# NMS Student Handbook 2025-2026

**Please Detach, Sign, and Return this Form **

## Keep the NMS Student/Parent Handbook for your reference

As the parent, I have read and I understand the information in the student handbook, including the Dress Code Policy and Cell Phone/Electronic Use Policy. I have discussed these expectations with my child.

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Parent Signature

As a student at NMS, I understand and will comply with the information in the student handbook, including the Dress Code Policy and Cell Phone/Electronic Use Policy. I will adhere to these expectations every day.

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Student Signature

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

**NMS Student/Parent Handbook**

**2025-2026**

Revised June 12, 2025

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# Mission and Belief Statements of NMS

## Beliefs:

- We believe education is a joint effort between students, families, schools, and our community.
- We believe all students will learn and be successful.
- We believe education is valuable for our students and our future.
- We believe it is our responsibility to prepare our students to be college/career ready as 21st century learners, and to be responsible citizens.

## Vision:

College/Career Readiness for ALL

## Mission/Purpose:

E – Engaged and Active Learners

P – Problem Solvers

I – Interested and Motivated Students

C- Creative, Critical Thinkers, Collaborators, and Communicators

# ATTENDANCE

All students are expected to be on time and attend class every day school is in session. The intent of this attendance procedure for the Pulaski County School System is to provide a structure within which students can gain maximum benefit from the instructional program.

## *Parent/Doctor Notes*

**Students are allotted 6 parent notes and 10 doctor notes per school year**. When a student must be absent from school, arrive late, or leave early, it is the responsibility of the parent/guardian to write a note to the school where the child is enrolled to inform the Principal of the reason for absence. **Anytime a student misses any part of a school day, a note or other valid documentation must be submitted within five (5) school days of the absence in order to determine if the absence is excused or unexcused. The written statement shall include the full name of student, date or dates, reason and full signature of the parent/guardian or medical professional**. **If a student is late to school, the student will sign in at the office** and the student must obtain an admittance slip before being admitted to class**.** Excessive tardies and or absences may result in truancy diversion court or truancy charges being filed. If a student receives an excused absence, the student shall accept the responsibility to see the teacher and ask what work is to be made up and shall complete make-up assignments within the time specified by the school or teacher. Students shall have their absences excused only for reasons designated in the Pulaski County Attendance Policy as excused.

## *Make-Up Work Policy*

It shall be the student's responsibility to initiate requests to teachers for make-up work and to complete the work within three days immediately following their return to school.

## *Early Dismissal*

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

1. Ask for I.D. of the person taking the student and use Infinite Campus to verify the person is authorized to pick up the student.
2. Person taking the student must be a parent or guardian or approved by a parent or guardian.
3. Student must be picked up in the front office.
4. Person taking the student must sign the student out in the front office.

## *Perfect Attendance Awards/Incentives*

NMS offers student incentives for perfect/good attendance, such as random prize drawings and Gold/Silver/Bronze cards(see the Rewards section for more details). Good attendance is defined as having no unexcused absences/tardies. Perfect Attendance is defined as any student who has been present every day without any absences/tardies (checking in late, or leaving early).

# SCHOOL PROCEDURES

## *School Hours*

Regular school hours for students begin at 8:15 a.m. and end at 3:10 p.m. Buses may begin arriving at 7:45 a.m. and the last bus departs at approximately 3:25p.m. Supervision is provided for students whose parents bring them to school beginning at 7:30 a.m. All students arriving before 7:45 a.m. will report to the gym. Students arriving after 7:45 may enter the cafeteria for breakfast or report to their homeroom.

## *Parent Drop-Off and Pick-Up*

**AM Drop Off** - Students who do not ride the bus to school need to be dropped off in the side parking lot, using the Hwy. 39 entrance to the campus, and enter the building through the yellow hall. **The entrance off of 1247/ Oak Leaf Lane is reserved for employees and buses only.** Please adhere to the signs on campus for parent/visitor parking, traffic flow, and yielding to buses. Students arriving between 7:30 – 7:45 must report to the gym. Students arriving after 7:45 may enter the cafeteria for breakfast or report to their homeroom.

**PM Pick Up** – Afternoon dismissal will be as follows:

1st Load 3:10 -- Shuttle bus dismissal to Eubank, Shopville, and Northern Elementary as well as students staying for after school supper meal program

Parent Pick-Up- Begins after the 1st load of buses are released.

