



UPPER DARBY

DREXEL HILL MIDDLE SCHOOL



Drexel Hill Middle School Student and Family Handbook 2022-2023 School Year

**Jill Palladino, Principal
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Drexel Hill, PA 19026
(610) 853 4580 - Main Office
(610) 853 4585 - Fax**

<https://www.upperdarbysd.org/dhms>

SCHOOL INFORMATION

School/District Colors – PURPLE and GOLD

School Mascot – Royals

[DHMS School Website - Click here!](#)

Table of Contents

District and School Information	Page 2
Staff Directory	Page 2
Principal Message	Page 3
Purpose of Handbook/UDSD Family Handbook/School Mission Statement/ District and School Comprehensive Goals	Page 4
Calendar of Events	Page 5-6
Home and School Association	Page 7
Communications	Pages 7-8
Emergency Preparedness	Page 9-10
DHMS Bell Schedules and Before and After School Locations	Pages 10-13
Lockers/Clubs and Sports	Page 13
Contact Info/ Lunch Program/Medication	Page 14
Attendance	Pages 15-16
Visitors/Safety Procedures	Page 16
Volunteers/Chaperones	Page 16
PBIS- Positive Behavior Interventions and Supports, Restorative Practices, Trauma-Informed Care Approach	Page 17-18
Act 26, Title IX, Equal Opportunity Employment	Page 19
Dress Code Policy, Retention Policy, Bullying and Harassment Policy, Acceptable Use of Internet, Computers and Network Resources, Electronic Communication Devices, Emergency Preparedness and Response, Middle School Code of Character, Volunteering Policy	Page 20

DISTRICT AND SCHOOL INFORMATION PAGE

Upper Darby School District
8201 N. Lansdowne Avenue
Drexel Hill PA 19026
www.upperdarbysd.org

DISTRICT ADMINISTRATION

Dr. Daniel P. McGarry, Superintendent of Schools
Dr. John Council, Assistant Superintendent of Personnel and Equity
Ed Marshaleck, Assistant Superintendent of Student Services
Kelley Simone, Director of Secondary Education
Brian Ursone, Director of Pupil Services

DREXEL HILL MIDDLE SCHOOL

Principal: Jill Palladino, ext. 5204

Principal: Jill Palladino, ext. 5204			
Principal's Administrative Assistant Barb Alesi Ext. 5203	Registrar Alexia Dinella-Romero Ext. 5201	Attendance Catherine McVeigh Ext. 5202	Reception TBD Ext. 5200

6th Grade Center: Principal Gretchen Cammiso, ext. 5209

6th Grade Center: Principal Gretchen Cammiso, ext. 5209		
Lead Teacher Jennifer Rosen Ext. 5241	Counselor Tina Johnston Ext. 5214	Social Worker Sheila Covely (formerly Bell) Ext. 5211

7th Grade Center: Principal Pete Schiller, ext. 5220

7th Grade Center: Principal Pete Schiller, ext. 5220		
Student Support Specialist Anthony Laverghetta Ext. 5208	Counselor McKenzie Golden Ext. 5213	Social Workers Stacey Doyle (Last Names A-M) Ext. 5230 Sheila Covely (Last Names N-Z) Ext. 5211

8th Grade Center: Principal Evan Kramp, ext. 5206

8th Grade Center: Principal Evan Kramp, ext. 5206		
Lead Teacher Ernest Patrick Ext. 5205	Counselor Maura Kitzinger Ext. 5212	Social Worker Stacey Doyle Ext. 5230

School Psychologists: Steven Hofberg Grades 7/8 ext. 5248 , Abigail Alston Grade 6
Link to DHMS Staff Directory- [Click Here!](#)

MESSAGE FROM THE PRINCIPAL

Hello and welcome to Drexel Hill Middle School! Thank you for taking the time to review our Student and Family Handbook. This handbook operates as a guide to help with the many questions that you may have over the course of the year. This handbook is interactive, as it provides **direct links** to useful information and resources. In the event that you cannot find the information that you are looking for, please *do not hesitate* to contact us at the school.

Drexel Hill Middle School operates around grade-level centers. Each child has the support of a dedicated guidance counselor, a lead teacher/student support specialist, a social worker, and an assistant principal. These centers stay with each cohort of students, following them from sixth grade through eighth grade. The relationships and connections they forge with our children and our families is critical to the positive climate and environment of support offered here at Drexel Hill.

As the building principal, I am honored to lead each of the grade-level centers, in addition to working with all of our children and families in each grade. I look forward to getting to know each of you over the next few months. If you ever need anything from me, feel free to email, call the office, or my cell phone at 610-389-5008.

