

# A.M.Y. Northwest

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*Student and Family Handbook*  
*2025-2026 Academic Year*



*Dear Academy for Middle Years (A.M.Y.) families,  
Included in this handbook, you will find information for students and families  
to have a successful school year. Please read over the information together.  
After reading, please sign and return the Handbook Acknowledgement sheet.  
We are looking forward to a terrific school year filled with new learning!*

*As always, thank you for your partnership.*

*Jodan Floyd*



# AMY Northwest Middle School

## *Growing Greatness Together*



### **VISION**

To graduate all students with the skills they will need to be accepted and successful in a high school of their choice

### **MISSION STATEMENT**

Students and staff work collaboratively at AMY NW by supporting and encouraging each other to become socially responsible, self-disciplined agents of change. Our rigorous curriculum promotes intellectual curiosity, creative thinking, and challenges students to meet their full potential.

### **WE BELIEVE:**

The academic achievement of each student is our primary goal.

Learning is a lifelong process.

Education is a shared responsibility among students, family, school staff, and the community.

School staff serve as role models of professionalism, integrity, commitment, and ethical behavior through visionary leadership to promote sustainable skill sets for future success.

Every student is a valuable part of the AMY NW community and can make positive contributions.

Students learn in different ways and at different rates. A respectful and safe school environment contributes to educational and social GROWTH for all.

Students develop self-esteem through compassionate, respectful relationships with caring adults and meaningful experiences in school and the community.

## School Schedule Information

**First Day of School** - August 25th, 2025

**Last Day of School**- June 12th, 2025 (11:30 dismissal)

### School Start and End Times

School begins at 7:30 am and Dismissal is at 2:34 pm

**Student Schedules** - All students received a schedule on the first day of school. Schedules can also be found in the student portal.

### Transportation



### Septa Key Card (former Transpass)

All students who are qualified for a Septa Key Card will receive their Key Card on the first day of school. This Key Card can be used Monday-Friday. This is the ONLY Key card they need for the entire school year. Students should keep the card somewhere safe so that they can use it to tap (pay their fare) when traveling to and from school. Below, please read over important information about the Key Card.

- A Tap is SEPTA's term for accessing transportation
- Students will tap their Fare Card as they board each mode of transportation
- Student Fare Cards will be programmed with a maximum of 8 taps per day
- Fare Cards will only be operational on school days between 5:30 am and 8:00 pm
- Each Fare Card will be associated with a predefined school calendar
- Fare Cards will not be operational on national holidays, weekends, and predetermined non-school days
- Students are responsible for keeping track of their own cards.
- Lost, stolen, or damaged cards must be reported to a school administrator as soon as possible to be deactivated and issued a replacement card.
- Students who change their schools or address need to be re-evaluated for eligibility.
- Regional rail services can be added, at an additional cost to the Student Fare Card, weekly. Students who need a Regional Rail upgrade must do so at one of the assigned SEPTA Sales offices.
- Students who forget their cards at home should not report the fare card lost or missing.
- **Students will be responsible for getting to and from school the day they forget their Fare Card at home. It is a good idea for students to have emergency bus fare in a safe place in case this happens.**

## **SEPTA Routes**

The SEPTA routes that are closest to the school are the 9 and 32. Both routes pick up on the corner of Gerhard Street and Ridge Avenue. Additionally, there is a 65 charter in the afternoon that picks up only AMY students from the corner of Gerhard and Ridge. This charter route goes to Germantown Ave and Cheltenham Ave. If students miss the charter bus or it is not available when they are dismissed, they can walk to Ridge Ave and Walnut Lane to catch the 65 bus to Germantown and Cheltenham. ***\*There may be SEPTA changes that occur this year as a result of SEPTA's restructuring. Any changes that affect our bus routes will be shared when the information is finalized.***

## **Parking**

When visiting the school, there is a small staff lot located on Gerhard. If there is space, you are welcome to park there. If the lot is full, street parking is available. Please do not park in the lot prior to the start of the school day, and please do not park in the School Zones located on Gerhard and Monastery Streets during the school day.

