



NORTHERN MIDDLE SCHOOL

STUDENT HANDBOOK

650 Oak Leaf Lane
Somerset, KY 42503

Phone: 606-678-5230 Fax: 606-678-2729

YSC: 606-679-7824

www.nms.pulaski.net

Principal: Angela Murphy

Assistant Principal: Shelly Hargis

Counselors: Debbie Wiles and Phil Scott

Media Specialist: Julie Dick

Media Assistant: Rita Morris

YSC Director: Kathy Sampson

YSC Asst. Director: Peggy Hamilton

My Lunch Number: _____

Administrative Secretary: Shelly Petrey

Attendance Secretary: Lecia Ross

Guidance Secretary: Tonia Lovins

Finance Secretary: Patti Harris

Receptionist: Shelly Jenkins

SRO: Officer Anthony McCollum

Cafeteria Manager: Carol Randall

My Library Number: _____

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



Welcome to Northern Middle School!

Dear Student,

We are so proud that you are a part of our GREAT school! As we embark on another school year, we are certain that your year will be filled with lots of learning, growing, and maturing as you develop into young adults. We encourage you to get involved in something here at NMS. We have many things to offer our students from clubs to sports to academics, and we have many support systems in place to ensure that you are successful at school. If we can assist you in anyway, please ask. Ask a teacher, a counselor, a principal, a secretary, or any other adult in our school. We are all here to help you! We want you to feel safe at school, make lots of friends and build memories, and learn something new everyday. This is going to be the best year ever!

Sincerely,

Angela Murphy and Shelly Hargis

2009-2010 School Calendar

August 6	First Day for Students
September 7	No School- Labor Day
October 1	No School – PD Day
October 2	No School – Records Day
October 5-9	Fall Break
November 4	No School – Election Day
Nov. 25-27	Thanksgiving Holiday
December 21	No School – Records Day
Dec. 22-Jan. 1	Winter Break
January 4	Back to School
January 18	No School, MLK Day
April 2	No School -Records Day
April 5-9	Spring Break
April 19-30	Testing Window
May 14	Last Day for Students
May 17	Closing Day for Teachers

** The information in this handbook is not all-inclusive and some of the information has been condensed. For additional information or clarification, you may need to refer to the Pulaski County School System Policies and Procedures, Code of Acceptable Behavior, or NMS SBDM Council Policies. Some policies and/or procedures may be revised during the school year.

Handbook Index:

<u>TOPIC</u>	<u>Page Number</u>
School Calendar	2
ATTENDANCE	3
Excused/Unexcused Absences	3
Parent Notes	3
Homebound	4
Make-Up Work	4
Tardies to School	4
Tardies to Class	4
Early Dismissal	4
Renaissance Perfect Attendance	4

Unexcused/Excessive Absences	4
Truancy	4
SCHOOL PROCEDURES	4
School Hours	4
Parent Drop Off and Pick Up	4
School Closing and Alternate Schedule	5
Athletic / Club Participation	5
Transportation Change	5
Withdrawals	5
Change of Address or Phone Numbers	5
Hall Passes	5
Breakfast / Lunch fees	5
Vending Machines	5
Lost and Found	5
Visitors	5
Telephone	5
Cell Phone /Electronics Policy	5
Electronic Resources	6
Medication Procedures	6
ACADEMIC STANDARDS	6
Grading Terms	6
Parent Teacher Conferences	6
Promotion and Retention	6
Grading System	6
Syllabus	6
Homework Policy	7
Homework Hotline	7
SCHOOL ORGANIZATIONS	7
PTSA	7
SBDM Council and Committees	7
Youth Services Center	7
Renaissance Program	7
STUDENT RESPONSIBILITIES	8
Harassment and Bullying	8
Student Duty to Report	8
Guidelines for ASD, LAB, and Sat. School	8
Dress Code	8
Behavior Expectations	9
The Referral Process	9
Discipline Levels	9
Abusive Language, Drugs	10
Alcohol and Drugs	10
Drug Testing	10
Tobacco	10
Threats	10
System of Rewards (Finley’s, Dances, Cards)	10
Bus Riding Disciplinary Action	10
Teacher E-Mail	11
Academic Intervention	11
The Northern Way	11
ABC’s of Northern	11
Common Area Expectations	11
Hallway	12
Restroom	12
Library	12
Cafeteria	12
Clasroom	12
Emergency	12

Mission and Belief Statements of NMS

BELIEFS:

- We believe education is a joint effort between schools, families, and the community.
- We believe all students can learn and be successful.
- We believe education is a valuable, important asset for our students and our future.
- We believe it is our responsibility to prepare students to be responsible citizens in our changing and diverse society.
- We believe children are our future.

VISION:

A LEARNING COMMUNITY SECOND TO NONE

MISSION: PRIDE

Paving the future for

Responsible and successful students

In a safe, nurturing environment

Designed for academic excellence for

Every child, every day

MOTTO:

“Sailing the Seas of Knowledge”

ATTENDANCE

All students are expected to be on time and attend class every day school is in session. The progress of a student at school depends greatly on the punctuality and regularity of attendance. Regular attendance in class is necessary if students are to receive adequate guidance through their class work and benefit from the discussions. The intent of this attendance procedure for the Pulaski County School System is to provide a structure within which students can gain maximum benefit from the instructional program.

