PENN-DELCO SCHOOL DISTRICT

NORTHLEY MIDDLE SCHOOL

STUDENT/FAMILY HANDBOOK

2026-2027

Northley Middle School

Encourage Empower Excel

STUDENT and FAMILY HANDBOOK

Penn Delco School District
Northley Middle School
2801 Concord Road
Aston, PA 19014
610-497-6300 x3400

Administration:

Superintendent: Dr. George Steinhoff
Assistant Superintendent: Dr. Eric Kuminka
Principal: Justin Shivone
Assistant Principal: Christen Verna
Assistant Principal: Karen Scharrer

Purpose:

The purpose of the Penn Delco School District is Education, Service, and Leadership.

Mission Statement:

The mission statement 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: Competence, Character, Critical Thinking, Communication, Collaboration, Creativity, Connection.
-Excel in the pursuit of a personal interest or talent.

Vision:

We envision a district-wide culture committed to ensuring that all graduates are Ready for Life: prepared and capable of making a positive contribution to society.

Northley Middle School Core Expectations:

-Be Ready
-Be Respectful
-Be Responsible

Welcome to the 2026-2027 School Year!

On behalf of our entire staff, welcome to Northley Middle School! Whether your family is returning or joining us for the first time, we are excited to have you as part of our Viking community.

At Northley, we believe every student has the ability to succeed. Our responsibility is to create a school where students feel safe, respected, connected, challenged, and supported every day. We believe that when students know they belong, they are willing to take risks, work hard, and grow both inside and outside the classroom.

Middle school is one of the most important chapters in a child's education. It is a time when students develop confidence, discover new interests, strengthen friendships, and prepare for high school and life beyond. Our goal is not simply to help students earn good grades. We want them to become thoughtful problem-solvers, effective communicators, responsible leaders, and compassionate citizens. Through our Leader in Me framework and Penn-Delco's Portrait of a Graduate, we intentionally develop the character, leadership, collaboration, and real-world skills students will need to be successful in whatever path they choose.

We set high expectations because we know our students are capable of achieving great things. At the same time, we are committed to providing the support, encouragement, and opportunities they need to succeed. My goal is simple: I want every student to leave Northley more confident, more prepared, and better equipped for whatever comes next.

What truly makes Northley special is our people. Every day, our teachers, counselors, support staff, and administrators work together to provide an exceptional educational experience. Students benefit from rigorous academics, meaningful intervention and enrichment opportunities, award-winning music and arts programs, competitive athletics, and a wide variety of clubs, activities, and leadership experiences. We are proud to be recognized as both a Pennsylvania Schools to Watch school and a Leader in Me school. While those honors are meaningful, what makes me most proud is the culture we have built together. Northley is a place where students are expected to do their best, care for one another, and take pride in being a Viking.

A successful school is built on a strong partnership between home and school. Thank you for the trust you place in us each day. We value open communication and believe students are most successful when families and educators work together with shared expectations and a common goal of helping every child reach their full potential.

This handbook is an important resource for students and families. It outlines the programs, procedures, policies, and expectations that guide our school community. I encourage every parent, guardian, and student to read the handbook in its entirety before the school year begins. Taking the time to review it together will help answer common questions and ensure we begin the year with a shared understanding of our expectations.

It is truly an honor to serve as the principal of Northley Middle School. I am proud of our students, grateful for our dedicated staff, and thankful for the partnership we share with our families. I look forward to celebrating our students' growth, accomplishments, and successes throughout the 2026-2027 school year.

Thank you for being part of our Northley family. Go Vikings!

Sincerely,

Justin Shivone
Principal
Northley Middle School

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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

2026-2027 School District Calendar

JULY 2026

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 2026

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 - 1 | Student Days - 0

SEPTEMBER 2026

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 - 17

OCTOBER 2026

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 - 22 | Student Days - 22

NOVEMBER 2026

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 - 18 | Student Days – 17

DECEMBER 2026

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 - 17 | Student Days - 17

Penn-Delco School District
2026-2027
Instructional Calendar

JUL 3	District Holiday	*All Buildings Closed*
AUG 25-26	New Teacher Induction	
Aug 31–Sept 3	Teacher In-Service (Act 80)	No Students K-12
SEP 4	Offices Open/No School	No Students K-12
SEP 7	District Holiday	*All Buildings Closed*
SEP 8	First Day of School	
SEP 29	½ Day Teacher In-Service (Act 80)	½ Day Students K-12
OCT 14	½ Day Teacher In-Service (Act 80)	½ Day Students K-12
NOV 3	Teacher In-Service (Act 80)	No Students K-12
NOV 23-24	½ Day Teacher In-service (Act 80) Parent Conferences	½ Day Students K-8
NOV 25	Offices open/No school	No Students K-12
NOV 26-27	District Holiday	*All Buildings Closed*
DEC 23	½ Day Teacher In-Service	½ Day Students K-12
DEC 24-28	District Holiday	*All Buildings Closed*
DEC 29-30	Offices Open/No School	No Students K-12
DEC 31 - JAN 1	District Holiday	*All Buildings Closed*
JAN 15	½ Day Teacher In-Service (Act 80)	½ Day Students K-12
JAN 18	District Holiday	*All Buildings Closed*
FEB 12	½ Day Teacher In-Service (Act 80)	½ Day Students K-12
FEB 15	District Holiday	*All Buildings Closed*
MAR 11-12	½ Day Teacher In-Service (Act 80) Parent Conferences	½ Day Students K-5
MAR 22-25	Offices Open/No School	No Students K-12
MAR 26	District Holiday	All Buildings Closed
MAR 29	Teacher In-Service (Act 80)	Flex Day
MAY 7	½ Day Teacher In-Service (Act 80)	½ Day Students K-12
May 18	Teacher In-Service	No Students K-12
MAY 28	½ Day Teacher In-Service (Act 80)	½ Day Students K-12
MAY 31	District Holiday	*All Buildings Closed*
JUN 15	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 18	District Holiday	*All Buildings Closed*
June 21-22	Flex Day	

PSSA Testing Window

ELA: April 26 - 30, 2027
Math, Science & Make-Ups: May 3 - 7, 2027

Keystone Testing Window

Winter Wave 1: December 7 - 18, 2026
Winter Wave 2: January 4 - 15, 2027
Spring: May 17 - 28, 2027
Summer: July 26 - 30, 2027

	Teacher Flex Days 06/21 and 06/22
	District Holiday
	K-12 Full-Day Teacher In-Service
	½ day Teacher In-Service
	Offices Open/No School
	Parent Conferences
	½ Day

