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Northside Middle School

Home of the Norsemen

6810 Northside High School Rd.

Roanoke, VA 24019

PHONE: 561-8145

Fax: 561-8152



STUDENT HANDBOOK 2021–2022

This agenda belongs to:

NAME _____

ADDRESS _____ ZIP CODE _____

PHONE _____

CLASS LOCKER # _____ P.E. LOCKER # _____

HOMEROOM _____

ADMINISTRATOR _____ COUNSELOR _____

Northside Middle School
ROANOKE COUNTY, VIRGINIA

Accredited by

STATE DEPARTMENT OF EDUCATION &
SOUTHERN ASSOCIATION FOR COLLEGES AND SCHOOLS

Property of

Name _____

Grade 6 7 8

**STUDENT
SCHEDULE**

| Block | Subject | Room | Teacher | Book No. |
|-------|---------------|------|---------|----------|
| 1A | | | | |
| 2B | | | | |
| 3A | | | | |
| 4B | | | | |
| 5A | | | | |
| 6B | | | | |
| 7A | | | | |
| 8B | | | | |
| | Homeroom | | | |
| | Administrator | | | |
| | Counselor | | | |



WELCOME NOTE

Welcome to the 2021-2022 school year at Northside Middle School. The new year brings opportunities for all of us at Northside Middle to change, grow, and develop. We encourage our students to work hard academically, but also to take part in and enjoy the many other clubs, organizations, and activities our school has to offer.

This handbook includes information regarding important policies and procedures at Northside Middle. Please read it carefully during the first days of school and share the information with your parents. Best wishes for a successful year at Northside Middle!

PHILOSOPHY

The faculty and administration of Northside Middle School recognize that children in grades six through eight are a unique learning group, at one of the most impressionable ages of their lives. These students are experiencing many physical, mental, and social changes of pre- and early adolescence and have special needs.

Such needs are met in an atmosphere which is healthy, comfortable, and attractive. Our staff implements instructional strategies that are applicable to the middle school student and to our changing times. In addition, we encourage students to take pride in their personal image, to respect their school, to increase their capacity for self-discipline, and to develop positive academic career interests.

Because we are committed to the development of the whole child, we have designed a program containing diverse academic, artistic, and co-curricular activities. We believe in creating positive learning experiences that allow adolescents to develop their unique interests and abilities at a variety of learning levels and in numerous ways. Our programs foster development of individual creativity, intellectual curiosity, and independent thinking.

While the school accepts a major role in the education of our students, we realize the need for support and assistance from both the home and the community. By working with these influential forces, we help students prepare for effective participation in a democratic society.

BELL SCHEDULE

| Block | Regular | 1-Hour Delay | 2-Hour Delay | 1 Hour Early | 2-Hour Early |
|--------------------|---------------|---------------|---------------|---------------|---------------|
| | | | | Dismissal | Dismissal |
| 1st Block (1A, 2B) | 8:20 - 9:55 | 9:20 - 10:40 | 10:20 - 11:20 | 8:20 - 9:40 | 8:20 - 9:25 |
| 2nd Block (3A, 4B) | 10:00 - 11:35 | 10:45 - 12:05 | 11:25 - 12:30 | 9:45 - 11:05 | 9:30 - 10:35 |
| 1st Lunch-6th | 11:35 - 12:05 | 12:05 - 12:35 | 12:30 - 1:00 | 11:05-11:35 | 10:35-11:05 |
| 2nd Lunch-7th | 12:25 - 12:55 | 12:50 - 1:20 | 1:10 - 1:40 | 11:50 - 12:20 | 11:10 - 11:40 |
| 3rd Lunch-8th | 1:15 - 1:45 | 1:30 - 2:00 | 1:45 - 2:15 | 12:30 - 1:00 | 11:45 - 12:15 |
| 3rd Block (5A, 6B) | 11:40 - 1:45 | 12:10 - 2:00 | 12:35 - 2:15 | 11:10 - 1:00 | 11:40 - 12:15 |
| 4th Block (7A, 8B) | 1:50 - 3:25 | 2:05 - 3:25 | 2:20 - 3:25 | 1:05 - 2:25 | 12:20 - 1:25 |

ROANOKE COUNTY PUBLIC SCHOOLS

ACCESSIBLE LIST BELOW

2021-2022 Academic Calendar

School Board Approved - April 8, 2021

Elementary Day: 7:45 a.m. - 2:25 p.m.
Secondary Day: 8:25 a.m. - 3:25 p.m.

| July '21 | | | | | | | August '21 | | | | | | | September '21 | | | | | | |
|----------|----|----|----|----|----|-----|------------|----|----|----|----|----|-----|---------------|----|----|----|----|----|-----|
| Sun | M | T | W | Th | F | Sat | Sun | M | T | W | Th | F | Sat | Sun | M | T | W | Th | F | Sat |
| | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | | |

