students. Bullying is further defined as intentional harming of another person where the bully has more power than the victim.

Bullying has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyber-bullying. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:

1. Placing a student in reasonable fear of physical, emotional or mental harm;
2. Placing a student in reasonable fear of damage to or loss of personal property; or
3. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop, walking to or from school, or at any activity sponsored, supervised or sanctioned by the school.

For further information please refer to the Board Policy “Bullying/Cyber-Bullying” in the Appendix, No. 249.

Cafeteria Conduct

Students are expected to follow the expectations for the cafeteria. Students may be assigned to a table at the discretion of faculty and/or administration. Students are expected to be well-behaved in the cafeteria and to maintain cleanliness in their area. Students must go directly to the cafeteria after going to their lockers. No one is permitted elsewhere in the building without permission of a teacher, school counselor or an administrator. NO food is allowed anywhere in the building except in the cafeteria. Students are not permitted to bring glass containers in their lunches. Refillable water bottles, containing water only, may be brought to school. Students who lose cafeteria privileges will be required to eat in an alternate location for a designated period of time.

Cell Phones and other Technological Devices

Parents and students must be aware that they are responsible for the security of the above mentioned equipment. The school will not be responsible for loss or theft. Personal technological devices including headphones, airpods, must be off and secure and out of sight during the school day beginning at 8:15am. If a student has a cell phone out during the school day it will be a technology violation.

- The first offense will be confiscation of cell phone returned to student in office at the end of the school day and classroom detention.
- The second offense and additional offenses will be confiscation of cell phone, sign out and returned to parent/guardian, and after school detention.
- Failure to turn over cell phone to an administrator will result in further disciplinary action according to the code of conduct.

TITLE IX

Title IX is the federal statute addressing discrimination on the basis of sex in education programs and activities. The Penn-Delco School District declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The Penn-Delco School District is an equal opportunity employer and will not discriminate in its educational programs, activities, or employment practices on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, veteran status, genetic information, citizenship, handicap/disability or other legally protected classification. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

The policy is in accordance with state and federal laws, including Title VI, Title IX and Section 504.

The Penn-Delco School District does not discriminate on the basis of sex in the education program or activity that it operates, and the District is required by Title IX and 34 C.F.R. Ch 106 not to discriminate in this manner. The requirement not to discriminate in the District's education program or activity extends to admission (as applicable), and to employment.

For more information regarding TITLE IX click [HERE](#).

Coordinators:

Dr. Eric Kuminka— ekuminka@pdsd.org; 610-497-6300 Ext. 1314

Dr. Dave Criscuolo— dcriscuolo@pdsd.org; 610-497-6300 Ext. 1312

Mrs. Regina McClure— rmcclure@pdsd.org; 610-497-6300 Ext. 1320

Controlled Substances/Paraphernalia

The Penn-Delco School District as well as the administration and staff at Northley Middle School recognize that abusing controlled substances is a serious problem with legal, physical, and social implications. As defined by the School Board, controlled substances shall include, but are not limited to the following: (1) any controlled substances prohibited by federal and state law; (2) look-alike drugs; (3) alcoholic beverages; (4) anabolic steroids; (5) drug paraphernalia; (6) volatile solvents or inhalants; and (7) prescription or patent drugs. For further information please refer to the Board Policy "Controlled Substances/Paraphernalia" in the Appendix, No. 227.

Student Code of Conduct

Northley's administration and staff are committed to creating and maintaining a positive environment that promotes learning and for participation in extracurricular activities. Northley Middle School is committed to following the Positive Behavior Intervention and Support (PBIS) and the "Viking Vision" that sets expectations for each student to follow each school day.

In order for the Student Code of Conduct to be effective it must have the following: (1) cooperation among students, staff, and administration; (2) awareness of student behaviors that are acceptable and unacceptable; and (3) consequences for the actions, which violate the school code. (3) Rewards and recognition for following the expectations. Please read the following carefully:

The below Code of Conduct relates to the following Board Policies: 204, 210, 218, 218.1, 218.2, 221, 222, 224, 226, 227, 233, 247, 248, and 249.