## **Students Entering and Exiting the Building**

### **Entering**

Students can enter the school yard between 7:00 am and 7:30 am daily. At 7:30 all students will enter via the cafeteria doors in the school yard. Weather permitting, students will remain outside until 7:30, with the exception of those coming in for breakfast. In the event of inclement weather, students who arrive before 7:30 am will sit in the auditorium. Families that are dropping off are encouraged to do so on Monastery Street, where there is a traffic light. ***Please do not use Gerhard for drop off and pick up as it becomes dangerous for the students who are walking and crossing, since there is no traffic light at Gerhard.***

### **Exiting**

Students will be dismissed through the closest door to their classroom at the end of the day. Families that are picking up are encouraged to do so on Monastery Street, where there is a traffic light. ***Please do not use Gerhard for drop off and pick up, as it becomes dangerous for the students who are walking and crossing, since there is no traffic light at Gerhard.*** Please encourage your students to go straight home or to after-school activities at the end of the day. Students should take the first available bus and avoid going to the ACME or other stores at the end of the day. When students stop before boarding the bus, they often end up waiting for the bus when there are no longer adults outside to monitor the area.



## **Families/ Visitors Entering and Exiting the Building**

### **Photo Identification**

A state-issued driver's license or photo ID is required when entering the building and for picking students up early.

### **Early Dismissals**

We understand that it is sometimes necessary to schedule doctor's visits during the school day, which may result in an early dismissal. Because attendance is vitally important to student success, please try to schedule all doctor appointments, etc, outside of the school day. When an early dismissal is necessary, please do so before 2 pm. When picking a student up early, you must have appropriate photo identification and be listed as the parent/guardian or an emergency contact. Emergency contact forms will be sent home on the first day of school. Please update them to include the individuals you would like to authorize to sign your students out of school early. Please note that students cannot be released early on their own, without a parent, guardian, or emergency contact picking them up.

### **Meetings with Staff Members**

If you need to schedule a meeting outside of a report card conference with a staff member, including teachers, counselor, school-based teacher leader, and administration, please contact the office to do so. Most teachers have a full teaching schedule each day, and the time that you drop in may not be one when they are available to meet. We always want to serve you to the best of our abilities, and the best way to do so is to schedule a meeting so that we can give you the time you need.

## **School Communications / Information Distribution**

### **Weekly Robo Call and Email**

You can expect to receive a weekly update on Sunday evenings from Mrs. Floyd via a robo-call and email about the upcoming school week. These updates will keep you informed about school events, holidays, conferences, and other important dates. Please be sure that your phone number and email address are correct on the parent contact form that goes home on the first day of school to ensure that you receive these updates.

### **Remind App**

Teachers will send home information with instructions for joining the Remind app for their class. This form of communication will allow teachers to message you about upcoming tests, projects, trips, etc. This platform does not allow other families to see your contact information, and the messages are sent



individually. This communication method will be used when there is an unexpected early dismissal, for example, for inclement weather or other unforeseen circumstances.

### **Newsletter**

A quarterly newsletter will be sent out to share information about activities and events that have occurred and are upcoming at the school.

### **Website**

The Website is always a good place to find general information on day-to-day operations and upcoming events. <https://amynw.philasd.org/>

**Social Media** - We will share this information later in the year once we have these platforms up and running.

### **Inquiry Phone Calls**

When you need to speak with a teacher or staff member, please either call the office or email the person directly. Please allow 24 hours for your call to be returned.

## **Student ID's**

Students will receive a Photo ID and lanyard within the first week of school. Students need to have their IDs with them every day for attendance purposes. It is crucial in the accuracy of attendance records that students have their ID and use it daily. We suggest keeping the transpass in their book bag or a place they can access it daily at school.

- **Replacement Fees for Lost IDs** - Students will be issued one ID at the start of the year and one replacement if needed during the year. If additional IDs are needed, there is a \$5 replacement fee for the ID.
- **Attendance** - IDs are essential for student attendance accuracy. Students should have it with them daily and use it to swipe in when they get to school.

