

**PENN-DELCO SCHOOL DISTRICT  
NORTHLEY MIDDLE SCHOOL**



**STUDENT/PARENT HANDBOOK  
2021-2022**

## **Northley Middle School**

### **STUDENT HANDBOOK**

Dear Parents and Guardians,

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

We look forward to a positive and productive 2021-2022 school year!

Best Regards,  
The Northley Administrative Team

## Table of Contents

Welcome to Northley Middle School.....	6
The Penn Delco Mission .....	6
2021-2022 School District Calendar .....	7
Bell Schedule .....	8
Attendance .....	9
Arrival and Departure .....	9
PSSA Assessment Dates .....	11
Assembly Programs .....	13
Assignment Books .....	13
Book Bags .....	13
Bicycles, Rollerblades, Skateboards, and Scooters .....	13
Cafeteria .....	13
Lunch Money .....	13
Dances.....	13
Dropping Off Articles for Students .....	14
Emergency Closing of Schools .....	14
Fad Items .....	14
Field Trips .....	14
Fire Drills/Evacuation/Lockdown Drills .....	14
Health Services.....	15
Accident Insurance .....	15
Emergency Cards .....	15
Illness at School .....	15
Cell Phone Usage .....	15
Immunization.....	15
Medication in School .....	16
Medical Excuses .....	16
Medical Excuses from Physical Education Class .....	16
Physical and Dental Examinations .....	16
Screenings .....	17

Library .....	17
Lost and Found .....	17
Textbooks .....	17
Visitors.....	17
Volunteer Policy.....	18
Withdrawing from School.....	18
Academic Programs .....	18
Course of Studies – 6 <sup>th</sup> GRADE .....	18
Course of Studies – 7 <sup>th</sup> GRADE .....	18
Course of Studies – 8 <sup>th</sup> GRADE .....	18
Honor Roll Information.....	19
Failure for the Year.....	19
Summer School .....	19
End of Marking Period (EMP) and Final Examinations.....	19
Homework.....	20
Honor Society.....	20
Reading Counts .....	21
Activities .....	21
Eligibility to Participate in Student Activities .....	21
After School .....	21
Student Clubs and Activities .....	21
Intramural Sports.....	21
Art Club .....	21
Athletics (7 <sup>th</sup> & 8 <sup>th</sup> Grades Only) .....	21
Honors Choir .....	22
Drama Club .....	22
Environmental Club .....	22
Skate Club .....	22
Northley Steel Drum Club.....	22
Jazz Band.....	22
Student Council .....	23
Yearbook.....	23
Guidance .....	23
Guidance Program .....	23

Student Assistance Program (SAP) .....	23
Student Conduct.....	24
PBIS Overview.....	24
The Viking Vision & The Three R's .....	24
Bathroom Conduct.....	24
Bullying/Cyber-Bullying .....	25
Cafeteria Conduct .....	25
Cell Phones and other Technological Devices .....	26
Controlled Substances/Paraphernalia.....	26
Student Code of Conduct.....	26
Dress Code.....	30
Physical Education Dress Requirements .....	31
Internet, Electronic Mail, and Network Resources Acceptable Use Policy .....	31
Lockers .....	31
Weapons .....	31
Student Recognition .....	32
The "Viking Punch Card" .....	32
Other Recognitions .....	32
Attendance – No. 204 .....	32
Weapons – No. 218.1 .....	32
Student Discipline – No. 218.....	32
Dress and Grooming – No. 221 .....	32
Searches – No. 226.....	32
Controlled Substances/Paraphernalia – No. 227.....	32
Bullying/Cyber-Bullying – No. 249 .....	32
Acceptable Use of Internet, Electronic Mail and Network Resources – No. 815 .....	32
Volunteers – No. 916 .....	32

## **Welcome to Northley Middle School**

The purpose of the Northley Middle School Student/Parent Handbook is to provide families with information on curriculum, policies of our district, activities and the procedures of our school. Please read the handbook with your student and become familiar with what is expected to achieve academic and social success. Please 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

# 2021-2022 School District Calendar

JULY 2021						
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 2021						
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						
SEPTEMBER 2021						
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 - 18						
OCTOBER 2021						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
Teacher Days - 21 Student Days - 21						
NOVEMBER 2021						
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 - 18						
DECEMBER 2021						
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 2021-2022 Instructional Calendar

JUL 5	District Holiday	All Buildings Closed
AUG 24-25	New Teacher Induction	
SEP 1 -	Teacher In-Service	No Students K-12
SEP 2		
SEP 3	Offices Open/No School	
SEP 6	District Holiday	All Buildings Closed
SEP 7	First Day of School	
SEPT 24	½ Day Teacher In-Service	½ Day Students K-12
NOV 1-2	Teacher In-Service	No Students K-12
NOV 22-23	½ Day Teacher In-service	½ Day Students K-8
	Parent Conference	
NOV 24	½ Day Students	½ Day Students K-12
NOV 25-26	District Holiday	All Buildings Closed
DEC 23	½ Day Teacher In-Service	½ Day Students K-12
DEC 24	District Holiday	All Buildings Closed
DEC 27	Offices Open/No School	
DEC 28-31	District Holiday	All Buildings Closed
JAN 14	½ Day Teacher In-Service	½ Day Students K-12
JAN 17	District Holiday	All Buildings Closed
FEB 18	Teacher In-Service	No Students K-12
FEB 21	District Holiday	All Buildings Closed
MAR 10-11	½ Day Teacher In-Service	½ Day Students K-5
	Parent Conferences	
APR 11-14	Offices Open/No School	No Students K-12
Apr 15	District Holiday	All Buildings Closed
APR 18	Teacher In-Service	Flex Day
MAY 13	½ Day Teacher In-Service	½ Day Students 9-12 Only
May 27	½ Day Teacher In-Service	½ Day Students K-8 Only
MAY 30	District Holiday	All Buildings Closed
JUN 17	Last Student Day	½ Day Students K-12
JUN 20	Teacher In-Service	No Students K-12
PSSA Testing Window		
ELA: April 25-29, 2022		
Math, Science & Make-Ups: May 2-13, 2022		
Keystone Testing Window		
Winter Wave 1	December 1-15, 2021	
Winter Wave 2	January 3-14, 2022	
Spring	May 16-27, 2022	
Summer	July 25-29, 2022	