Middle School is a special place in the life of a student. While our children depend so greatly on adult guidance and direction Kindergarten through fifth grade, middle schoolers begin to make independent decisions, or at least have some participation in the decisions that are made. It is our goal at the middle school level to support all of our students in their academic and emotional growth. The 2022 - 2023 school year kicks off on August 29, 2022. Please stay connected through our Wednesday message to receive important news and announcements each week.

All the best,

Mrs. Palladino

Purpose of the School Family Handbook

The purpose of the School Family Handbook is to provide important information concerning rules and general expectations, policies, and procedures for the safe and orderly operation of school. The handbook is reviewed annually. It is the responsibility of each student and parents/guardians to become familiar with the Student Handbook.

UDSD Family Handbook

The Upper Darby School District Family Handbook has been developed to provide general information about the Upper Darby School District's programs, services, and policies. Upper Darby School District values the partnership and spirit of collaboration of our families. Your support has allowed us to continue in our efforts to promote Opportunity, Unity and Excellence in all of our schools. Click [HERE](#) to view the Upper Darby School District Family Handbook.

Mission Statement

Drexel Hill Middle School is dedicated to providing a quality education that enables our students to communicate with others, make intelligent choices, assume responsibly, and deal appropriately with the challenges of life. It is through quality education that students can develop a lifelong love for learning and can grow into mature adults who have something of value to offer an ever-changing society.

District and School Comprehensive Goals

Upper Darby School District Administration presented the [District's 2021-2024 Comprehensive Plan](#) using the new Future Ready Portal during the June 15, 2021 Education and Pupil Services School Board Committee meeting. The presentation included a review of the process used to develop the plan, the determined strengths and challenges, the action plan for reaching the district's goals and the professional development plan to be implemented. The plan was posted for public review and comments for 28 days as per Chapter 4 of the PA School Code and was approved at the August board meeting.

2022-2023 Drexel Hill Middle School Calendar of Events

8/24/2022: 6th Grade Ice Cream Social 4:00 PM-5:00 PM
8/29/2022: First Day of School (Full Day)
9/02/2022-09/05/2022: Labor Day-Schools/Offices closed
9/07/2022: Fall Picture Day
9/08/2022: Early Dismissal-Teacher PD
9/09/2022: Hero's Assembly 9:00 AM
9/13/2022-09/14/2022: MAP Testing All School
9/15/2022-09/16/2022: MAP Testing Make-Ups
9/15/2022: Back to School Night 6:00 PM-8:00 PM
9/30/2022: Student Council Spirit Day
10/01/2022: Home and School Association Fall Clean Up 9:00 AM-12:00 PM
10/05/2023: Student of the Month Assembly
10/13/2022: Early Dismissal-Teacher PD
10/14/2022: Royal Academics
10/19/2022: Fall Picture Retake Day
10/21/2022: 6th Grade Social
10/24/2022: Diwali-Schools/Offices closed
10/28/2022: Student Council Spirit Day
11/01/2022-11/02/2022: Musical Auditions
11/03/2022: Musical Callbacks
11/02/2023: Student of the Month Assembly
11/04/2022: End of 1st Marking Period
11/08/2022: No School for Students-Teacher PD
11/10/2022: Early Dismissal-Teacher PD
11/18/2022: 7th Grade Social
11/21/2022: Middle School Conferences (Afternoon)
11/22/2022: Middle School Conferences (Afternoon and Evening)
11/23/2022: Student Council Spirit Day
11/23/2022: Turkey Trot
11/23/2022: Early Dismissal
11/24/2022-11/25/2022: Thanksgiving Holiday Schools/Offices closed
12/02/2022: Early Dismissal-Teacher PD
12/06/2022-12/7/2022: MAP Testing All School
12/08/2022-12/9/2022: MAP Testing Make-Up
12/10/2022: Home and School Holiday Vendor Event
12/14/2022: Student of the Month Assembly
12/15/2022: NJHS Induction 9:00 AM-10:00 AM
12/15/2022: Early Dismissal-Teacher PD
12/15/2022: Choral and Instrumental Concert Dress Rehearsal 7:00 PM
12/16/2022: Choral and Instrumental Concert 7:00 PM
12/23/2022: Student Council Spirit Day
12/24/2022-1/2/2023: Winter Break Schools/Offices Closed
1/03/2023: School Resumes for Staff and Students
1/04/2023: Student of the Month Assembly
1/12/2023: Early Dismissal-Teacher PD
1/16/2023: MLK Holiday-Schools/Offices Closed
1/20/2023: End of 2nd Marking Period
1/27/2023: Student Council Spirit Day
2/01/2023: Student of the Month Assembly