Northley's administration, teachers, and other authorized staff members will discipline students in accordance with this policy. Any disciplinary intervention MAY include a referral to the Student Assistance Program at the discretion of the Administration. The discipline policy is sequential and cumulative and it should be noted that in the implementation of the discipline policy, consideration will be given to age, developmental stage and documented exceptionality.

Types of Discipline Defined

- Classroom or Team Detention – Detention before, during (lunch) or after school assigned by a teacher (maximum of 45 minutes).
- After School Office Detention - After-school detention assigned by an administrator 3-3:45pm (Late Bus provided)
- After School Extended Office Detention - After-school detention assigned by an administrator 3:00-4:30pm (No Late Bus available).
- Saturday Detention - Saturday detention assigned by an administrator (3 hours).
- Suspension - Exclusion from school for a period of one to ten consecutive school days.
- Expulsion - Exclusion from school by the Board of School Directors for a period exceeding ten school days, which may be permanent expulsion from the school.

Disciplinary Offenses Defined

The following offenses will lead to disciplinary action, which may include a student's exclusion from school by suspension or expulsion. *Note: The following is not an all-inclusive list and students who violate school or district rules or policies will receive disciplinary action.*

Code of Conduct 2024-2025

<u>Tier I Offenses:</u>	
The following classroom misconduct offenses will result in a selection of a teacher consequence.	
Behavior Examples	Response Examples
<ol style="list-style-type: none"> 1. Failure to complete assignment after teacher's prompting 2. Physically boisterous behavior, including horseplay 3. Disturbing the learning environment 4. Failure to follow the directions of a teacher or authorized staff member 5. Lateness to class or activity by less than 5 minutes 6. Public displays of affection 7. Inappropriate language 8. Having food or drinks other than water in the classroom 9. First cell phone violation 10. Defiance/non-compliance 11. Unauthorized use of technology, whether school-owned or personal (exceptions allowed by Section 1371.1 of the school code) 12. First offense of a dress code violation 13. First offense of misbehavior for a substitute teacher 	<ol style="list-style-type: none"> 1. Teacher lunch detention 2. Teacher morning detention; 7:30 to 8:05 AM 3. Teacher after school detention; 3:00 to 3:45 PM (late bus provided) 4. Confiscation of cell phone returned to student in office at end of school day. 5. Verbal reprimand 6. Parent contact &/or conference 7. Student reflection 8. Restorative meeting 9. Restriction of privileges 10. Reteaching expectations 11. Planned ignoring 12. Student behavior contract 13. Change of attire

<u>Tier II Offenses:</u>	
The following classroom misconduct or school wide offenses will result in a selection of the following consequences.	
Behavior Examples	Response Examples
<ol style="list-style-type: none"> 1. Failure to correct Tier I offense that has been addressed by a classroom teacher or authorized staff member 2. Causing a disruption in the hallway, lobby, bathroom, bus, or other common area 3. Violation of cafeteria expectations (failure to clean table, leaving before dismissed, throwing food, etc.) 4. Out of bounds – loitering in bathrooms, hallways, lobbies, or other areas during a time period where student is assigned a class 5. Profanity or other abusive language which is directed at a student 6. Cell phone violation (more than one offense) 7. Purposeful damage to school issued Chromebook 8. Violation of the district acceptable use policy 9. Academic dishonesty 10. Physical contact 11. Violation of right to privacy 12. Instigating/escalating conflict 13. Posting pictures/videos to social media during/from the school day 	<ol style="list-style-type: none"> 1. Classroom or team detentions 2. After school office detention from 3:00 to 3:45 PM (late bus provided) 3. Extended after school office detention from 3:00 to 4:30 pm (no late bus available) 4. Office lunch detention 5. Student relocated to main office 6. Reassignment of cafeteria seat 7. Removal from cafeteria 8. Confiscation of cell phone and returned to parent/guardian in office 9. Parent contact/conference 10. Time out & student reflection 11. Restorative meeting 12. Restriction of privileges 13. Reteaching expectation 14. Clean up and/or restore area 15. Bus seat assignment 16. Restitution