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

JANUARY 2022						
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 - 20						
FEBRUARY 2022						
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 - 18						
MARCH 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Teacher Days - 23 Student Days - 23						
APRIL 2022						
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 - 16 Student Days - 15						
MAY 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Teacher Days - 21 Student Days - 21						
JUNE 2022						
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 - 14 Student Days - 13						
Total Teacher Days - 191						
Total Student Days - 184						



## Bell Schedule 2021-2022

6 <sup>TH</sup> GRADE		
Period	Time	Minutes
HR	8:15 - 8:25	10 min
1	8:28 - 9:09	41 min
2	9:12 - 9:53	41 min
3	9:56 - 10:37	41 min
4 - Lunch	10:37 - 11:07	30 min
5-RA	11:10 - 11:51	41 min
6	11:54 - 12:35	41 min
7	12:38 - 1:19 (Block)	41 min
8	1:19 - 2:03	41 min
9- RA	2:06 - 2:47	44 min
Viking	2:47-2:55	8 min

7 <sup>TH</sup> GRADE		
Period	Time	Minutes
HR	8:15 - 8:25	10 min
1	8:28 - 9:09	41 min
2-RA	9:12 - 9:53	41 min
3	9:56 - 10:37	41 min
4	10:40 - 11:21	41 min
5-Lunch	11:21 - 11:51	30 min
6-RA	11:54 - 12:35	41 min
7	12:38 - 1:19	41 min
8	1:22 - 2:03 (Block)	41 min
9	2:03 - 2:47	44 min
Viking	2:47 - 2:55	8 min

8 <sup>TH</sup> GRADE		
Period	Time	Minutes
HR	8:15 - 8:25	10 min
1	8:28 - 9:09	41 min
2	9:12 - 9:53	41 min
3-RA	9:56 - 10:37	41 min
4	10:40 - 11:21	41 min
5	11:24 - 12:05	41 min
6 - Lunch	12:05 - 12:35	30 min
7-RA	12:38 - 1:19	41 min
8	1:22 - 2:03 (Block)	41 min
9	2:03 - 2:47	44 min
Viking	2:47 - 2:55	8 min

10:48 Dismissal Schedule

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

2 Hour Delay Schedule

Homeroom	10:15 - 10:20
1 <sup>st</sup> Period	10:23 - 10:53
2 <sup>nd</sup> Period	10:56 - 11:26
3 <sup>rd</sup> Period	11:29 - 11:59
4 <sup>th</sup> Period (6 gr Lunch)	12:02 - 12:32
5 <sup>th</sup> Period (7 gr Lunch)	12:35 - 1:05
6 <sup>th</sup> Period (8 gr Lunch)	1:08 - 1:38
7 <sup>th</sup> Period	1:41 - 2:11
8 <sup>th</sup> Period	2:11-2:19 (6)    2:14-2:22 (7&8)
9 <sup>th</sup> Period	2:22 - 2:52 (6)    2:22-2:52 (7&8)
Dismissal	2:52-2:55    2:52-2:55

## Marking Periods Progress Report Dates Report Card Dates

Marking Period	Begins	Ends	# Days	Interim Progress Date	Report Cards Posted
MP1	09/07/2021	11/12/2021	47	10/08/2021	11/19/2021
MP2	11/15/2021	01/28/2022	46	12/17/2021	02/04/2022
MP3	01/31/2022	04/08/2022	48	03/04/2022	04/18/2022
MP4	04/19/2022	06/17/2022	43	05/13/2022	06/24/2022



## **Attendance**

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 shall be treated as unlawful until the school receives a written excuse explaining the absence. Parents and guardians have 3 days after an absence to submit a written note. A maximum of 10 cumulative, lawful absences shall be permitted during the school year. Request for excusal of absences after 10 lawful absences shall require a written physician's note.

An unlawful absence shall be defined as an event in which a student is absent without a valid, acceptable note. A student is considered habitually truant when he or she accumulates 6 or more unlawful absences.

Upon returning from an absence, your child **MUST** bring a note to school. Without a note (within 3 days of the absence), the absence will become unlawful. A letter will be sent home if a child accumulates 3 or more unlawful absences documenting truancy. If a child accumulates 6 or more unlawful absences, the school will be required to file a referral for court or a CYS referral.

*Please refer to Penn-Delco's Attendance Policy 204*

## **Arrival and Departure**

### **Arrival**

School officially begins at 8:15 am. If you are driving your student to school in the morning, please remember that the building does not open until 8:00 am. Teachers are in morning meetings from 7:30 until 8:00. Therefore, there are no adults to supervise the students until that time. If you arrive prior to 8:00 am, the student should remain in the car until the doors open. Students can enter the building at the designated areas from 8:00-8:15 and go directly to homeroom.