3rd Bell 3:20 -- Pulaski Home Buses

In an effort to ensure student safety, we have implemented these procedures for parent pick up. Students, who do not ride the bus home, need to be picked up by their parents between 3:15 p.m. and 3:30 p.m. Each family will be issued a mirror tag with their child's name written on the tag to identify who they are to pick up. These tags will be available at Open House and in the front office. As parents pull through the parent pick up line, school staff will radio inside for the student to be dismissed. Students will only be allowed to get in a vehicle if their name appears on the mirror tag. If a parent chooses to park and walk up to the pick-up area, they will be asked for identification. If a student is going to be on parent pick-up with a friend or other family member who does not have a tag, the parent must send a note to school with a phone number listed for the school to verify that it is approved for the child to ride with a different driver. Please help us keep our students safe by adhering to these procedures.

## *School Closing and Alternate Schedule*

**Plan A:** School Closed

When the announcement is made, all schools will be closed.

**Plan B:** Main Road or Safe Road Pick Up

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

**Plan C:** Early Dismissal

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

**#iLearnPulaski(NTI)** – Teachers will post assignments on Google Classroom and/or students will have a grade level packet of assignments to complete from home. All assignments must be completed and returned to teachers within 10 days of the iLearn(NTI) date.

## *Transportation Changes*

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

## *Change of Address or Phone Number*

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

## *Breakfast / Lunch*

Our cafeteria offers two nutritious meals a day. Breakfast is served from 7:45-8:20 and lunch is served from 11:00- 12:45. Thanks to the Community Eligibility Option, all students will receive free breakfast and lunch this school year.

## *Vending Machines*

Vending machines in the office area are for staff members only, students are not permitted to purchase snacks/drinks from the office vending machines. Students may bring their own drinks (with the exception of energy drinks) as long as they have a lid.

## *Lost and Found*

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

## *Visitors*

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

## *Medication Procedures*

All medications must be administered by the school nurse. This includes over the counter and prescribed medications. If you have any questions concerning medication or how they are to be dispensed, please call our school nurse at 678-5230**.**

## *Northern Middle School Youth Services Center Phone # 679-7824*

Ms. Keli Nelson, Coordinator, will be glad to assist Northern Middle School families and/or answer any questions parents might have. The center's primary goal is to assist the families and students of Northern Middle School to meet community, social, and classroom needs.

## *Reward Recognition and Acknowledgment Program*

Northern Middle School Awards Program honors and recognizes academic achievement. Students are encouraged and rewarded for meeting our expectations based on their grades, behavior, and attendance. These students are our "Highly Recognized" students. We offer many rewards, recognitions, and incentives for students to meet our expectations and be successful.

**REWARD TRIPS**

In addition, at the end of each grading term, students who meet the school expectations (Grades – All A, B, C's, no discipline referrals, and no unexcused absences) are rewarded with a trip (skating, leave for lunch, park, etc). Excuses for absences will not be accepted at the last minute to make a student eligible to attend. Excuses for absences must be submitted in a timely manner. Attendance requirements may change throughout the year as accountability information is released. Students must be present a designated percentage of instructional time in accordance with KY State Accountability.

**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. These requirements may vary by event. Participation requirements will be communicated in advance.

## GOLD/SILVER/BRONZE CARDS

Students who have had A's, B's, C's, no discipline referrals, and no unexcused absences are rewarded at the end of each grading term with either a Gold, Silver, or Bronze card. To be eligible for a card one must meet the following criteria:

Gold Card: All A's, no unexcused absences, and no discipline referrals.

Silver Card: All A's and B's, no unexcused absences, and no discipline referrals.

Bronze Card: All A's, B's, and C's, no unexcused absences, and no discipline referrals.

Each level of the cards have different participating companies listed on the back that offer a discount or service to the student to assist in rewarding them for their academic success. The Gold card holders are also allowed to free admission into any NMS sports event.

## STUDENT OF THE WEEK

Each team selects a student of the week based on grades, behavior, effort, improvement, etc. These students get their picture taken and placed on display in the main hallway for recognition.

## CHARACTER RECOGNITIONS -

A positive character trait will be highlighted each month at NMS. This will be announced to students and teachers will nominate students who exhibit these traits to the Youth Service Center. These students will be recognized and parents/guardians will be notified.

