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 Publicity, Student/Parent Handbook, and Paperless records. 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 2018-2019 school year!

Best Regards,

The Northley Administrative Team
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Welcome to Northley Middle School!

Northley Middle School and Penn-Delco School District are committed to providing your student the highest quality and most all around educational experience during their transitional years of sixth, seventh, and eighth grades. The information provided in this handbook will ensure that everyone knows what is expected and can set high standards.

This handbook has been prepared to provide parents and students with valuable information about Northley Middle School. In it you will read about our rules and procedures that help keep our school safe and productive. It also contains information regarding our academic programs, activities, awards, and honors, along with other information which will help acquaint you with our program.

Students are responsible for the information contained within this handbook. Parents are encouraged to review this information with their children. **Parent/Guardian and students are required to sign a form** indicating they have done so.

We are looking forward to an exciting and rewarding school year for all students at Northley Middle School.

Sincerely,

L. J. Blair
Principal

Dr. George Steinhoff – Superintendent

Mr. Eric Kuminka – Assistant Superintendent

Ms. Eileen Martin - Administrator

Mr. Joel Alutius – Assistant Principal

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 Northley Promise

I promise Always:
- To tell the truth and to act with integrity;
- To treat each other with kindness;
- And to do no harm to others or to myself;
- To respect each other and our differences;
- To speak well of others or not to speak at all;
- To help those who need it;
- To know that I am responsible for what I do, or don’t do
  And that I accept whatever follows my actions, or inactions;
- To look to others who can help me whenever I cannot help myself.

The Northley Mission:
Encourage, Empower, Excel

Northley Middle School is a community of learners. We will ENCOURAGE each other to improve constantly. We will EMPOWER each student to make real, measurable progress in all areas. We will commit ourselves to respect each other in the classroom and in the school. We will respect intelligence by encouraging questioning and allowing students to be actively engaged in learning. We dedicate our best efforts as professional educators to this end by insisting on a high quality in every student’s work, every day. To promote this high quality of work, we insist on teaching skills in reading, writing, mathematics and thinking as a means to: obtain and use knowledge, interpret and solve real, daily life problems, communicate properly with one another and with the real world, and lastly establish a habit of inquiry that allows for logical and creative ways to use information. With these skills, students will truly EXCEL.

Paperwork that must be Read, Signed & Returned at Start of School

It is very important that all of our parent permissions and contact information be current each year. The paperwork needed to update this information will be sent home in our summer mailing.

The documents to be returned on the scheduled information days, or first day of school, September 4, 2018 with your child are:
- White "EMERGENCY CARD"
- STUDENT INFORMATION SHEET (CHECK "NO CHANGES NEEDED" OR "CHANGES NEEDED" AND UPDATE CHANGES ONLY)
- Pink "PARENTAL/GUARDIAN CONSENT & "ACCEPTABLE USE of INTERNET" (Both sides signed)

Please ensure ALL documentation is filled out completely and signed by BOTH student and parent/guardian where noted. These forms are required and must be returned on Information Day or prior to the start of school.
2018 - 2019 School District Calendar

Penn-Delco School District
2018-2019
Instructional Calendar

JULY 2018

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 2018

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

SEPTEMBER 2018

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

OCTOBER 2018

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

NOVEMBER 2018

S M T W T F S
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30
Teacher Days: 20  Student Days: 20

DECEMBER 2018

S M T W T F S
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31
Teacher Days: 15  Student Days: 15

JANUARY 2019

S M T W T F S
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31
Teacher Days: 21  Student Days: 21

FEBRUARY 2019

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: 18  Student Days: 18

MARCH 2019

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: 23  Student Days: 23

APRIL 2019

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: 23  Student Days: 23

MAY 2019

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

JUNE 2019

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: 11  Student Days: 11

PSSA Testing Window
April 15-26, 2019: English Language Arts (3-8)
April 29-May 3, 2019: Mathematics (3-8) Science (4,8)

Keystone Testing Window
Winter: December 3-14, 2018
January 7-18, 2019
Spring: May 13-24, 2019

Student Snow Make Up Days
If schools close in excess of four days for inclement weather, those additional days will be made up in the following order, June 17, June 18, April 15, April 16.
## NMS Bell Schedule
### 2018-2019