Excused Absences and Documentation

When a student must be absent from school, arrive late, or leave early, it is the responsibility of the parent/guardian to write a note or provide an excuse to the school where the child is enrolled to inform the Principal of the reason for absence. You must have a note anytime a student misses any amount of the school day in order to determine if the absence or tardy is excused or unexcused. Even if a child goes home sick from school, they must provide a note upon their return.

Parent Notes

Parent notes will be accepted up to 6 per year. When a student must be absent from school, arrive late, or leave early it is the responsibility of the parent/guardian to write a note to the school where the child is enrolled to inform the Principal of the reason for

absence. Anytime a student misses any part of a school day, a note or other valid documentation must be submitted in order to determine if the absence is excused or unexcused within five (5) school days of the absence. The written statement shall include the full name of student, date or dates, reason and full signature of the parent/guardian or medical professional. If a student receives an excused absence, the student shall accept the responsibility to see the teacher and ask what work is to be made up and shall complete make-up assignments within the time specified by the school or teacher. Students shall have their absences excused only for reasons designated in this policy as excused. Absences for reasons other than those listed below will be unexcused and the student will not be allowed to make up any work, including tests, unless approved by the Principal/designee. Excused absences include:

1. Illness/injury. Parent notes will be accepted for student illness/injury up to six per year. After a student uses six (6) parent notes in a school year, a doctor or dentist statement must be presented for the absence to be excused. Forged parent notes may result in parent notes being disallowed by the Principal or Director of Pupil Personnel.
2. Medical or dental appointments. Doctor statements will be accepted for student absences up to ten (10) days per school year. After a student has used ten (10) doctor days in a school year, no further absences will be excused unless approved by the school's Attendance Appeals Committee. Parents may present any information to the school's Attendance Appeals Committee but must include a "Statement of Chronic Illness" form which can be obtained from the school's front office or attendance secretary. Requests and all documentation for absences to be excused after a student has used ten (10) doctor days must be made within five (5) school days of the absences. All decisions of the Attendance Appeals Committee are final.
3. Order of a court with proper verification from the court.
4. Attendance at a funeral of a relative or close friend. (Must have prior approval by Principal/designee)
5. Interviews or tests with college, vocational/technical school, or military (Must have prior approval by Principal/designee)
6. Driver's license or permit (1/2 day) limited to one occurrence.
7. Documented religious holidays. (Must have prior approval by Principal/designee)
8. Educational enhancement opportunities. (Must have prior approval by Principal/designee)
9. One (1) day for attendance at the Kentucky State Fair. (Must have prior approval by Principal/designee)
10. Parent or Guardian called to federal active duty limited to one day for deployment and one day for return.
11. Other valid reasons as determined by the Principal.

School sponsored trips and activities in which the student is accompanied by or under the supervision of a school employee, are not absences as they relate to the Attendance Policy. Students participating in such trips are required to do work missed while away.

Homebound

If due to an illness or an injury of the student, it is believed by the school or parent that a student will be absent from school for five (5) or more days, efforts are to be made to place that student on homebound instruction. Homebound referral forms, to be completed by the attending medical authority, will be provided to the parent/guardian of the student by the school or Director of Pupil Personnel.

Make-Up Work Policy

Students having excused absences shall be permitted to make up tests and to complete classroom assignments missed during their absences. Students having unexcused absences may not be permitted to make up assignments or tests given during their absence. Suspensions from school or school bus are unexcused absences. **It shall be the student's responsibility to initiate requests to teachers for make-up work and to complete the work within three days immediately following their return to school.**

Tardies to School

Tardiness is defined as any amount of instructional time missed including being late to school or leaving school before classes are dismissed. A student is considered tardy if he/she arrives at school after 8:30 a.m or leaves before 3:10 p.m.. **If a student is late to school, the parent must sign the student in at the office** and the student must obtain an admittance slip before being admitted to class. Excessive tardies and or absences may result in truancy diversion court or truancy charges being filed.

Tardies to Class

A student is considered tardy to class whenever they are not physically present inside a classroom when the class period is scheduled to begin. A teacher who detains a student is responsible for giving written notification to the student's next class instructor. Students tardy to class or AWOL will be dealt with according to the discipline procedure.

Early Dismissal

Parents are encouraged to make appointments outside the school day. However, if early dismissal prior to 3:10 is necessary, it will require administrative approval and counts as a tardy. For the safety and well-being of our students, Northern Middle School is required to follow these guidelines when releasing a student for early dismissal:

1. Ask for I.D. of person taking student.
2. Must be a parent or guardian, or listed on the yellow pick-up card
3. Student must be picked up in the front office.
4. Parent must sign student out in front office.

Renaissance Perfect Attendance

The Renaissance Program offers student incentives for perfect attendance. For the purpose of these incentives, Renaissance Perfect Attendance is defined as any student who has been present every day without any tardies (checking in late, or leaving early).

Unexcused/Excessive Absences

Unexcused absences at any grade level will have an immediate impact on a student's academic performance and although students with excused absences may make up tests and assigned homework, excessive absences of any nature may have a direct impact on a

student's academic performance. Students with excessive absences may be required to make up absences and referred to Extended School Services (ESS), other after school programs, the Family Resource Youth Service Center, and/or other applicable agencies as required or allowed by Kentucky Revised Statute, Board, and/or Council Policy.