2/02/2023: Black History Month Assembly
 0/06/2023: Student Administration Day
 2/09/2023: Early Dismissal-Teacher PD
 2/17/2023: No School for Students-Teacher PD
 2/20/2023: President's Day-Schools/Offices Closed
 2/24/2023: Student Council Spirit Day
 3/01/2023: Student of the Month Assembly
 3/09/2023: Early Dismissal-Teacher PD
 3/10/2023: Early Dismissal-Teacher PD
 3/21/2023: SpeakUp!
 3/24/2023: End of 3rd Marking Period
 3/23/2023-3/25/2023: Spring Musical 7:30 PM
 3/28/2023: Spring Picture Day and 8th Grade Group Picture Day
 3/30/2023-4/1/2023: Spring Musical Snow Dates
 3/31/2023: Student Council Spirit Day
 3/31/2023: Jazz Festival 6:00 PM-10:00 PM
 4/3/2023-4/7/2023: Spring Break-Schools/Offices Closed
 4/12/2023: Student of the Month Assembly
 4/21/2023: Eid al-Fitr-Schools/Offices Closed
 4/25/2023-4/27/2023: PSSA Testing (ELA)
 4/28/2023: Student Council Spirit Day
 4/29/2023: Home and School Spring Clean-Up 9:00 AM- 12:00 PM
 5/01/2023-5/2/2023: PSSA Testing (Math)
 5/04/2023-5/05/2023: PSSA Testing (Science)
 5/08/2023: Instrumental Concert Dress Rehearsal 7:00 PM UDPAC
 5/10/2023: Student of the Month Assembly
 5/11/2023: Instrumental Concert 7:00 PM UDPAC
 5/11/2023: Early Dismissal-Teacher PD
 5/15/2023: Choral Concert Dress Rehearsal 7:00 UDPAC
 5/18/2023: Choral Concert 7:00 PM UDPAC
 5/16/2023: No School-Teacher PD
 5/17/2023: 5th-6th Grade Parent Information Night
 5/18/2023-5/19/2023: Keystone Testing (Algebra)
 5/23/2023-5/24/2023: MAP Testing All School
 5/25/2023: Student Council Spirit Day
 5/25/2023: Memorial Day Assembly
 5/25/2023: MAP Testing Make-Ups
 5/26/2023: No School for Students-Contract In-Service/Teacher PD
 5/29/2022: Memorial Day Holiday-Schools/Offices Closed
 6/02/2023: 8th Grade Dance
 6/07/2023: Student of the Month Assembly
 6/07/2023: 8th Grade Awards 6:00 PM-8:00 PM
 6/09/2023: Promotion Assembly 9:00 AM
 6/09/2023: Early Dismissal-Teacher PD
 6/09/2023: End of 4th Marking Period
 6/13/2023: Last Day of School (Half Day)
 6/21/2023: First Day of Summer Program

Home and School Association

The Drexel Hill Home and School Association is organized by and consists of parents and guardians who donate their time and talents to support our Drexel Hill Middle School children. Our volunteers plan events and activities for our children and help support our teachers. They provide important visibility to show that our families are involved and care about their school.

The Drexel Hill Home and School Associations only continues with YOUR support. Families are encouraged to engage in meetings, plan events and activities, and/or volunteer your time. Please help continue to enhance the education of our children. We cannot do it without you. We invite you to attend our monthly meetings either in-person or virtually. Meetings are held monthly, but please check out our calendar for exact dates. [Meet our Home and School Association \(HSA\) Officers click here!](#)

Drexel Hill Home and School Association sponsored events include but are not limited to:

6th Grade Fall Social
7th Grade Dance
8th Grade Dinner Dance
Teacher Appreciation Week Luncheon
Monthly and Year Long Fundraisers

COMMUNICATIONS

There are several ways to stay informed about what is happening at Drexel Hill Middle School and throughout the District.

- **Weekly “Wednesday” Electronic Folder (ParentLink) from the Principal**
 - Weekly information, updates, resources will be shared via email. It is necessary to provide an accurate email address to stay informed. If there are any changes to your email, please update your information in Home Access Center (HAC) or by contacting the Drexel Hill Middle School Main Office if you need assistance. If your information is not up-to-date, you will miss out on important “happenings” and information. Please be sure to review, edit, and update this information at <https://www.upperdarbysd.org/HAC>
- **School Website and Calendar**
 - Weekly updates, teachers’ webpages, principal’s webpage, and monthly school newsletters can be accessed from the school website.
 - [Drexel Hill Middle School Calendar](#)
 - **DISTRICT MASTER CALENDAR**
- **Home Access Center**
 - The Upper Darby School District will be using email as its primary means of communication with parents. Parents must ensure that the district has an accurate email address for your family in eSchool, our student information system. Parents can update or add email addresses by logging into the Home Access Center. The Home Access Center will also allow you to access your child’s grades, attendance, and other important information. The link to the Home Access Center can be found on the Upper Darby School District website at

www.upperdarbysd.org. If you do not have an email address or access to email, please contact the office.