### 6th Grade
<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
<th>Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8:15 - 9:07</td>
<td>52 min</td>
</tr>
<tr>
<td>2-AC</td>
<td>9:10 - 9:58</td>
<td>48 min</td>
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<tr>
<td>3</td>
<td>10:01 - 10:49</td>
<td>48 min</td>
</tr>
<tr>
<td>4</td>
<td>10:52 - 11:40</td>
<td>48 min</td>
</tr>
<tr>
<td>5 - Lunch</td>
<td>11:43 - 12:13</td>
<td>30 min</td>
</tr>
<tr>
<td>5-AC</td>
<td>12:16 - 1:04</td>
<td>48 min</td>
</tr>
<tr>
<td>7</td>
<td>1:07 - 1:55</td>
<td>48 min</td>
</tr>
<tr>
<td>8</td>
<td>1:58 - 2:46</td>
<td>48 min</td>
</tr>
<tr>
<td>HR</td>
<td>2:49 - 2:55</td>
<td>6 min</td>
</tr>
</tbody>
</table>

### 7th Grade
<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
<th>Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8:15 - 9:07</td>
<td>52 min</td>
</tr>
<tr>
<td>2</td>
<td>9:10 - 9:58</td>
<td>48 min</td>
</tr>
<tr>
<td>3-AC</td>
<td>10:01 - 10:49</td>
<td>48 min</td>
</tr>
<tr>
<td>4</td>
<td>10:52 - 11:40</td>
<td>48 min</td>
</tr>
<tr>
<td>5</td>
<td>11:43 - 12:31</td>
<td>48 min</td>
</tr>
<tr>
<td>6 - Lunch</td>
<td>12:34 - 1:04</td>
<td>30 min</td>
</tr>
<tr>
<td>7-AC</td>
<td>1:07 - 1:55</td>
<td>48 min</td>
</tr>
<tr>
<td>8</td>
<td>1:58 - 2:46</td>
<td>48 min</td>
</tr>
<tr>
<td>HR</td>
<td>2:49 - 2:55</td>
<td>6 min</td>
</tr>
</tbody>
</table>

### 8th Grade
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<tr>
<td>2</td>
<td>9:10 - 9:58</td>
<td>48 min</td>
</tr>
<tr>
<td>3</td>
<td>10:01 - 10:49</td>
<td>48 min</td>
</tr>
<tr>
<td>4 - Lunch</td>
<td>10:52 - 11:22</td>
<td>30 min</td>
</tr>
<tr>
<td>5-AC</td>
<td>11:25 - 12:13</td>
<td>48 min</td>
</tr>
<tr>
<td>6</td>
<td>12:16 - 1:04</td>
<td>48 min</td>
</tr>
<tr>
<td>7</td>
<td>1:07 - 1:55</td>
<td>48 min</td>
</tr>
<tr>
<td>8-AC</td>
<td>1:58 - 2:46</td>
<td>48 min</td>
</tr>
<tr>
<td>HR</td>
<td>2:49 - 2:55</td>
<td>6 min</td>
</tr>
</tbody>
</table>

## Marking Periods
### Progress Report dates
### Report Card Dates

<table>
<thead>
<tr>
<th>Marking Period</th>
<th>Begins</th>
<th>Ends</th>
<th>Interim Progress Date</th>
<th>Report Cards Posted</th>
</tr>
</thead>
<tbody>
<tr>
<td>MP2</td>
<td>11/12/2018</td>
<td>1/25/2019</td>
<td>12/14/2018</td>
<td>2/1/2019</td>
</tr>
</tbody>
</table>
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 will 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 excuse of absences after 10 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 warning letter will be sent home. If a child accumulates 3 unlawful absences and a parent meeting will be offered. If a student accumulates 6 or more unlawful absences, the district is required by law to hold a mandatory Student Attendance Improvement Plan (SAIP) with parents or guardians. If additional unlawful absences occur after the 6 day SAIP meeting, the school district will file a referral to a school or community based attendance program or a referral to Children and Youth Services. The school will also file a citation with the court.