JANUARY 2027

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 – 19 | Student Days - 19

FEBRUARY 2027

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 2027

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 - 18 | Student Days - 17

APRIL 2027

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 - 22 | Student Days - 22

MAY 2027

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 - 20 | Student Days - 19

JUNE 2027

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 - 15 | Student Days – 11

Total Teacher Days - 191
Total Student Days - 180

2026-2027 NMS Bell Schedule

6th Grade	7th Grade	8th 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
6th Grade	Period 1	Period 8	Period 7	Period 6	Period 3
7th Grade	Period 1	Period 9	Period 8	Period 5	Period 4
8th Grade	Period 2	Period 9	Period 8	Period 7	Period 4

2026-2027 NMS Early Dismissal Bell Schedule

Early Dismissal Schedule: 10:48 AM (No Advisory)

Time	6th Grade	7th Grade	8th Grade
8:15-8:21	Homeroom	Homeroom	Homeroom
8:24-8:39	Period 1 (Block)	Period 1	Period 1 (RA)
8:42-8:57	Period 2	Period 2 (Block)	Period 2
9:00-9:15	Period 3	Period 3 (RA)	Period 3 (Block)
9:18-9:33	Period 5 (RA)	Period 4	Period 4
9:36-9:51	Period 6	Period 5	Period 6 (RA)
9:54-10:09	Period 7	Period 7 (RA)	Period 7
10:12-10:27	Period 8	Period 8	Period 8
10:30-10:45	Period 9 (RA)	Period 9	Period 9
10:45-10:48	Dismissal	Dismissal	Dismissal

Early Dismissal Schedule: 10:48 AM (Advisory)

Time	6th Grade	7th Grade	8th Grade
8:15-8:27	Homeroom	Homeroom	Homeroom
8:30-9:00	Advisory	Advisory	Advisory
9:03-9:26	Period 1	Period 1	Period 1 or 6 (RA)
9:29-9:52	Period 3	Period 4	Period 2
9:55-10:18	Period 6	Period 3 or 7 (RA)	Period 4
10:21-10:44	Period 5 or 9 (RA)	Period 5	Period 7
10:44-10:48	Dismissal	Dismissal	Dismissal

2026-2027 NMS Late Arrival – Two Hour Delay Bell Schedule

Late Arrival – Two Hour Delay

Time	6th Grade	7th Grade	8th Grade
10:15-10:22	Homeroom	Homeroom	Homeroom
10:25-10:55	Period 2	Period 1	Period 1 (RA)
10:58-11:28	Period 3	Period 3 (RA)	Period 2
11:31-12:01	Period 4 (Lunch)	Period 4	Period 4
12:04-12:34	Period 5 (RA)	Period 5	Period 5 (Lunch)
12:37-1:07	Period 6	Period 6 (Lunch)	Period 6 (RA)
1:10-1:40	Period 7	Period 7 (RA)	Period 7
1:43-2:13	Period 8	Period 8	Period 8
2:16-2:46	Period 9 (RA)	Period 9	Period 9
2:47-2:55	Dismissal	Dismissal	Dismissal

Flexible Instruction Day Schedule

Students at Northley Middle School should report to their homeroom teacher's virtual course in Schoology by 8:05 a.m. to access a Zoom or Google Meet link. Students will continue to follow their flexible instruction schedule by accessing the appropriate teacher's Schoology course.

Middle School Schedule				
	6th	7th	8th	
8:05 - 8:22 am	Homeroom			
8:25 - 8:43 am	Period 2	Period 1	Period 1 Related Art	
8:46 - 9:04 am	Period 3	Period 3 Related Art	Period 2	
9:07 - 9:25 am	Period 5 Related Art	Period 4	Period 4	
9:28 - 9:46 am	Period 6	Period 5	Period 6 Related Art	
9:49 - 10:07 am	Period 7	Period 7 Related Art	Period 7	
10:10 - 10:28 am	Period 8	Period 8	Period 8	
10:31 - 10:49 am	Period 9 Related Art	Period 9	Period 9	
10:50 am - 2:55 pm	Asynchronous Lessons for Students			

Full Day Schedule

Northley Middle School uses an Advisory Schedule periodically throughout the school year to provide students with dedicated time beyond regular classroom instruction. During advisory, students receive important school announcements, connect with their advisory teacher, and participate in activities that strengthen our school community. Advisory is also used for Leader in Me lessons, academic planning, character education, team-building activities, study skills, and other schoolwide initiatives that support students' academic, social, and personal growth.

Advisory	8:15	8:38	23 mins
1	8:39	9:19	40 mins
2	9:20	10:00	40 mins
3	10:01	10:41	40 mins
4	10:42	11:22	40 mins
5	11:23	12:03	40 mins
6	12:04	12:44	40 mins
7	12:45	1:25	40 mins
8	1:26	2:06	40 mins
9	2:07	2:47	40 mins

Marking Period and Report Card Dates

Marking Period	Start Date	End Date	Report Cards Posted
MP1	09/08/2026	11/06/2026	11/13/2026
MP2	11/09/2026	01/22/2027	01/29/2027
MP3	01/25/2027	04/09/2027	04/16/2027
MP4	04/12/2027	06/15/2027	06/18/2027

ATTENDANCE POLICY & PROCEDURES

Attendance Reporting

At Penn-Delco, one of our greatest priorities is ensuring that all our students arrive safely at school each day. To that end, we utilize an efficient student absence reporting system called *SafeArrival*. This system makes 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 at 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 Absence.

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 ***School Messenger 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*.

Attendance Policy

Regular attendance at school is an important part of every student's success and is necessary in order to gain the greatest benefit from the educational experience. Students who are frequently absent from school miss direct instruction and regular contact with their teachers. Commonwealth of Pennsylvania law and School Board policy require regular daily attendance. When absences accumulate, it may ultimately result in academic difficulty.

Absences not recorded by SafeArrival during the specified timeframe shall be treated as unlawful/unexcused 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 12 cumulative, lawful/excused absences verified by parental notification including family vacation days shall be permitted during the school year. All absences beyond 12 cumulative days shall require an excuse from a licensed practitioner of the healing arts.

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). The only excused reasons for being late to school are doctor and dentist appointments or illness of the student. Oversleeping, missing the bus, mechanical difficulties, etc. are considered unexcused. 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.

Repeated tardiness interferes with student learning and the orderly operation of the school. Students who demonstrate a pattern of excessive tardiness may be referred to administration for parent/guardian contact, conferences, attendance improvement measures, and disciplinary consequences. Continued excessive tardiness may result in additional interventions as determined by school administration.

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/she 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 before the appointment.