<p style="text-align: center;">Tier III Offenses:</p> <p style="text-align: center;">The following classroom misconduct or school-wide offenses will result in a selection of the following consequences.</p>	
Behavior Examples	Response Examples
<ol style="list-style-type: none"> 1. Commission or repetition of repeated Tier I or Tier II offense that has been addressed by a classroom teacher or authorized staff member 2. Vandalism 3. Making obscene or threatening gestures 4. Intimidation/harassment 5. Aggressive physical contact (fighting, pushing, shoving, slapping, punching, etc.) that requires teacher/staff intervention 6. Leaving the school building or grounds without permission 7. Possession, use, or distribution of any tobacco product, lighter, matches, or vape nicotine products/vaping/paraphernalia product 8. Theft or possession of stolen property 9. Sexting or possession of sexually provocative materials 10. Lewd behavior (exposure, mooning, or depantsing) 11. Disrespect or direct refusal to follow the direction of an administrator 12. Profanity or other abusive language directed at an administrator, teacher, or staff member (Including transportation, event, maintenance, and cafeteria staff) 13. Failure to cooperate with a search 14. Threat of harm to school or students 15. Bullying/cyber bullying 16. Possession or detonation of fireworks, smoke bombs, stink bombs, and similar devices 17. Possession or use of a weapon* 18. Setting off a fire alarm, making a false 9-1-1 call, a bomb threat, or a similar terroristic threat* 19. Assault/battery, striking or assaulting a teacher, administrator, or staff member* 20. Arson or attempted arson* 21. Possession, use, distribution, or solicitation to use drugs, drug paraphernalia, or alcohol* 	<ol style="list-style-type: none"> 1. Saturday detention(s): 8:30-11:30 2. Re-training of behavior expectations 3. Loss of extracurricular privilege 4. Repayment for damage 5. Grade of 0% 6. Confiscation of cell phone and returned to parent/guardian in office 7. Restorative meeting 8. Formal parent conference 9. Restriction of privileges 10. Exclusion from field trips 11. Threat assessment 12. Loss of bus privilege 13. Restitution 14. Suspensions of one to ten days in length 15. Removal from extracurricular or school related events, activity, privileges 16. Expulsion by the board of directors 17. Reinstatement meeting following suspension 18. Referral to outside agency 19. Alternative placement 20. Police involvement <p style="text-align: center;">*Administration will consult police department</p>

Dress Code

The Penn-Delco School District believes that students should be well groomed and neatly attired at school and at school functions. The PDSD School Board (No. 221) strongly believes that a dress code will help to:

1. Establish and maintain a more positive atmosphere conducive to education.
2. Instill student discipline.
3. Eliminate peer pressure dealing with student attire.

The School Board policy will be implemented throughout the school year. If a student's dress is deemed distracting, disruptive, disrespectful, revealing, or unsafe, appropriate discipline will follow. Discipline for Dress Code violations will be progressive and will require parents to bring a change of clothing if necessary.

