

SAILING THE SEAS



OF KNOWLEDGE

Faculty Handbook
2012-2013

NORTHERN MIDDLE SCHOOL

"I've come to a frightening conclusion that I am the decisive element in the classroom. It is my personal approach that creates the climate. It's my daily mood that makes the weather. As a teacher, I possess a tremendous power to make a child's life miserable or joyous. I can be a tool of torture or an instrument of inspiration. I can humiliate, hurt or heal. In all situations, it is my response that decides whether a crisis will be escalated or deescalated and a child humanized or dehumanized."

-Haim Ginott

NORTHERN MIDDLE SCHOOL

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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

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"

LEAVING SCHOOL DURING SCHOOL HOURS

The principal is authorized to grant requests to leave the building during school hours for emergency and/or legitimate reasons. The reason and length of time will determine if compensation will be affected. The teacher/staff member must sign out before leaving the building and sign in immediately upon his/her return.

STUDENT EARLY DISMISSAL

For the protection of the student, no student will be released from school into the charge of an adult without the written permission from the parent or guardian. Request for an early dismissal must be made through the principal's office when a parent or guardian comes to school. Teachers may only release students to the front office if the office staff calls for the student.

HALL PASSES

Students should leave the classrooms only in emergencies. When it is necessary for a student to leave your class for any purpose, he/she MUST have an approved hall pass that is located in the Student Agenda Book.

TELEPHONE USAGE

Incoming calls for staff members will be classified into three categories:

1. Not urgent - a message will be placed in the teacher's mailbox.
2. Urgent - a message will be hand delivered to the teacher.
3. Emergency - after the emergency has been identified, calls will be forwarded directly to the teacher. Obviously, emergencies are a rare occurrence.
4. **Cell phones should not be turned on or used during class time or in the hallways or common areas.**

**Parent phone calls are to be returned within 24 hours. Teachers are expected to make all outgoing calls during personal planning time.

INCLEMENT WEATHER

If hazardous conditions exist and it is necessary to make changes in the daily school schedule, one of the operation plans listed below will be announced and used. Once the decision has been made, information is given to the media sources and posted on the website.

Plan A - All Schools Closed

Plan B - Main Road or Safe Road Pick Up (This is not a delay unless otherwise announced.)

Plan C - Early Dismissal

SCHOOL DISCIPLINE

The most important element of encouraging good discipline is for all members of the staff to consistently work on enforcing the school expectations. We have a school discipline policy that is divided into three levels. (See policy for specific information).

Level 1 - Mild infractions to be handled at the classroom level

Level 2 - Mild to moderate infractions to be handled at the classroom/team level, or administrative level

Level 3 - Severe infractions or law violations to be handled by administrators

Most discipline problems should be handled by the classroom teacher. Well-taught classes with relevant content and sufficient amounts of engaging class activity to keep the students working will keep discipline problems to a minimum.

Teachers are not only responsible for the conduct of their assigned pupils, but they are also expected to assume their share of responsibility in seeing that all pupils adhere to the policies of the school.

The responsibility of supervision extends to pupil conduct in the halls, restrooms, cafeterias, assemblies, and in any other area of activity in the school. When pupils are not in classrooms, there is no such thing as students "belonging" to another teacher. Any unacceptable conduct should be corrected. Students who

choose to violate school behavior expectations could be subject to the referral process. A comprehensive listing of discipline procedures is in the Pulaski County Code of Acceptable Behavior and the school Discipline Policy.

The following are to be enforced by the total staff during the entire school year as they apply to the conduct of students:

- Compliance to regulations of the Student Discipline Code.
- Report to classes on time with required supplies and material.
- Treat all teachers and staff members with respect and authority.
- Any item that disrupts class may be taken by the teacher and returned at the end of the class period. If repeated, the parent may be contacted and the item held until the parent picks it up.
- Enforce student dress code and other council policies.

BEHAVIOR EXPECTATIONS

Refer to school discipline policy for more information.

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.

REFERRAL PROCEDURES

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, discipline logs, verbal reprimand, 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/Cheating
- 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.

BULLYING AND HARASSMENT

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

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 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 persuasive, 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.