Vacations

Vacations may be considered an excused/lawful absence. Parents/guardians planning a vacation involving two (2) or more consecutive school days should notify the student's grade-level school counselor, Counseling Secretary (Theresa Fallon, tfallon@pdsd.org), Attendance Secretary (Renee Torres, rtorres@pdsd.org), and the Northley Middle School attendance office (nms-attendance@pdsd.org) by email at least forty-eight (48) hours prior to the first day of the planned absence. Students should obtain a Vacation Form in the main office at least one week prior to scheduled vacation.

Vacations for students in grades 3-8 will not be approved during the Pennsylvania Department of Education PSSA testing window. Vacations will not be approved during the Pennsylvania Department of Education Keystone testing window, mid-year, or final examinations. Please refer to the Penn-Delco School District Instructional School Year Calendar for specific dates: https://www.pdsd.org/calendar01.

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.

DEFINITIONS:

Unexcused/Unlawful Absence: Pennsylvania Department of Education (PDE) & Penn-Delco School District (PDSD) Policy defines unexcused/unlawful absence as an event in which a student is absent without a valid, acceptable physician's note and/or parent note. A maximum of twelve (12) cumulative, excused/lawful absences verified by parental notification including family vacation days shall be permitted during the school year. All absences beyond twelve (12) cumulative days will be considered unlawful/unexcused unless an excuse from a licensed practitioner of the healing arts is received.

Truant: Pennsylvania Department of Education (PDE) & Penn-Delco School District (PDSD) Policy states that truant shall mean having incurred three (3) or more school days of unexcused/unlawful absences during the current school year by a student subject to compulsory school attendance.

Habitually Truant: Pennsylvania Department of Education (PDE) & Penn-Delco School District (PDSD) Policy states that truant shall mean having incurred six (6) or more school days of unexcused/unlawful absences during the current school year by a student subject to compulsory school attendance.

Student Attendance Improvement Conference (SAIC): The purpose of a SAIC is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services. A letter will be sent home if a student accumulates three (3) or more unexcused/unlawful absences documenting truancy. The school will schedule a *Student Attendance Improvement Conference (SAIC)* with the parents/guardians and students to develop a *Student Attendance Improvement Plan (SAIP)* for all students who accumulate 3 or more unlawful/unexcused absences. If a child accumulates 6 or more unlawful/unexcused absences, the school attendance Improvement

team will update the SAIP and may take action toward truancy prevention including but not limited to a citation/referral for truancy court.

PSSA Assessment Dates

The annual Pennsylvania System of School Assessment (PSSA) for students in grades 6, 7, and 8, as well as the Keystone Exams for eligible students, will be administered on the dates listed below. It is imperative that all students attend school during these testing windows. Please avoid scheduling appointments, trips, or vacations one week before or during these assessment periods.

PSSA Testing Window

- ELA: April 26 - 30, 2027
- Math, Science, and Make-Up Testing: May 3 - 7, 2027

Spring Keystone Testing Window

- May 17 - 28, 2027

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 arriving 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.

Departure

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.

Car Rider Procedures

Busses will drop off students in the front of the building in the morning. Busses will pick up students on the side of the building at dismissal. The fire lane along the front and side of the building is to be clear of cars for the morning drop off and afternoon pick up. There are two traffic patterns in the parking lot next to the administration building for drop offs. Parents will follow the traffic patterns according to the posted cones (i.e.-enter via Pancoast and exit onto

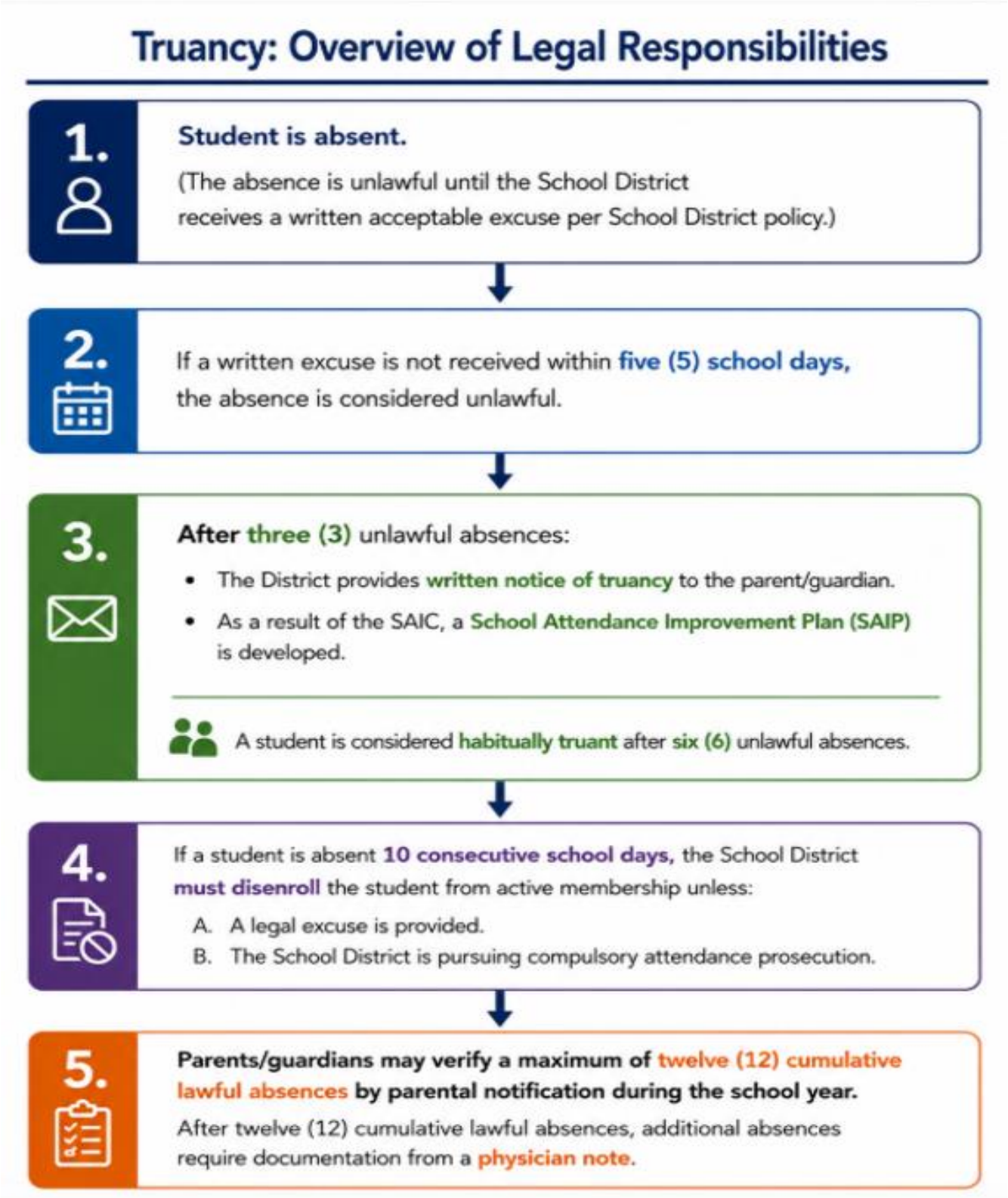
Pancoast or enter via Concord and exit onto Concord) In the afternoon, parents are to park in a designated parking spot and wait for their child to exit the G wing exit. Parents may exit onto Concord Road or Pancoast Avenue from the side parking lot only.