4 Independence Day

4,5,6, 9,10,11 Teacher Workday (All)
12 First Day of School

6 Schools Closed: Labor Day
14 Interim Midpoint
21 Interim Reports Sent Home
22 3 hr Early Dismissal PD (11:25/12:25)

| October '21 | | | | | | | November '21 | | | | | | | December '21 | | | | | | | | |
|-------------|----|----|----|----|----|-----|--------------|----|----|----|----|----|-----|--------------|----|----|----|----|----|-----|---|---|
| Sun | M | T | W | Th | F | Sat | Sun | M | T | W | Th | F | Sat | Sun | M | T | W | Th | F | Sat | | |
| | | | | | 1 | 2 | | | 1 | 2 | 3 | 4 | 5 | 6 | | | | | 1 | 2 | 3 | 4 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | | | |
| 31 | | | | | | | | | | | | | | | | | | | | | | |

14 End of 1st Grading Period
15 Teacher Workday
20 3 hr Early Dismissal PD (11:25-12:25)
27 Report Cards Sent Home

2 Schools Closed: Election Day*
17 Interim Midpoint
24 Interim Reports Sent Home
24 3 hr Early Dismissal (11:25-12:25)
25-26 Schools Closed: Thanksgiving Holiday

17 End of 2nd Grading Period
20-31 Schools Closed: Winter Break

*Schools to use approved flexible scheduling for conferences

| January '22 | | | | | | | February '22 | | | | | | | March '22 | | | | | | | | |
|-------------|----|----|----|----|----|-----|--------------|----|----|----|----|----|-----|-----------|----|----|----|----|----|-----|---|---|
| Sun | M | T | W | Th | F | Sat | Sun | M | T | W | Th | F | Sat | Sun | M | T | W | Th | F | Sat | | |
| | | | | | | 1 | | | | 1 | 2 | 3 | 4 | 5 | | | | 1 | 2 | 3 | 4 | 5 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | | | | | | 27 | 28 | 29 | 30 | 31 | | | | |
| 30 | 31 | | | | | | | | | | | | | | | | | | | | | |

3 Teacher Workday (All)
12 Report Cards Sent Home
17 Schools Closed: MLK, Jr. Day
26 3 hr Early Dismissal PD (11:25-12:25)

4 Interim Midpoint
7 Schools Closes: Staff Development*
7 Kindergarten Registration
11 Interim Reports Sent Home
*includes 2 hours PD plus approved flexible scheduling for conferences

10 End of 3rd Grading Period
11 Teacher Workday*
16 3 hr Early Dismissal PD (11:25-12:25)
23 Report Cards Sent Home
28-31 Schools Closed: Spring Break

| April '22 | | | | | | | May '22 | | | | | | | June '22 | | | | | | |
|-----------|----|----|----|----|----|-----|---------|----|----|----|----|----|-----|----------|----|----|----|----|----|-----|
| Sun | M | T | W | Th | F | Sat | Sun | M | T | W | Th | F | Sat | Sun | M | T | W | Th | F | Sat |
| | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | | |

1 Schools Closed: Spring Break
15 Schools Closed
22 Interim Midpoint
29 Interim Reports Sent Home

23,24 Early Dismissal (MS-HS only 12:25)
24,25 Graduation Ceremonies (3:00-5:30)
25 3 hr Early Dismissal (11:25-12:25)
25 End of Second Semester
26 Teacher Workday (All)

***SCHEDULE FOR MAKE-UP DAYS, IF NEEDED**

- 1 Banked Day
- 2 Banked Day
- 3 Banked Day
- 4 Banked Day
- 5 Banked Day
- 6 February 7*
- 7 March 11*
- 8 May 25* (Teacher workday to move to May 27th)
- 9 Not required
- 10+ Add time to school day, if needed

| | KEY | | Student Day | | Non-School Day | | Teacher Workday | | |
|-------------------|------------|----|-------------|----|----------------|----|-----------------|--|--|
| | DAYS SEM 1 | 14 | 21 | 20 | 19 | 13 | 87 | | |
| DAYS SEM 2 | 19 | 19 | 18 | 19 | 18 | 93 | | | |
| TOTAL DAYS | | | | | | | 180 | | |

THE SCHOOL DAY

The school day is from 8:20 a.m. to 3:25 p.m. The building is open to students by 7:30 a.m. and should be cleared by 3:25 p.m. unless accompanied by a teacher, coach, club sponsor, or principal. If students arrive at school before 8:20 a.m., they must wait in an orderly manner in the cafeteria. Students who arrive or depart by means other than the school bus are to be dropped off and picked up at the back of the building rather than the front. By order of the fire marshal, the front parking area is not to be blocked. Parents are encouraged to allow students to ride the school bus unless absolutely necessary.

At the end of the school day, all bus riders will exit the school from the front of the building. Students not riding the bus are to be picked up at the back of the building. This is recommended to prevent blocking the front entrance.

ATTENDANCE AND ABSENCES

If a student is to be successful, he/she should attend school regularly. The state attendance law requires compulsory attendance until age 17.