- All 6<sup>th</sup> graders (Bus, Walkers & Car Riders) enter through the main lobby.
- 7<sup>th</sup> grade & 8<sup>th</sup> grade walkers and riders will enter the rear of the building in the G Wing entry. Teachers will be there to guide them to homeroom.
- 7<sup>th</sup> & 8<sup>th</sup> grade bus riders enter on the Natatorium side of the building in the entrance to the 8<sup>th</sup> grade hallway and are guided to their homerooms.

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

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

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

### **Lateness**

When a student is late to school, he or she must report to the office with a note before proceeding to class. A parent or guardian must accompany elementary students.

### **Excused Absences**

- A half-day of absence will be recorded for students who arrive to school after 11:15 at the middle school.
- Students are required to complete at least one-half day of school (must arrive no later than 11:15 AM) in order to participate in sports, musical programs, or other school sponsored activities. If a student is absent from school he is not permitted on school grounds that day for an athletic event or activity practice or game without a building administrators approval.
- Parents of Northley students must call the appropriate attendance office on the morning of the student's absence to notify the school that the student will not be in attendance.
- Upon the student's return to school, a note or absence card must be sent to school outlining the reason for the absence.

### **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 in written form from a parent/guardian and the note should contain the parent's phone number, time and date of dismissal, and the reason for the dismissal.

### **Absent Notification**

If your child is going to be absent, you must notify the school by calling the school's attendance line by 8 AM. If your child is marked absent and no call is received, and automated caller will call your primary number to verify the absence. Voice mail is available to take your call 24 hours a day. Our attendance line number is 610-497-6300 Ext 3339. Please leave the child's full name, grade, homeroom, and reason for absence. Electronic notes are also valid as long as they include a parent or guardian signature. The note must be received within 3 days of the absence.

**Submitting an Electronic Absent Note**

Absent notes may be submitted to the school as an email attachment with the following guidelines:

**Directions on submitting electronic absent notes**

1. Parent or guardian writes the note on a piece of paper or a district absence form.
2. Parent or guardian signs that note
3. Parent or guardian scans the note or takes a picture of the note
4. Parent attaches the scanned note/picture of the note to an email
5. Parent or guardian sends the message to [nms-attendance@pdsd.org](mailto:nms-attendance@pdsd.org)

**Vacations**

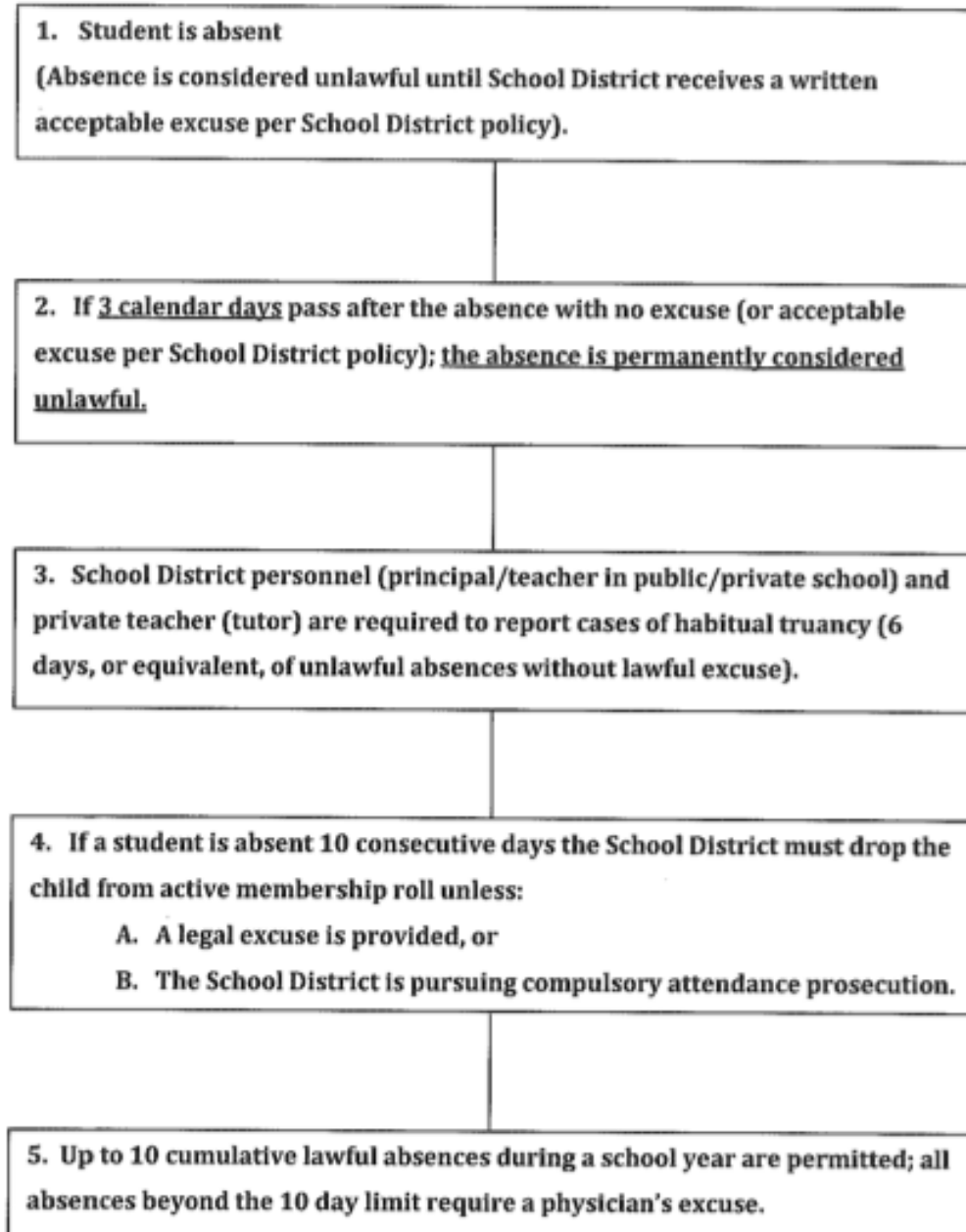
Vacations should not be planned when school is in session. If a vacation during the school year cannot be avoided, it cannot be considered an excused absence unless requested in writing and pre-approved by the principal. Vacations for students in grades 6,7,or 8 will not be approved one week before or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