Students requesting a change of assigned bus for the day must submit a request for transportation change form signed by a parent/guardian and hand it to their homeroom teacher or the main office at the beginning of the day. For access to this form, use the specified link Penn Delco Temporary Bus Change Form

Students requesting any permanent changes in bus assignment should fill out the request for transportation change form found below and return to the main office. Your school principal and the transportation supervisor will then review and approve the change request and notify you accordingly. Penn Delco Transportation Form

At any time, if your home address changes, proof of residency must be brought to the Student Residence Assistance at the administration building. Phone number additions and changes should be reported to the main office. This is essential for handling emergencies.

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.

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.

Cell Phones and other Technological Devices
Cell phones, Apple Watches, headphones, AirPods, or other personal technology devices are the responsibility of the student when brought to school. The school is not responsible for loss, theft, or damage. Personal technology devices must be powered off, secure, and out of sight during the school day beginning at 8:05 a.m. If a student uses a personal technology device during the school day, it will be considered a technology violation.

1. **First Offense:** Student is verbally told to put device away.
2. **Second Offense:** Student is asked to put device on teacher desk and will be returned to student at end of class.

3. **Third Offense:** The device will be confiscated and turned in to the main office. The student will retrieve device at end of day.
4. **Forth and Subsequent Offenses:** The device must be signed out by parent/guardian in the main office.

Failure or refusal to surrender a personal technology device to a staff member upon request will result in immediate confiscation of the device, an after-school detention, and may result in additional disciplinary action in accordance with the Student Code of Conduct.

Communication Chain

Communication is an essential part of a student's educational program. In middle school, teachers and staff work will 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

In most instances, teachers will be in classrooms teaching when incoming calls are made. The district has both an email and voicemail system, which teachers are able to check and return emails and calls. Please understand that teachers may have an obligation after school that day and may not be able to return your email or call until the following day. Please respect and follow the chain above for inquiries, suggestions and constructive criticism.

Cyber Students

Any student interested in PDSD Cyber School please contact Chris Gorniok at cgorniok@pdsd.org . Information regarding the program can be found at Penn Delco Cyber

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. Students with failing grades or extensive discipline may be restricted from attending the event. 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.

Electronic Recording

The unauthorized use of electronic devices to photograph, audio record, or video record students, staff members, or school activities is prohibited when it disrupts the educational environment, violates the privacy of others, or is otherwise inconsistent with Board Policy and the Student Code of Conduct.

Recording, photographing, or live streaming a physical altercation or other student misconduct, as well as possessing, sharing, posting, or distributing such recordings through social media, text messages, or other electronic means, is strictly prohibited and may result in disciplinary consequences in accordance with the Student Code of Conduct.

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 that create a distraction to the learning environment or interfere with the educational process are not permitted at school. Examples include, but are not limited to, hacky sacks, NeeDohs, dumpling squishies, other squishy or sensory toys, laser pointers, trading cards, toys, and similar novelty items.

Students who require the use of a sensory or fidget item as part of an Individualized Education Program (IEP), Section 504 Plan, or other documented educational or medical accommodation may use approved items in accordance with their plan.

Unauthorized fad items will be confiscated and returned to the student at the end of the school day or to a parent/guardian, as determined by school administration.

The Penn-Delco School District is not responsible for the loss, theft, or damage of personal property brought to school.

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, 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. Communication will be sent to parents by district administration.

Food Deliveries

Students may not have food delivered during the school day from food delivery services (door dash, grub hub, uber eats, etc.). However, parents or guardians may drop off food for their child- only an individual lunch may be delivered, not for friends or large groups. Additionally, students will not be called out of class.

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.**

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 Penn Delco Health Services

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
Textbooks and clothing should be sent to the Lost and Found area located in the cafeteria. Students who are missing items should check classrooms and the Lost and Found area 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
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, which requires a valid state issued ID. 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. **ALL visitors (and students) must enter using ONLY the main entrance.** Students receiving specialized transportation will have accommodated arrival and dismissal procedures approved by administration.

All visitors must give a minimum of 24 hours notice prior to their arrival to meet with teachers, staff or administration. Administration reserves the right to approve or deny access to any visitor.

Entering the building through an unauthorized entrance or allowing others to enter is considered illegal per PA Title 18 3503(b)(iv). This is considered criminal trespassing and a violation of the PDSD Board Policy 709.

Any visitor on school property who has not registered at the school's main office is considered to be trespassing. The individual will be asked to immediately report to the school's main office to register or will be asked to leave immediately. The principal, or designee, may request aid from law enforcement for removal.

Dropping off Items:
Students are expected to arrive ready for school with everything they need. To minimize the disruption of teaching and learning, parents/guardians should not bring food, drinks, athletic equipment, or any non-essential items for their students during the school day. No delivery services such as door dash, grub hub, uber eats, etc. are permitted. Student articles that must be dropped off can be left 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. **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 Penn Delco Volunteer 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 (Honors)
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.

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

The use of District technology resources is subject to monitoring in accordance with Board policy. When there is reasonable suspicion that academic dishonesty has occurred, the District may review student activity on District-managed devices, accounts, and instructional platforms as part of its investigation. This may include, but is not limited to, GoGuardian records, browser history, search history, document revision history, activity logs, and other available digital records. Students are expected to complete all assignments using their own original work unless otherwise directed by the teacher. Repeated incidents of academic dishonesty, plagiarism, or the unauthorized use of artificial intelligence (AI) or other technology will result in progressive disciplinary consequences in addition to any academic consequences, in accordance with the Student Code of Conduct.

*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 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 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.

Honors Level Criteria

Placement in honors level classes will be determined each year based on student performance on CDT, PVAAS, IXL, PSSA, classroom performance and teacher recommendations.