TARDINESS TO SCHOOL OR CLASSES

Truancy from school or skipping classes is not tolerated. This can not only hinder achievement but can also lead to habits of irresponsibility. Those students who wish to attend public school must expect to attend daily and be on time to school and classes. Appropriate steps will be taken to encourage punctuality.

Teachers and school administration will address tardies and attendance issues in accordance with Norsemen Gold. If necessary, students will be turned over to the appropriate grade level administrator and assigned after school bridge. Excessive tardiness will lead to parent conferences, placement in the in-school detention program, or referrals to the school social worker.

EXCUSED ABSENCES AND TARDIES:

Parents of students who are absent or tardy must inform the school **in writing** of the reason for the absence or tardy no later than upon the student's return to school (emailed message is acceptable). School staff records the student's absence or tardy for each day as "excused" or "unexcused". **Please be aware that, if absences and tardies that are excused solely by parent explanation become excessive, the school will require additional documentation in order to ensure compliance with the compulsory school attendance law.**

ACCEPTABLE EXCUSES

1. Absences and tardies are excused for the following reasons with **written explanation** from the parent:
 - a. illness of the student
 - b. approval from administration prior to the absence
 - c. death in family/funeral and
 - d. school-sponsored activities
 - e. observance of a nationally recognized religious holiday if such holiday is verified and the school is notified in advance.
2. Absences and tardies are excused for the following reasons with appropriate **written documentation**:
 - a. hospitalization or extended illness (with documentation from physician)
 - b. doctor or dental appointment (with documentation from physician's or dentist's office)
 - c. mandatory court appearance (with court documentation)
3. A student whose absence is excused due to the observance of a nationally recognized religious holiday is not deprived of any award or of eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, which the student missed by reason of such absence.
4. Absences and tardies that do not meet the criteria for being excused absences or tardies are considered unexcused absences or tardies. Students in grades 9-12 may be denied full credit for assignments missed due to an unexcused absence or tardy.
5. Nothing in this policy shall be construed to limit in any way the authority of any attendance officer or the division superintendent to seek immediate compliance with the compulsory school attendance law.



UNEXCUSED ABSENCES

Upon returning to school, you must have a written excuse from your parent or guardian stating the reason(s) for your absences. This note is given to attendance. A pupil with an excused absence is entitled to make up work. All students arriving at school after homeroom has started (8:20 a.m.) should report to the attendance office with a written excuse from his/her parent(s) or guardian. Students receiving an unexcused tardy will be assigned appropriate consequences. Excused and unexcused tardies will follow the same guidelines as absences.

EXCESSIVE ABSENCES OR TARDIES WITHOUT ADEQUATE WRITTEN DOCUMENTATION

If absences or tardies excused solely based on parent explanation become excessive, the school will require additional documentation in order to ensure compliance with the compulsory student attendance law. Such additional documentation may include written documentation from a physician treating the student for a chronic or extended illness or court documentation resulting from student involvement in a legal matter.

School principals and school counselors regularly collaborate with school social workers to monitor student attendance and communicate with students, parents, and families regarding excessive absences unsupported by adequate documentation.

For the purposes of avoiding excessive tardiness to school that results in frequent loss of instructional time, five (5) tardies to school without adequate written documentation will be considered the equivalent of one (1) absence.

MAKE-UP WORK

When absent, the student must arrange with his/her teacher(s) on the day the student returns to complete the work missed. All missed work should be completed after returning to school. You may call the attendance secretary and arrange to have your work picked up by your parent(s) or guardian for extended illnesses (see Roanoke County policy for more details regarding make-up work).

EARLY DISMISSALS, APPOINTMENTS, ERRANDS, ETC.

If a student must leave school during the day, he/she must bring a written request from a parent(s) or guardian stating the time and reason for the early dismissal. This note is to be presented to the attendance secretary. Students must have the parent sign him/her out in the attendance office. If/when the student returns from the appointment, he/she must bring a note stating time of departure from appointment. Students must sign in and obtain a note from the attendance secretary when they return to school. Parents are asked to use the front entrance to pick up students or return them to school.

WITHDRAWAL FROM SCHOOL

If a student is moving or for some other reason intends to withdraw from Northside Middle School, he/she must be accompanied by his/her parent(s) or guardian and report to the guidance office on or prior to his/her last day at school. On the last day of attendance, the student should report directly to the guidance office.

VISITORS

Student visitors are not permitted unless special permission is granted by the principal. All other visitors to Northside Middle School must report to the front office or attendance office. **WE WILL NEED TO SEE A PHOTO ID WHEN YOU COME TO SIGN YOUR CHILD OUT OF SCHOOL.** Please make sure you bring it into the building with you when you enter. Parking is provided at the side of the building. Please do not park in the fire lanes while visiting the school.

FRONT DOOR BUZZER SYSTEM

Once all students have arrived in our building, all exterior doors will be locked. We have installed a system in which anyone entering will come to the middle doors of our main entrance. All visitors will request entry by using a buzzer system. A school official will welcome and assist you. Only visitors who have official school business will be allowed entry to our building. As always, parents should go to the attendance office when checking students in or out. We will also need to see a photo ID when you come to sign your child out of school. Please make sure you bring it into the building with you when you enter.