## **Breakfast and Lunch**

AMY Northwest is a universally free breakfast and lunch program. All students may get breakfast and lunch for free every day. Students who prefer may also pack a lunch. *DoorDash, Grubhub, and other such delivery services are not permitted at school.* Students who wish to have breakfast may enter the school between 7:00 and 7:30 to have breakfast in the cafeteria. Students who bring breakfast may also have breakfast in the cafeteria between 7:00 and 7:30. To ensure students can eat breakfast, please arrive by 7:20 am.

We cannot allow students to carry outside beverages into the classroom, such as coffees, frappuccinos, etc. Students are encouraged to bring and refill their water bottles at the hydration station. Please note that we have several Sunflower Seed allergies in the building. Students should not bring sunflower seeds into the building. Thank you for your cooperation.



## Behavior Guidance

In order for students to have the best learning experience, we expect students to exhibit good school behavior. We will work with students to learn the best ways to handle conflict through social-emotional learning opportunities in advisory and throughout the school year. Our goal is for students to understand that as humans, we may not all agree on the same ideas or like the same things, but we must treat one another with respect and learn to handle our differences in a respectful, responsible manner.

If consequences for actions need to be taken, we will follow the school district's code of student conduct and behavior matrix. A copy of both is on the AMY NW webpage and the Office of Student Rights and Responsibilities website: <https://www.philasd.org/studentrights/>

## Uniforms

The School District of Philadelphia has a uniform policy; as such, the uniform for AMY NW is listed below.

### Tops

Plain light blue polo or any AMY NW top. This can be a PE shirt, a spirit wear shirt, a shirt for the grade, etc. The PE uniform, information below, can be worn daily if desired. In the winter months, when it is chillier, students may wear an AMY sweatshirt or AMY hoodie. We sell AMY hoodies at the school. Only AMY hoodies and sweatshirts are allowed during the school day.

### Bottoms

Any school-appropriate solid colored bottoms.

### Physical Education Uniform

Students should be dressed appropriately, wearing their PE uniform to school on PE days. The PE uniform should consist of a T-shirt, activewear bottoms (such as sweatpants, leggings, or shorts), and sneakers. ***NO JEANS on PE days.*** The PE uniform includes footwear. Students may not participate when wearing crocs, which will negatively impact their grade. PE Uniforms are sold at the school.

T-shirts - \$10

Shorts = \$12

Sweatpants = \$20

Sweatshirts - \$15

Hoodies - \$20





## Students of the Month

Each month, we will recognize AMY students who most exhibit the characteristic of the month. For example, responsible, respectful, ready, patient, compassionate, etc. We will inform students each month about the month's characteristics and teach lessons about it during community meetings. Please ask your students to share with you the attributes at the start of each month.

Month	Characteristic
September	Positivity
October	Perseverance
November	Acceptance / Embracing Everyone
December	Fostering Relationships
January	Accountable
February	Hard Work / Growth
March	Gratitude
April	Gracious / Kind
May	Inspirational / Impactful
June	Vulnerable / Courageous

## Independent Reading Time

We are excited to have some time each week to have students read independently for pleasure. Students should always have an independent reading book on hand for times when they have time to read. Our reading department will work with students to help them identify books and topics of interest and locate reading materials.

## Procedures for Student Use of Electronic Devices

### Cell Phones

While cell phones are an integral part of our daily lives, they have proven to be a distraction in middle school. Research has shown that students who have their phone physically on their person are not performing as well as their peers who do not have access to a cell phone during the



school day. To provide our students with the highest quality, distraction-free learning environment possible, they will lock their cell phones away when they arrive at homeroom each day. In advisory, students will turn their phones into the designated slot of their homeroom's cell phone locker. The cell phone locker is secured, and the students can pick up their phones at the end of the day. If a student has their phone out during the school day, they will be asked to turn it in to the office until the end of the day. The second time they have their phone out, they will again turn it into the office, and a parent will be called to pick it up. If you need to contact your student in an emergency during the school day, please call the office, and we will connect you. Likewise, if they need you during the day, we will arrange for them to use the office phone. Your support of the cell phone policy is valuable and greatly appreciated.