- **Crisis Go**
 - As part of the District's emergency preparedness plan, CrisisGo allows parents to receive emergency school safety alerts throughout the course of a lock-in, lock-out and lockdown with teachers and staff. This year, we will transition to sending lock-in, lock-out and lockdown notifications and updates to parents via the CrisisGo mobile app. Parents will need to self-register in order to receive these alerts.
 - The CrisisGo mobile app allows UDSD parents to connect with safety message groups from our school district and individual school buildings. UDSD parents can download the CrisisGo app on their mobile device and create a free account. Parents will then need to subscribe to the school and district groups via the ID numbers provided by the District. Click on the flier to learn how to subscribe: [UDSD Parents - CrisisGo Subscription Flyer](#).
 - Please review the following to learn more about the safety terminology we will be using in our emergency communications: [Lock-In, Lock-Out, Lockdown FAQs for Families](#). Please note that the District will continue to communicate emergency lock-in, lock-out and lockdown alerts and updates through ParentLink emails and social media ([Facebook](#), [Twitter](#), and [Instagram](#)).
- **Schoology**: Learning Management System for Grades K-12
- **Phone Calls/Emails**
 - Please ensure the district has updated and accurate phone numbers and emails for parents and guardians
- **ParentLink phone calls**
- **District social media**
 - Facebook
 - Instagram
- **Community Bulletin Board** - <https://www.upperdarbysd.org/communitybulletinboard>
- **UDSD Mobile App**
- **CrisisGo**
- [Blackboard Reach](#)
- [Board Meetings/Committee Meetings](#)
- [Link to Snow and Emergency Closings click here!](#)

Emergency Preparedness

The safety of our students, staff and visitors is our top priority. Emergencies can happen at any time, and when they happen at school, we want to ensure that everyone is prepared to handle them safely and effectively.

- [Safety Terms and Procedures - Frequently Asked Questions for Families - Lock-In, Lock-Out and Lockdown](#)
- School-level Comprehensive Disaster Response and Emergency Preparedness Plan (link your school's doc)
- [CrisisGo](#) - Parents and guardians will now be kept in the loop with school safety news. CrisisGo's app allows you to connect with safety message groups from our school district and school buildings. If an emergency occurs, you will be able to receive updates from the school. Principals sent out information on how to subscribe to the CrisisGo mobile app in their summer letters. Please reach out to the Principal if you would like a copy of this flyer.
- [Fire Drills](#) - Each school building is required to hold a fire drill at least once a month during the school year to instruct and familiarize staff and students with the use of fire escapes, fire extinguishers and exits. Each fire drill includes the complete removal of students, staff and visitors in an expeditious manner to a place of safety on the grounds outside.
- [Bus Evacuation Drills](#) - When the District uses its own buses or contracts for busing to transport district students, it must conduct at least two (2) bus evacuation drills to instruct students and practice the location, use and operation of emergency exit doors, fire extinguishers, and proper evacuation of buses in the event of fire or accidents. Bus evacuation drills will be conducted on school grounds. The first bus drill will be conducted during the first week of the school term, and the second will be conducted during the month of March. The Supervisor of Transportation may conduct additional drills at other times of the year when necessary. The district will provide bus operators with proper training and instructions to enable them to carry out the necessary procedures for bus evacuation and may require drivers to attend classes and drills.
- [Emergency Drills](#) - Emergency drills can include drills involving severe weather storms, tornadoes, hurricanes, earthquakes, bomb threats, lockdowns and evacuations. The Director of Public Safety, in consultation with the Superintendent, will determine if and when an emergency drill is necessary.

[UDSD Parent Resources](#)

[Early Literacy Tutorial Parent Videos](#) - A collection of video tutorials from Upper Darby School District teachers and administrators to help students with various concepts and topics surrounding early literacy.

[Math Tutorial Parent Videos](#) - A collection of video tutorials from Upper Darby School District teachers and administrators to help students with various math concepts and topics.

[Student Emotional/Social Support Resources](#) - A collection of video resources from Upper Darby School District counselors, social workers and administrators to help students with social-emotional learning.

[Tech Support](#) - A collection of of step-by-step solutions to various technology issues you may have questions about technology resources and tools.