## POSITIVE COMMENT CARDS

Each teacher sends home a minimum of one positive comment card each week. Other staff members and bus drivers send home cards as well. The card is just a short note of commendation for our students to acknowledge their good behavior, academics, character, effort, etc.

## COFFEE HOUSE

We host a coffee house style reward for students who earn all Proficient/Distinguished on each area of the state-required assessment. Students are rewarded with a keepsake (t-shirt, personalized coffee mug, etc.) as well as Baxter's coffee, hot cocoa, and assorted treats. We decorate the library like a coffee house with table cloths, flowers on the tables, baskets, etc. and recognize these students while they socialize with their peers. We make this a special event to celebrate their accomplishments.

**AWARDS DAY**

At the end of each school year, we host an Awards program at each grade level to acknowledge and honor student achievements throughout the year. We give awards annually for grades, attendance, effort, character, academic achievement/growth, etc.

**8th GRADE BASH/8th GRADE SEMI-FORMAL**

At the end of each year, we host events for 8th-grade students only who meet our academic, behavior, and attendance expectations as determined by the 8th-grade teachers and administration.

**BIRTHDAY CELEBRATION**

YSC hosts a birthday celebration each month for any student who had a birthday during that month. The summer months are added in with other months during the year. Students receive a cupcake in the cafeteria during lunch to celebrate their birthday.

**iReady REWARDS**

We recognize students who are making academic progress, achieving at Grade Level, and/or meeting growth goals. Students are rewarded after each iReady Diagnostic- Fall, Winter, and Spring. The specific criteria for reward recognition will be explicitly announced prior to the Diagnostic.

# School Policy

## *Athletic/Club Participation*

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

## *Hall Passes*

Students may not be out of class or cafeteria without a pass and are responsible for reporting to the locations designated on the pass in a timely manner. **Hall pass privileges may be revoked for any student who fails to adhere to these guidelines.**

## *Telephone*

Students are not permitted to accept phone calls at school via landline or cell phone. If a student needs to call home, s/he must report to the front office to request the call be made or to use the office phone. School personnel will make the call for the student, allow the student access to a phone, or deliver a message to the student. This includes while on a school-sponsored field trip. **Cell phones may be used by students during school hours in green zones only. Students are not permitted to use camera or video features unless they have permission from school staff.**

## *Cell Phone and Electronics Use Policy*

**Rationale:**

In keeping with Northern Middle School's *Beliefs and Missions* statements (see pages 2 and 3) we believe that students should be equipped with the 21st Century skills necessary for success in the Digital Age. Students surround themselves with and interact with electronic media whenever possible. Educators need to assist students with the mature management of these devices at school to ensure proper use toward college and career readiness goals. Students need to understand respectful ways to use devices and how to make good choices when using electronics. This approach to media usage will teach and model responsible usage and provide learning opportunities that are relevant to students.

A student at Northern Middle School may use an electronic device at school as long as they follow the school's policy described below. Our goals are to maintain an academic focus in the classroom while respecting the needs of our students to have reasonable access to phones and other devices. The guidelines outlined below safeguard an appropriate academic environment inside and outside the classroom and ensure respectful, non-disruptive use of cell phones, smart watches, I-Pods, MP3s, game systems, headphones (including AirPods), cameras, music players, and *all other electronic devices* at Northern Middle School.

Northern Middle School is not responsible for lost, stolen, or damaged cell phones or other devices/personal property.

**Policy:**

Northern Middle school will have two "Zones" for electronic devices:

**Green Zone-** Devices are permitted before school, in halls during class change, and lunch if the usage does not cause disruptions to the learning environment of others and is not used for any illegal or unethical purpose. **Use of camera and video functions is not allowed** even in Green Zones unless express consent is given by NMS faculty, staff, and administration. **Green Zones may be changed to red zones by teachers or administration** if students are not adhering to cell phone etiquette during the green zone.

**Red Zone –** No use of electronic devices, blue tooth devices (air buds), or headphones during class time unless authorized by the teacher. **(Red Zone means out of sight and turned off)** The following areas are ALWAYS considered "Red Zone" and non-negotiable:

- Testing/assessment
- School Assemblies/guest speakers
- LAB, After School Detention, Saturday School, Lunch Lab, No Team Time
- Any and all areas designated by administration
- Restrooms
- Classrooms are automatically designated as "Red Zone" but may be designated "Green Zone" at teacher discretion. Cell phones are to be put away and out of sight upon entering the classroom.

