



UPPER DARBY

DREXEL HILL
MIDDLE SCHOOL



Drexel Hill Middle School Student and Family Handbook 2021-2022

Dr. Matthew J. Alloway, Principal
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<https://www.upperdarbysd.org/dhms>

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DISTRICT AND SCHOOL INFORMATION PAGE

Upper Darby School District

4611 Bond 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
- Greg Manfre, Director of Secondary Education

Drexel Hill Middle School

- Dr. Matthew Alloway, Principal
- Fran Mcelhenney, Assistant Principal (8th Grade)
- fmcelhenney@upperdarbysd.org 610-853-4580 ex 5209
- Jennifer Rosen, Lead Teacher (8th Grade)
- jrosen@upperdarbysd.org 610-853-4580 ex 5211
- Evan Kramp, Assistant Principal (7th Grade)
- ekramp@upperdarbysd.org 610-853-4580 ex 5206
- Ernest Patrick, Lead Teacher (7th Grade)
- epatrick@upperdarbysd.org 610-853-4580 ex 5212
- Pete Schiller, Assistant Principal (6th Grade)
- pschiller@upperdarbysd.org 610-853-4580 ex 5220
- Lauren Love, Lead Teacher (6th Grade)
- llove@upperdarabysd.org 610-853-4580 ex 5229
- Barb Alesi-Principal Secretary
- balesi@upperdarbysd.org 610-853-4580 ex 5203
- Catherine McVeigh – Attendance Secretary
- cmcveigh@upperdarbysd.org 610-853-4580 ex 5202
- Sue Walker - Registra
- swalker@upperdarbysd.org 610-853-4580 ex 5201
- Link to DHMS Staff Directory- [Click Here!](#)

SCHOOL INFORMATION

- School/District Colors – **Purple** and **Gold**
- School Mascot – Royals
- [DHMS School Website - Click here!](#)
- [District Family Handbook- Click Here!](#)

MESSAGE FROM THE PRINCIPAL

Hello and welcome to Drexel Hill Middle School! Thank you for taking the time to review our family manual. As with all sources of information, this manual operates as a guide. There may be questions that this manual does not answer, 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, 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.

So, where does that leave me? I'm the luckiest person in the school, because I have the responsibility 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 being open and supportive through all of our interactions, including our monthly Home and School Meetings. If you ever need anything from me, feel free to email, call the office, or ring my cell phone at 610 389-8616.

Middle School is a special place in the progression of a child through school. While our children depended so greatly on adult guidance and direction Kindergarten through fifth grade, middle schoolers start to develop a sort of pulling away from adult directions. They like to make independent decisions, or at least have some participation in the decisions that are made. Sometimes these decisions look like mistakes, while other times they look like creative initiative. As the children are also developing their self-concept, it is important that we recognize the efforts behind the occasional mistake, while celebrating the accomplishments of the times they demonstrate positive initiative.

The 2021 - 2022 school year kicks off on August 30, 2021. Please stay connected through our Wednesday message, as I am sure there will be relevant news and announcements each week.

All the best,

-Dr. Alloway

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.

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 - [Click Here!](#)**
DISTRICT MASTER CALENDAR – [Click Here!](#)

- **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.
 - Guide to access Home Access Center- [Click here!](#)

- **Schoology** – our Learning Management System for Grades K-12
- Emails
- ParentLink phone calls
- District social media – Facebook and Instagram - Join!
- **Community Bulletin Board** - <https://www.upperdarbysd.org/communitybulletinboard>
- UDSD Mobile App
- CrisisGo
- [Blackboard Reach](#)
- [Board Meetings/Committee Meetings](#)

Drexel Hill Middle School Schedule

Schedule 1	Schedule 2	Schedule 3	Schedule 4
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Period	Regular	Conference	Early Out	Late Start
1	8:30-9:22	8:30-8:55	8:30-9:06	10:30-11:04
2	9:23-10:11	8:56-9:21	9:07-9:43	11:05-11:39
3	10:12-11:00	9:22-9:47	9:44-10:20	11:40-12:14
4(6 th lunch)	11:01-11:49	9:48-10:18	10:21-10:57	12:15-12:49
5(7 th lunch)	11:50-12:38	10:19-10:49	10:58-11:34	12:50-1:24
6(8 th lunch)	12:39-1:27	10:50-11:20	11:35-12:11	1:25-1:59
7	1:28-2:16	11:21-11:47	12:12-12:48	2:00-2:34
8	2:17-3:10	11:48-12:15	12:49-1:30	2:35-3:10