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

All school-sponsored events, including but not limited to PTL sponsored events, athletic events, field trips, assemblies, extracurricular activities are subject to eligibility standards which include academics, behavior and attendance. Students who fail to meet the school-wide expectations regarding attendance, academic eligibility, and discipline may be restricted from participating in extracurricular activities and monies will not be refunded. Students who are frequently late to school, or frequently absent from class, may be excluded from extracurricular activities and events.

All students involved in athletics and/or activities are subject to academic 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

All students involved in after school activities or spectating events are expected to follow the Viking Vision (Ready, Respectful, Responsible). At dismissal, all students should be in their designated area with an assigned adult for the event. Once students leave the school building after school, he/she may not return without a parent or guardian. Students are not permitted to bring outside food into a school-sponsored event. Students are expected to be in his/her designated area for the entirety of the event. Students are subject to loss of privileges if appropriate conduct and sportsmanship are not evident. Those students may also be subject to disciplinary action at the discretion of the administration. Offenders may be prohibited from attending or participating in future extracurricular events.

Student Clubs and Activities

Academic Support
Academic Support sessions will be held after school for students needing assistance with specific subject areas, organization, studying tips, strategies and tips for reviewing new concepts. Students may sign up with their teacher or counselor for the following subject areas: Math, ELA, Science, Social Studies, and Academic Success. Sessions are held Monday-Thursday from 3:00-3:40 pm.

Arts & Crafts 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 Running (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 Running Club
Cross-country is a club for 6th, 7th, and 8th 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 (grades 6-8) can audition for the Drama Club musical.

EGaming Club
The North America Scholastic Esports Federation offers students the chance to engage in various Minecraft challenges through our EGaming after school club. There are opportunities to engage in project-based learning through Minecraft.

Environmental/Gardening Club
The Environmental/Garden Club explores the world of nature on various field trips. The Environmental Club also takes an active role in environmental issues within our school grounds and campus garden.

Intramural Sports Fall/Spring
The Intramural Sports Club offers students a fun, inclusive way to stay active and build friendships through a variety of recreational sports. Whether you're competitive or just looking to unwind, there's a league or event for every skill level that promotes teamwork, fitness, and school spirit. All students in 6th, 7th and 8th grades may join regardless of level of expertise.

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 lunch 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.

Robotics/ SEAPerch Club
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.

Instrumental Music Club (Steel Pan Ensemble)
Northley Instrumental Music is a musical ensemble using steel pans 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.

Media Production (Announcements/TV Studio)
Students involved in the Media Production club 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. Sullivan- 6th grade, Class of 2030, X3355 - jsullivan@pdsd.org
Ms. Sterling-7th grade, Class of 2032, x 3332- jsterling@pdsd.org
Mrs. Crowley- 8th grade, Class of 2031, X3336- gcrowley@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** ▪ Go directly to locker, then homeroom **Dismissal** ▪ Stay seated in your classroom until announcement	**Arrival & Dismissal** ▪ Enter & exit the building at designated areas ▪ Follow teacher directions ▪ Walk in & out of building calmly	**Arrival & Dismissal** ▪ 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	▪ Remember your locker combination ▪ Keep locker clean ▪ Keep locker organized	▪ Be aware of others when opening and closing locker ▪ Use locker quickly and get to next location on time	▪ Use locker at designated locker times ▪ Get all needed materials out of locker ▪ Place backpack, cell phones, & food in locker ▪ Lock locker
Restroom Expectations	▪ Return to class quickly	▪ Go and flush ▪ Keep restroom clean ▪ Respect privacy of others	▪ Follow sign in and out of procedures ▪ Wash and dry hands ▪ Throw away trash
Social Media Expectations	▪ Set appropriate boundaries ▪ Use school appropriate websites or apps and/or teacher approved	▪ Post appropriate things (words, pictures, comments) ▪ Share kind & positive thoughts ▪ Know your audience (peers vs. adults)	▪ 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	▪ Come prepared with all materials & Chromebook charged ▪ Be seated & started when the bell rings	▪ Get to class on time ▪ Follow teacher directions ▪ Use appropriate tone & language ▪ Keep hands, feet, & object to yourself	▪ 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	▪ Go directly to class or destination in timely manner	▪ Act & speak kindly towards others ▪ Use inside voices ▪ Keep hands, feet, and objects to yourself	▪ Walk on the designated side ▪ Use the Ehall pass appropriately and follow classroom procedures for singing out
Cafeteria Expectations	▪ Arrive with your lunch or know your pin number ▪ Stay until dismissed	▪ Listen quietly to announcements ▪ Be kind to peers and staff ▪ Use manners	▪ 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	▪ 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	▪ Keep hands, feet, and objects to yourself ▪ Listen & follow directions of your bus drive & aides	▪ 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	▪ Get where you need to be ▪ Stay where you need to be	▪ Follow teacher directions ▪ Walk in & out of building calmly ▪ Go directly to after school activity	▪ 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 Ready
- Be Respectful
- Be Responsible

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 **2025-2026** school year.

Student Responsibilities

Students at Northley Middle School share in the responsibility for creating a safe, respectful, and positive learning environment. Every student is expected to:

- Attend school regularly and arrive on time.
- Come to school prepared with required materials and ready to learn.
- Demonstrate the Viking Vision by being Ready, Respectful and Responsible.
- Follow the directions of teachers, administrators, and other authorized staff members.
- Treat all students, staff, and visitors with courtesy, dignity, and respect.
- Respect the rights, safety, and property of others.
- Take care of school property, Chromebooks, textbooks, and other District-issued materials.
- Use technology responsibly and in accordance with District expectations.
- Follow classroom, school, bus, and extracurricular expectations.
- Report unsafe situations, threats, bullying, harassment, or other concerns to a trusted adult.
- Accept responsibility for personal choices and actions.

Students who choose not to meet these expectations may be subject to disciplinary consequences in accordance with the Student Code of Conduct.

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. Students may participate in class-wide or small group circles to engage in fair process through engagement, explanation and expectation clarity. Restorative practices align with our PBIS program and are designed to be proactive, rather than responsive.

Bathroom Conduct

Students must sign in and out using the electronic hall pass system, SECURLY. Students are not to gather in the bathrooms or socialize. Cell phones and other electronic devices may not be used in the bathrooms. Students should cooperate in keeping the bathrooms clean and in good condition.

Students are not permitted to write or draw on restroom walls, stalls, partitions, mirrors, fixtures, or any other school property. Defacing school property is considered vandalism and may result in disciplinary action and restitution for damages.

Administrators and teachers will periodically check the bathrooms to help maintain a safe, secure, and respectful environment. Restrooms should be a safe space, and any form of bullying, harassment, vandalism, or other inappropriate behavior will not be tolerated and should be reported immediately.