The attendance office is located in the front lobby.

NORSEMEN GOLD

Northside Middle School will continue to implement Norsemen GOLD for the 2021-2022 school year. Norsemen GOLD is a school-wide Positive Behavioral Interventions and Supports program that encourages students to focus on academics, follow school expectations, and treat others with respect. We know that when good behavior and good teaching come together, our students will excel in their learning. We are proud to be a part of Roanoke County's initiative to implement Positive Behavioral Interventions and Supports throughout the school system.

As part of our Norsemen GOLD initiative, we have established several clear expectations and rules for the behavior expected in all areas of our school. We will explicitly teach those expectations to the students and acknowledge them frequently with positive comments and incentives for their great behavior. The expectations for all student behavior is clear throughout our building and grounds, cafeteria, gymnasium, restrooms, and classrooms. You will be able to ask your student, "What are the rules in your school?" "How do you follow those rules?" "What happens when a teacher sees you following the rules?" Please see the Behavior Matrix which is **Appendix A**.

Our school expectations and rules will help provide for a safer school environment and give more time for instruction. We will apply consistent consequences and positive reinforcement for all kids. By defining every expected behavior and teaching to kids in a positive way, we will provide a common language for everyone in our building, including students, teachers, front office staff, paraprofessionals, families, and the community.

We believe that by helping students practice good behavior, we will build a school community where all students have an environment where they can succeed and grow.

We would like your input and your involvement. Please contact us at school if you have any questions or need further information. Thank you for your support of Norsemen GOLD!

Expected behaviors will be taught and re-taught throughout the school year. Staff can issue steps if behaviors continue. Please see **Appendix B**.

STUDENT CONDUCT

Good behavior, including showing respect and consideration for others, is simply a way of expressing the pride students have in themselves. The manner in which a student conducts himself/herself is a reflection of himself/herself, his/her parents, and often the entire student body. Many times the actions of a small group place a stigma on the school affecting its reputation for many years.

Students are held responsible for their conduct while in attendance at any school function, whether it is athletic, academic, or social. A student who is on the school grounds or in attendance at any school function at any place (including to and from school), day or night, is subject to all regulations of the school and will be governed accordingly. When a student does not conduct himself/herself appropriately, parents will be contacted as the need arises.

While the school allows for individuality and growth, it must have rules to function effectively. All students will be expected to have a thorough working knowledge of all student conduct rules contained in the Student Conduct Code of Roanoke County and our Student Handbook.

CELL PHONES, ELECTRONIC DEVICES

Any electronic device brought to school, **including cell phones**, should be turned off and remain in the student's backpack. These items are considered a serious distraction. Violations of this rule will result in confiscation of the item for a length of time determined by NMS staff. NMS staff is not responsible for lost or stolen electronic items. Restrooms and locker rooms are NO cell phone use zones at any time.

DRESS CODE

Roanoke County Public Schools respects students' rights to express themselves in the way they dress. All students who attend Roanoke County Public Schools are also expected to respect the school community by dressing appropriately for a K-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.

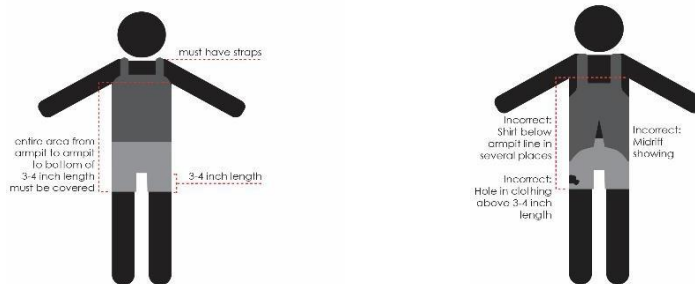
Minimum Requirements:

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see images below). Tops must have shoulder straps. Rips or tears in clothing should be lower than the 3 to 4 inches in length.
2. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
4. Headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reason by school administration.
5. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Additional Requirements:

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict or imply pornography, nudity, or sexual acts.
3. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Sunglasses may not be worn inside the building.
6. Clothing and accessories that endanger student or staff safety may not be worn.
7. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

The administration at each school reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.



POSSESSION OR USE OF TOBACCO PRODUCTS

Students are prohibited from possessing or using tobacco products, electronic cigarettes or personal vapor dispensers on school grounds. Students should refer to the Roanoke County Public Schools Student Conduct Code for further clarification of these offenses. Charges may be filed for violating the tobacco policy.

POSSESSION/DISTRIBUTION OF ALCOHOLIC BEVERAGES AND/OR OTHER DRUGS OR INHALANTS

Students shall not use, distribute, be under the influence of, or have in their possession on school property or while engaged in or attending a school-sponsored activity, alcoholic beverages, marijuana, other controlled substances, or drug paraphernalia. Please refer to the Roanoke County Public Schools Student Conduct Code for additional clarification regarding alcohol or drug violations.