Drexel Hill Middle School Bell Schedules

REGULAR	Start Time	End Time	Duration
Period 1	8:30	9:26	56 mins.
Period 2	9:27	10:15	48 mins.
Period 3	10:16	11:04	48 mins.
Period 4 (6th Grade Lunch)	11:05	11:53	48 mins.
<i>Citizenship</i>	<i>11:05</i>	<i>11:22</i>	<i>16 mins.</i>
<i>Lunch</i>	<i>11:23</i>	<i>11:53</i>	<i>30 mins</i>
Period 5 (7th Grade Lunch)	11:54	12:42	48 mins.
<i>Citizenship</i>	<i>11:54</i>	<i>12:11</i>	<i>16 mins.</i>
<i>Lunch</i>	<i>12:12</i>	<i>12:42</i>	<i>30 mins.</i>
Period 6 (8th Grade Lunch)	12:43	1:31	48 mins.
<i>Citizenship</i>	<i>12:43</i>	<i>1:00</i>	<i>16 mins.</i>
<i>Lunch</i>	<i>1:01</i>	<i>1:31</i>	<i>30 mins.</i>
Period 7	1:32	2:20	48 mins.
Period 8	2:21	3:10	48 mins.

CONFERENCE	Start Time	End Time
Period 1	8:30	8:55
Period 2	8:56	9:21
Period 3	9:22	9:47
Period 4 (6th Grade Lunch)	9:48	10:18
Period 5 (7th Grade Lunch)	10:19	10:49
Period 6 (8th Grade Lunch)	10:50	11:20
Period 7	11:21	11:47
Period 8	11:48	12:15

***NO CITIZENSHIP ON CONFERENCE DAYS**

EARLY OUT	Start Time	End Time
Period 1	8:30	9:06
Period 2	9:07	9:43
Period 3	9:44	10:20
Period 4 (6th Grade Lunch)	10:21	10:57
Period 5 (7th Grade Lunch)	10:58	11:34
Period 6 (8th Grade Lunch)	11:35	12:11
Period 7	12:12	12:48
Period 8	12:49	1:30

***NO CITIZENSHIP ON EARLY OUT DAYS**

LATE START	Start Time	End Time
Period 1	10:30	11:04
Period 2	11:05	11:39
Period 3	11:40	12:14
Period 4 (6th Grade Lunch)	12:15	12:49
Period 5 (7th Grade Lunch)	12:50	1:24
Period 6 (8th Grade Lunch)	1:25	1:59
Period 7	2:00	2:34
Period 8	2:35	3:10

***NO CITIZENSHIP ON LATE START DAYS**

11:50 DISMISSAL	Start Time	End Time
Period 1	8:30	8:54
Period 2	8:55	9:19
Period 3	9:20	9:44
Period 4 (6th Grade Lunch)	9:45	10:09
Period 5 (7th Grade Lunch)	10:10	10:34
Period 6 (8th Grade Lunch)	10:35	10:59
Period 7	11:00	11:25
Period 8	11:26	11:50

***NO CITIZENSHIP ON LATE START DAYS**

BEFORE SCHOOL PROCEDURES

Students should arrive at school no earlier than 8:20 AM. All doors will open at 8:25 AM to allow students to safely enter the building under the guidance of their 1st period teacher. Period 1 starts at 8:30 AM. Students that arrive after 8:30 AM are considered late to school.

GRADE LEVEL ENTRANCE LOCATIONS

6th Grade: Trailer Doors (behind school building, by entrance to stadium)

7th Grade: Cafeteria Courtyard

8th Grade: Main Entrance

**If a student arrives late to school, they enter the building at their assigned locations until 8:45. After 8:45, all late arriving students must use the Main Entrance and report to the office.*

AFTER SCHOOL PROCEDURES

The bell signaling the end of the school day rings at 3:10 PM. All students will be dismissed at that time. If you are picking your child up, please wait in the teacher back parking lot. No cars will be allowed to drive through the loop in the front of the building. The main office is available to any student that may need to call home or wait safely for a ride at the end of the school day. **It is strongly recommended that students do not leave school in an UBER or Lyft without parent supervision. Drexel Hill Middle School is not responsible for coordinating transportation between a student and a driving service other than UDSD transportation.**

LOCKERS

Lockers will be assigned to students by request only. Lockers will be allocated by Citizenship teachers. More information to come the first week of school.

DREXEL HILL MIDDLE SCHOOL CLUB AND SPORTS INFORMATION

All spectators are required to follow the UDSD Spectator Code of Conduct at all times. Spectators are subject to removal from the event in accordance with the policy. Students must also follow the Upper Darby Middle School Code of Character while in attendance.

Athletics: [Registration via FamilyID](#)

Dr. Physical required for participation in a sport: [PIAA CIPPE Form](#)

DHMS SPECTATOR CODE OF CHARACTER

Drexel Hill strives to promote good sportsmanship and a positive environment at all their athletic events. Inappropriate language or actions, racial or sexist comments or those meant to demean athletes, coaches, officials, event staff or other spectators is grounds for immediate dismissal. Please support both teams in a respectful manner.