**PSSA Assessment Dates**

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

- English Language Arts (ELA) April 25- April 29, 2022
- Math, Science, and Make Ups May 2- May 13, 2022

## 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.

### **Assignment Books**

All students are issued an assignment book at the beginning of the school year. Their assignment book is to be used for (1) writing down homework assignments; (2) writing down upcoming tests; and (3) as a hall pass. All students who are in the corridors or lavatories during the school day must have their assignment book signed by a teacher and/or administrator. If the assignment book is lost or destroyed, students will be required to purchase a replacement book from the office.

### **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 Northley Staff will spend time to review with the students the appropriate items to include in the bag. Cell phones are not permitted in the bag.

### **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 guidance 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"** account on line 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.

#### **Dances**

Northley Middle School PTL occasionally sponsors dances for Northley students. Students who attend other schools may NOT attend Northley dances. Before purchasing a ticket, students and their parents must review Northley dance rules and sign a permission slip. All school rules and regulations normally applied during school hours will be in effect that evening. Students must be present in school (or on a school trip) the day of the dance to attend the dance that evening. Students who are suspended (OSS) for the day of the dance,

or during that day, may not attend the dance. If returning early from a school trip, you must stay in school the rest of the day. No early dismissals are to be arranged the day of the dance. Medical emergencies will be handled on an individual basis.

Students may not leave prior to the end of the dance and must be picked up by adults or walk home promptly (no later than 15 minutes following the end of the dance). All refunds are at the discretion of the PTL or sponsoring club.

### **Dropping Off Articles for Students**

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

### **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](http://www.pdsd.org)), the district channel 11, and through an automated district wide phone call. When school is cancelled or dismissed early because of inclement weather conditions, all school events and activities will automatically be cancelled.

### **Fad Items**

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

### **Field Trips**

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

### **Fire Drills/Evacuation/Lockdown Drills**

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

## Health Services

### Accident Insurance

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

### Emergency Cards

Emergency Cards must be completed yearly. The card lists health problems and designates a responsible person in the event a parent cannot be contacted. Please contact the nurse if telephone numbers or contact persons change at any time during the year.

### Illness at School

If students become ill in school, they must secure a pass from the teacher and report to the Nurse's office. If the nurse is not there, students must report to the Office. **Permission from the Nurse is required before a student may be sent home sick.** Parents or their designee must come into the building in order for a student to be released. **No student may walk home or call home without permission.**

### Cell Phone Usage

Cell phones are not permitted in the classrooms at Northley Middle School. Students must place their cell phones and electronic devices in lockers prior to entering homeroom. Please reinforce with your child that it is not permitted to use cell phones during the school day to call home if they are not feeling well. This is a policy violation. **ALL students must see the Nurse in order to be sent home sick.** If your child phones you to go home without the Nurse's knowledge, it will be considered an early dismissal and you will need to provide documentation as to why the student is being released early.

### Immunization

Beginning with the 2021-2022 school year, 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, Tums, 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. No more than three parental notes per marking period will be accepted. 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 6<sup>th</sup> Grade students and a dental exam is required for all 7<sup>th</sup> Grade students. Students are encouraged to have these examinations done by their own private practitioners. These forms are available on the PDSB website.

### **Screenings**

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

Any defect found in any of the screenings tests is not a diagnosis and the parent will be notified to have the defect evaluated by a physician. A form will be sent home with the student to be completed by the physician and returned to the school nurse.

### **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 stamped for two weeks and may be renewed. Report cards will be held for any fine not paid by the end of the marking period. Lost or damaged books will result in a charge as well as a withholding of the student's report card.

### **Lost and Found**

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

### **Textbooks**

All books must be covered. The student's name and current school year are to be written in the front inside cover of each textbook. Disciplinary actions may result if inappropriate language or drawings appear on them. Books will be checked for damage periodically by teachers. Lost or damaged books must be paid for within two weeks. Students will be fined for any damage or writing in any text. Teachers will record the book's condition when it is assigned to them and check it again when the book is returned.

### **Visitors**

Parents and guests are cordially welcome. All Penn-Delco Schools will now utilize the Raptor Visitor Management System to keep our schools safe. Parents, guests, and visitors who plan to visit beyond the main office must have a visitors ID badge generated from the Raptor system. To generate that ID, a valid state issued ID must be scanned upon your first visit to any of our schools during normal school hours. An automatically generated badge will then be shared with you to be worn while visiting the school.

Future visits to your school will not require you to show your ID again. Simply give your name to get a new badge for that visit. Penn-Delco School District continues to make its commitment to safety and security a priority.

## **Volunteer Policy**

### **SCHOOL VOLUNTEER CLEARANCE REQUIREMENT (No.916)**

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

## **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." 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 – 6<sup>th</sup> GRADE**

English Language Arts (Honors)  
World History

Science  
Mathematics (Honors)

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

### **Course of Studies – 7<sup>th</sup> GRADE**

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

Science (Honors)  
Mathematics (Honors)  
Algebra I

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

### **Course of Studies – 8<sup>th</sup> GRADE**

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

Mathematics  
Algebra I  
Geometry  
Science (Honors)

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

## Grade Reporting

Report cards are issued every nine weeks. Grades are reported numerically. The following number grade ranges are listed with their letter grade equivalent.