Arrival and Departure

Students should be in their classroom for attendance by 8:15 a.m. prepared with needed materials to start the day. Please try to arrive at school by 8:05 a.m. Students may NOT arrive to school prior to 8:00 a.m. Once on school grounds, students may not leave the school grounds for any reason unless excused by a building administrator. 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. Students may not leave school grounds at the end of the day and then return to ride the late bus or associate with other students, etc. Also, students are NOT to be on Sun Valley High School property unless given prior permission from an administrator.

Students requesting a change of assigned bus for the day must submit a written note from a parent/guardian and submit it to the main office at the beginning of the day.

Students requesting any permanent changes in bus assignment should contact the Penn Delco transportation department at ext. 8604.
Early Dismissal
A student that requires an early dismissal must have a written request from the parent/guardian. The note must include the student’s full name, grade, date, time and reason for the early dismissal, a parent’s signature, and a telephone number at which the parent can be reached. The note must be given to the Period #1 teacher or brought to the Main Office at the beginning of the school day. (Students requesting an early dismissal for a doctor or dentist appointment are to bring a doctor or dentist’s note when they return to school from the appointment). Parents must report to the Main Office in order for a student to be released for an early dismissal. The parent/guardian must sign out their student in the sign-out book in the Main Office and provide proper identification. Upon return to school the same day, the parent/guardian must sign the student back into school. It is the responsibility of the student to contact teachers to make up missed work.

Excused Absences
The School Code of Pennsylvania provides that everyone between the ages of eight (8) and seventeen (17) must attend school. The only legal excuses for absences are personal illness, quarantine, death of an immediate family member or preapproved family trips of an educational nature.

When a student is ill, a parent/guardian may call the office at 610-497-6300 X3339 and may leave a voicemail message on the machine prior to 8:30 a.m. **The phone call must be followed by a written note that must be turned in within 3 days of the student returning to school.** The note should include the student’s full name, grade, reason and date of absence and a parent/guardian signature. The note must be given to the student’s Period #1 teacher and sent to the office at the beginning of the school day. Notes may also be faxed to 610-485-5557. You may also choose to send an electronic absence note, please adhere to the guidelines for “Submitting an Electronic Absence Note”.

Submitting an Electronic Absence Note
Absence notes may be submitted to the school as an email attachment with the following guidelines:

Directions on submitting electronic absence notes:
1. Parent or guardian writes the absence note on a piece of paper or green sheet.
2. Parent/guardian signs the note.
3. Parent/guardian scans the note or takes a picture of the note.
4. Parent attaches scanned note/picture of note to an email.
5. Parent/guardian sends the message to: nms-attendance@pdsd.org

Please follow these guidelines:
· NO electronic signatures will be accepted.
· ONLY emails with a signed absence note attached will be accepted.
· Emailed notes MUST be sent to the designated email account. **Please do not send directly to school staff members.**
· Notes must contain the date of absence, student’s name, grade level, reason for absence and parent/guardian signature.
The designated email account is for absence notes only. All other content should be sent to a school staff member directly.

**Failure to phone the school and provide a written parental/guardian note or doctor’s note within 3 school days will result in an unexcused absence and may lead to truancy proceedings.** An excused absence is counted as an absence. All absences are considered unexcused until a parent/guardian or doctor’s note is received in the office. A phone call alone does not excuse the absence.

**Family Educational Trip/Vacation**
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 one week before or during the PSSA testing window will not be excused. Children will need to make up classroom work within five days of the student’s return unless other arrangements are made with the teacher.

Please refer to Penn-Delco’s Attendance Policy 204

**Lateness**
All students must attend school on a regular basis and arrive on time. Students should 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. A signed note from a parent must accompany the lateness. The only legitimate excuses for being late to school are doctor and dentist appointments or illness of the student. Oversleeping, missing the bus, mechanical difficulties, etc. are not considered legitimate reasons for being late to school. Students must hand in doctor’s notes to Attendance when coming in late to school. Doctor’s notes will not be accepted at a later date.