The following behaviors are grounds for immediate dismissal from an event and possible suspension from future events

- Use of foul language
- Physical or verbal altercation with a student, staff member, official or other spectator
- Throwing of any objects
- Entering the field of play or court
- Use of artificial noise makers
- Negative or disrespectful cheers, chants or comments

[School Clubs and Activities click here!](#)

GUARDIAN CONTACT INFORMATION

Home, work, cell, or emergency contact phone number changes should be reported directly with the main office and updated by the parent/guardian in Home Access Center (HAC). The HAC website can be found on the district website under the "Parent" tab. For emergency and attendance purposes, all changes of address, or changes in guardianship must be processed through the Central Registration Office (610-352-2400) and should be sent to Drexel Hill Middle School immediately. Up-to-date records are essential in handling emergency situations. Students will only be released to individuals identified on the district provided Student Information Form and district student information system (eSchool).

TRANSFERS and ADDRESS CHANGES

As per [Policy 200 Enrollment of Students](#), students are required to keep a current address on file with the school district at all times. If there is a change to the student's address within or outside of the school district after initial registration with the school district, the parent/guardian is required to contact [Central Registration](#) immediately to update the student's address.

Email addresses and phone numbers can be changed in the [Home Access Center](#) (HAC). See the [Home Access Center Guide](#) to learn how to make these updates.

Parents should notify the office at least 2 weeks in advance if their child will transfer to another school. All textbooks, library books, chromebooks and other school property must be returned prior to the child's last day of school. Guardians are required to complete a withdrawal form with the Registrar at Drexel Hill Middle School. For questions, please contact 610-853-4580 ext. 5201. [Withdrawals from School - click here!](#)

If your address has changed and you still reside within the UDSD, you are required to notify the District within 48 hours and contact Central Registration to update your records. **Intra-district change of address** – contact Central Registration [click here!](#)

LUNCH AND BREAKFAST PROGRAM

The school district has been approved for the Community Eligibility Provision through the PA Department of Education. This means that ALL students in grades K-12 are automatically eligible to receive breakfast and lunch at no charge to families every day, beginning the first full day of school. Families do not have to fill out an application. Free breakfast and free lunch will be provided automatically to any student who would like it. Monthly Lunch Menus will be included in the Wednesday Electronic Folder.

MEDICATION

School personnel, including the nurse, **may NOT dispense medication without a written note from a physician.** Please have your doctor indicate on the note the name of the drug and the dosage. Also, the original container holding the medicine must be clearly labeled by a pharmacy with the child's name, drug, and dosage. Students are not permitted to bring medicines to school to take during the day including prescription medications and over the counter medications. Please call the school nurse if you need more information.

[Medication Distribution Information](#)

[School Wellness Policy](#)

[LETTER TO PARENTS/GUARDIANS IN-SCHOOL BIRTHDAY CELEBRATIONS AND OTHER CELEBRATIONS](#)

ATTENDANCE – Every Day Counts!

STUDENT ABSENCES

Consistent school attendance is necessary for successful learning. The spirit of the learning process, exciting ideas, and group discussions can never be made up after an absence. Holidays, vacations and early dismissal days are clearly noted on the school calendar. When a student is absent but is able to do homework, a parent may request to pick up books and assignments. Most, if not all, materials can also be found on Schoology. Please communicate directly with your child's teacher with any questions.

The Board considers the following conditions to constitute reasonable cause for absence from school or an excused absence:

1. Illness
2. Quarantine
3. Family emergency
4. Recovery from accident
5. Death in family
6. Family educational travel, upon written request from parents/guardians with prior written approval from the building principal. No educational travel will be approved for students required to take PSSA, Keystone or other state mandated testing, during mandatory testing periods
7. It is the policy of the Upper Darby School District to excuse pupils from school if their religious affiliation requires them to observe a holiday. Legal excusal will be granted on written request from the parent or guardian of the pupil involved.

When a child is absent from school, an explanation of absence email must be sent to: dhms-attendance@upperdarbysd.org. Children who do not send a valid explanation of absence email within three days will be marked truant. Three trancies will be reported to the Attendance Team for further review. Following the third truancy, a family meeting will be scheduled to create a School Attendance Improvement Plan.

DREXEL HILL'S attendance policy is in accordance with UDSD (Policy 204) and PA Dept. of Education Attendance policies. All Students who are *absent for ten days or more, for any reason, in the current school year will be notified of their excessive absences. District policies and forms can be found at:* <https://go.boarddocs.com/pa/udar/Board.nsf/Public?open&id=policies#>. Please check with the grade level assistant principal or school nurse for assistance with ongoing illnesses that affect school attendance.