Bathroom Procedures

- One Student out of the classroom at a time.
- Respect others' privacy (i.e. cell phones should not be used in bathrooms for pictures/videos, etc.).
- Students using the bathroom at lunch will use the lobby hall bathroom
- Use the facilities in 1-2 minutes, wash and dry yours hands and exit the bathroom.
- Report any issues of property misuse to the teacher.

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 follow the "Viking Vision" as well as the rules set by the bus driver.

Rider Expectations

1. Ride on assigned bus
2. Remain seated at al times and sit facing forward
3. Keep all body parts inside the vehicle
4. Keep hands to themselves
5. Speak appropriately while on the bus
6. Be respectful and responsible to all riders and bus staff

Seating assignments can only be changed by the bus driver or administration. All students are expected to be courteous and respectful to the driver. Seating order for buses: 6th grade students sit in front, 7th grade students sit in middle, 8th grade students sit in back of bus.

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.

At the beginning of each school year, students and parents/guardians are required to review and sign the Northley Middle School Bus Expectations Agreement. The agreement outlines the expectations and responsibilities for safe, respectful, and responsible behavior while riding the school bus. Failure to return the signed agreement does not exempt a student from complying with the established bus expectations. Failure to follow the Bus Expectations Agreement may result in disciplinary consequences, including the loss of bus riding privileges, in accordance with the Student Code of Conduct.

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 of 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 Viking Vision (Ready, Respectful, Responsible) in the cafeteria and to maintain cleanliness in their area and table. Students may be assigned to a table at the discretion of faculty and/or administration. 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. Energy drinks such as: Alani, Celsius, Bang, RedBull, Monster, etc. and coffees are not permitted. Students are not permitted to take drinks (other than water bottles) outside of the cafeteria. Students who lose cafeteria privileges will be required to eat in an alternate location for a designated period of time.

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 original, 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 Penn Delco Title IX

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.

Vaping and Electronic Smoking Devices

Northley Middle School is committed to providing a safe, healthy, and vape-free learning environment for all students. The possession, use, distribution, sale, or sharing of electronic cigarettes (e-cigarettes), vape pens, vaporizers, nicotine pouches, cartridges, or any other electronic smoking device is strictly prohibited on school property, school buses, and at all school-sponsored activities.

Students found in possession of or using a vaping device or related paraphernalia will be subject to disciplinary action in accordance with the Student Code of Conduct and Board Policy. Students may also be referred to educational or intervention programs as appropriate.

Students are reminded that being present in a restroom or other location where vaping is occurring may result in an administrative investigation. School administrators may utilize

available evidence, including student statements, video surveillance, and other investigative methods, to determine involvement in violations of this policy.

Searches and Investigations

To maintain a safe and orderly learning environment, school administrators may investigate alleged violations of school rules or Board Policy. Investigations may include, but are not limited to, interviewing students and staff, obtaining written statements, reviewing available video surveillance, reviewing activity on District-issued devices and accounts, and examining other relevant information as permitted by Board Policy.

Students, lockers, desks, and other school property may be searched when there is reasonable suspicion that a violation of school rules or Board Policy. District-issued technology, including student accounts and activity on District-managed systems, is subject to monitoring and review in accordance with Board Policy.

Student Rights / Hearings

Education is a fundamental right. Accordingly, students will be afforded all appropriate elements of due process if they are excluded from school.

Students will be informed of the reason for disciplinary action and provided an opportunity to respond before disciplinary consequences are assigned, except when the health, safety, or welfare of the school community requires immediate action.

Students suspended for more than three (3) consecutive school days and their parent(s)/guardian(s) will be provided the opportunity for an informal hearing with the building principal. Students recommended for expulsion are entitled to a formal hearing before the Penn-Delco Board of School Directors in accordance with Pennsylvania law and Board Policy.

Students serving an out-of-school suspension will be permitted to make up missed assignments and examinations in accordance with District procedures.

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.

When concerns arise regarding student behavior, school administrators may conduct an investigation to determine the facts and support a safe, respectful, and orderly learning environment. Investigations may include student interviews, written statements, review of available evidence, and other appropriate investigative measures. Parents/guardians will be contacted as appropriate based on the nature of the incident and any resulting disciplinary action.

Types of Discipline Defined

- Temporary Classroom Removal – A teacher or administrator may temporarily remove a student from the classroom or learning environment when behavior significantly disrupts instruction, interferes with the learning environment, or poses a safety concern. The purpose of this intervention is to restore a productive learning environment while allowing the student an opportunity to regroup and return successfully.
- Teacher Detention – A detention assigned by a classroom teacher before school, during lunch, or after school for classroom or team-based behavioral concerns.
- Privilege Denial – A temporary loss of participation in school privileges or activities assigned by a teacher or administrator as a consequence for inappropriate behavior or failure to meet behavioral expectations. Privileges that may be restricted include, but are not limited to, participation in school activities, special events, incentives, classroom privileges, or other school-sponsored opportunities.
- Administrative Lunch Detention – A lunch detention assigned by an administrator.
- After-School Office Detention – An after-school detention assigned by an administrator.
- In-School Suspension (ISS) Half-Day – A student is assigned by an administrator to an alternative supervised setting for one-half of the school day.
- In-School Suspension (ISS) Full-Day – A student is assigned by an administrator to an alternative supervised setting for the entire school day.
- Saturday Detention – A Saturday detention assigned by an administrator.
- Out-of-School Suspension – the temporary exclusion of a student from school for a period of one (1) to ten (10) consecutive school days in accordance with Pennsylvania law and Penn-Delco School District Board Policy.
    - Students assigned an Out-of-School Suspension:
        - May not attend school during the period of suspension.
        - May not participate in extracurricular activities, athletics, field trips, or any school-sponsored events during the suspension.
        - May not be present on school district property during the suspension without prior approval from school administration.

        - Will be permitted to make up missed assignments and examinations in accordance with District procedures.
        - May be required to attend a parent/guardian conference and/or reinstatement meeting prior to returning to school.
- Expulsion – Exclusion from school by the Board of School Directors for a period exceeding ten school days, which may include permanent expulsion from school.

Disciplinary Offenses Defined

To promote consistency in responding to student behavior, disciplinary offenses are classified into three tiers based on the severity, frequency, and impact of the behavior. The examples of behaviors and disciplinary responses included in this handbook are intended as guidelines and are not intended to be an all-inclusive list of student misconduct or disciplinary consequences. School administrators reserve the right to consider the severity, frequency, and circumstances of each incident when determining the appropriate disciplinary response.