BEFORE SCHOOL PROCEDURES

Students should not arrive at school prior to 8:15 am. The main doors will open at 8:25 am to allow all students to safely enter the building and make their way to their designated classroom.

AFTER SCHOOL PROCEDURES

We will begin to call bus students at 3:05. Walkers will be dismissed at 3:10. 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. ALL STUDENTS should know that they can immediately return to the school office to call home or wait safely for a ride.

DREXEL HILL MIDDLE SCHOOL CLUB AND SPORTS INFORMATION

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

[2021-2022 Sports Registration Information click here!](#)

[Link to Snow and Emergency Closings 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

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. [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.

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.

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. Please communicate directly with your child's teacher.

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 truanancies 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 effect school attendance.*

LATE TO SCHOOL

Students arriving late will be required to present a note indicating the reason for the lateness. If the child was at a medical appointment, please bring a doctor's note.

1. 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.

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.[\[10\]\[15\]](#)

1. Send a note to school. The student will need to turn the note into their 1st period teacher first thing in the morning. The note needs to 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.

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 our 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.

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.

Additional Noteworthy Policies

[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](#)

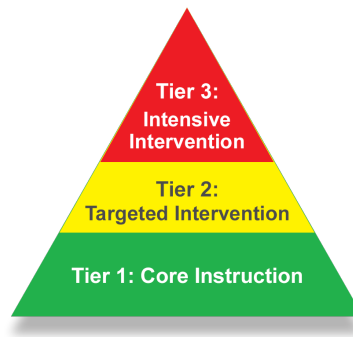
[Volunteering Policy](#)

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

The PBIS model is a research-based strategy that is supported by the State of PA, the federal Department of Education and UDSD. The 3-tiered approach reduces problem behavior as a barrier to student achievement. Students are taught through a series of lessons at the beginning of the school year, and throughout the school year, how to **Be Safe, Be Respectful and Be Responsible** in all areas of our school day including: Classrooms, Hallways, Cafeteria, at Specials, on the Bus, in the Bus lines, at Morning Arrival/Dismissal, and in the Restrooms.

A key strategy of the PBIS process is prevention through the use of frequent positive feedback. The majority of our students follow the school's expectations. Through instruction, comprehension and regular practice, all students learn to use a consistent set of behavior expectations and rules. Students who do not respond to teaching of the behavioral rules are given opportunities for re-teaching using a Tier II or Tier III approach. Students who have repeated infractions in a marking period will be required to participate in a more formal, positive behavior plan. Students are recognized for their positive contributions monthly at an all school assembly.

Tiered System of Behavior Support



RESTORATIVE PRACTICES

Restorative practices are processes that proactively work to build healthy relationships and create a sense of, and a commitment to, community that helps to prevent and address conflict, wrongdoing, and damage. When employed with fidelity, restorative practices encourage a positive school climate that promotes and sustains teaching and learning.

TRAUMA-INFORMED CARE APPROACH

The trauma-informed care approach provides students and teachers with emotional tools to build their capacity for healthy relationships, focused learning, and greater happiness. Teaching students about stress responses and resilience can help them better recognize their emotions, cope with trauma, and reach out for help before they display behaviors of concern. This approach eliminates emotional roadblocks so they can learn more readily and thrive in classrooms.

Drexel Hill HOME & 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!](#)

Some Drexel Hill Home and School Association sponsored events include:

- 6th Grade Fall Social
- 7th Grade Dance
- 8th Grade Dance
- Teacher Appreciation Week – Luncheon
- Fundraisers

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, numchaku, 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

4611 Bond Avenue
Drexel Hill, PA 19026
emarshaleck@upperdarbysd.org
610-789-7200 ext. 3208