According to the Northley Middle School Code of Conduct, consequences for habitual lateness are:

**UNEXCUSED LATENESS**

<table>
<thead>
<tr>
<th># of UNEXCUSED LATENESS</th>
<th>REGULAR DETENTIONS ISSUED</th>
<th># of UNEXCUSED LATENESS</th>
<th>EXTENDED DETENTIONS ISSUED</th>
<th># of UNEXCUSED LATENESS</th>
<th>SATURDAY DETENTIONS ISSUED</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>1</td>
<td>6</td>
<td>1</td>
<td>9</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>2</td>
<td>7</td>
<td>2</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>5</td>
<td>3</td>
<td>8</td>
<td>3</td>
<td>11+</td>
<td>3</td>
</tr>
</tbody>
</table>

*A meeting with parent, counselor and administrator will be scheduled following the 5th unexcused lateness*
Truancy: Overview of Legal Responsibilities

1. Student is absent
   (Absence is considered unlawful until School District receives a written acceptable excuse per School District policy).

2. If 3 calendar days pass after the absence with no excuse (or acceptable excuse per School District policy); the absence is permanently considered unlawful.

3. School District personnel (principal/teacher in public/private school) and private teacher (tutor) are required to report cases of habitual truancy (6 days, or equivalent, of unlawful absences without lawful excuse).

4. If a student is absent 10 consecutive days the School District must drop the child from active membership roll unless:
   A. A legal excuse is provided, or
   B. The School District is pursuing compulsory attendance prosecution.

5. Up to 10 cumulative lawful absences during a school year are permitted; all absences beyond the 10 day limit require a physician's excuse.
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. Students should NOT come to the office for a late pass to class. If the assignment book is lost or destroyed, students will be required to purchase a replacement book from the office. Cost of the replacement book is $5.00.

Book Bags
Students are 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. Please encourage your students to utilize locker stops to avoid carrying excessively heavy bags.

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 will 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), 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 are to be no sending or receiving of 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
Please reinforce with your child that it is not permitted to use cell phones during the school day to go 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. In addition, students and their parents must meet with an administrator to discuss this policy violation.

Immunization
Beginning with the 2018-2019 school year, the State of Pennsylvania is implementing 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.

**ON THE FIRST DAY OF SCHOOL,** unless the child has a medical or religious/philosophical exemption, he/she must have all the required doses listed above or the child will be excluded from school.

If the child does not have all the doses listed above, the child must provide a medical plan (red and white card signed by physician) within the first five days of school for obtaining the required immunizations or be excluded from school.

**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, 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 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 PDSD website.
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.

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 visitors are requested to contact the office to make prior arrangements and/or schedule a meeting. Student visitors are not permitted during school hours unless they have prior administrative approval. Any visitor who does not register in the Main Office is considered to be trespassing and should be sent to the office immediately.

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

**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 – 6th GRADE**

- English
- Reading
- Mathematics
- Science
- World History

Arts Cycle: Art, Band, Chorus, Communications, , Financial Literacy, Gifted Program, Health/Physical Education, Keyboarding, Library, Math Workshop, Music (General), Reading Workshop & Technology Education

**COURSE OF STUDIES – 7th GRADE**

- English
- Reading
- American History I
- Mathematics
- Science

Arts Cycle: Art, Band, Chorus, Communications, , Financial Literacy, Gifted Program, Health/Physical Education, Library, Math Workshop, Music (General & Steel Drum), Reading Workshop & Technology Education

**COURSE OF STUDIES – 8th GRADE**

- English
- Reading or Foreign Language
- American History II
- Mathematics
- Science

Arts Cycle: Art, Band, Chorus, Communications, Exploratory Foreign Language, Financial Literacy, Gifted Program, Health/Physical Education, Math Workshop, Music (General or Guitar), Reading Workshop & Technology Education
2018-2019 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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97.5 – 100</td>
<td>C+</td>
<td>77.5 – 79.49</td>
</tr>
<tr>
<td>A</td>
<td>92.5 – 97.49</td>
<td>C</td>
<td>72.5 – 77.49</td>
</tr>
<tr>
<td>A-</td>
<td>89.5 – 92.49</td>
<td>C-</td>
<td>69.5 – 72.49</td>
</tr>
<tr>
<td>B+</td>
<td>87.5 – 89.49</td>
<td>D+</td>
<td>67.5 – 69.49</td>
</tr>
<tr>
<td>B</td>
<td>82.5 – 87.49</td>
<td>D</td>
<td>62.5 – 67.49</td>
</tr>
<tr>
<td>B-</td>
<td>79.5 – 82.49</td>
<td>D-</td>
<td>59.5 – 62.49</td>
</tr>
<tr>
<td></td>
<td></td>
<td>E/F</td>
<td>0 – 59.49</td>
</tr>
</tbody>
</table>

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.**
**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 web 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 7th and 8th grade students only and students are selected on the basis of their excellence in the above mentioned areas.