A+	97.5 – 100	C+	77.5 – 79.49
A	92.5 – 97.49	C	72.5 – 77.49
A-	89.5 – 92.49	C-	69.5 – 72.49
B+	87.5 – 89.49	D+	67.5 – 69.49
B	82.5 – 87.49	D	62.5 – 67.49
B-	79.5 – 82.49	D-	59.5 – 62.49
		E/F	0 – 59.49

## 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.

## Failure for the Year

Students may fail a full year or semester course, if: (1) the student has ten or more unexcused absences; or (2) 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 subject for the year are strongly encouraged to attend summer school. Parents have the option to choose or seek private tutoring or remediation. Parents are responsible for all fees paid directly to the tutor as well as summer school fees. 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.

## End of Marking Period (EMP) and Final Examinations

EMP and Final Exams will serve as another way for students to demonstrate proficiency in content areas beyond other classroom-based assessments. The exams will require more time, involve more thinking, and challenge the student to demonstrate mastery in an authentic assessment. **The Final exam is worth 4% of a student's overall, or final average in the class. EMP Assessments are counted within the student's marking period grade.**

## Final Grade Calculation

Final grades are calculated as an average of all four marking period grades and the final examination for regular education courses (ELA, Math, Science, Social Studies and Spanish 1).

MP1 (24%) MP2 (24%) MP3 (24%) MP4 (24%) Final Exam (4%)

The grades for the one marking period of related arts (Tech, Computer Tech, Art, General Music, and Financial Literacy) count for the final grade.

Reading and Math Workshop, Band, Chorus and Gifted Ed courses do not have a final examination. The final grade is an average of the four marking periods (25% each).

Phys Ed 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. Every student has an assignment book where homework, projects, etc. should be written down every day. Homework assignments are to be completed neatly and on time in order for credit to be given. Please visit teacher Schoology pages on the district website for homework information. Please note that access is limited after 3:30 p.m. to Northley hallways and lockers.

## **Honor Society**

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

7<sup>th</sup> 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 8<sup>th</sup> grader not already in the NJHS will be invited to apply if they earned honor roll distinction for two consecutive marking periods of 8<sup>th</sup> grade. NJHS is not open to 6<sup>th</sup> grade. The honor roll requirement does not guarantee admission. It is only the first step.

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. An induction ceremony is held in February. Such factors as attitude and discipline may affect membership potential. Students who are recommended for membership are not automatically selected.

## **Reading Counts**

Reading Counts is a reading program that is designed to help children become stronger, independent readers. Students read books from the Reading Counts Program, which can be obtained in the library, and take computerized quizzes. This provides the student with instant feedback on their comprehension level. The computerized program will give the students three attempts to pass a quiz on their book of choice. Reading Counts may be part of a grade in their Reading or English classes. The student's word count will vary depending on their grade and their level.

## **Activities**

### **Eligibility to Participate in Student Activities**

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

All students involved in athletics and/or activities are subject to eligibility regulations. Eligibility to participate is determined every Friday with coaches and sponsors informed in writing. A student will become ineligible if he or she fails more than one subject. The period of ineligibility will begin on the Sunday following the grade reporting and continue through the following Saturday with exceptions only granted due to calendar considerations. Students failing more than one subject will become ineligible for 20 school days beginning the day following receipt of report card.

### **After School Conduct**

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

## **Student Clubs and Activities**

### **Intramural Sports**

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

### **Art Club**

Northley Art Club meets every other week. Students will work on creating art projects for the school and community.

### **Athletics (7<sup>th</sup> & 8<sup>th</sup> Grades Only)**

Students are encouraged to participate in a sport including practice sessions, scrimmages, and/or games. 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 7<sup>th</sup> and 8<sup>th</sup> grade students:

**Fall:** Football, Girls Field Hockey, Boys and Girls Soccer, Girls Volleyball, and Cheerleading.

**Winter:** Boys and Girls Basketball, Wrestling, Girls and Boy' 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 7<sup>th</sup> and 8<sup>th</sup> grade choral students that meets after school once a week. The group rehearses and performs music that is more challenging than the repertoire taught in the larger chorus classes. This group is also used for outside performances in the community.

### **Drama Club**

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

### **Environmental Club**

The Environmental Club explores the world of nature. Outings to Tyler Arboretum occur in the fall and spring seasons. Students perform a variety of services at the arboretum such as pruning, raking leaves, creating mulch, saving trees from the overgrown vines, and general clean up. The Environmental Club may also take an active role with environmental issues within the school.

### **Skate Club**

Skate Club schedules throughout the year to a local skate club. Students are required to complete a permission slip and must bring adequate money to cover an admission fee and food the student wishes to purchase.

### **Northley Steel Drum Club**

Northley Steel is an extracurricular touring musical ensemble for students in the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade. Selection into this ensemble is by audition in September and extended rehearsal times take place after school hours throughout the school year. Performances take place throughout the school year within the community, and the Strike Concert in April. The group performed in 2014 at the National Schools to Watch Conference in Washington, D.C. This ensemble is a year-long commitment.

### **Jazz Band**

Jazz Band is a group of instrumentalists selected through audition by the director. Students in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade are eligible. 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. Rehearsals are held weekly after school.



