

Northside Middle School



2026-2027 Student Handbook

**6810 Northside High School Rd.
Roanoke, Virginia 24019**

(540) 561-8145

<http://www.rcps.us/nms>

ADMINISTRATIVE STAFF

Principal

Dr. Benson: cbenson@rcps.us

Assistant Principal

Mr. Burton: jburton@rcps.us

Assistant Principal

Mrs. Witcher: nwitcher@rcps.us

COUNSELING STAFF

Counselors

Mrs. House: mhouse@rcps.us

- Counseling Coordinator

Mrs. Lewis: hlewis@rcps.us

- School Counselor

Ms. Scribner: kscribner@rcps.us

- LIFE Counselor

OFFICE STAFF

Mrs. Harris:

- Office Administrative Assistant

Mrs. Williams:

- Counseling Administrative Assistant

Mrs. Weaver:

- Bookkeeper

Mrs. Orange:

- Attendance Clerk

Mrs. Nagel:

- School Nurse

SCHOOL HOURS

School hours are 8:20 a.m. to 3:25 p.m., and students may begin entering the building at 7:30 a.m. Students arriving before 7:45 a.m. must report to the cafeteria. After 7:45 a.m., students should report to the following areas:

- 6th Grade: Pope Gym
- 7th Grade: Cafeteria
- 8th Grade: Auxiliary Gym

Parents/Guardians may not drop off students before 7:30 a.m. since no supervision is available for students prior to that time. Front office hours are 8:00 a.m. – 4:30 p.m.

Students are expected to exit the building by 3:30 p.m. unless working with a teacher or supervised by a coach. If a student chooses to attend an athletic event, he or she will be permitted to return to school 15 minutes before the start of that event.

EMERGENCY PROCEDURES

Northside Middle School has developed a plan for dealing with a variety of critical incidents. This plan is discussed with students and faculty at the beginning of each year and reviewed throughout the year. This plan includes directions for action in various situations including a fire, a tornado, or lock down. Drills and simulations are conducted throughout the year.

Parents/guardians are urged to discuss ahead of time with students what they should do if schools are closed early. Should an emergency early dismissal become necessary, parents/guardians will receive an alert from ParentLink to obtain information regarding the dismissal, and they can also find information on the RCPS website and social media pages.

ATTENDANCE

POLICY

Please see RCPS Policy 7.07 for the full policy regarding student attendance: [7.07 - Student Attendance](#)

ABSENCES

If circumstances permit, parents should provide the school administration with the reason for the non-attendance prior to the absence. Otherwise, parents of students who are absent, tardy, or dismissed early must inform the school in writing, by phone, email, or other electronic means of the reason for the absence, tardy, or early dismissal upon the student's return to school. School staff records the student's absence, tardy, or early dismissal for each day as "excused" or "unexcused". Notification will not be accepted after five days upon the student's return to school.

Absences, tardies, and early dismissals are excused for the following reasons when the parent/guardian provides the school with documented explanations for each absence, tardy, and early dismissal:

Absences	Documentation Required
Personal Illness	Five (5) parent notes accepted each semester
Medical/therapist appointment	Statement from attending professional
Severe illness in the immediate family	Statement from attending physician or parent note
Death of immediate family	Memorial from funeral or parent note
Religious observance	Prearranged- contact school administrator
Pre-arranged college visits (maximum of 2 per school year for Juniors and Seniors only)	Verification from college or parent note
Student court appearance	Document from the court
Other extenuating circumstances or prior notification of absence	Prearranged- contact school administrator (The school administrator may require the student to attend before or after school remediation sessions if they have missed 15 or more cumulative days of school)
School sponsored activities	Approved by school administrator
Civic Engagement for middle and high school (1 per school year), 4-H (3 per school year) or state or federally recognized tribal nation headquartered in Virginia	Prearranged – contact school administrator (one day per school year)
Student Suspensions	Assigned by school administrator
Immediate family member is an active-duty member of the uniformed services	A student whose family member has received orders for, is on leave from, or has recently returned from deployment outside the United States, shall be allotted five excused absences to visit with the family member in connection with such leave or deployment, provided that the student provides written documentation verifying such leave or deployment if requested by the local school division

Chronic absenteeism is defined by the Virginia Department of Education as missing ten percent or more of the academic year for any reason, including excused absences, unexcused absences, and suspensions. Based on a 180-day school year, that means approximately 18 days per school year or 2 or 3 days per month. If absences and tardies that are excused solely by parent explanation become excessive, the school will require additional documentation to ensure compliance with compulsory school attendance law.