Truancy

Any student, including students between the ages of 18-21, who has been absent from school without valid excuse for three (3) or more times, whether it is for a partial day or full day, is a truant. Any child who has been reported as a truant two (2) or more times within one calendar year period is a habitual truant.

Any student considered habitually truant (six or more unexcused absences or tardies) must be referred to the office of the Director of Pupil Personnel and the District Truant Officer. Truancy, by Kentucky Revised Statute, must be reported to Juvenile Services and/or other applicable agencies and the student and/or parents may be referred to court. The Principal/designee must notify parents or students with excessive absenteeism in a prompt and timely manner and school-parent conferences must be held to determine the causes of the absenteeism. Documentation of meetings/home visits shall be kept by the school.

SCHOOL PROCEDURES

School Hours

Regular school hours begin at 8:30 a.m. and end at 3:10 p.m. Busses may begin arriving at 8:00 a.m. and the last bus departs at approximately 3:20 p.m. Supervision is provided for students whose parents bring them to school beginning at 7:30 a.m.

Parent Drop-Off and Pick-Up

AM Drop Off - Students who do not ride the bus to school need to be dropped off in the side parking lot, using the Hwy. 39 entrance to the campus, and enter the building through the yellow hall. The entrance off of 1247/ Oak Leaf Lane is reserved for employees and buses only. Please adhere to the signs on campus for parent/visitor parking, traffic flow, and yielding to buses. Students arriving between 7:30 - 8:00 must report to the cafeteria.

PM Pick Up – Afternoon dismissal will be as follows:

- 3:10 Shuttle bus dismissal to Eubank, Shopville, and Woodstock.
- 3:15 Parent Pick-Up
- 3:20 Pulaski Buses
- 3:25 After School Activities

In an effort to ensure student safety, we have implemented these procedures for parent pick up. Students who do not ride the bus home, need to be picked up by their parents between 3:15 p.m. and 3:30 p.m. Each family will be issued a mirror tag, with their child's name written on the tag, to identify who they are to pick up. These tags will be available at Open House dates and in the front office. As parents pull through the parent pick up line, school staff will radio inside for the student to be dismissed. Students will only be allowed to get in a vehicle if their name appears on the mirror tag. If a parent chooses to park and walk up to the pick up area, they will be asked for identification. If a student is going to be on

parent pick up with a friend or other family member who does not have a tag, the parent must send a note to school with a phone number listed for the school to verify that it is approved for the child to ride with a different driver. Please help us keep our students safe by adhering to these procedures.

School Closing and Alternate Schedule

Plan A: School Closed

When announcement is made, all schools will be closed.

Plan B: Main Road or Safe Road Pick Up

Please make sure you and your child know the designated Plan B pick-up and drop-off locations. Ask your bus driver. This is not delayed.

Plan C: Early Dismissal

Please make arrangements for a “second home” with a nearby relative or friend if school is dismissed early and parents will be away from home.

Athletic/Club Participation

Students may only stay after school for athletic practices or club activities if they are a member of the team or club, and the practice or meeting immediately follows school hours (3:30). If practice is scheduled later in the day or evening, students must ride a bus home or be picked up after school by a parent. Students may not stay after school with siblings, friends, or relatives, or to wait for a later practice or meeting time. Grade reports on student athletes are made available to the coaches on Monday of each week. Students must maintain all passing grades and no disciplinary referrals to participate. Students with office referrals will miss one game for each office referral (school and/or bus) received after the start of the season. Students with failing grades are ineligible to play for one week. Repeated offenses could result in dismissal from the team.

Transportation Changes

For the safety of our students, no transportation changes will be handled over the phone. If someone else will need to pick up your child, or your child will need to ride another bus home, **the change can only occur in person by the parent/guardian, or in writing**, even if the person to pick up your child is listed as someone who has permission to do so. The request for change in transportation shall be turned in to the office upon arrival at school. School personnel will call to verify the note and inform the students if the request has been approved. A phone number must be included on this written request so that office personnel can contact the parent to verify the change. You may choose to fax the request to Northern at 678-2729. Forged requests may result in future requests being disallowed.

Withdrawals

Before withdrawing from Northern, a student needs to obtain all necessary forms and papers through the Guidance Office.

Change of Address or Phone Number

Report any change of address or phone number to the Guidance Office and the Front office as soon as possible. Up to date and accurate information is vital to home and school communications.

Hall Passes

Students may not be out of class without a pass and are responsible for reporting to the locations designated on the pass in a timely manner. **The hall passes are part of this agenda book.** A teacher may require the agenda be filled out prior to issuing a hall pass. Without this agenda book or a Gold card, no student will be allowed a hall pass privilege. **Hall pass privileges may be revoked for any student who fails to adhere to these guidelines.**

Breakfast / Lunch

Our cafeteria offers two nutritious meals a day. The cost for lunch is \$1.50 and breakfast is \$.50. Reduced meal prices are \$.40 for lunch and \$.25 for breakfast. Adult meals are \$2.25. Breakfast is served from 8:00 – 8:30 and lunch is served from 11:10- 12:45.

Vending Machines

Vending machines for drinks and snacks are available after the last lunch period has ended. The machines are only operational at certain times throughout the day and students may only have access to these machines with teacher approval. **Soft drinks are not allowed on the school bus. Students are not permitted to bring open drinks to school with them.**

Lost and Found

There is a lost and found space in the cafeteria. Any items found should be turned in to this space and any lost items should be claimed from this area. Northern Middle School is not responsible for lost and found items.