- **Tier I:** Minor behavioral infractions that are typically addressed by the classroom teacher or staff member through classroom interventions and appropriate consequences. Repeated Tier I behaviors may result in administrative involvement.
- **Tier II:** Behavioral infractions that, because of their seriousness or frequency, require administrative intervention and disciplinary action.
- **Tier III:** Serious behavioral infractions that require immediate administrative intervention. These behaviors include, but are not limited to, repeated Tier I or Tier II infractions, behaviors that threaten the health, safety, or welfare of students or staff, significant disruptions to the school environment, and behaviors that may be illegal or criminal in nature.

Code of Conduct 2026-2027

Tier I Offenses

Behavior Examples	Response Examples
1. Failure to complete assignment after teacher's prompting **2.** Disturbing the learning environment **3.** Failure to follow the directions of a teacher or authorized staff member **4.** Physically boisterous behavior, including horseplay **5.** Lateness to class or activity by less than 5 minutes **6.** Having food, gum, candy or drinks other than water in the classroom **7.** Public displays of affection **8.** Inappropriate language **9.** Technology violation (AirPods, headphones, cell phone, Chromebook) **10.** Unauthorized use of technology, whether school-owned or personal (exceptions allowed by Section 137.1 of the School Code) **11.** Defiance/non-compliance **12.** First offense of a dress code violation **13.** First offense of misbehavior for a substitute teacher	**1.** Verbal reprimand **2.** Reteaching expectations **3.** Planned ignoring **4.** Student reflection **5.** Restorative meeting **6.** Parent contact &/or conference **7.** Student behavior contract **8.** Change of attire **9.** Temporary Classroom Removal **10.** Confiscation of cell phone returned to student at the end of the period **11.** Privilege Denial 1-3 Days **12.** Teacher lunch detention **13.** Teacher morning detention; 7:30 to 8:05 AM **14.** Teacher after school detention; 3:00 to 3:40 PM (late bus provided)

Tier II Offenses

Behavior Examples	Response Examples
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 being 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.** Failure to Follow Bus Expectations **6.** Profanity or other abusive language which is directed at a student **7.** Repeated Tier I technology violation **8.** Purposeful damage to school-issued Chromebook **9.** Violation of the District Acceptable Use Policy **10.** Academic dishonesty **11.** Recording or photographing students or staff without permission **12.** Violation of right to privacy **13.** Physical contact **14.** Horseplay resulting in an unsafe situation **15.** Unwanted or inappropriate touching **16.** Instigating/escalating conflict **17.** Removal from class three (3) or more times **18.** Minor property damage **19.** Posting pictures/videos to social media during/from the school day	**1.** Reteaching expectations **2.** Time out & student reflection **3.** Restorative meeting **4.** Parent contact/conference **5.** Student relocated to main office **6.** Confiscation of cell phone and returned to student at the end of the day **7.** Reassignment of cafeteria seat **8.** Removal from cafeteria **9.** Bus seat assignment **10.** Clean up and/or restore area **11.** Restitution **12.** Grade of 0% **13.** Office lunch detention **14.** After school office detention from 3:00 to 3:40 PM (late bus provided) **15.** In-School Suspension (Half-Day or Full-Day) **16.** Out-of-School Suspension (1-3 Days) **17.** Privilege Denial (3-5 Days) **18.** Extended Detention 3:00 – 4:30pm

Tier III Offenses

Behavior Examples	Response Examples
1. Repeated Tier I or Tier II offenses after interventions have been implemented **2.** Disrespect or direct refusal to follow the direction of an administrator **3.** Profanity or other abusive language directed to an administrator, teacher, or staff member (including transportation, event, maintenance, and cafeteria staff) **4.** Failure to cooperate with a search **5.** Intimidation/harassment in regard to religious, racial, gender identity, sexual harassment, hate speech **6.** Bullying/cyber bullying **7.** Threat of harm to school or students **8.** Threatening statements (written, verbal, electronic) **9.** False reports or false allegations **10.** Electronic recording or distribution of a fight **11.** Making obscene or threatening gestures **12.** Aggressive physical contact (fighting, pushing, shoving, slapping, punching, etc.) that requires teacher/staff intervention **13.** Repeated or severe bus misconduct **14.** Leaving the school building or grounds without permission **15.** Theft or possession of stolen property **16.** Vandalism **17.** Sexting or possession of sexually provocative materials **18.** Lewd behavior (exposure, mooning, or depantsing) **19.** Possession or detonation of fireworks, smoke bombs, stink bombs, and similar devices **20.** Possession or use of a weapon* **21.** Setting off a fire alarm, making a false 9-1-1 call, a bomb threat, or a similar terroristic threat* **22.** Assault/battery, striking or assaulting a teacher, administrator, or staff member* **23.** Reasonable suspicion of a violation of Board Policy 227 (Controlled Substances/Paraphernalia) **24.** Arson or attempted arson* **25.** Possession, use, distribution, or solicitation to use drugs, drug paraphernalia, or alcohol* **26.** Possession, use, or distribution of tobacco, nicotine, vape devices, vape products, or paraphernalia	**1.** Reteaching expectations **2.** Restorative meeting **3.** Formal parent conference **4.** Threat assessment **5.** Administrative search **6.** Confiscation of cell phone and returned to parent/guardian in the office **7.** Privilege Denial (5+ Days), including but not limited to: a. Assemblies and special events b. Field trips c. Loss of extracurricular privileges d. Other school-sponsored activities or privileges, as determined by administration e. PBIS and Leader in Me celebrations f. School dances g. School incentive activities **8.** Removal from extracurricular or school-related events and activities **9.** Loss of bus privileges and/or suspension from bus **10.** Restitution **11.** Grade of 0% (when applicable) **12.** Saturday detention(s): 8:30-11:30 AM **13.** Suspension (1-10 days) **14.** Reinstatement meeting following suspension **15.** Alternative placement **16.** Referral to outside agency **17.** Police involvement **18.** Expulsion by the Board of Directors **Administration will consult police department*

The behavioral examples and disciplinary responses listed above are representative examples and are not intended to be an all-inclusive list. School administration reserves the right to determine the appropriate disciplinary response based on the severity, frequency, and circumstances of each incident.

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 by 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	• 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.)	• All hats, scarves, bandannas, etc. are to be removed upon entering the building and left in lockers during the school day.
Hooded Sweatshirts	• Students are not permitted to have their hoods up during the school day.
Footwear	• 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.	• 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.	• 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 *at least 3-4 inches from the inseam*. • Exposed areas below the waist are not permitted.

Parents/guardians are expected to support the Northley Middle School dress code by ensuring their child comes to school dressed appropriately each day. If a student is dressed inappropriately, a parent/guardian may be contacted and asked to bring appropriate clothing to school. Students may be required to change into appropriate attire before returning to class. Repeated dress code violations may result in disciplinary consequences in accordance with the Student Code of Conduct.