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.

**eSchool Home Access Center**
Home Access Center (HAC) is the parent portal that guardians may use to view your child's current grades. If you have any questions or need login credentials for HAC, please email homeaccess@pdsd.org.

**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

<table>
<thead>
<tr>
<th>Be Respectful</th>
<th>Follow Directions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be Responsible</td>
<td>Participate</td>
</tr>
<tr>
<td>Be Ready</td>
<td>Get where you need to be</td>
</tr>
<tr>
<td></td>
<td>Stay where you need to be</td>
</tr>
</tbody>
</table>

Student Clubs and Activities

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

Art Club
Northley Art Club meets for 1 hour every other week. Students will work on creating art projects for the school and community.

Athletics (7th & 8th 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 7th and 8th grade students:
- **Fall**: Football, Girls Field Hockey, Boys’ and Girls’ Soccer, Girls’ Volleyball, and Cheerleading.
- **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.

Chorus and Band
Chorus and Band are organizations which provide students with the opportunity for musical performances. Enrollment begins in September and is open to all 6th, 7th and 8th grade students. The size of the band and chorus may be limited. Rehearsals may occur after school as needed.

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 Taylor 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.

Northley Navigators
Northley Navigators consists of 6th, 7th and 8th graders that serve as tour guides for new students. They help new students with lockers, class schedules, and orient them with Northley when they arrive. Navigators also give tours to adult visitors and prospective students. 6th Grade Navigators are often chosen to participate in the 5th Grade orientation program for incoming 6th Grade students. It’s a great way to show off your Northley Pride!

Skate Club
Skate Club schedules 4 trips per 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 8th, 7th and 6th 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, the Strike Concert in April, and the University of Delaware Steel Pan Festival, the final Saturday 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.

Stage Band
Stage Band is a group of instrumentalists selected through audition by the director. Students in 6th, 7th and 8th 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 6th, 7th and 8th 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 - 6th grade X3355 - nsayre@pdsd.org
Mr. Siegel - 7th grade X3332 - ksiegel@pdsd.org
Mrs. Crowley - 8th grade X3336 - gcrowley@pdsd.org

**Guidance Program**
Northley Middle school offers a comprehensive guidance program for 6th, 7th and 8th 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 adopted and implemented the Positive Behavior System (PBS) in 2008. This program will be followed during the school year.

**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; and
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. Smaller copies of those posters can be found on the following pages. The goal is to give students (and faculty members) positive expectations instead of rules to blindly follow. If students see the purpose of the rules in place, they will be more apt to follow them because they understand how negative behavior impacts themselves and others around them.

**The Viking Vision**

<table>
<thead>
<tr>
<th>Classroom</th>
<th>Hallway</th>
<th>Cafeteria</th>
<th>Restroom</th>
<th>Assemblies</th>
<th>Bus</th>
<th>Social Media</th>
<th>After School</th>
<th>Back-packs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Be Respectful</strong></td>
<td>Follow teacher directions Use appropriate tone and language Keep hands, feet, and objects to self</td>
<td>Act and speak kindly toward others Use inside voices Keep hands, feet, and objects to self</td>
<td>Listen quietly to announcement s Be kind to peers and staff Use manners</td>
<td>Go and flush Keep restroom clean Respect privacy of others</td>
<td>Enter and exit quietly Listen Thank presenter</td>
<td>Keep hands, feet, and objects to yourself</td>
<td>Post appropriate things (words, pictures, comments) Share kind and positive thoughts</td>
<td>Follow teacher directions Wait calmly at dismissal</td>
</tr>
<tr>
<td><strong>Be Responsible</strong></td>
<td>Raise hand to speak Stay on task and do all work Follow classroom routine</td>
<td>Use own locker Lock locker Walk on the right</td>
<td>Walk to assigned seat Keep food on tray Use utensils appropriately Clean table and floor Obtain pass to leave Wait to be dismissed</td>
<td>Follow sign in and sign out procedures Wash and dry hands Throw away trash</td>
<td>Ask appropriate questions Enter single file and fill in each seat</td>
<td>Keep all food or personal items in your book bag</td>
<td>Know your posts will be on-line forever Know your audience (peers vs. adults) Post your own thoughts and work</td>
<td>Actively participate in the activity Abide by all school rules</td>
</tr>
</tbody>
</table>
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  