DANGEROUS WEAPONS

A student shall not possess, handle, or transmit any object that can be considered a weapon or dangerous instrument. Possession of guns, knives, firecrackers or other fireworks, or any other dangerous weapon or instrument can result in expulsion from school.

BUS REGULATIONS

1. Strict obedience to bus driver and his/her rules is required.
2. Obey state bus law - do not put any body parts out of the bus window.
3. No smoking allowed on bus. No food or drink is allowed on the bus.
4. Riders of bus must remain seated until bus comes to a full stop.
5. Students waiting to get on bus must line up and enter bus in an orderly manner.
6. Students must take seat assigned by bus driver and remain in that seat until changed by his driver.
7. Students must ride bus assigned unless changed by bus route supervisor or principal.
8. The use of vulgar language is absolutely forbidden.
9. Pushing, shooting spit balls, throwing objects, etc. is not allowed on bus.
10. All students riding buses for night programs, athletic or field trips are under the same school regulations as during the day schedule.



TRANSPORTATION

Students are expected to ride his/her assigned bus unless they have written permission from a parent, which should be presented to the principal for approval. Transportation arrangements for after school activities such as dances, athletic practices and club meetings should be made in advance. Parents should meet students at the side of the school.

LUNCH ROOM

All students are to eat in the cafeteria whether they buy lunch or bring one from home. Our cafeteria staff takes pride in serving both breakfast and lunch. Any recommendations to improve or change our program should be brought to the attention of our cafeteria manager or principal.

All students are provided with an account and an account number to purchase their meals. Money can be placed in student accounts at any time, preferably in the morning of the first day of the week. This helps to keep the lunch lines moving at a more rapid pace. Lunch charges can be made on student accounts with the understanding that the charge will be paid in full the next day. The amount a student can charge will be limited and monitored daily.

HOMEWORK POLICY (adopted by the Roanoke County School Board, June 12, 2014)

Homework is defined as any schoolwork assigned to be completed outside of class time.

Homework may be assigned at the discretion of the teacher to meet individual student learning needs. Homework assignments must conform to the following guidelines:

1. The purpose of the homework assignment should be made clear to the student and the assignment should be closely related to classroom activities.
2. Homework may not be used for punitive purposes.
3. Homework tasks should be within the ability of the student to attempt to complete independently.
4. Homework directions and expectations should be clearly communicated.
5. Homework assignments should be designed in consideration of the student's access to resources outside of class.
6. Homework assignments should be designed to be completed within a reasonable amount of time, and in consideration of the student's overall homework load.
7. Homework should be evaluated promptly and appropriate feedback should be provided.
8. The teacher will contact the student and parent when the student's neglect of homework significantly impacts content mastery or the student's grade for the marking period.
9. Students in grade K-5 should not be required to spend more than one hour each day on homework for all classes. The amount of homework should remain age appropriate, with less homework assigned in lower grades.
10. Students in grade K-8 (except for those in credit-bearing classes) should not be required to complete homework on weekends.
11. Students in grade K-12 should not be required to complete homework during school breaks. Students who are observing a major religious holiday will not be required to complete homework.
12. Students in grade K-12 should not have a homework assignment due on a day they are taking an SOL test.
13. Homework grades may raise or lower a student's grade average in a class but may not be the determining factor for a student to earn a failing grade for any grading period.

STUDY SKILLS

HERE ARE SOME HINTS ON HOW TO STUDY:

1. Arrange for an appropriate physical environment.
2. Have a place for study, preferably a desk or table in a room by yourself.
3. Have a good light at your study area that does not glare or cast a shadow on your paper when you write.
4. Have essential materials well organized; pencils, pen, paper, ruler, eraser, dictionary, loose-leaf notebook, and homework notebook.
5. Remove distractions such as hobbies, TV, computer, cell phones, and telephone.
6. Follow a time schedule for studying. A written plan of work for the week helps you organize your time.



HERE ARE SOME HINTS FOR TAKING NOTES:

1. Keep notes strictly on the subject.
2. Note only key words and figures to jog your memory.
3. Use your own words to express the ideas you read or hear.
4. Use abbreviations to speed your note-taking.
5. Look over your notes immediately after you have made them.
6. Talk with your teacher if you have difficulty with your subject.

HERE ARE SOME HINTS FOR TAKING A TEST:

1. If there are several questions that require essay answers, read all of them over quickly before you answer any. This will start your mind thinking about them all.
2. Plan your time. Do not spend more time than you should on any one question.
3. Be sure to read each question carefully. Be sure that you understand the directions.
4. Write legibly and neatly, but not too slowly.
5. Be sure to number each item correctly if you are answering questions on a sheet of paper separate from the test questions.
6. Unless you are required to answer the questions in order, answer the easy ones first and come back to the hard ones. Never spend time in useless puzzling over a question you cannot answer unless you have finished all the other questions.