### **Headphones**

Headphones will not be allowed during the school day except at the direction of the teacher. Students will be asked to please remove their AirPods during the school day to ensure they can hear us and fully participate. Larger headphones should also be removed and not worn as a fashion accessory. Additionally, please note that expensive headphones are the responsibility of the student. The school cannot be responsible for items that are lost or stolen.

### **Chromebooks**

Chromebooks will remain at school. They will not travel back and forth this year unless we know there will be an inclement weather event or when they are working on special projects. In both of the above cases, we will let you know when Chromebooks are coming home and when they should be returned. Because in most cases, this will be an overnight occurrence, we will not be sending home chargers. We will make sure they are charged before they leave school, and they will stay charged until the next day.

## **Attendance**

**Daily Attendance** - Daily attendance is essential to learning. We need our young people to be here every day and on time. The goal is for every student to attend at least 95% of school days. That means they should not miss more than 9 days in a school year. Any efforts to make appointments after school or on days the students have off would be greatly appreciated. A complete list of important dates is listed below.

**Absence Notes** - When a student is absent from school, please do one of the following:

- Fill out the online attendance form found on the AMY NW website by 8 am
- Email our school secretary at [sshelton@philasd.org](mailto:sshelton@philasd.org) by 8 am
- Send in one of the attendance forms sent home the first week of school, the day the student returns to school.

Please note that all unexcused absence after the 10th one requires a doctor's note.



**Lateness** - It is also essential that students arrive at school on time every day. School begins at 7:30, and students are considered late at 7:35. Students who are often late struggle in their first-period class, even in subject areas they previously have done well in. Please make every effort to have your student arrive on time at school. We do not allow food in homeroom classes; students should not arrive late with items like Starbucks or Dunkin'. If they wish to have breakfast at school or from home, they should arrive between 7:00 am and 7:20 am to eat in the cafeteria.

**Early Dismissals** - We understand that on occasion, students may need to be picked up early. Please make plans for any early dismissals to occur before 2:00 pm.

**Attendance Incentives** - Throughout the year, we will recognise those with 95% attendance, and attendance will be incorporated into various trips as well.

### Key School Contacts

Below is a list of Key people in the building you may need to contact. A full staff list is on the AMY webpage.

- Principal - Jodan Floyd - [jnfloyd@philasd.org](mailto:jnfloyd@philasd.org)
- Climate Manager - [dbagley2@philasd.org](mailto:dbagley2@philasd.org)
- Secretary - Sharell Shelton - [sshelton@philasd.org](mailto:sshelton@philasd.org)
- Counselor/ Bullying Designee - Lori Blanco - [lblanco@philasd.org](mailto:lblanco@philasd.org)
- Special Education Compliance Manager - Misty Domers - [mdomers@philasd.org](mailto:mdomers@philasd.org)
- School-Based Teacher Leader - Kristen Hettel - [khettel@philasd.org](mailto:khettel@philasd.org)
- School Nurse - [tthoward@philasd.org](mailto:tthoward@philasd.org)

### School Programs

**PBIS** - AMY Northwest is a PBIS school, meaning that we teach our desired school norms and positively recognize the students who follow them. Throughout the school year, students will have the opportunity to redeem their PBIS points for school swag and to participate in various incentives. This year, there will be one PBIS trip or activity each marking period that will not require the redemption of points; however, it will require that they meet the criteria listed below. Every student will have a fresh start at the beginning of each marking period to earn the end-of-marking-period activity.

- 95% Attendance for the marking period
- 95% On-time arrival
- 95% Daily uniform
- A's, B's, and C's on their report card
- No suspensions
- No more than 3 minor infractions



**Electives-** This year, students will have the opportunity to sign up for additional electives outside of art, music, health, and PE. Electives will rotate by marking period and include creative writing, yoga, rock band, and LEGO, among other electives.

**Clubs and Sports-** Many clubs and sports are offered at AMY NW. Please be sure that if your students are playing sports, they have a completed PIAA form on file in the office. Please keep an eye out for clubs and activities that will begin after school in September.