The “Viking Vision” – Cafeteria

Students are expected to follow the “Viking Vision” 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. Appropriate announcements will be made as to when this may happen.

Failure to abide by cafeteria regulations may result in further disciplinary action (i.e. detention, suspension, cafeteria work detail, etc.). Repeated or excessive abuse of cafeteria regulations will result in suspension of cafeteria privileges. Students who lose cafeteria privileges will be required to bring lunch from home and eat alone for a designated period of time.

Cell Phone, MP3 player, 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. Infractions may result in the device being taken and held in the office until it is picked up by a parent.

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 System (PBS) and the “Viking Vision” that sets expectations for each student to follow each school day.

Northley has adopted a Student Code of Conduct for those students that stray from the expectations. 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. 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**
- **Teacher Detention** – Detention before, during (lunch) or after school assigned by a teacher (maximum of 45 minutes).
- **Regular Detention** - After-school detention assigned by an administrator (45 minutes).
- **Extended Detention** - After-school detention assigned by an administrator (90 minutes).
- **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.*

**Level A Offenses.** A student who commits a Level A Offense will receive a teacher detention. Examples are:
1. Rough or boisterous behavior, including horseplay.
2. Causing a disturbance in a classroom (behavior that interferes with teaching and learning).
3. Failure to complete an assignment.
4. Failure to follow a direction by a teacher or other authorized staff member.
5. Lateness to class, study hall, or activity (less than ten minutes).
6. Intimate contact with another student, including kissing and embracing.
7. First Offense—Violation of NMS Dress and Grooming Guidelines (students will be sent to main office to call parent to bring suitable attire).

**Level B Offenses.** A student who commits a Level B Offense will receive one or more regular office detention(s) imposed by the administration. Examples are:
1. Any Level A Offense that a teacher finds necessary to refer to an administrator.
2. Failure to sign in at the designated attendance office when late to school.
3. Profanity or other abusive language-not directed at administrator, teacher, or other staff member.
4. Causing a disturbance in a hallway, lobby, lavatory, or other common area (including lawns, sidewalks, athletic fields, and parking lots).
5. Unauthorized riding on an elevator or failure to return key.
6. Unauthorized use of radio, tape recorder or player, camera, video camera, computer, disc player, cellular telephone, pagers or beepers other than exceptions allowed by Section 1371.1 of the School Code.
7. Cafeteria misbehavior including failure to clean up area or leaving table without being dismissed.
8. Out of Bounds—loitering in bathrooms, hallways, lobbies, or other common areas.
9. Failure to serve a teacher detention.

**Level C Offenses.** A student who commits a Level C Offense will receive one or more extended detentions. Examples are:
1. The commission of any Level A or B offense when a student has committed a Level B Offense within a school year.
2. Cutting class (absence from class or activity of ten minutes or more);
3. Throwing food or other objects.
4. Failure to serve a regular detention.
5. Physical Contact - no punches thrown or no apparent injury.
6. Misbehavior on District transportation (rough or boisterous behavior, causing a disturbance, or violating bus rules). (Discipline may include loss of riding privilege.)
7. Vandalism misbehavior, including rough or boisterous behavior and causing a disturbance.
8. Vandalism that can be cleaned and requires no expense for replacement or repair.