**Electronic Etiquette:**
The use of external speakers on electronic devices is not allowed, even during a Green Zone. Headphones should be at an appropriate level. If someone can hear it, it is deemed inappropriate.

**Discipline/Consequences:**
Students using electronic devices in any manner that disrupts the educational environment or violates the rights of other students will be subject to disciplinary action.

**Electronic devices may be confiscated for any of the following reasons:**

- ❖ Using the video function
- ❖ Viewing obscene or otherwise inappropriate content
- ❖ Sending harassing/threatening messages
- ❖ Using the device for any illegal activity
- ❖ Using the device in a "Red Zone"
- ❖ If the device causes a violation of other school rules (IE: you're tardy to class because you were on the phone, using your cell phone or electronic devices to cheat on assessments or circumvent school rules.)

- ❖ Not adhering to proper Electronic Etiquette

**To ensure the safety of all students, administrators will check text messages, pictures, etc. as deemed appropriate by the administrator. Students that use their cell phone to send harassing or inappropriate material could be subject to immediate loss of cell phone privileges for the remainder of the school year. Examples of this include videoing teachers, fights, inside the restroom, etc. Additional consequences could also be considered including administrators deleting inappropriate content from phones, submitting the phone to law enforcement, charges being filed, parents contacted, maintaining possession of the phone, students losing cell phone privileges for the year, etc.**

**Cell phones may be confiscated for any use that is deemed inappropriate that interferes with the educational process. Administrators may maintain possession of your cell phone or electronic devices until an issue is resolved with any violation of this policy (SBDM Cell Phone/Electronic Usage Policy – 2023-24 Policies and By-Laws).**

### Any violation of cell phone or electronic device use will result in the following consequences:

**1st offense:**
The cell phone will be confiscated by the team teacher who will turn the phone into the front office. The student can pick up the phone from the office on their way out of the building. Cell phone privileges may be revoked if the administration deems necessary.

**2nd offense:**
The cell phone will be confiscated and the administration will maintain possession of the phone and require a parent to pick it up and sign for it. Cell phone privileges may be revoked if the administration deems necessary.

**3rd offense:**
The student will lose cell phone privileges until the end of the school year. The administration may maintain possession of the phone until the end of the school year.

## *Other Gadgets/Devices/Toys*

To maintain a positive and orderly learning environment, fidget spinners, toys, and other gadgets shall follow the same usage guidelines as cell phones and electronic devices. Our goals are to maintain an academic focus in the classroom while respecting the needs of our students.

**Northern Middle school will have two "Zones" fidgets, gadgets, devices, toys, and similar devices:**

**Green Zone:** Devices are permitted before school, during team time, in halls during class change, and lunch if the usage does not cause disruptions to the learning environment of others and is not used for any illegal or unethical purpose. The use of camera and/or video is not permitted during a green zone unless express consent

is given by NMS faculty, staff and administration. Green Zones may be changed to red zones by teachers or administrators if students are not adhering to cell phone etiquette during the green zone.

**Red Zone –** No use of fidget spinners or other devices during class time unless authorized by the teacher. Red Zone means out of sight and not in use. The following areas are ALWAYS considered "Red Zone" and non-negotiable:

- Testing/assessment
- School assemblies/guest speakers
- LAB, After School Detention, Saturday School, Lunch Lab, No Team Time
- Any and all areas designated by administration or designee

**Etiquette/Discipline:**
Students using devices in any manner that disrupts the educational environment or violates the rights of other students will be subject to disciplinary action.

Fidget Spinners and other devices may be confiscated for any of the following reasons:

- ❖ Using the device in a "Red Zone"
- ❖ If the device causes a violation of other school rules (IE: you're tardy to class because you were using a fidget spinner, etc.)
- ❖ Not adhering to proper Etiquette

**1st offense:**
The device will be confiscated by the team teacher who will return the device to the student at the end of the school day.

**2nd offense:**
The device will be confiscated and the administration will maintain possession of the device and require a parent to pick it up and sign for it.

**3rd offense:**
The student will lose privileges until the end of the school year. The administration may maintain possession of the device until the end of the school year.