LATE TO SCHOOL

Any student arriving past 8:30 AM will be considered late to school. Lates will only be excused if the child was at a medical appointment and a doctor's note is supplied to accompany the appointment. Starting at 8:31 AM, any student that arrives at school must check in at the main lobby with a lead teacher or designee. Any student that arrives late will be required to scan a QR code that will prompt them for their name and Student ID#. If a student does not have access to a camera/phone, they will be able to enter their name and Student ID# manually. Interventions for lates will be applied based on the Upper Darby Middle School Code of Character.

EARLY DISMISSAL

A student may be dismissed before the close of the school day only for urgent reasons, such as medical and dental treatments, or other reasons for the welfare of the student. However, the

principal or designee has the discretion to determine which are special and justifiable requests and has the authority to act accordingly.[\[10\]](#)[\[15\]](#)

PROCEDURES TO FOLLOW WHEN REQUESTING AN EARLY DISMISSAL :

1. Send a note to school. The student will need to turn the note into their 1st period teacher during attendance. The note must include the student's full name and time of the early dismissal. This will place the child on the attendance list and give them permission to leave class without being called down.
2. Communicate with your child. The student will need to be responsible to keep an eye on the clock and report to the main office at the designated time. The child will raise their hand and ask to be dismissed from class.
3. Meet your child in the Lobby and sign them out. Please try to be on time.
4. If your child is being picked up by someone other than their parent / primary guardian you must provide permission in WRITING. The note must specifically state the person's name that is picking up the child and the person must be at least 18 years old. Proof of ID must be provided.
5. No student will be permitted to leave the school unless permission is first received through direct communication with the parent / guardian who has registered the student.

VISITOR/SAFETY PROCEDURES

All visitors are required to check in at the front desk to receive a visitor sticker before proceeding to any classroom or activity. Visitors will be asked to produce a valid state ID to be scanned by our RAPTOR System. Raptor instantly screens out registered sex offenders while managing custody issues, visitors, students, faculty and volunteers. No one is to go directly to a classroom for any reason. All visitors must use the main school entrance. Due to student safety and confidentiality, visitors are not permitted to remain in classrooms during instructional periods for extended periods of time. Please refer to UDSD Policy 907 regarding school visits.

If a parent or guardian needs to drop an item(s) off to a student during the school day, all visitors must check the item in at the front desk. All items must be labeled with the students name and grade. No visitors will be allowed to enter the building.

The building will not allow deliveries from outside locations such as Uber Eats or GrubHub. If a student receives a delivery, it will remain in the main office until dismissal. This includes food that is intended to be a student's lunch.

VOLUNTEERS/CHAPERONES

All regulate school volunteers and Field Trip chaperones are required to hold current Child Abuse, Criminal Background Checks, and FBI Finger Print Screenings. Information about volunteer clearances are available on our website. Due to student safety and confidentiality, visitors are not permitted to remain in classrooms during instructional periods for extended periods of time. Please refer to UDSD Policy 916 regarding school visits.

PBIS

Our award-winning work around [Positive Behavior Interventions and Supports \(PBIS\)](#) program involves reinforcing the 3 Bs every day and in everything we do. We want students to *Be Safe*, *Be Responsible* and *Be Respectful*. We work tirelessly to keep our school a safe and orderly place for all students. We are very proud of the success we are experiencing in implementing Positive Behavior Support (PBIS) in our school.

Our goal is to provide support to students in every setting in the school building, on school grounds and while traveling to and from school. To that end, we strive to implement this comprehensive approach to building positive school culture with the goal of teaching students skills that will support their efforts to be safe, responsible and respectful throughout the school day.

Having a coherent, school-wide plan is essential and has several benefits:

- It fosters a positive school climate.
- It focuses staff & student attention on appropriate behaviors and success and on students who are trying their best to meet our expectations rather than on any undesired behaviors. In this way, the school staff establishes what is important in our school as opposed to allowing students who are struggling implementing our expectations to do so.
- It increases the chance that desired behaviors are repeated.
- It reduces the time spent correcting misbehaviors and redirecting students. Any teacher can tell you about the academic cost of disciplining students, as significant loss of instructional time impacts student achievement tremendously.

A. Include as appropriate:

- a. Classroom
- b. Transitions
- c. Cafeteria
- d. Playground
- e. Behavior on school campus during arrival to and departure from school

Youth Court

Youth Court provides an alternative to the mainstream student discipline and system. Youth Court is about students helping students make better decisions, transforming school environment and student empowerment. The program was piloted in 2021 in two elementary schools and has been fully implemented at the middle school and high school level. The District will be expanding the program to include more elementary schools over the next several years. Learn more about Youth Court:

- [Elementary Youth Court](#)
- [Middle School Youth Court](#)

Trauma-Informed Schools

The District and Board recognizes the impact that trauma may have on the educational environment of the schools, individual student achievement, and the school community as a whole. We desire to address the effects of trauma in order to meet the academic, behavioral and professional needs of students and staff. Click to learn more about the District's [Trauma-Informed Approach](#) to education throughout the district.