SCHOOL EMPLOYEE DUTY TO REPORT

School officials are responsible for reporting to the proper authorities, which includes the Board of Education, law enforcement having jurisdiction, the Department of Community Based Services, and any applicable investigative body when there is reasonable belief that an act has occurred on school property or at a school-sponsored function involving assault resulting in serious physical injury, arson, a sexual offense, kidnapping, bomb threat, assault involving the use of a weapon, possession of a firearm in violation of the law, possession/use/transfer of unauthorized substances in violation of the law, or damage to property and others as deemed appropriate by school or district officials.

An administrator, teacher, or other employee shall promptly make a report to the local police department, sheriff, or the Department of Kentucky State Police, by telephone or otherwise if:

1. The person knows or has reasonable cause to believe that conduct has occurred which constitutes:
 - a. A misdemeanor or violation offense under the laws of this Commonwealth and relates to carrying, possession or use of a deadly weapon, or use, possession or sale of a controlled substance; or
 - b. Any felony offense under the laws of this Commonwealth; and
2. The conduct occurred on the school premises or within one thousand (1000) feet of the school premises, on a school bus, or at a school-sponsored or sanctioned event.

Any employee of a school or local board of education who knows or has reasonable cause to believe that a school student has been the victim of a violation of any felony offense specified KRS Chapter 508 committed by another student while on school premises, on school sponsored transportation, or at a school-sponsored event shall immediately cause an oral or written report to be made to the principal of the school attended by the victim. The principal shall notify the parents, legal guardians, or other persons exercising custodial control or supervision of the student when the student is involved in an incident reportable under this section. The principal shall file with the local school board and the local law enforcement agency or the Department of Kentucky State Police or the county attorney within forty-eight (48) hours of the original report a written report containing:

1. The names and addresses of the student and his or her parent, legal guardians, or other persons exercising custodial control or supervision;
2. The student's age;
3. The nature and extent of the violation;
4. The name and address of the student allegedly responsible for the violation; and
5. Any other information that the principal making the report believes may be helpful in the furtherance of the purpose of this section.

Any agency receiving a report under subsection (1) of this section shall investigate the matter referred to it. The school board and school personnel shall participate in the investigation at the request of the agency.

Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the Department of Kentucky State Police; the cabinet or its designated

representative; the Commonwealth's Attorney or the County Attorney; by telephone or otherwise. Any supervisor who receives from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report to the proper authorities for investigation.

Anyone acting upon reasonable cause in the making of a report required under this section in good faith shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding resulting from such report or action.

Neither the husband-wife nor any professional-client/patient privilege, except the attorney-client and clergy-penitent privilege, shall be a ground for refusing to report under this section or for excluding evidence regarding student harassment, in any judicial proceedings resulting from a report pursuant to this section. This subsection shall also apply in any criminal proceeding in District or Circuit Court regarding student harassment.

References: KRS 158.154; KRS 158.155; KRS 620.030; A new section of KRS 158

REWARDS

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 reward trip 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.

Reward Trip 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 eligible. To be eligible to purchase a ticket, the students must have no unexcused absences during the grading term, no disciplinary referrals during the grading term, 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

Each team will develop a team plan for rewarding students on a regular basis throughout the school year to include team time, special privileges, etc.

ROOM SUPERVISION

AT NO TIME shall a teacher leave his/her classroom unsupervised. **Teachers should not leave students unsupervised in the hallway for any reason.** In case of an emergency, ask a neighboring teacher for assistance.

TEACHER DRESS

The Board of Education and Superintendent have no policy on teacher dress. It is the feeling of the principal that professional dress does not include wearing blue jeans. In special cases, such as spirit days, etc., blue jeans may be appropriately worn. Please note that appropriate staff attire does not violate student dress codes.

FACULTY MEETINGS

All teachers are expected to attend faculty meetings. Monthly faculty meetings will be held in the library at 3:30 p.m. on the third (3rd) Wednesday of each month beginning at 3:30. Special called faculty meetings may be necessary for the dissemination of urgent information.

ABSENCES

Teacher attendance is imperative to the learning process. Good attendance and punctuality is expected. IF an absence is necessary, every employee must report each absence to AESOP via phone or internet. AESOP will attempt to locate a substitute for the staff member or the staff member may pre-select a substitute and enter the appropriate information in AESOP. Teachers and staff members will notify the team leader as soon as they know about the absence. Principal approval is required in advance for personal and emergency days. If a personal leave or emergency leave day is needed, a request form should be completed a minimum of five (5) days in advance, and the request submitted in AESOP for Principal approval. Personal leave may be denied if it poses difficulties within the school. Absences must be reported to AESOP by 6:30am to secure a substitute. AESOP may be initiated days in advance for scheduled absences.