Visitors

All visitors (including parents and substitutes) must check in at the front office, sign in, and obtain a visitor pass. The pass must be returned to the front office upon departure and all visitors must sign out.

Telephone

Students are not permitted to accept phone calls at school via land line or cell phone. If a student needs to call home, s/he must report to the front office to request the call be made or to use the office phone. **Cell phones are not to be used by students during school hours for any purpose including text messaging.** School personnel will make the call for the student, allow the student access to a phone, or deliver a message to the student.

Cell Phone/Electronic Policy

Cell phone usage during school hours is prohibited (This includes phone calls, text messages, pictures, etc.). Cell phones and other electronics including but not limited to cameras, I-Pods, MP-3's, game systems, music players, etc.) are prohibited from use during the school day. Cell phones/electronics are to be kept in the student locker until the last locker break and turned off. Violations will result in the phone being confiscated. Any violation of use will result in the following consequences:

1st offense :

The cell phone will be confiscated by the team teacher who will return the phone to the student at the end of the school day.

2nd offense:

The cell phone will be confiscated and the administration will maintain possession of the phone and require a parent to pick it up and sign for it.

3rd offense:

The student will lose cell phone privileges until the end of the school year. The Administration may maintain possession of the phone until the end of the school year.

Electronic Resources

We are pleased to offer students access to the school/district computer network and the Internet. However, access is a privilege – not a right. To gain independent access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return the form located at the front of the Code to the school. Access to network services is given to students who agree to act in a responsible manner. Students are responsible for good behavior on school computer networks just as they are in the classroom. Violations may result in loss of access as well as other disciplinary or legal action. The following are not permitted:

1. Sending or displaying offensive messages or pictures;
2. Using obscene language;
3. Harassing, insulting, or attacking others;
4. Damaging computer systems or computer networks;
5. Violating copyright laws;
6. Using another's password;
7. Trespassing in another's folder, work, or files;
8. Intentionally wasting limited resources; or
9. Using the network for commercial purposes

Communications on the network are often public in nature and users of the district computer networks are responsible for their behavior and communications over those networks. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will be private. It is presumed that users will comply with district standards and honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of the individuals using the network.

Medication Procedures

- ◆ All medication should be sent to school in its original container and left at the front office or given to the school nurse as soon as the student arrives at school.
- ◆ If a student is to take an over-the-counter drug or prescription medication on a short term basis (a week or less), a note must be sent from the parent/guardian. This note should include the child's name, medication name, strength, dosage, time to be administered, and how long the child is to take the medicine. **The parent/guardian needs to sign, date, and have a telephone number on the note indicating where he/she can be reached.**
- ◆ Only send enough medication for five days. No medication is allowed to be sent home with a student, **it must be picked up by the parent/guardian.**
- ◆ If a student is going to be taking medication on a daily basis, a medication form must be completed by the physician and signed by both parent/guardian and physician. These forms can be obtained from the school nurse.
- ◆ A letter of request and/or explanation from a doctor shall be on file in the Nurse's office before a student shall be permitted to keep emergency medication on his person, such as an asthma inhaler, epi-pen, etc. This form can be obtained from the school nurse.

If you have any questions concerning medication or how they are to be dispensed, please call our school nurse at 678-5230.

ACADEMIC STANDARDS

Grading Terms

- 1st term** August 6 – September 30
Midterm Reports go home September 2
- 2nd term** October 12 – December 18
Midterm Reports go home November 11
- 3rd term** January 4 – March 5
Midterm Reports go home February 1
- 4th term** March 8 – May 14
Midterm Reports go home April 7

** Calendar and Grading Terms subject to change.

Parent Teacher Conferences

Grade cards may be picked up during parent teacher conferences which will be held at the end of each grading term on the following dates:

October 13, 2009	5-7pm
January 5, 2010	5-7 pm
March 9, 2010	5-7 pm

Grade cards will be sent home with students on the following day. Please feel free to contact your child's teachers or the guidance office to schedule a conference anytime. Please refer to our staff e-mail list or call the school at 678-5230.

Promotion and Retention Policy

Students shall pass 4 of 5 core classes in the 6th and 7th grade, and 3 of 4 core classes in the 8th grade. The student and his/her parents (guardian) will be notified of the possibility of retention within 30 calendar days of the last day of school.

Grading Scale

The Northern Middle School Honor Roll is published at the end of each grading period. All A's and all A's and B's will be determined based upon each student's classes (including exploratory) and the following grading scale:

- A = 90 - 100
- B = 80 - 89
- C = 70 - 79
- D = 60 - 69
- F = 59 and below

Syllabus

A course syllabus shall be sent home at the beginning of each grading period. It will include information about the grading distribution for the class, the content to be covered during the term, any upcoming homework, projects, events, performances, etc., and teacher contact information.