### **Student Council**

Student Council is a service organization composed of representatives and alternates elected from each homeroom. Student Council is the students' voice in Northley and coordinates various spirit activities involving the entire Northley Community. Meetings are held after school on a weekly/bi-weekly basis as needed. All meetings are announced in advance and the students are dismissed in time for the 3:30 p.m. late bus. Meeting dates and days are chosen by the group to coordinate with other after school activities. Student Council is faculty sponsored and supervised.

### **Yearbook**

The Yearbook staff is composed of 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students that are interested in working on the various committees needed to produce an outstanding yearbook. Meetings are held after school. The frequency of meetings varies depending on the deadlines of production. The yearbook is faculty sponsored and supervised.

### **Guidance**

The Guidance 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 guidance appointments may be made by filling out a guidance appointment slip in the office. Students are urged to schedule appointments in advance unless the problem or concern is of an urgent matter.

Students are assigned to their counselors as follows:

Ms. Sayre - 6<sup>th</sup> grade X3355 - [nsayre@pdsd.org](mailto:nsayre@pdsd.org)

Mr. Siegel - 7<sup>th</sup> grade X3332 - [ksiegel@pdsd.org](mailto:ksiegel@pdsd.org)

Mrs. Crowley- 8<sup>th</sup> grade X3336- [gcrowley@pdsd.org](mailto:gcrowley@pdsd.org)

### **Guidance Program**

Northley Middle school offers a comprehensive guidance program for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students. Guidance counselors meet with students on an individual basis for personal problems, scheduling difficulties, and a variety of other issues. Counselors run special programs during the school year, such as "Mix it Up Day", "Red Ribbon Week," and a variety of others. The counselors meet with students in small groups throughout the year, such as grief group, self-esteem group, etc. Counselors also meet with parents, attend team meetings, and conduct the testing programs.

### **Student Assistance Program (SAP)**

Northley has a Student Assistance Team (SAT) which meets weekly. 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 Conduct

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 in 2019 and again in 2020. It was also recognized for implementation of Tier 2 in 2020.

## PBIS Overview

**Positive Behavioral Interventions & Support (PBIS)** is an approach to helping people improve their difficult behavior that is based on four things:

1. An **Understanding** that people (even caregivers) do not control others, but seek to support others in their own behavior change process
2. A **Belief** that there is a reason behind most difficult behavior, that people with difficult behavior should be treated with compassion and respect, and that they are entitled to lives of quality as well as effective services
3. The **Application** of a large and growing body of knowledge about how to better understand people and make humane changes in their lives that can reduce the occurrence of difficult behavior
4. A **Conviction** to continually move away from coercion - the use of unpleasant events to manage behavior.

## The Viking Vision & The Three R's

The Northley Positive Behavioral Intervention & Supports Program (PBIS), developed by a committee of teachers and faculty members in various core disciplines, focuses on teaching and positively reinforcing expected behaviors in all locations of the school in order to make Northley a better place to learn various aspects of the school environment that we felt needed to be improved upon in order to make Northley a better place to learn. This plan is entitled "The Viking Vision" and is comprised of the three R's: The three school-wide expectations, referred to as the "Viking Vision" are comprised of the three R's

- Be Respectful
- Be Responsible
- Be Ready

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

## Bathroom Conduct

Students must sign in and out of the log book before and after using the bathroom. Students are not to gather in the bathrooms and socialize. Students should cooperate in keeping the bathrooms clean and in good condition. Students are not permitted to write on the walls of the stall or on the bathroom walls. Administrators and teachers will periodically check the bathrooms.

## **Bus Conduct**

The students of Northley that ride the bus are expected to follow the “Viking Vision.” Bus transportation to and from school is a privilege and is provided for students who live beyond one and one half miles from the school. When riding on the bus, students are expected to behave, and follow the “Viking Vision” as well as the rules set by the bus driver. Seating assignments can only be changed by the bus driver or Administration. All students are expected to be courteous and respectful to the driver. Food and drinks are not permitted on the buses. All students must follow the following rules of behavior, as determined by the District Transportation Department, or risk losing bus riding privileges. When a student is referred to an administrator by a bus driver for unruly conduct, disciplinary action will be taken. Students are asked to make the driver aware of any problem involving another student so action can be taken. **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. Vandalizing and smoking on the bus is prohibited and will result in disciplinary action by the administration of the school.

**School bus transportation is a privilege, which can and will be withdrawn temporarily or permanently when it is abused.**

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

## **Cafeteria Conduct**

Students are expected to follow the expectations for the cafeteria. Students may be assigned to a table at the discretion of faculty and/or administration. Students are expected to be well-behaved in the cafeteria and to maintain cleanliness in their area. Students must go directly to the cafeteria after going to their lockers. All students are required to eat in the cafeteria at lunch. No one is permitted elsewhere in the building without permission of a teacher or an administrator. NO food or drinks are allowed anywhere in the building except in the cafeteria. Students are not permitted to bring glass containers in their lunches. Under certain weather conditions, clear plastic water bottles, containing water only, may be brought to school. Failure to abide by cafeteria regulations may result in further disciplinary action (i.e. detention, suspension, etc.). Repeated or excessive abuse of cafeteria regulations will result in suspension of cafeteria privileges. Students who lose cafeteria privileges will be required to eat alone for a designated period of time.

### **Cell Phones and other Technological Devices**

Parents and students must be aware that they are responsible for the security of the above mentioned equipment. The school will not be responsible for loss or theft. Personal technological devices must be off and secure and out of sight during the school day beginning at 8:05am. Cell phones are not permitted in the classrooms at Northley Middle School. Students must place their cell phones and electronic devices in lockers prior to entering homeroom. If a student has a cell phone out during the school day it will be a technology violation.