Upon the teacher's/staff member's return to work, he/she must complete a Sick Leave form and submit it to the Principal's office immediately (Ms. Ross). Failure to comply will result in loss of pay. Teachers have one personal leave day each year with pay. If you choose not to use your personal day by the end of the school year, it will be counted as an extra sick day and be carried over. Student's absences are covered under the Pulaski County School System Code of Acceptable Behavior and Attendance Policy.

EMERGENCY CLOSING OF SCHOOL

Due to inclement weather, schools may be closed. The local radio/television stations will make announcements to notify the public if schools are closed. This information is also available on the school web site (www.pulaski.net). Each staff member will also be notified by Mr. Easton via One Call Now. If school is delayed, all staff is expected to report at the regular school time 8:45-3:30. (Classified should report at their normal time.)

DISASTER SITUATIONS

In the event of an emergency situation, such as fire, tornado, bomb threats, etc., you are to follow the procedure established in the school's Emergency Management Plan. Emergency procedures should be posted in EVERY room. Anytime you evacuate the building or go to the shelter area, you are to take your Record/Plan Book (or record of attendance) with you. Fire drills will be conducted unannounced on a monthly basis. For an emergency situation in which someone of danger is in the building, "There is an intruder in/outside the building." will be announced on the intercom or all call. Teachers should immediately lock their doors, move the class to the designated area of the room, and turn off the lights.

ATTENDANCE PROCEDURES

Good attendance is essential for a student's success in school. Please encourage your students to maintain good attendance. Attendance **MUST** be taken in homeroom and posted each class period. If a student is not checked as missing for the day and is not present in your class, report it immediately to the office. If you make a mistake or a student comes to class without an admit slip, please contact the attendance secretary as soon as possible by phone or email.

Recording daily attendance is the homeroom teacher's responsibility. Please help by being accurate and punctual. Attendance is to be posted by 8:35 and within the first 10 minutes of class in conjunction with the teacher's bell work. This will ensure no loss of instructional time. In the event of a substitute, send attendance to the office. All tardy students must sign in at the office before going to class. Tardy students must present teacher with an admit slip to be admitted to class. Daily absence lists may be printed from your IC Attendance program. When a student returns from an absence:

1. Routine daily absences will be excused/unexcused according to the District Attendance Code and the discretion of the principal's office.
2. Students must turn in to the office a statement explaining their absence. Admit slips will be issued through the front office. This is the student's responsibility.
3. Make-up work will not be extended unless the absence is excused. Students are granted five (5) days to turn in an excuse to the office.

CLASSROOM TARDINESS

Classroom tardiness is to be handled by the teacher until it is determined to be chronic. More than three (3) tardies to class would be considered chronic. For the first three (3) tardies, the teacher should assign an appropriate form of discipline and contact the parent. When a tardy student is sent to the office, dates of the previous tardies should accompany the student, as well as previous action taken by the teacher.

CLASS CUTS (AWOL)

With close supervision and consistent reporting, class cuts will be held to a minimum. The procedure for handling class cuts is as follows:

1. Classroom teachers will check and record the class attendance each period.
2. Take attendance within the first 10 minutes of class. If a student is marked present in IC, but has not reported to class, contact the office immediately. If a student is marked absent, but is present in your class, contact the office immediately.

RECORD BOOK - PLAN BOOK

The record book must contain all of the student's grades and progress reports. Teachers must copy grades from Infinite Campus each grading term. Grades are to be recorded by subject and grading period. Each grade is to be placed in a category i.e. final exam, daily text, workbook grade, etc. Teachers are encouraged to provide numerous opportunities for students to obtain grades/points.

SUBFOLDER

The Sub Folder shall contain all information necessary for a substitute to take over the class assignment in your absence. Daily lesson plans are to be prepared for a minimum of one week in advance and should be submitted to the secretary in the front office by Monday morning at 8:30 a.m. In the event the teacher is absent, the Sub Folder must be available for the substitute. The Sub Folder is to contain plans for every subject and mandated program taught by the teacher. Supportive information such as lunch schedule, bus duty assignments, etc., is to be provided within the book. Team Leaders should be aware of Sub Folder location for each team member.