### Calendar of Dates

8.25.2025	<b>Welcome Back - First Day of School</b>
9.01.2025	<b>School Closed for Students and Staff</b>
9.09.2025	STAR Reading Test
9.10.2025	STAR Math Test
9.11.2025	Annual Title One Meeting 5:30pm-6:00pm
9.11.2025	Back to School Night - 6pm -8pm
9.12.2025	Staff Professional Development; <b>Three Hour Early Dismissal for Students</b>
9.23.2025	<b>School Closed for Students and Staff</b>
10.02.2025	<b>School Closed for Students and Staff</b>
10.10.2025	Staff Professional Development; <b>schools closed for students</b>
10.13.2025	<b>School Closed for Students and Staff</b>
11.04.2025	<b>School Closed for Students and Staff</b>
11.11.2025	<b>School Closed for Students and Staff</b>
11.24.2025	<b>Report Card Conferences; Three-Hour Early Dismissal for Students</b>
11.25.2025	<b>Report Card Conferences; Three-Hour Early Dismissal for Students</b>
11.26.2025	<b>Three-Hour Early Dismissal for Staff and Students</b>
11.27-28.2025	<b>Thanksgiving Recess; Schools and Administrative Offices closed</b>
12.02.2025	STAR Reading Test
12.03.2025	STAR Math Test
12.12.2025	Staff Professional Development; <b>Three-Hour Early Dismissal for Students</b>
<b>12.24-</b>	
<b>12.31.2025</b>	<b>Winter Recess: Schools and Administrative Offices are Closed</b>
1.01.2026	<b>School Closed for Students and Staff</b>
1.02.2026	Staff Professional Development; <b>schools closed for students</b>
1.19.2026	<b>Dr Martin Luther King Jr. Day: Schools and Administrative Offices are Closed</b>
1.16.2026	Staff Professional Development; <b>Three-Hour Early Dismissal for Students</b>



1.29/1.30.2026	<b>Report Card Conference; Three Hour Early Dismissal for Students</b>
2.13.2026	Staff Professional Development; <b>Three-Hour Early Dismissal for Students</b>
2/16 and 2/17.2026	<b>School Closed for Students and Staff</b>
3.13.2026	Staff Professional Development; <b>Three-Hour Early Dismissal for Students</b>
3.20.2026	<b>School Closed for Students and Staff</b>
3.30-3.31.2026	<b>Spring Recess; Schools closed for students and staff</b>
4.1 through 4.3.2026	<b>Spring Recess; Schools closed for students and staff</b>
4.9 and 4.10.2026	<b>Report Card Conference; Three-Hour Early Dismissal for Students</b>
4.17.2026	Staff Professional Development; <b>Three-Hour Early Dismissal for Students</b>
4.21 - 4.23.2026	PSSA - ELA
4.27 - 4.28.2026	PSSA - Math
4.29 - 4.30.2026	PSSA - Science (8th)
5.8.2026	Staff Professional Development; <b>Three-Hour Early Dismissal for Students</b>
5.19.2026	<b><u>Tentative School Closing for Election Day for Students and Staff</u></b>
5.09.2025	Staff Professional Development; <b>Three Hour Early Dismissal for Students</b>
5.11 - 5.12.2026	Keystone - Algebra
5.20.2026	STAR Reading Test
5.21.2026	STAR Math Test
5.25.2026	<b>School Closed for Students and Staff</b>
5.27.2026	<b>School Closed for Students and Staff</b>
6.11.2025	Staff Professional Development; <b>Three-Hour Early Dismissal for Students</b>
6.12.2025	<b><u>3-hour early dismissal- Last Day for Students</u></b>



# ***Student and Family Handbook Agreement 2025-2026***

*After reading the student/family handbook, please check the items below, sign, and return this form to school*

*We have read the Student/ Family Handbook and understand the following policies: **Check all that apply***

	Breakfast and Lunch Procedures (no eating in classrooms)
	Cell Phone Policy
	Electronic Devices - Chromebooks and Earphones
	Uniform Policy
	Attendance /Lateness Policy and commit to 95% daily attendance
	Criteria for School-Wide Trips (1 per marking period)

Student's name : \_\_\_\_\_ Section: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_ Signature: \_\_\_\_\_