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

### **Controlled Substances/Paraphernalia**

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

### **Student Code of Conduct**

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

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

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

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

### **Types of Discipline Defined**

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

### **Disciplinary Offenses Defined**

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

## Code of Conduct 2021-2022

<b>Level I Offenses:</b> The following Classroom Misconduct offenses will result in a selection of a teacher consequence.	
<b>Misbehaviors/Actions</b>	<b>Consequences</b>
<ol style="list-style-type: none"> <li>1. Failure to complete assignment after teacher's prompting</li> <li>2. Physically boisterous behavior, including horseplay</li> <li>3. Disturbing the learning environment</li> <li>4. Failure to follow the directions of a teacher or authorized staff member (minor)</li> <li>5. Lateness to class or activity by less than 5 minutes</li> <li>6. Public displays of affection</li> <li>7. Profanity or other abusive language which is not directed at an administrator, teacher, staff member, or student</li> <li>8. Having food or drinks other than water in the classroom.</li> <li>9. First cell phone violation</li> </ol>	<ol style="list-style-type: none"> <li>1. Classroom or team lunch detention</li> <li>2. Classroom or team morning detention; 7:30 to 8:05 AM</li> <li>3. Classroom or team after school detention; 3:00 to 3:45 PM (late bus provided)</li> <li>4. Confiscation of cell phone returned to student in office at end of school day.</li> <li>5. Verbal Reprimand</li> </ol>

<b>Level II Offenses:</b> The following Classroom Misconduct or School wide offenses will result in a selection of the following consequences.	
<b>Misbehaviors/Actions</b>	<b>Consequences</b>
<ol style="list-style-type: none"> <li>1. Failure to correct Level I offense that has been addressed by a classroom teacher or authorized staff member</li> <li>2. Failure to sign in at the designated attendance office when arriving late to school</li> <li>3. Causing a disturbance in the hallway, lobby, lavatory, or other common area</li> <li>4. Unauthorized riding of the elevator or failure to return elevator key to front office</li> <li>5. Unauthorized use of technology, whether school-owned or personal (exceptions allowed by Section 1371.1 of the School Code)</li> <li>6. Violation of Cafeteria Expectations (failure to clean table, leaving before dismissed, throwing food, etc.)</li> <li>7. Failure to sit and remain at assigned table in the cafeteria</li> <li>8. Out of Bounds – loitering in bathrooms, hallways, lobbies, or other areas during a time period where student is assigned a class</li> <li>9. Failure to serve a detention assigned from a Level I offense</li> <li>10. First offense of a dress code violation</li> <li>11. First offense of misbehavior for a substitute teacher</li> <li>12. Misbehavior on District transportation</li> <li>13. Profanity or other abusive language which is directed at a student</li> <li>14. Cell phone violation (more than one offense)</li> </ol>	<ol style="list-style-type: none"> <li>1. Classroom or team detentions</li> <li>2. After school office detention from 3:00 to 3:45 PM (Late Bus provided)</li> <li>3. Extended after school office detention from 3:00 to 4:30 PM (No Late Bus available)</li> <li>4. Office lunch detention</li> <li>5. Student relocated to main office</li> <li>6. Reassignment of cafeteria seat</li> <li>7. Removal from cafeteria</li> <li>8. Confiscation of cell phone and returned to parent/guardian in office</li> <li>9. Loss of Bus privilege</li> </ol>

<b><u>Level III Offenses:</u></b> The following Classroom Misconduct or School-wide offenses will result in a selection of the following consequences.	
<b>Misbehaviors/Actions</b>	<b>Consequences</b>
<ol style="list-style-type: none"> <li>1. Commission or repetition of repeated Level I or Level II offense that has been addressed by a classroom teacher or authorized staff member</li> <li>2. Disrespect or Direct refusal to follow the direction of a teacher or staff member (major)</li> <li>3. Vandalism causing damage that can be repaired for \$100 or less</li> <li>4. Forging signatures on any school document</li> <li>5. Making obscene or threatening gestures</li> <li>6. Destruction of a person's property or violating a person's right to privacy</li> <li>7. Failure to serve an extended detention</li> <li>8. Gambling (participating in any game or activity involving chance and the payment of money)</li> <li>9. Violation of the District Acceptable Use Policy</li> <li>10. Harassment/Bullying, not including religious/racial/gender identity/sexual harassment, or threats of harm</li> <li>11. Violation of academic honesty guidelines</li> <li>12. Unauthorized use of school communication systems</li> <li>13. Inappropriate Physical Contact</li> </ol>	<ol style="list-style-type: none"> <li>1. Saturday detention(s): 8:30-11:30</li> <li>2. Re-training of behavior expectations</li> <li>3. Loss of extracurricular privilege</li> <li>4. Repayment for damage</li> <li>5. Grade of 0%</li> <li>6. Confiscation of cell phone and returned to parent/guardian in office</li> </ol>