SYLLABUS

Each grading term, all teachers are required to submit a syllabus for their class on or by the first day of school. This is to be given to each child and/or sent home as a reference for parents at the beginning of each grading term.

PARENT TEACHER CONFERENCES

All teachers are required to participate in Parent/Teacher Conferences for a total of 6 hours. NMS will host three conference sessions. Each session will be scheduled at the end of the grading term for terms 1, 2, and 3. The sessions will be scheduled in the evening hours to accommodate parent schedules for duration of two hours per session. Grade cards may be distributed at this time as well as a course syllabus or team newsletter. Teams/teachers are encouraged to set up individual parent/student conferences as necessary throughout the school year.

PROCEDURES FOR PROMOTION / RETENTION OF STUDENTS

Please refer to council policy on Promotion/Retention of students.

Please refer to the District Attendance Policy for attendance standards.

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.

FOOD AND BEVERAGE

Teachers are asked not to eat or drink during the classroom period when students are in your care. You may do so during your planning period or at such a time when you have no students in your care. At such time you are requested to eat or drink in the room or cafeteria. You are requested not to eat or drink in the halls, lobby or office where the public or students are passing.

CUSTODIAL SERVICES

If you have a special need for custodial services, make your request through the principal. The principal will assign the job to the custodian to do at his/her earliest convenience.

SCHOOL - COMMUNITY RELATIONS

We believe that a good relationship must exist between our school and the surrounding community in order for students to most effectively realize their educational potential. This relationship will be developed and

encouraged through a process of activities designed to establish open lines of communication between the school and the general public and to keep parents informed of their child's progress and activities. Teachers are requested to send one positive comment post card per week and make a personal phone contact as a team prior to the end of the first grading term.

FIELD TRIPS

There is a great value in carefully selected and adequately planned field trips, they can add tremendously to the student's education. However, they must be planned for justifiable purposes and with full concern for other classes that might be affected.

1. All field trips are to be cleared through the Principal's office no later than two weeks prior to the trip.
2. If a bus is needed, a request must be made at least five (5) school days in advance with consideration given for the need of a handicap bus.
3. Any student leaving the school grounds for a field trip must have a Parent Permission Slip signed and on file in your room.

Field trips **MUST** be directly aligned with classroom instruction and planned for **ALL** students. This should include special needs students unless prior exemption is approved by administration.

4. Lunch information must be arranged with the cafeteria 2 weeks prior to the trip.

RESOURCE PERSONS/GUEST SPEAKERS

All guest speakers must have Principal approval. Teachers are encouraged to use resource persons from the community. We ask that the resource person check into the building through the office and sign our Visitor's Log.

MAILBOX & E-MAIL

E-mail is a vital form of communication and should be checked at least once daily. Responses to parent e-mails and phone calls should be within 24 hours. Each teacher has a mailbox in the mailroom. Mail should also be checked at least once a day.

KPREP

It is the classroom teacher's responsibility to administer these tests to the students in a classroom environment most conducive to student success and adhere to the Administration Code. Results from these tests are to be used by the faculty and staff to help meet the student's instructional needs.

TEXTBOOKS

Each student is to be provided free textbooks. Students/parents may be asked to pay for lost or damaged books, including library books.

OUTSTANDING DEBTS-STUDENTS

Students who have not met financial obligations to the school shall not be entrusted with any other further obligations until outstanding obligations are removed. Grade cards will be held at the end of the year for outstanding debts such as cafeteria, library books, fundraisers, uniforms, etc).

STATE LAW AND SCHOOL BOARD POLICY AND REGULATIONS

A copy of the Kentucky Common School Law and a copy of the School Board Rules and Regulations is on file in the Principal's office and of the District website for your inspection when/if necessary.

SMOKING

Northern Middle School has been designated as a tobacco free school.

INJURIES

A written report must be filed for every student and/or teacher injury. Forms are available in the Principal's office.

At no time shall teachers administer internal medicine to a student. Medication procedures are in place and should be strictly enforced.

MEDICATION PROCEDURES

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.

LOCKERS

Lockers will be assigned by each team teacher. A record of locker assignments and lock combinations shall be kept on file by the teacher and a copy submitted to Ms. Hargis. Locks are provided to students at no cost. Do not allow students to use their own locks. Lockers do not belong to the students and from time to time we may need to open them.