Homework Policy

Northern Middle School's policy of homework for students has been developed to establish responsibilities and guidelines for minimum standards for the assignment, evaluation, and monitoring of homework assignments as supported by research based practices. Furthermore, this policy is designed to encourage students to become responsible and accountable for their academic success. Homework is defined as assignments to be completed outside the classroom to reinforce class instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion, and provide curriculum enrichment opportunities. Academically appropriate homework is an extension of classroom instruction and supports the teacher's instructional objectives. **Homework will consist of 10% of the student's total grade for each grading term.**

Homework Hotline

- The Northern Middle School Homework Hotline provides recorded messages on a variety of school related subjects.
- You may call anytime after 4:00 p.m. on school days and anytime on weekends.
- Calls to the Hotline can be made from any touch-tone phone (not pulse dial).
- Parents and students who would like school-related information or homework assignments are invited to call.

HOW:

- Call 679-7655

WAIT UNTIL YOU HEAR THE PROMPT:

"ENTER YOUR SELECTION"

either hang up or enter another code number

Prefix

1000 general information
1020 message directory
1040 guidance office
1060 PTA
2000 Exploratory / Rotation
3000 Excalibur Team (6th)
4000 Wizard Team (6th)
5000 Dragon Team (7th)
6000 Braveheart Team (7th)
7000 Super Nova Team (8th)
8000 Navigator Team (8th)
9000 Eagle Team

SCHOOL ORGANIZATIONS

PTSA (Parent Teacher Student Association)

Northern Middle has a PTSA. Ginny McIver is the President of the organization. Parents and students are encouraged to join and serve the school in projects and activities. There will be several PTSA events throughout the year. More information to come.

SBDM Standing Committees

The SBDM Council will annually establish standing committees. Standing Committees shall serve for a one-year term. Parents and students are encouraged to participate in our committee structure and decision making bodies. For more information, contact one of your SBDM Council members.

Site Based Decision Making Council

You may want to check our website for current SBDM information. Some of the policies referenced in this handbook have been condensed. Please refer to our current SBDM policy manual for complete policy information.

The following people comprise the 08-09 SBDM Council:

Chairperson –

Angela Murphy, Principal

Teacher Members –

Donna Collins

John Fraley

Kent Mayfield

Parent Members –

Jerilyn Randolph

Ginger Fitzgerald

The SBDM Council will meet the 4th Tuesday of the month at 4:00 in the school conference room.

2009-2010 Regularly Scheduled Meeting Dates:

July 28, 09	Aug. 25, 09	Sept. 22, 09
Oct. 27, 09	**Nov. 17, 09	Jan. 26, 10
Feb. 23, 10	March 23, 10	April 27, 10
May 25, 10		

**** Changed due to district calendar**

(No meeting in December or June according to By-Laws)

Northern Middle School Youth Services Center Phone # 679-7824

Ms. Kathy Sampson, Coordinator and the Assistant Coordinator, Peggy Hamilton, will be glad to assist Northern Middle School families and/or answer any questions parents might have. The center's primary goal is to assist the families and students of Northern Middle School to meet community, social, and classroom needs. **Our center is funded using a formula that involves the school lunch form. All students are requested to return this form, even if you do not qualify for free or reduced lunches.** The YSC offers many different services. A few are listed below:

- ◆ On-Site Nurse and Referrals to health services
- ◆ Parent training and workshops
- ◆ School Newsletter
- ◆ Referrals to social services and mental health services
- ◆ Food assistance
- ◆ Employment counseling and training
- ◆ Career exploration
- ◆ Student Assistance Program
- ◆ Lice prevention/intervention
- ◆ Referrals to substance abuse programs
- ◆ Clothing assistance/school supplies/ personal care items

Renaissance Program

The Renaissance program uses Rewards and Recognition to generate motivation and commitment and encourages improved morale and attendance for students and staff. Perfect attendance is also highly encouraged. Students and staff with Renaissance perfect attendance are put in a pool to receive selected donated gifts. We will also be incorporating our Rewards Plus discipline program in with the Renaissance Program. Students on Levels 6 & 7 will be awarded with Gold and Silver cards at the end of each grading period which offers them special allowances and/or discounts at area businesses that upcoming grading period. The Renaissance Program is a great tool to help reward those students and staff who put extra effort in their daily school routine. Northern Middle School would like to thank our many business and community partners for there participation in making our Renaissance Program very successful.

STUDENT RESPONSIBILITES

Students have the right to a meaningful public education. However, they must conduct themselves in a manner which will not disrupt the other students or the routine of classroom activities. Each student will be responsible for his/her own conduct which includes but is not limited to the rights and property of others, abusive language, disruptions which interfere with the educational process, and self-control of voice and limbs. Students who fail to adhere to the code of conduct (and school policies) will be subject to the Discipline Referral Procedures.

Harassment and Bullying; Harassing Communications; Cyber Bullying

Both bullying and harassment are defined as behavior that is sufficiently severe, pervasive, or objectively offensive, that denies or limits a students' ability to participate in or receive the benefits, services or opportunities of the school's program or creates a hostile/abusive educational environment.

Harassing communications

A person is guilty of harassing communications and/or cyber bullying when with intent to intimidate, harass, annoy, or alarm another person he or she communicates, while enrolled as a student in a local school district, with or about another school student, anonymously or otherwise, by telephone, cell phone, the Internet, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, or embarrassment and which serves no purpose of legitimate communication.

Harassment deals with race, disability, age, origin, sex, and religion. Harassment is a civil rights issue. Procedures for harassment are covered in Board policy (09.42811 AP.1).

Bullying deals with areas outside of the above. Bullying involves an imbalance of power. Bullying is when a child is the target, over time, of repeated negative actions. Although not a civil rights issue, it is as serious as harassment. Listed below are the procedures that will be followed.