CHEATING

Cheating shall be defined as giving and/or receiving information on a test, quiz, or other teacher assigned work, submitting duplicate work for class or outside assignments and plagiarism. Penalties shall be set at the discretion of the teacher and/or principal. In addition, both students giving and receiving information will receive a zero for the work and the parents will be notified by the classroom teacher.

GRADING

Under the 10 point scale, grades will be given as follows:

A: 90-100

B: 80-89

C: 70-79

D: 60-69

F: 59 and below

FINAL ASSESSMENTS

All eighth graders taking credit bearing classes will take final assessments at the conclusion of the course which will follow procedures related to county policy 6.16

Final assessments will not be administered early unless approved by the principal. All make-up assessments must be completed within a week following the end of the semester or the end of the school year.

TEXTBOOKS

Textbooks are provided by the school board at the beginning of each school year. Each textbook number is recorded by each teacher. Each student is responsible for returning the same textbook to his/her teacher(s) at the end of the year. Lost and damaged textbooks must be paid for by the student to whom they are issued. Lost books shall be reported to the classroom teacher. Students must pay for the lost book or workbook before being issued a new book/workbook.

LIBRARY

All students are encouraged to use the library. Books, excluding reference materials, may be checked out for two (2) weeks. It is your responsibility to return all library books, and if you lose any books, you must pay for them within a reasonable amount of time. Students who do not return books are subject to disciplinary consequences.

Students arriving at the school before 8:20 a.m. desiring to use the library media center, must have a note from their academic teacher. Students may visit the library during lunch hours with a pass from an administrator or a teacher.

GUIDANCE

The guidance office is located directly behind the main office as you enter the building. Counselors are available throughout the day to help you with educational and vocational planning as well as academic, personal, and social problems. Conferences must be scheduled through the guidance office in advance except for emergencies. Students should see the guidance office secretary before the school day starts to schedule an appointment. Parents are urged to schedule conferences during the school year for any reason.

Students are assigned to guidance counselors according to student's last name. Counselors follow students from sixth through eighth grade. Appointments with counselors may be scheduled as needed. Students wishing to see counselors during class time or for emergencies, should register with the guidance secretary who will notify counselors. Students will be contacted by a counselor as soon as possible.

Guidance Counselor (Students with the last name A-J)

Marsha House

Guidance Counselor (Students with the last name K-Z)

Dr. Peggy Barker-Meise

STUDENT ASSISTANCE PROGRAM (SAP)

The mission of the Student Assistance Program (SAP) is to work collaboratively with parents, school, and community representatives to maintain a safe school environment, foster resiliency in students, and to assist with the prevention of behaviors that may impede student success. SAP focuses on many areas including violence, tobacco use, alcohol and other drugs, difficulties that contribute to school dropout, discipline problems, truancy, low grades, and the inability to succeed in the educational setting. The Student Assistance Coordinator at Northside Middle School is our Life Counselor, Jessica Niedermeier. Please feel free to contact her to schedule an appointment.

EMERGENCY PROCEDURES

Fire Drills / Evacuation

Fire drills will be held regularly. Fire drill exits are posted in each room. The first drill signal will be explained by your teacher. Remember: **Walk quickly, do not talk! Stay with your teacher as the teacher will take roll while outside.**

Tornado Drills

Tornado drills will be held from time to time throughout the year. Your teacher will instruct you as to where your shelter area is. Remember, this is practice for a situation that could save your life. The drill alarm will be explained to you by your teacher.

Lockdown Drills

Drills will be held a few times during the school year to practice lock down procedures in case of an emergency situation.

LOST AND FOUND

Lost items should be reported to the office. Found items should be brought to the office and placed in the lost and found area. Lost books should be reported to your subject matter teacher. If the book is not found in a reasonable amount of time, a new book must be purchased. Lost physical education uniforms may be claimed in the lost and found area or from your physical education teacher.

SALE OF ARTICLES

No student or organization is to sell any item without prior approval of the principal or his designee. No food or candy is to be sold during lunch periods.

SCHOOL PARTIES

Parties are not permitted during the instructional time of our school day.

FIELD TRIPS

Field trips are recognized by the school board as an effective means of enriching the instructional program. Students desiring to attend school sponsored field trips must secure prior permission from their parents. In addition, students are requested to have adequate insurance coverage before they may attend a field trip.

ACCIDENTS

All students are requested to report any accident to the front office immediately. Please secure the assistance of an adult.

STUDENT HEALTH SERVICES



Student health services at NMS are provided by a registered nurse most every day, Monday–Friday from 8:40am–2:40pm. The school nurse provides student health services, develops individual health plans for students as necessary, promotes wellness in the school environment, administers student medications as necessary, provides first aid for injuries, serves as a liaison for community medical resources, provides instruction and supervision to faculty/staff who perform student medical services, and maintains communication with parents/guardians of any student requiring school health services.