Jackets and Coats	<ul style="list-style-type: none">• Students are not permitted to wear outer jackets and coats in school. All students should leave their outer coats in their lockers upon arrival.
Headwear (hats, scarves, bandannas, etc.)	<ul style="list-style-type: none">• All hats, scarves, bandannas, etc. are to be removed upon entering the building and left in lockers during the school day.
Hooded Sweatshirts	<ul style="list-style-type: none">• Students are not permitted to have their hoods up during the school day.
Footwear	<ul style="list-style-type: none">• Footwear must have backs. Students are not permitted to wear flip-flops or slides. Sneakers or shoes must be worn at all times.
Apparel, Jewelry, Grooming may not be distracting, disruptive, disrespectful, revealing, or unsafe.	<ul style="list-style-type: none">• Clothing that espouses violence, hatred, prejudice, depicts alcohol or drugs, or is found to be offensive such that it creates the risk of disruption is prohibited.
Fashions Students are not permitted to wear extreme fashions (bare midriffs, halter tops, tube tops, tank tops, short-shorts, etc.) Undue attention to an individual's dress which detracts from the seriousness of the instructional process must be avoided.	<ul style="list-style-type: none">• Students must wear shirts that cover their shoulders, midriffs and backs.• Students are not permitted to wear shirts that expose cleavage or undergarments.• Short-shorts or short-skirts are NOT permitted. A good rule of thumb is that shorts and skirts should extend <i>at least 3-4 inches from the inseam</i>.• Exposed areas below the waist are not permitted.

Physical Education Dress Requirements

- Shorts, any color, with an elastic waistband and drawstring. Jean type shorts with belt loops are not permitted.
- Plain blue, gold, white, or Northley pride T-shirts are permitted.
- Athletic sneakers and socks must be worn. Social sneakers i.e., platforms, canvas sneakers, open backed or roller skate sneakers are not permitted.
- Bathing suits should be one piece for the girls.

Internet, Electronic Mail, and Network Resources Acceptable Use Policy

Internet access and network resources are available to all Northley students for educational purposes. The use of the internet and network is a privilege. Students are expected to follow the guidelines explained in the School Board Policy No. 815 for acceptable use of the computers and internet. For further information, please refer to the “Acceptable Use” policy in the Appendix. Additionally, parents/guardians may elect to enroll in an insurance plan to cover the school issued Chromebook. More information can be found on the Technology site at <https://www.pdsd.org/departments/technology-services>.

Lockers

Each student shall be assigned a hall locker equipped with a built-in combination lock. Students should not give their combination to other students or share lockers with other students. Lockers are provided for student use only, and inspections will be made periodically to check on the condition of the locker. Students are responsible for keeping their lockers neat and in good condition during the school year. After using the lockers, students must completely lock their lockers and not leave them open or “preset.” While there are no guarantees against property theft, locked lockers can prevent students’ personal belongings, textbooks, etc. from being stolen.

If the lockers are broken or stuck students are to ask their homeroom teacher or go to the office for a locker slip and the locker will be repaired. Students are not permitted to put an additional lock or locks on the hall lockers because they will be promptly removed by the custodial staff. The students that are assigned gym lockers will be provided with locks.

The lockers are the property of the Penn Delco School District. Students will therefore have only limited expectation of privacy in their lockers. Students may not use their locker as a depository for substances or for prohibited objects. If given reasonable suspicion, the student’s locker can be searched. For further information about locker searches, please refer to the Appendix for the School Board policy, “Searches” Policy, No. 226.

Weapons

The Penn Delco School Board and Northley Middle School recognize the importance of a safe school environment. Possession of a weapon in school threatens the safety of the students and staff and is prohibited by law. Weapons include, but are not limited to, the following: a knife, cutting instrument, cutting tool, nunchuck, stick, brass or metal knuckles, firearm, shotgun, rifle, ammunition, poisons, chemical agent, slingshot, pellet gun, explosive device, and any other tool capable of inflicting bodily injury, or causing harm, intimidation, or harassment. Weapons also include look-alike or replica weapons which are operable or inoperable. For further information, please refer to the Appendix for the School Board policy, “Weapons,” No. 218.1

Penn-Delco School District Board Policies

Attendance – No. 204

Weapons – No. 218.1

Student Discipline – No. 218

Tobacco/Nicotine – No. 222

Searches – No. 226

Controlled Substances/Paraphernalia – No. 227

Bullying/Cyber-Bullying – No. 249

Acceptable Use of Internet, Electronic Mail and Network Resources – No. 815

Volunteers – No. 916

These are the Board Policies referred to within the handbook, copies of these policies can be made available in the Northley Main Office upon request or can be found at www.pdsd.org.