Normal conflict between students involves equal power, is not pervasive, is not severe, may be coincidental or happens occasionally. Kids of approximately the same age, strength or developmental level quarrel. In this situation the students involved feel remorseful and make an effort to solve the problem. Students dealing with normal conflict are good candidates for peer mediation or intervention from teachers or counselors.

The classroom teachers and Guidance Counselors conduct classroom guidance and advisory activities that promote a bullyfree environment. The classroom teacher/team teachers make every effort to address bullying through close supervision, class/schedule changes, consultation with Counselors and/or Administrators, and individual student plans. If bullying continues, teachers, parents, or students may refer to YSC director, Guidance Counselors, Administrators, or the SRO for further intervention and assistance.

Student Duty to Report

ALL students at Northern Middle School have the duty to report any violation of the discipline code to an adult in the building. If you know a student may be in possession of an illegal substance, something dangerous or a weapon, or has plans to violate the discipline code, it is your responsibility to report it immediately to an adult. This includes bullying and/or harassment.

Guidelines for After School Detention, LAB, and Saturday School

If a student is assigned one of the above disciplinary actions, the parent and/or student will be notified in writing of the administrative guidelines for the action.

Dress Code

The wearing of any attire, cosmetics, presentation of extraordinary personal appearance, or any unsanitary body conditions, which in the judgment of the Principal significantly disrupts schoolwork, interrupts scholastic endeavors, or threatens the health and/or safety of other students, is prohibited. Repeated violations may result in suspension from school.

Shorts, Skirts, Dresses

Shorts will be permitted at Northern Middle School. They must be no shorter than 3 inches above the knee. This same length will apply to skirts, dresses, and skorts, regardless of any clothing worn underneath.

Pants

All pants are to be worn at waist level and should be of proper length, not to touch the ground. Jeans with holes are permitted as long as the holes are no higher than 3 inches above the knee. Pajama bottoms are unacceptable.

Tops

Unacceptable tops include tank tops, spaghetti strapped tops, cropped tops, or fishnet tops, pajamas, clothing with inappropriate language displaying death (i.e. foul language, drug/alcohol advertisements, and derogatory and/or sexually inappropriate) and/or promotion of violence. Mid drift should remain covered at all times (sitting and standing).

Shoes

House shoes or skates (including wheelies) are not appropriate for school.

Other

Other inappropriate items include hats/caps, sunglasses, bandannas, black nail polish/lipstick, safety pins on clothing, all non-traditional forms of body piercing (tongue, nose, eyebrow, etc.), and any non-traditional hair color (pink, blue, green, purple, etc.). Earrings should be confined to those that are safe and not a distraction to the classroom instruction. Earrings with jagged edges should be removed as well as those with sharp points and

large hoops (i.e. spikes, safety-pins, and other jewelry of this type, etc.). All tattoos must be covered.

Coats/Jackets

Coats and jackets that are of full length, or longer than the torso, will be stored in lockers throughout the day.

Students who fail to adhere to this policy or any policy at Northern Middle School may be subject to the discipline referral process.

Behavior Expectations

At NMS, we have established the ABC's of Northern. A is for our straight A's (Attendance, Attitude, Academics, Achievement). Be is what we want students to be. We expect students to **Be Respectful, Be Responsible, Be Willing to Learn, and Be a Team Player**. C is for our Character words. Students have the right to a meaningful public education. However, they must conduct themselves in a manner which will not disrupt the other students or the routine of classroom activities. Each student will be responsible for his/her own conduct which includes but is not limited to; rights and property of others, abusive language, disruptions which interfere with the educational process, and self-control of voice and limbs. Students who fail to adhere to this code of conduct will be subject to the discipline referral procedures. Our discipline policy defines student behaviors into three levels.

The Referral Process

When a classroom teacher has exhausted all means of addressing student misbehavior, it may become necessary for them to write an office referral. Referrals will be written and submitted to the office on the same day of the infraction.

1. Teacher becomes aware of the level 2 or level 3 offense and deems it necessary for a referral Teacher completes the referral form.
2. Teacher reviews the student's behavior folder for previous offenses/actions and consults with team leader. The team leader must sign the referral.
3. Teacher makes a recommendation of consequences to the administrator or on the referral form.
4. After consulting with a principal the teacher contacts the parent/guardian to inform them of the infraction and of the consequence or disposition.
5. Consequences or disposition may be administered by either the principal or the teacher.

Level I- MILD (Classroom level): This level includes minor misbehaviors that can adequately be corrected at the time they occur. They may or may not require minimal staff documentation, such as checklists, etc. A staff member observing a Level I infraction corrects the student in the setting.

- Tardy
- Not prepared for class with materials
- Not completing assignment or homework
- Cheating
- Refusing to follow directions
- Minor disrespect (rolling eyes, body language, faces, etc.)
- Teasing
- Running in the hallways
- Inability to accept feedback after correction
- General classroom disruption

- Off task talking
- Inappropriate behavior
- Gum Chewing
- Consistently out of seat
- Dress code violation
- Cell phone
- Electronics

Level II-MODERATE (Team level): this level includes misbehaviors that do not require immediate administrative involvement, but do require documentation at the team or office level.