## *Outside Food and Drink*

**Energy Drinks**

Due to safety concerns, **students may not consume or possess energy drinks** while at Northern Middle School. This applies to after-school activities as well. Energy drinks may contain up to four times the amount of caffeine as regular coffee and generally contain high amounts of sugar. Energy drinks have recently been linked to severe health problems in children and adults such as high blood pressure, migraines, anxiety, heart palpitations, seizures and even death. Common brands include Red Bull, Monster, Rock Star, Mamba, Java and AMP Energy, but please note that ALL energy drinks are included in this ban. Teachers, Administrators, and Staff may confiscate an energy drink if brought by a student.

**Delivery Orders**

Because of logistical and safety concerns, **delivery of food from restaurants is not permitted**. This includes pizza and fast food deliveries and delivery by parents. One goal is to ensure that all students have adequate time to eat and that students are adequately supervised. All students are provided free and nutritious breakfast and lunch at Northern Middle School as well as a free after-school feeding program for students involved in extracurricular activities. Students may bring their lunch from home.

## *Promotion and Retention Policy*

### Promotion:

Students shall pass 4 of 5 core classes, maintain a 60% final average for all core subjects, or is recommended for promotion by a committee consisting of the student's core teachers and the Principal to be promoted to the next grade level.

### Retention:

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.

Requests from parents for voluntary retention will be considered by the team teachers on an individual basis. Requests must be submitted in writing to the Principal by April 1st.

Students and parents requesting may be expected to enter in a contract of behavior, academics and attendance expectations.

## *Homework Policy*

Northern Middle School's policy of homework for students has been developed to establish responsibilities and guidelines for minimum standards for the assignment, evaluation, and monitoring of homework assignments as supported by research based practices. Furthermore, this policy is designed to encourage students to become responsible and accountable for their academic success. Academically appropriate homework is an extension of classroom instruction and supports the teacher's instructional objectives. **Homework will consist of no more than 10% of the student's total grade for each grading term.**

## *Dress Code*

At NMS, it is our responsibility to help students become college and career ready. Appropriate dress and appearance are integral to success both in and out of the school. The following considerations were made when developing a dress code policy: Does it distract from the learning environment? Does it pose a danger to any students or staff? Is it respectful and in good taste? Will it hinder the student or any other student from being successful at school? The following guidelines are in place to ensure the EVERY STUDENT IS DRESSED FOR SUCCESS.

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

**Shorts, Skirts, Dresses, Rompers**

Shorts will be permitted at Northern Middle School. They must be no shorter than 4 inches above the knee and below the fingertips when standing with arms extended by your side. This same length will apply to skirts, dresses, and skorts. When bending, sitting, or squatting, your backside should be fully covered. No undergarments should be visible.

**Pants**

All pants are to be worn at waist level and should be of proper length, not to touch the ground. Jeans with holes are permitted as long as holes are no higher than 4 inches above the knee and below the fingertips when standing with arms extended by your side. When bending, sitting, or squatting, your backside should be fully covered. No undergarments should be visible.

**Tops**

Tank tops are allowed as long as the shoulder strap is 2" in width. Unacceptable tops include strapless, off-the-shoulder, spaghetti straps, or cropped tops. Also, no see-through tops are allowed which reveal undergarments underneath. Other unacceptable items would include anything with gang affiliation, pictures or words that are foul/inappropriate language, promoted violence/death, tobacco/alcohol/drugs advertisements, derogatory statements, or sexually-oriented. Mid drift and cleavage should remain covered at all times (sitting and standing).

**Shoes**

House shoes or skates are not appropriate for school.

**Other**

Hats, caps, hoods, sunglasses should not be worn in the school building, only for special events or team time. This is in keeping with proper etiquette. All tattoos must be covered. Colored hair is permissible as long as it is not excessive or a distraction. Body piercing of the tongue and eyebrows are not allowed. Limited nose piercings are allowed (such as a nose stud) as long as it does not distract from the learning environment or cause a safety hazard. No bridge, rhino, or septum piercings of the nose are allowed.

**Coats/Jackets**

Coats and jackets that are full length, or longer than the torso, will be stored in lockers throughout the day. No blankets or pillows are allowed.

**Procedures for Dress Code Violations May Include:**

A change of clothing may be acquired through the Youth Services Center. Students may call home for a change of clothing. If the violation is not corrected the student may be subject to disciplinary action. Appropriate dress by students is expected at all times. Please note that what is allowed at home may not necessarily be allowed at school. Students who fail to adhere to this policy or any policy at NMS may be subject to the discipline referral process.