**Level D Offenses.** A student who commits a Level D Offense will receive a Saturday detention. Examples are:
1. The commission of any Level A, B, or C offense when a student has committed a Level C Offense within a school year.
2. Disrespect of an administrator, teacher, or other staff member.
3. Failure to follow the directives of a teacher.
4. Vandalism causing damage that can be repaired for $100 or less. (Discipline will also include student's payment of repair or replacement expenses.)
5. Cutting school, leaving building or grounds without permission.
6. Forging notes, excuses, early dismissal slips or altering school related documents.
7. Making obscene gestures.
8. Damaging a person's property or violating a person's right of privacy.
10. Gambling (participating in any game or activity involving chance and the payment of money).
11. Violation of the District Acceptable Use Policy.
12. Harassment/Bullying, not including racial or sexual harassment; threats of harm.
13. Violation of academic honesty guidelines (Discipline will also include a grade of 0 (zero) for the assignment; a second violation in the same course may result in failure of the course.)
14. Unauthorized use of school communications systems.

**Level E Offenses.** A student who commits a Level E Offense will receive a suspension from school for a period of one to three days. Any student who commits a Level E Offense within thirty days of a school event may be subject to loss of the privilege to participate in the activity (including field trips, dances, and 8th grade breakfast, etc.). Examples are:
1. The commission of any Level A, B, C, or D offense when a student has committed a Level D Offense within a school year.
2. Fighting – punches thrown or apparent injury.
3. Possession or use of any tobacco product, lighter or matches.
4. Theft (First offense)
5. Possession of stolen property.
6. Possession, distribution, or exhibition of sexually provocative materials.
7. Lewd behavior—exposure, mooning or depantsing.
8. Harassment/Bullying including racial or sexual harassment; threats of harm.
9. Extortion (obtaining or attempting to obtain something of value from another by force or
intimidation or forcing or attempting to force another to take action or not take action).
10. Failure to serve a Saturday detention. (Student will serve a one day suspension on the following Monday).
11. Failure to follow directions of an administrator.
12. Profanity or other abusive language directed at an administrator, teacher or other staff member.

**Level F Offenses.** A student who commits a Level F Offense will be excluded from school, at the minimum by a suspension for a period of four to ten days. Additionally, the administration may seek a student’s expulsion (which may be permanent) by the Board of School Directors. Any student who commits a Level F Offense within thirty days of a school event may be subject to loss of the privilege to participate in the activity (including field trips, dances, and 8th grade breakfast etc.). Any F violation discipline procedures may include referral to local authorities. Examples are:

1. The commission of any Level A, B, C, D, or E offense when a student has committed a Level Offense within a school year.
2. Possession or use of a weapon (Discipline may include at least a one year expulsion).
3. Setting off a false fire alarm, making a false 9-1-1 call, making a bomb threat or a similar terroristic threat.
4. Possession or use of any tobacco product - second offense within a school year)
5. Striking or assaulting a teacher, administrator, or other staff member.
6. Vandalism causing damage in excess of $100. (Discipline will also include student’s payment of repair or replacement expenses).
7. Possession or detonation of fireworks, smoke bombs, stink bombs, and similar devices.
8. Arson or attempted arson.
9. Theft (Second offense).
10. Possession, use, distribution or solicitation to use drugs, drug paraphernalia, or alcohol.
11. Criminal behavior (conduct that, if committed by an adult, would constitute a felony or misdemeanor under the prevailing laws of the Commonwealth of Pennsylvania).
12. Failure to cooperate with a search.

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

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

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

| Jackets and Coats | • Students are not permitted to wear outer jackets and coats in school. All students should leave their outer coats in their lockers upon arrival. |

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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.

Footwear
• Footwear must have backs. Students are not permitted to wear flip-flops, slides, or slippers.

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.
• For example, chained wallets and spiked jewelry are not permitted.

Apparel, Jewelry, Grooming
• Apparel, Jewelry, Grooming may not be distracting, disruptive, disrespectful, revealing, or unsafe.

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 and midriffs. (Shoulder straps must be a minimum of three fingers wide).
• Students are not permitted to wear shirts that expose cleavage.
• 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.
• Pajamas are NOT permitted.
• Clothing with rips, holes, tears, etc... are NOT permitted.
• Students’ pants must be worn at or above the waist. Excessive baggy-style pants that expose areas below the waist are not permitted.

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

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

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 given a “Viking Punch Card” at the beginning of the year. When they earn a full card of stamps or hole punches for their positive behavior, students may use the punch card 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.