PLANNING

A planning period is provided for each teacher during the day. This period may be used to analyze student work, grade papers, prepare lessons, meet with colleagues, confer with parents, team meetings, administrator meetings, etc. If it becomes necessary to leave the building you should contact the Principal and sign out in the front office.

DUTY & SUPERVISION

At various times teachers must report to an assigned area for supervision. The teacher will be responsible for supervising students in the area during that time. A schedule is provided. Remember, you are there to prevent misbehavior. TAKE CHARGE! Be alert and do not be reluctant to confront students when misbehavior occurs. BE CONSISTENT! See Supervision Handbook for additional information.

ASSEMBLY PROGRAMS

Assembly programs are planned throughout the year. It is the teachers' responsibility to sit with their class so that student's behavior can be monitored and controlled.

ANNOUNCEMENTS

Announcements will be made each morning during Homeroom via closed circuit TV, and each afternoon prior to dismissal. If a staff member wishes to have an announcement made, please submit it in writing to Ms. Dick for video announcements or to Ms. Jenkins in the front office for afternoon announcements. Announcements will run continually throughout the day via classroom televisions. Please keep your television on for students/staff to view. It is school practice to keep instruction from being interrupted during the school day. The intercom will only be used in emergencies.

SCHOOL ACTIVITIES CALENDAR

The official school calendar will be kept in the front office. All events scheduled at Northern Middle School should be approved by the Principal and placed on the calendar. If students from Northern are participating at other locations in the school's name, these events must be scheduled on the master calendar. The purpose of this master calendar is to avoid duplication and to make sure we can adequately plan for events that need supervision. It is imperative that we know who will be in the building after normal school hours.

GRADES

The following numerical intervals are those approved by the Pulaski County Board of Education. Your numerical grading scale should match these. All grades are based on a point system.

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 59 & Below

Report Cards will be sent home with the student after each grading term. Mid-Term reports will also be sent home at the mid-point of each grading period.

PLEDGE POLICY

All students, faculty, and/or staff may participate in the pledge of allegiance to the flag of the United States. Any person who does not wish to participate in the pledge of allegiance is directed to sit quietly and will not be disruptive in any manner that will take away from this patriotic act. NMS encourages patriotism.

CURRICULUM

Northern Middle School endeavors to serve the pupils with a program of studies designed to develop their fullest potential. Each content area will develop a curriculum map/timeline of content by grade level. This will be completed prior to the start of the school year and submitted to Lana Mayfield. Curriculum documents will be posted on our school website.

EXPLORATORY CLASSES

Chorus/General Music (Piano Lab)
 Band/General Music (Piano Lab)
 Computers
 Performing Arts (Dance, Drama)
 Engineering
 Visual Art
 American Gov.
 Science Lab
 AIMS
 SRA Reading Intervention
 SuccessMaker Math Intervention

CAFETERIA

All teachers should strictly adhere to the lunch schedule to allow all students to eat their lunch at school during their allotted time. Each class will have a specific time to go to lunch and a specific place to sit. Teachers should accompany their class to the cafeteria. Supervision should occur while the students are in the lunch line, as well as during lunch. Teachers should encourage the students to follow our school-wide expectations in the hallway and in the cafeteria. Students may bring their lunch from home and purchase a drink in the cafeteria. Staff lunches are \$3.00 and staff breakfast is \$1.75. Every effort should be made by all to help keep the cafeteria clean and the lunch lines running as rapidly and as smoothly as possible. Staff members are not allowed to charge.

Students are not to leave the lunchroom until the class has finished. Each student will have 20 minutes to eat lunch. Each group must leave at the assigned time to provide adequate room for other groups coming into the cafeteria.

Food is to be consumed in the lunchroom only and all trays are to be taken back. Students are not to remain in the classroom during lunch unless the teacher is there.

Breakfast is served daily from 8:00 a.m. to 8:30 a.m. Students eating breakfast should go directly to the cafeteria upon arrival.

PROFESSIONAL DEVELOPMENT

All certified staff are required to complete 24 hours of APPROVED Professional Development each school year. Northern's Professional Development Plan is SBDM Council approved and should be followed as closely as possible. Any variations require prior approval from a Principal. This is state mandated and any teacher that does not meet this requirement is reported to the Professional Standards Board.

INFORMATION STATION

All student and faculty forms are stored in the mailroom to the left of the mailboxes. If any of these bins are empty, please ask one of the secretaries in the front office.