A student requiring medical attention for **illness or injury** during the school day should report any needs to his/her teacher. Students must have a pass from their teacher to see the nurse. In an effort to minimize student time out of the classroom, students with “**ROUTINE**” needs such as minor aches and pains, old injuries, etc., may be asked to leave their pass in the nurse’s office and return to class. The student will be called from class as soon as possible. A student with an **emergency** illness/injury will be seen immediately. A medication administration trained staff member will provide minor first aid and administer prescription medications or individual student over-the-counter medications in the nurse’s absence.

Parents/guardians or emergency contacts will be notified when a student is too ill to remain in school or if an injury requires physician evaluation. Please notify the school of changes in phone numbers of parents/guardians or emergency contacts.

The “**School Nurse Health Information**” form, completed by the parent/guardian at the beginning of the student’s school year, provides the nurse with pertinent medical information about the student and provides parental/guardian permission for the nurse to administer over-the-counter medications during school hours. These confidential records remain in the nurse’s office.

STUDENT MEDICATIONS, both prescription and OTC, can be administered at school according to the following policy:

- **Students are NOT ALLOWED to bring medication of any kind to school with the exception of emergency medications** (insulin, asthma medications and Epi pen). Emergency medications require physician authorization and a completed health plan. Please see the nurse for details.
- **ALL MEDICATIONS MUST BE HAND DELIVERED TO THE SCHOOL BY THE PARENT and the appropriate medication form must be completed.** Medications may be brought to the office or to the attendance office before or after student health office hours.
- Prescription medications can be administered by the nurse or designated staff members in the nurse’s absence if the appropriate medication form is on file with the nurse. The medications must be in the **original pharmacy container** with the pharmacy label affixed. Additional medicine containers and labels can be obtained from your pharmacist.
- A stock of OTC medications (listed on the back page of the School Nurse Health Information Form) can be administered by the nurse with parent/guardian permission. School staff **CANNOT** administer stock OTC medications. A parent/guardian may wish for a student to have their own OTC supply at school. **Individual student OTC** medications must be in the **original, UNOPENED** container. Medications in zip lock bags, etc. cannot be accepted. Designated staff members may administer **individual student OTC** medicines in the nurse’s absence if a permission for administration of medication form is on file with the nurse.
- Students **may** have cough drops and lip balm in their possession while at school.

Students are expected to respect the fact that we share the school with people who have allergies, asthma, and other respiratory conditions. Perfumes, colognes, body sprays, room deodorizers, etc. can be life threatening to these people and are, therefore, not to be brought into the school. Care should be taken to minimize the use of these products before coming to school as these chemicals linger on clothing and skin and can trigger a major allergic reaction in those with sensitivities.

PARENT TEACHER ASSOCIATION

All parents are encouraged to become members of the PTA and attend the meetings held during the year. Meeting dates and times will be announced.

AWARDS

Awards vary from year to year. The following are generally the awards that may be presented each year.

ACADEMIC AND GENERAL

1. Perfect Attendance
2. All A's or all A's and B's
3. Physical Education Recognition
4. Presidential Academic Fitness Recognition
5. Various department and grade level awards



AWARDS ASSEMBLIES

Teachers will hold awards assemblies occasionally. Parents are invited and encouraged to attend these awards assemblies. Teachers will alert students and families to these dates and times.

ATHLETIC POLICY

Any student in the seventh or eighth grade may try out for an athletic team provided eligibility rules are met. The Roanoke Valley Middle School league requires the student to pass a physical exam on or after May 1 of the school year, and must not have reached the age of 15 on or before August 1 of the school year in which he/she wishes to compete. In addition, for first semester sports, the student must have been promoted to the seventh or eighth grade. A physical form and insurance coverage must be filed with the athletic director prior to participation. In second semester, to be eligible, the student must have no more than one "F" grade for semester one or final grades. The athlete must be enrolled in no fewer than 5 subjects, or their equivalent. Seventh and eighth grade students are eligible to participate in seventh and eighth grade athletics for four semesters beginning with the first semester a student enters seventh grade. VHSL eligibility requirements will apply. Each school will check their own eligibility list.

Certificates may be presented to students who participate on teams. The following team sports are provided

Fall: Football, Volleyball, Cheerleading
Winter: Basketball, Wrestling,
Cheerleading Spring: Baseball, Softball,
Soccer, Track



EIGHTH GRADE STUDENTS PARTICIPATING IN NHS ATHLETICS

Eighth grade students who are interested in athletics may try out for junior varsity teams at Northside High School. Generally, both schools follow the same guidelines for eligibility and scholarship. Interested students should contact Northside High School for specific details. Eighth grade members of a team cannot move to the JV level and then return to the middle school level.

CRIME LINE 344-8500

Help the Roanoke Valley solve crimes through the Crime Line. If you have information about a crime, call the Crime Line at 344-8500. You are given an ID number when you call. You remain anonymous. All calls are kept in complete confidence.

BULLYING PREVENTION

Bullying is defined as any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the target; it involves a real or perceived imbalance of power between the aggressor(s) and target; and it is repeated over time or causes severe emotional trauma. Harassment/Bullying includes cyber bullying. Harassment/Bullying does not include ordinary teasing, horseplay, argument, or peer conflict. At NMS, bullying is **NOT** tolerated. Our school has procedures in place to deal with bullying incidents. We offer immediate consequences to students who bully others and ongoing support for victims. Activities will take place throughout the year to raise awareness about bullying and how students can handle bullying situations.