## *Behavior Expectations/Discipline Policy*

At NMS, we have established the ABCs of Northern. A is for our straight A's (Attendance, Attitude, Academics, Achievement). B 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 that 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 that interfere with the educational process, and self-control of voice and limbs. Students who fail to adhere to this code of conduct will be subject to the discipline referral procedures. Our discipline policy defines student behaviors into three levels.

***The Referral Process***

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

1. The teacher becomes aware of the level 2 or level 3 offense and deems it necessary for a referral. Teacher completes the referral form describing the incident(s) and expectations the student failed to meet.
2. The teacher reviews the student's behavior folder or Infinite Campus report for previous offenses/actions and consults with team leader.
3. The teacher makes a reasonable 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. Additionally, the principal or designee will contact parents for Level III infractions.
5. Consequences or dispositions may be administered by either the principal or the teacher.

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

- Tardy
- Not prepared for class with materials
- Not completing assignments 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 the seat
- Dress code violation
- Cell phone
- Electronics

**Level II-MODERATE (Team level)**: this level includes misbehaviors that do <u>not</u> require immediate administrative involvement, but <u>do</u> 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 (<u>teacher unable to conduct class</u>)
- Profanity/Vulgarity
- AWOL from class

- Chronic tardies
- Chronic hallway and bathroom behaviors
- Public display of affection (hugging, kissing, holding hands)
- Forgery
- Repeated failure to follow directions

**Level II Conflict-**

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

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

**Under KRS 158.150, students may be suspended from school, expelled from school, or removed to an alternative educational placement. In situations involving the breaking of civil laws, the school officials will be contacted.**

## *Abusive Language/Vulgarity*

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

## *Alcohol and Drugs*

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

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

## *Tobacco/Vape*

Students shall not be permitted to use or possess any tobacco product or vaping device (including Juul, Mods, Cig-a-Like, Vape Pens, Pod Mods, etc..) on property owned or operated by the Board, on the way to and from school, or during school-sponsored trips and activities. Students who violate these prohibitions shall be subject to disciplinary action, including confiscation of the product or device, and may be referred to a Counseling program. Board Policy 9.4232

## *Threats*

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

## *Bus Riding Disciplinary Actions*

Bus transportation is provided for all students as a ***privilege***. The ***privilege*** of any student to ride a school bus is conditioned upon his/her good behavior. The conduct of students on a school bus has a direct relationship to safety. Safety is always a concern and a priority. **If a student is suspended from one school bus, he/she is suspended from all other buses as well.** A school bus suspension is not an excused absence from school. Students will be expected to be at school each day of their bus suspension. **The Principal is authorized to**

**withhold bus riding privileges up to a maximum of 10 school days per occurrence** and in the case of habitual or serious conduct violation may withhold bus riding privileges for the remainder of the school year.

# STUDENT RESPONSIBILITIES

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

## *Student Duty to Report*

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

## *Harassment and Bullying; Harassing Communications; Cyber Bullying*

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

**Bullying**

Bullying happens when a person with greater power takes unfair advantage of a less powerful person and these negative actions are repeated into a pattern of behavior. In bullying situations, there is an imbalance of power so that the victim cannot successfully defend himself or herself. Power can be physical size, strength, numbers, social standing, verbal skill, economic power, cultural or ethnic power, level of intelligence, popularity, gender, etc. There are several types of bullying behavior: physical bullying such as pushing, tripping, or hitting; social or relational bullying such as gossiping, spreading rumors, or revealing personal information; and verbal bullying such as teasing, mocking, threatening, or insulting. When verbal and social bullying takes place over an electronic device, it is known as cyberbullying.

The following are possible consequences if you are engaged in bullying another student or student.

*Your phone could be confiscated and you could lose cell phone privileges at school. ***Your text messages, pictures, videos, etc. could be viewed by school officials.** *You could lose your phone privileges. * School

personnel may maintain possession of your cell phone or electronic devices until the issue is resolved. *Your parents may be notified. *The incident could be reported to our SRO and/or the County Attorney. *Legal charges could be filed against you. *You could be removed from athletic teams or extracurricular activities. *You could be suspended from school or receive other school consequences (LAB, ICE, Saturday School).