- Disrespect to staff (Talking back, mocking, etc.)
- Repeated classroom Level I violations
- Chronic non-completion of assignments or homework
- Chronic teasing – Refer to Counselor
- Severe disruption (teacher unable to conduct class)
- Profanity/Vulgarity
- AWOL from class
- Chronic tardies
- Chronic hallway and bathroom behaviors
- Public display of affection (hugging, kissing, holding hands)
- Forgery
- Repeated failure to follow directions

Level II Conflict-

- **Confrontation:** verbal argument, name-calling, posturing, hostile body language (mocking, obscene gestures) – Refer to Counselors
- **Altercation:** Pushing, shoving, tripping, spitting, out-of-control horseplay, chesting, bumping.

Level III-SEVERE (Administrator level): These are serious misbehaviors that require immediate administrative involvement and written documentation. They also include behaviors that are illegal or are so severe that the misbehaving student's continued presence in a setting poses a threat to physical safety or adult authority and/or disrupts the educational process. Most, but not all Level III behaviors require immediate escort to the office or LAB setting; staff are to use professional judgment in following the guidelines below:

- Repeated violation of Level II behavior
- Theft/Vandalism
- Use of tobacco
- Leaving school grounds without permission
- Disrupting the Educational Process in compliance with board policy 9.426
 - Willful disobedience or defiance of authority of school staff;
 - Conduct which threatens the health, safety, or welfare of others;
 - Conduct which may potentially damage property;
 - Illegal activity;
 - Conduct which interferes with or hinders the orderly administration of the school and school-related activities
- Intimidation/Threatening/Taunting/Bullying
- Possess, use, provide, transport/transmit, conspire to transmit, or be under the influence of drugs, unauthorized medications (Over the counter or prescription), alcohol, tobacco, or other controlled substances
- Assault
- Abusive language/vulgarity
- Arson
- Weapons/Dangerous instruments/Knives

- Level III fighting- use of serious physical force to strike a student or staff member

All law violations will be reported to the SRO and the Officer will document an incident report, consult with the Court Designated Workers and County Attorney, and file charges when appropriate. This includes but is not limited to drugs, weapons, theft, harassment, bullying, fighting, and other disruptions to the educational process.

Abusive Language/Vulgarity

No student shall purposefully speak or behave in a profane, vulgar or obscene manner. Students shall not cause, create or distribute nor attempt to cause, create or distribute profane, vulgar, or obscene material. Board Policy 09.425

Alcohol and Drugs

NMS will adhere to board policy 9.2241 regarding alcohol and drugs. No pupil shall purchase, possess, attempt to possess, use, be under the influence, sell, or transfer any of the following on school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity:

1. Alcoholic beverages;
2. Controlled drug substances and drug paraphernalia;
3. Substances that “look like” a controlled substance. In instances involving look-alike substances, there must be evidence of the student’s intent to pass off the item as a controlled substance; or
4. Unauthorized prescription, OTC (over-the-counter), and other abused or controlled substances.

Penalty

Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams/extracurricular activity and/or other school-sponsored activities. In addition, when they have reasonable belief that a violation has taken place, Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involved student possession of a controlled substance on school property in violation of the law.

Random Drug-Testing Program

The random student drug-testing program is based on a health and safety rationale with the purpose of prevention. Drug use encourages truancy, disruptive class behavior, bullying, violence, and interferes with learning making it a threat to not only the drug users but to all students and teachers. We recognize that the unlawful use of drugs seriously impairs the health, safety, education, and future success of all students and adults in the school environment.

The student drug-testing program is just one part of a larger, comprehensive prevention and intervention effort to keep students safe from drugs. Drug-testing programs are an effective means of identifying those in need of drug counseling and discouraging others from ever starting. The goal is to keep students from using drugs and to guide users into counseling or drug treatment. Through participation in athletics/extracurricular activities and driving, using illegal drugs pose a threat to their own health and

safety, as well as that of other students and adults.

Statement of Purpose. This program is intended to support the comprehensive educational policies and strategies of the Pulaski County School District in educating students and their parents/guardians as to the dangers inherent in the unlawful use of drugs. The program is further intended to provide encouragement to middle and high-school students who voluntarily choose to participate on athletic/extracurricular teams and/or drive on school property to avoid such use and to strive to benefit from effective rehabilitation when such use has occurred.

Tobacco

Students shall not be permitted to use or possess any tobacco product on property owned or operated by the Board, on the way to and from school, or during school-sponsored trips and activities. Students who violate these prohibitions shall be subject to disciplinary action and may be referred to a Counseling program. Board Policy 9.4232

Threats

Students shall not threaten to cause injury or harm to another person. Threat shall refer to a communication made by any means including but not limited to electronic and or online methods. Violations shall constitute reason for disciplinary and or legal action. Board Policy 9.425

System of Rewards

It is our belief that students should be rewarded for good behavior, not only receive consequences for inappropriate behavior. Students have the opportunity to earn Gold, Silver, and Bronze Cards, Attend Finley’s each grading term, and earn Team Time on a regular basis if they meet the established criteria. Other rewards and recognition will be offered throughout the school year.

Each team or teacher may have their own set of classroom courtesies or expectations and consequences that fall within these school guidelines.

Finley’s Participation - Each grading term, we will hold a school-wide reward event for highly recognized students who:

1. Maintain a “C” or higher in all classes
2. Have no bus or school referrals during the grading term, and
3. Have no unexcused absences during the grading term.