Roanoke County Public Schools does not discriminate with regard to race, color, age, national origin, gender, or handicapping condition in an educational and/or employment policy or practice. Questions and/or complaints should be addressed to the Director of Administration/Title IX Coordinator at (540) 562-3900 Ext. 10121 or the Director of Pupil Personnel Services /504 Coordinator at (540) 562-3900 Ext. 10186.


WHO TO GO TO

IF YOU:

THEN GO TO:

- Want to recover a lost article Office
- Want to find a lost textbook.....Get book number from Academic Teacher then go to Office
- Want an admit slip for being absentAttendance Office
- Are late school.....Attendance Office
- Want an early dismissalAttendance Office
- Are sick.....Your Classroom Teacher
- Want to withdraw or transferGuidance Office
- Want advice about a schedule.....Your Guidance Counselor
- Want to discuss a personal problem.....Your Guidance Counselor
- Want to get first aid School Nurse
- Want to pay your lunch account Cafeteria
- Have a bus problem Mrs. Hughes
- Want to discuss a school matter or concernYour Principal
- See something needing repair or cleaningYour Principal
- Have any questions not covered aboveYour Principal

Appendix A – Norsemen GOLD

|  | Arrival & Dismissal | Hallway & Transitions | Bathroom | Cafeteria | Classroom |
|--|---|--|---|---|--|
| <p style="text-align: center;">G GUARDIANS</p> <p>Keeping us Safe</p> | <p>Enter through front or rear entrance and report to designated area</p> <p>Report any suspicious activity to staff</p> <p>Keep exterior doors closed at all times</p> | <p>Walk quietly, without pushing, shoving, or horseplay</p> <p>Cellphone turned off and put in locker with backpack</p> | <p>No 'horseplay' in the bathroom</p> <p>No cellphones allowed</p> | <p>Line up calmly and quietly</p> <p>Ask permission to check out to go to bathroom or library. Remember to check-in.</p> <p>Listen for instructions</p> | <p>Keep door locked and closed</p> <p>Enter only if staff is present</p> |
| <p style="text-align: center;">O ORGANIZED</p> <p>Being Prepared</p> | <p>Come to school with assignments, materials, and fully charged laptops</p> | <p>Walk directly on right side of hallway to designated area with necessary supplies and materials</p> | <p>Flush toilet</p> <p>Wash hands</p> <p>Keep restroom clean</p> <p>Enter/exit quietly</p> | <p>Maintain a clean space and conversation</p> <p>Keep food on tray or in mouth</p> | <p>Attend class daily and on time</p> <p>Clean up after self</p> <p>Be prepared for instruction with all necessary materials</p> |
| <p style="text-align: center;">L LEADERS</p> <p>Modeling High Standards</p> | <p>Respect the space of others</p> <p>Always be in the proper location</p> | <p>Walk quietly through the hallway so others can continue learning and working</p> <p>Assist others if needed</p> | <p>Conserve supplies: 2 squirts of soap 2 paper towels 2 points in the trash can</p> | <p>Move away from conflict and distractions</p> <p>Ask for help when needed</p> <p>Be patient</p> <p>Stay seated</p> | <p>Accept feedback and discipline from staff</p> <p>Be ready to learn</p> <p>Be present and focused</p> <p>Encourage others</p> |
| <p style="text-align: center;">D DISCIPLINED</p> <p>Focused and Engaged</p> | <p>Walk directly on right side of hallway and stay in designated area</p> <p>Talk softly</p> <p>Keep hands, feet, and belongings to self</p> | <p>Go directly to next class</p> <p>Get water or use bathroom if necessary</p> <p>Remain in classroom once you enter</p> | <p>Keep hands, feet, and belongings to self</p> <p>Allow for the privacy of others</p> <p>Keep bathroom clean</p> | <p>Exit with permission from person on duty or when released</p> <p>Clean up after self</p> <p>Talk quietly with neighbors</p> | <p>Listen and be engaged</p> <p>Follow classroom rules/procedures/directions the first time</p> <p>Ask appropriately for help</p> <p>Clean up after self</p> |

Appendix B

Norsemen GOLD

Expected student behaviors will be taught and re-taught throughout the school year. Staff members can issue steps if behaviors continue. Below is our step system:

- **1st Step** - Teacher calls home and re-teaches expectations. Consider consequences such as moving seat.
- **2nd Step** - Teacher calls home and assigns 2 days silent lunch or one ASB.
- **3rd Step** - Referral to grade level administrator. Consequences determined by administrator.
- **4th Step** - Refer to grade level administrator. Consequences determined by administrator.
- **5th Step** - Refer to grade level administrator. Consequences determined by administrator.

**At the beginning of each nine weeks, student's steps are erased and student will start with a clean slate.