Restorative Practices

Restorative practices is an emerging social science that studies how to strengthen relationships between individuals as well as social connections within communities. The overarching goal of Restorative Practices is the improvement of school climate and culture by decreasing unsafe behavior and increasing prosocial interaction. Click to learn more about the District's [Restorative Practices](#) initiative.

SAP

In 1986 Upper Darby School District joined the statewide effort to identify and address barriers to student success, which included alcohol, tobacco, and other drugs and mental health issues by establishing the Pa Commonwealth Student Assistance Program (SAP) in the secondary schools. The SAP Program also extends itself to the elementary level to help students and families. The District's SAP program follows the state guidelines and procedures of SAP.

The SAP is an integral part of the instructional program of Upper Darby School District. Through education and awareness programs targeting the dangers and risks associated with the use of drugs, alcohol, and tobacco we hope to eliminate a barrier to academic achievement and success. These programs contribute to the universal school-wide supports needed to build resilient schools in our district. Click [HERE](#) to learn more about SAP and its resources.

Speak Up

SpeakUp! is a nonprofit public charity dedicated to helping teens develop supportive relationships with the adults in their lives. The organization enables teens to talk openly, honestly and without judgment about difficult topics and reach out for support within their homes and schools. Upper Darby School District has partnered with SpeakUp! to provide this service to our parents and students. Teachers, counselors, social workers, and other Upper Darby School District professionals are participating along with trained professionals from SpeakUp! to provide this chance for courageous conversations to take place between our students and the important adults in their lives.

SpeakUp! focuses on the fact that no matter what the problem is – stress, drugs, alcohol, depression, anxiety, suicide, relationships, social media or others – the solution always begins with realizing you are not alone and having the courage to speak up and ask for help. All teens benefit from learning how to have courageous conversations with important adults in their lives.

The registration for the middle and high school SpeakUp! events will be shared regularly throughout the school year. To learn more about SpeakUp! and to view upcoming events, visit [here](#).

School Counselor

Upper Darby School District is committed to supporting all students in addressing their academic, behavioral, personal, social, and career development needs. Click [here](#) to learn more about school counseling services in schools. See the Staff Directory for contact information for our school's counselor(s).

School Social Worker

Upper Darby School District School Social Workers meet with students in grades K through 12 to offer academic and social support. They work with families, providing resources and strengthening relationships with their children and with the school. School Social Workers also work with the school staff, including teachers, administrators, counselors, psychologists, and nurses to provide important resources, consultation and information about the students, families and outside resources. They are the liaison between the school, the family and the community. Click [here](#) to learn more about school counseling services in schools. See the Staff Directory for contact information for our school's social worker(s).

For more information click here: [Student Support Services](#)

Act 26

On June 30, 1995 the General Assembly of Pennsylvania enacted Act 26 of 1995 amending the School Code, which mandates a minimum one-year expulsion for students who bring weapons to school. In addition, Act 16 establishes reporting and records maintenance requirements regarding violence in schools. Act 25 permits expulsions for less than one year under special circumstances and at the recommendation of the Superintendent.

The general rules state that any student who is determined to have brought a weapon onto any school property, any school-sponsored activity shall be expelled for a period of not less than one year. "Weapon" shall include, but not be limited to, any knife, cutting instruments, cutting tool, nunchaku, firearm, shotgun, rifle and any other tool instrument or implement capable of inflicting bodily injury.

Title IX Information - [Click Here!](#)

Equal Opportunity Employment

The Upper Darby School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, disability, or limited English proficiency in its activities, programs or employment practices as required by Title VI, Title IX, and Section 504. All concerns regarding discrimination should be directed to:

Edward Marshaleck

Title IX Coordinator

Assistant Superintendent for Student Services

8201 N. Lansdowne

Drexel Hill, PA 19026

emarshaleck@upperdarbysd.org

610-789-7200 ext. 3208

Additional Noteworthy Policies

[Reporting Student Progress](#)

[Homework Policy](#)

[Dress Code Policy](#)

[Retention Policy](#)

[Bullying and Harassment Policy](#)

[Acceptable Use of Internet, Computers and Network Resources](#)

[Electronic Communication Devices](#)

[Emergency Preparedness and Response](#)

[UDMS Code of Character](#)

[Volunteering Policy](#)

[Snow Days/Emergency School Closings](#)