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 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.

Technology

The Penn-Delco School District provides each student with a district-issued Chromebook to support teaching and learning both at school and at home. The Chromebook is the property of the Penn-Delco School District and is issued for educational purposes. Students are responsible for the care, security, and appropriate use of their assigned Chromebook at all times.

Students are expected to:

- Bring their fully charged Chromebook to school each day.
- Use the Chromebook for educational purposes in accordance with Board Policy and the District's Acceptable Use Policy.
- Protect their Chromebook from damage and immediately report any damage, loss, or technical concerns to a teacher or the Technology Department.
- Never allow another student to use their assigned Chromebook or District account.
- Return the Chromebook, charger, and any other District-issued accessories upon withdrawal from the District or when requested by the school.

District-issued Chromebooks, student accounts, and activity conducted on District-managed devices and networks are subject to monitoring and review in accordance with Board Policy. Students should have no expectation of privacy when using District technology resources.

What happens when a student forgets their Chromebook at home for one day?
If a student is in the building without a Chromebook they would then report directly to the tech office (Room 224) to be handed a loaner Chromebook for the day. The loaner will be fully charged as we do not have the capacity to hand out loaner chargers. Students will sign out accordingly through Destiny (library catalog system). The loaner must be turned in at the end of the day or the amount for a replacement loaner will be added to the student's financial responsibilities. Please be advised there are a limited number of loaner Chromebooks available. If the limit is reached, students will be required to discuss alternative arrangements with their teacher at that time. Students will be assigned a lunch detention after 3 technology violations for forgotten Chromebook.

What happens when a student breaks a Chromebook?
If a student "breaks" a Chromebook and it can be fixed in the tech office, the student will be provided with a loaner Chromebook while it is being fixed. School consequences will apply based on the student code of conduct if applicable. Fees for any “intentional” damages will be assessed at the actual cost of replacement or repair. If a student breaks a Chromebook and it is not able to be fixed in the tech office, that student will be subject to pay for the Chromebook in full, as well as shipping costs to repair/replace the device at an off-site location. If a student has insurance purchased through the district, we will follow the insurance guidelines.

If necessary, a help desk ticket can be filled out for speedy resolution to the above and/or other Chromebook related issues Penn Delco Help Desk Ticket

Optional Insurance Coverage:

Optional insurance coverage is available to help parents avoid surprise repair costs through a low-cost device protection plan. School Device Coverage provides insurance for middle and high school Chromebooks at $23 per year.

All other technology information and FAQs can be found in the Penn Delco Technology Handbook.Penn Delco Technology Handbook

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 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 go to the office to report an issue 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 expectations 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.

Students are encouraged to leave valuable personal items at home. The Penn-Delco School District is not responsible for the loss, theft, or damage of personal property brought to school, including, but not limited to, cell phones, smart watches, jewelry, cash, electronic devices, clothing, or other personal belongings. Students are responsible for securing their personal property and keeping their lockers locked at all times.

Locker Access Procedures

Students are expected to use locker stops as scheduled. Teachers should encourage students to plan ahead and bring all necessary materials for the instructional periods between locker stops. Students should not be sent to lockers during instructional time except in extenuating circumstances approved by the teacher.

Grade	Scheduled Locker Stops
6	1. Before Homeroom (pack for Periods 1-3) 2. Before Lunch (pack for Lunch and Period 5) 3. After Lunch (pack for Periods 6-9) 4. End of Day (pack for home)
7	1. Upon Arrival (8:05) 2. After Block (9:50) 3. Before Lunch (12:02) 4. End of Day (2:47)
8	• Students may access lockers between classes as needed while transitioning through the hallways.

Threats

Northley Middle School is committed to maintaining a safe and secure learning environment for all students and staff. Any verbal, written, electronic, or physical threat directed toward a student, staff member, visitor, or the school community will be taken seriously and investigated promptly.

Threats include, but are not limited to, statements, gestures, written messages, social media posts, text messages, emails, drawings, or other actions that communicate an intent to harm another person or disrupt the safe operation of the school.

Any reported threat may result in:

- An immediate administrative investigation.
- Parent/guardian notification.
- A threat assessment conducted in accordance with District procedures.
- Appropriate disciplinary action in accordance with the Student Code of Conduct and Board Policy.
- Notification of law enforcement when required or appropriate.

Students are encouraged to immediately report any threat or concerning behavior to a trusted adult, school administrator, counselor, teacher, or through the Safe2Say Something program. Reports made in good faith help maintain a safe school environment.

CHILDREN AND YOUTH EXPERIENCING HOMELESSNESS

You may qualify for certain rights and protections under the federal McKinney-Vento Homeless Assistance Act.

If you live in any of the following situations:

- A shelter.
- A motel or campground due to the lack of alternative adequate accommodations.
- A car, park, abandoned building, bus or train station.
- Doubled up with other people due to loss of housing or economic hardship.

As an eligible student you have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in the local school or continue attending your school of origin (the school attended when you were permanently housed or the school in which you were last enrolled), if that is your preference and it is feasible.
- Receive transportation to and from the school of origin, if requested.
- Receive educational services comparable to those provided to other students according to your individual needs.

Local Contact:

Lisa Logan
Home and School Visitor, Homeless and Foster Care Liaison
lverdecchio@pdsd.org
610-497-6300 ext. 1335

Safe2Say Something

Safe2Say Something is a youth violence prevention program administered by the Pennsylvania Office of Attorney General. The program teaches students and adults how to recognize warning signs and signals, including those shared through social media, that may indicate an individual is a threat to themselves or others. Safe2Say encourages individuals to "Say Something" before a situation becomes a tragedy by providing a safe and confidential way to report concerns.

To submit a confidential report or learn more about the program, visit **www.safe2saypa.org** or call **1-844-SAF-2SAY (1-844-723-2729).**

Knowingly submitting a false report or using the Safe2Say system as a prank is a serious offense and will result in disciplinary consequences.

In Loco Parentis

From the time students leave home to travel to school until they return home after school or a school-sponsored activity, school officials have the legal authority to act **in loco parentis**, meaning "in the place of a parent." Under Section 1317 of the Pennsylvania School Code, school officials have the authority to establish and enforce reasonable rules governing student conduct and behavior.

This authority applies while students are in school, on school property, at school-sponsored activities, at designated bus stops, and while traveling to and from school by bus, walking, bicycle, or other means of transportation. Students are expected to follow all school rules, the Student Code of Conduct, and Board policies throughout this time.

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.