<b><u>Level IV Offenses:</u></b> The following Classroom Misconduct or School-wide offenses will result in a selection of the following consequences.	
<b>Misbehaviors/Actions</b>	<b>Consequences</b>
<ol style="list-style-type: none"> <li>1. Commission or repetition of repeated Level I, II, or III offense that has been addressed by a classroom teacher or authorized staff member</li> <li>2. Aggressive Physical Contact (Fighting, Fake/Play Fighting, Pushing, Shoving, Slapping, Punching, etc.) that requires teacher/staff intervention</li> <li>3. Verbal altercation that requires teacher/staff intervention</li> <li>4. Harassment/Bullying including religious/racial/gender identity/sexual harassment, or threats of harm</li> <li>5. Leaving the school building or grounds without permission</li> <li>6. Possession, use, or distribution of any tobacco product, lighter, matches, or e-cigarette product</li> <li>7. Theft or possession of stolen property</li> <li>8. Possession, distribution, or exhibition of sexually provocative materials</li> <li>9. Lewd behavior (exposure, mooning, or depantsing)</li> <li>10. Extortion (obtaining or attempting to obtain something of value by force or intimidation)</li> <li>11. Failure to serve a Level III consequence</li> <li>12. Disrespect or Direct refusal to follow the direction of an administrator</li> <li>13. Profanity or other abusive language directed at an administrator, teacher, or staff member (Including transportation, event, maintenance, and cafeteria staff)</li> <li>14. Possession or use of a weapon</li> <li>15. Setting off a fire alarm, making a false 9-1-1 call, a bomb threat, or a similar terroristic threat</li> <li>16. Threatening, striking or assaulting a teacher, administrator, or staff member</li> <li>17. Vandalism causing damage in excess of \$100</li> <li>18. Possession or detonation of fireworks, smoke bombs, stink bombs, and similar devices</li> <li>19. Arson or attempted arson</li> <li>20. Possession, use, distribution, or solicitation to use drugs, drug paraphernalia, or alcohol</li> <li>21. Criminal Behavior</li> <li>22. Failure to cooperate with a search</li> </ol>	<ol style="list-style-type: none"> <li>1. Suspensions of one to ten days in length</li> <li>2. Removal from extracurricular or school related events, activity, privileges</li> <li>3. Expulsion by the Board of Directors</li> <li>4. Involvement of local law enforcement</li> <li>5. Repayment for damage</li> </ol>



## Dress Code

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

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

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

<b>Jackets and Coats</b>	<ul style="list-style-type: none"><li>• Students are not permitted to wear outer jackets and coats in school. All students should leave their outer coats in their lockers upon arrival.</li></ul>
<b>Headwear</b> (hats, scarves, bandannas, etc.)	<ul style="list-style-type: none"><li>• All hats, scarves, bandannas, etc. are to be removed upon entering the building and left in lockers during the school day.</li></ul>
<b>Hooded Sweatshirts</b>	<ul style="list-style-type: none"><li>• Students are not permitted to have their hoods up during the school day.</li></ul>
<b>Footwear</b>	<ul style="list-style-type: none"><li>• Footwear must have backs. Students are not permitted to wear flip-flops, slides, or slippers.</li></ul>
<b>Apparel, Jewelry, Grooming</b> may not be distracting, disruptive, disrespectful, revealing, or unsafe.	<ul style="list-style-type: none"><li>• 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.</li><li>• For example, chained wallets and spiked jewelry are not permitted.</li></ul>
<b>Fashions</b> Students are not permitted to wear extreme fashions (bare midriffs, halter tops, tube tops, tank tops, short-shorts, etc.)  Undue attention to an individual's dress which detracts from the seriousness of the instructional process must be avoided.	<ul style="list-style-type: none"><li>• Students must wear shirts that cover their shoulders and midriffs. (Shoulder straps must be a minimum of three fingers wide).</li><li>• Students are not permitted to wear shirts that expose cleavage.</li><li>• Short-shorts or short-skirts are NOT permitted. A good rule of thumb is that shorts and skirts should extend <i>at least 3-4 inches from the inseam</i>.</li><li>• Pajamas are NOT permitted.</li><li>• Clothing with rips, holes, tears, etc... are NOT permitted.</li><li>• Students' pants must be worn at or above the waist. Excessive baggy-style pants that expose areas below the waist are not permitted.</li></ul>

## **Physical Education Dress Requirements**

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

## **Internet, Electronic Mail, and Network Resources Acceptable Use Policy**

Internet access and network resources are available to all Northley students for educational purposes. The use of the internet and network is a privilege. Students are expected to follow the guidelines explained in the School Board Policy No. 815 for acceptable use of the computers and internet. For further information, please refer to the "Acceptable Use" policy in the Appendix.

## **Lockers**

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

If the lockers are broken or stuck students are to ask their homeroom teacher or go to the office for a locker slip and the locker will be repaired. Students are not permitted to put an additional lock or locks on the hall lockers because they will be promptly removed by the custodial staff. The students that are assigned gym lockers will be provided with locks. The lockers are the property of the Penn Delco School District. Students will therefore have only limited expectation of privacy in their lockers. Students may not use their locker as a depository for substances or for prohibited objects. If given reasonable suspicion, the student's locker can be searched. For further information about locker searches, please refer to the Appendix for the School Board policy, "Searches" Policy, No. 226.

## **Weapons**

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

## **Student Recognition**

### **The “Viking Punch Card”**

The Northley Middle School staff believes in following the Positive Behavioral Intervention & Supports (PBiS), the “Viking Vision,” and believes that rewarding students for positive behavior will reinforce the positive behavior throughout the school year. Rewards are to be given to students demonstrating the expected behaviors that are outlined in the “Viking Vision.” All students are able to earn virtual badges that will be displayed on their Schoology page. At the end of two weeks students can trade in some of their badges for their positive behavior to buy merchandise from the school store as a reward.

### **Other Recognitions**

- Grade levels and Teams recognize students in the following categories:
  - Departmental
  - Team
  - Attendance
  - Student of the Month by Grade

## **Penn-Delco School District Board Policies**

**Attendance – No. 204**

**Weapons – No. 218.1**

**Student Discipline – No. 218**

**Dress and Grooming – No. 221**

**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](http://www.pdsd.org).