Dances, Socials, and Other After School Events -

Tickets to these events will be sold in advance. No tickets will be sold at the door and no student will be allowed to attend who is not a level 5. (No unexcused absences, no disciplinary referrals for two weeks, and no failing grades)

Students meeting our school-wide expectations for the entire grading term will be recognized by earning:

- ◆ **Gold Card** Straight A’s, No unexcused absences, and No School or Bus Referrals
- ◆ **Silver Card** – Honor Roll with A’s and B’s, No unexcused absences, and No School or Bus Referrals
- ◆ **Bronze Card** – No grade lower than a C, No unexcused absences, and No School or Bus Referrals

Bus Riding Disciplinary Actions

Bus transportation is provided for all students as a privilege. The privilege of any student to ride a school bus is conditioned upon his/her good behavior. The conduct of students on a school bus has a direct relationship to safety. Safety is always a concern and

a priority. Therefore, students are not allowed to walk to or from school. Northern Middle School will adhere to the recommendations as outlined in the Pulaski County Student Code of Conduct and Attendance Policy Handbook. If a student is suspended from one school bus, he/she is suspended from all other buses as well. A school bus suspension is not an excused absence from school. Students will be expected to be at school each day of their bus suspension. **The Principal is authorized to withhold bus riding privileges up to a maximum of 10 school days per occurrence** and in the case of habitual or serious conduct violation may withhold bus riding privileges for the remainder of the school year.

Teacher E-Mail

At Northern, we value communication between school and home. E-mail is a very good way to communicate with your child's teacher as they are not available throughout the day to receive phone calls. All of our teachers have a teacher webpage which can be located by going to our website at www.nms.pulaski.net. Teachers can and will return phone calls on their planning period or after school hours and they will respond to your e-mail. All teacher e-mail addresses follow this pattern. It is the teacher's first name, dot, last name @pulaski.kyschools.us, with no spacing and no capitals. For example: angela.murphy@pulaski.kyschools.us or you may access their e-mail from our school website.

Academic Intervention Program

We have academic intervention classes for Reading, Math, and Middle School Success. Students are selected for participation in these classes based on academic data and test scores that indicate that the student may be performing below or well below grade level in these areas. These classes employ research based programs that provide data monitoring. Teachers routinely monitor student progress and analyze the data. A student may be dismissed from an intervention class when adequate progress has been made. Tutoring is also available as a support and intervention for students in all content areas. We also have a Response to Intervention Team that works with students, teachers, parents, and community agencies to ensure that all students are making academic and behavior progress to be successful in the school and community setting.

The Northern Way

At NMS, we intend to provide every student with a safe, orderly, nurturing environment. We have developed a set of expectations for students and staff to follow on a daily basis. Students who adhere to these expectations will do their part in keeping NMS a place that we all want to come to everyday. These students will also receive ongoing rewards and recognition. Students who fail to adhere to these expectations may be subject to disciplinary action at the team level and for habitual offenses, administrative level. These guidelines for safety and success will help us keep NMS a School to Watch and the community's School of Choice. We have an exceptional school, with exceptional students and exceptional staff. Thank you for doing your part in following these expectations for the safety and success of all students.

Schoolwide Expectations

ABC's of Northern

A – Attendance, Attitude, Academics, Achievement

B – The Way to Be

Be Respectful

- ✓ Listen to others
- ✓ Be kind and caring
- ✓ Allow for personal space
- ✓ Bully free

Be Responsible

- ✓ Follow area rules
- ✓ Use appropriate language and gestures
- ✓ Keep a safe environment, duty to report
- ✓ Take care of yourself, each other, and this place

Be Willing to Learn

- ✓ Do your own work
- ✓ Complete all assignments
- ✓ Be prepared with supplies and assignments

Be a Team Player

- ✓ Appropriate behavior is the norm
- ✓ Keep a positive attitude
- ✓ Do your part – be an active learner

C – Character -

- *Responsibility
- *Loyalty
- *Courage
- *Respect
- *Compassion
- *Optimism
- *Honesty
- *Initiative
- *Perseverance
- *Trustworthy
- *Contemplation
- *Adaptability

Common Area Expectations

Hallway Expectations:

Walk on the right side
Walk single-file or by two's
Respect the space of others
Keep noise level to a minimum
Go directly to your assigned location
Signed agenda required for hallway privileges or a Gold Card

Restroom Expectations:

Go, Flush, Wash, Leave
Keep noise level to a minimum
Respect the privacy of others
Keep restroom clean

Library Expectations:

Keep noise level to a minimum
Stay focused on your assignment
Respect the space of others

Cafeteria Expectations:

Wait patiently and quietly
Respect the space of others
Keep noise level to a minimum
Remain seated as assigned
Empty your tray when finished eating
Clean your area
Use good manners

Classroom Expectations:

Be Respectful
Be Responsible
Be Willing to Learn
Be a Team Player

Safety Drill or Emergency Expectations:

Follow all drill procedures and teacher directions when exiting the building or reporting to designated safe area

Consider all drills to be “real” and treat them seriously

Report to the designated safe area in a swift and organized manor, follow teacher requests, and refrain from talking or making noises.

When your name is called, respond loudly that you are present and help the teacher account for any missing students.

Remain with your class in the safe area and/or in the designated safe position until your teacher releases you to enter the building or return to class.