AFTER SCHOOL DUTIES

Teachers will be assigned to supervise extra-curricular activities that occur after school. This procedure will be facilitated by the Principal.

COMMITTEE PARTICIPATION

Teachers are required to participate on at least one of the established SBDM Council Committees (this is also noted on staff evaluations). The Committee Chairperson is responsible for reporting minutes to the SBDM Council, filing minutes and attendance sheets in the Committee Binder in the front office, and submitting minutes and attendance sheets to the principal the Friday prior to the regularly scheduled SBDM Council meeting. The Chairperson must also notify the media (through Shelly Petrey) within 24 hours of any special called meeting. An agenda must accompany notification for any special called meetings.

VIDEOS

Any video shown to a class must have prior approval from the principal. Request forms are located in the Information Station.

EVALUATION PROCEDURE

Any non-tenured teacher must be evaluated yearly. This will include two observations (One Formative and a minimum of one unscheduled walk through) and one Summative Conference. Tenured teachers are evaluated once every three years. An Evaluation Rotation Schedule will be supplied with-in the first 30 days of school. KTIP-TPA will be conducted for first year teachers meeting the requirements. KTIP teachers will also receive a Summative Evaluation.

FINANCIAL ACCOUNTING PROCEDURES

Fundraiser = Must be approved by the principal and scheduled on the master calendar in the front office.

Deposits = deposit all money daily in the provided envelope with the F-SA-6 form by 12:30 p.m. All money is to be counted. The F-SA-6 will be the student receipt record. The bookkeeper will receipt the teacher.

Purchasing = Each teacher is allocated funds to spend for classroom supplies. Beyond that amount teachers may use departmental money (with the approval of the department chair) or complete a SEEK Pool Request and submit to the principal for SBDM Council approval. Requests must be submitted at least 7 days prior to the Council meeting.

1. Complete Purchase Order request for approval. *SEEK purchases require the Budget Priority Checklist Form, which must accompany the Purchase Order.

2. Only after the Purchase Order Number has been received may the order may be placed. Billing Attention should be made to the bookkeeper. Specifically request the Purchase Order Number be placed on the Invoice.
 3. Upon delivery, check order against packing list.
 4. If shipment is accurate, sign packing list and submit it to the bookkeeper indicating all merchandise has been received and cleared for payment of invoice.
- Any questions regarding financial or purchasing procedures should be directed to Ms. Harris, bookkeeper.

HOMWORK

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 count for 10% of the student grade.

COMMUNICATION OF HOMEWORK POLICY:

1. A course syllabus shall be sent home at the beginning of each grading period, including but not limited to the following areas.
 - a. Purposes of the homework as identified in this policy
 - b. Amount of homework assigned as identified in this policy
 - c. Consequences for not completing homework
 - d. Parental involvement in homework as identified in this policy.

ASSIGNMENT OF HOMEWORK

1. Homework assignments will emphasize appropriate critical think skills (Bloom's Taxonomy).
2. Homework will not be used as part of a system of punishment and/or rewards.
3. Homework assignments will not introduce new or unfamiliar concepts or skills.
4. Most homework assignments will offer students choices for their final product.
5. The burden of the assignments of homework will be considered when assignments are made.
6. Consideration will be given to school events and other subject area requirements.
7. Teachers shall provide clear and concise directions for the completion of homework assignments.

EVALUATION OF HOMEWORK

1. The teacher shall evaluate and return homework assignments to student in a timely manner.
2. The teacher shall periodically inform students and their parents of the students' academic progress and mastery of learning objectives.
3. Homework assignments shall not be allowed for extra credit assignments.
4. Homework grades should accurately reflect level of performance.
5. Homework will consist of 10% of the students' total grade for each grading term.

MONITORING OF HOMEWORK

Teachers

1. Grade level teams shall determine the penalty for incomplete homework assignments and communicate to students and parents.
2. Failure to complete three homework assignments will result in a loss of privileges.

MAKE-UP ASSIGNMENTS:

1. Students will have 3 days in which to submit make-up work. This could be extended for multiple days absent.

VISITORS

All visitors must report to the front office and sign-in to receive a visitor pass. Do not allow visitors to enter the building through any door other than the front door. Any guest in the building who does not have a visitor pass, needs to be escorted to the office to sign in.