**Cyberbullying**

Cyberbullying is when one student targets another online. It involves the use of information and technology to willfully, deliberately, repeatedly, create hostile behavior by one or more people with the intent to harm others. It may involve mean, vulgar, or threatening email; forwarding a private communication to others; sending a humiliating text sent over a cell phone; creating a website mocking others, posting embarrassing photos or video; impersonating someone else to spread rumors; intentionally excluding someone from an online group; or posting sensitive, private information about another person. Students and staff are required to sign an (AUP) Acceptable Use Policy which outlines responsible use of technology.

The Center for School Safety recommends:

**SURF SMART**- Explore the internet with skill and direction.

**SHARE LESS** - Keep personal information private. Don't interact with people you don't know.

**THINK FIRST** - Interact online appropriately. Think before posting.

School officials will investigate reports of cyber-bullying immediately. If cyber-bullying occurs through the school district's Internet system, action will be taken immediately. If cyber-bullying occurs off-campus, the situation will be turned over to our Safety Response Officer who will advise school officials as to what actions need to be taken.

What should you do if you receive harassing communications?

1. Keep the message by saving or printing the evidence. It is vital to have a record of the incident when you look for help or want to report it.
2. Talk to your parents or guardian if you are harassed and get help by reporting this to local law enforcement if you feel threatened or to school officials.
3. Only share your password with your parent or guardian. Password protect your cell phone. Change your password often.
4. Use privacy settings to block unwanted messages. **Think before posting or sending photos**—they could be used to hurt you now ... or later. Pictures can be passed around for years. Contact the site administrator if someone creates a social networking page in your name.

5. RESPECT yourself … and others.

These are possible consequences if you send harassing communications, inappropriate pictures, or participate in cyberbullying. *Your phone could be confiscated and you could lose cell phone privileges at school. ***Your text messages, pictures, videos, etc. could be viewed by school officials.** *You could lose your phone privileges. *Your parents may be notified. *The incident could be reported to our SRO and/or the County Attorney. *Legal charges could be filed against you. *You could be removed from athletic teams or extracurricular activities. *You could be suspended from school or receive other school consequences (LAB, ICE, Saturday School).

**Harassment**

Harassment is unlawful behavior based on race, color, national origin, age, religion, sex or disability.
Harassment is behavior that is sufficiently severe, pervasive or so offensive that it adversely affects a student's education or creates a hostile or abusive educational environment. Students who believe they or another student is being subjected to harassment should report it to a school official. Guidelines for handling harassment reports are outlined in board policy.

## *The Northern Way*

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

**Schoolwide Expectations -ABC's of Northern**

### 𝒜 – Attendance, Attitude, Academics, Achievement

### ℬ – The Way to Be

**Be Respectful**

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

- ✓ **Bully free**

**Be Responsible**

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

**Be Willing to Learn**

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

**Be a Team Player**

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

## *C* – Character -

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

## *Common Area Expectations*

**Hallway Expectations:**

- Walk on the right side single file or by two's
- Respect the space of others
- Keep noise level to a minimum
- Go directly to your assigned location
- Hallway pass required during class time

**Restroom Expectations:**

- Go, Flush, Wash, Leave

- Keep noise level to a minimum
- Respect the privacy of others
- Keep restroom clean
- Red Zone for cell phones

**Cafeteria Expectations:**

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

**Library Expectations:**

- Respect Others
- Respect the library space and materials
- Use appropriate voice levels
- Be productive, focus on your assignment
- Be a responsible digital citizen

**Classroom Expectations:**

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

**Gym/Assembly Expectations:**

- Focus on the Program
- Sit quietly and be attentive
- Respect the space of others
- Respect the presenter
- Clap when appropriate
- Stay with your teacher/class/team as assigned

**Arrival Expectations:**

- Be on time
- Keep noise level to a minimum
- Eat breakfast and use the tan hall restrooms before going directly to homeroom
- If you do not eat breakfast, go directly to homeroom
- Follow posted hallway expectations

**Dismissal Expectations:**

- Keep noise level to a minimum
- Go directly to your destination at an appropriate pace
- Respect the space of others
- Follow bell and dismissal procedures for traffic flow
- Follow posted hallway expectations

**Safety Drill Expectations:**

- Follow all drill procedures and teacher directions when exiting the building or reporting to designated safe areas.
- Consider all drills to be "real" and treat them seriously.
- Report to the designated safe area in a swift and organized manner, following teacher requests, and without talking.
- When your name is called, respond loudly that you are present and help the teacher account for any missing students
- Remain with your class in the safe area and/or in the designated safe position until your teacher releases you to enter the building or return to class