TARDY TO SCHOOL

Students are expected to be on time. Since the County provides bus transportation, ***a student will be considered unexcused if other transportation causes him/her to be tardy.*** Classes begin at 8:20 a.m., so car riders need to ensure they arrive before then to allow time to get to class. Students arriving at school tardy ***must sign in upon arrival in the school office.*** Upon the third and subsequent unexcused tardies to school, students will be assigned a silent lunch, and parents/guardians will be notified (resets at the start of the 2nd semester).

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.

TARDY TO CLASS

Upon the third and subsequent unexcused tardies to class, students will be assigned a silent lunch, and parents/guardians will be notified (resets at the start of the 2nd semester).

EARLY DISMISSALS

Students being checked out early will be called to the office when the parent/guardian arrives. A student will be released *only* to his/her parent/guardian unless a written request from his/her parent/guardian is received. *Anyone signing a student out for early dismissal must present a photo ID.* Students may not leave school grounds without permission. Students participating in JV sports will only have excused early releases on pre-approved game days identified by the high school athletic director for transportation purposes. Early releases for JV practices will not be excused.

For the purpose of avoiding excessive early releases from school that result in frequent loss of instructional time, five (5) early releases from school without adequate written documentation will be considered the equivalent of (1) one absence.

MAKE-UP WORK

Students in grades K-12 are expected to make up all missed work from an absence within 10 school days upon the student's return to school. If the student does not complete the make-up work within that time frame, the student may be denied full credit. Assignments made prior to an absence are due upon the return to school. Exceptions may be granted by individual teachers. Students who wish to do make-up work while they are absent should check Canvas for assignments. For extended absences, arrangements may be made to pick up work from the school.

GENERAL INFORMATION

DELIVERIES FOR STUDENTS

Office personnel are not available to make deliveries to students. If a student knows that an item (lunch, homework, gym suit, etc.) is being delivered to the office, the student is responsible for checking between classes to pick it up. Outside lunches may be delivered to school only by a parent/guardian. Delivery services bringing food to a student will be turned away. Outside lunches may not be brought in for groups of students.

Messages are delivered to students during lunch and at the end of the day on the afternoon announcements. We do not interrupt instructional time for messages or deliveries except in emergency situations. Messages and deliveries for students will only be accepted from the student's parent/guardian.

FLOWERS AND BALLOONS

Please do not send flowers/balloons, etc. to the school. Expressions of love or concern should be sent directly to the student's home, rather than to school. Students may not carry flowers and/or balloons with them to class, and they may not be taken home on the bus.

VISITORS

All visitors must sign in at the attendance office *and provide a photo ID* upon arrival at NMS to receive a VISITOR'S BADGE. ***Student visitors are not permitted.*** Anyone wishing to meet with a teacher should make arrangements in advance. Lunch visitors are limited to the parent(s)/guardian(s) and/or immediate family member(s) of the student.

LOST AND FOUND

After checking with their teachers and retracing their schedule, students may check the lost and found for lost items. Students should not wear valuable rings, watches, bracelets or necklaces, or bring valuable items to school. If a student chooses to bring such an item to school, he/she is responsible for the care and security of his or her own possessions.

ELECTRONIC DEVICES/INAPPROPRIATE USE

Computers, networks, and access to the internet are valuable resources provided to enrich and support the instructional program. To protect these resources, students shall not:

- Use computers or the internet in any way that would cause disruption to others.
- Use these resources for any purpose not directly related to school activities.
- Attempt to bypass any security features on Roanoke County computers, networks, or the internet.

SEARCHES

School authorities have the right to search desks, other facilities, as well as individuals and their belongings when there are reasonable grounds for believing that items will be found which violate law, school policy, or which may be harmful to the school community.

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/guardians.

Minimum Requirements:

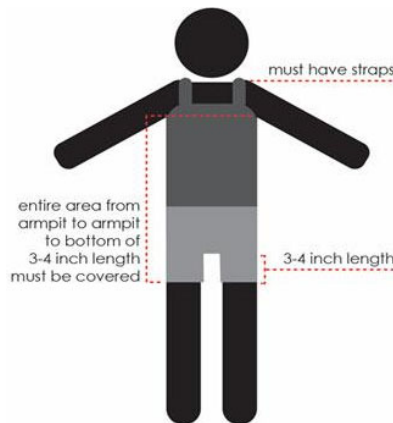
1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see images below). Tops must have shoulder straps. Rips or tears in clothing should be lower than the 3 to 4 inches in length.
2. Shoes must be worn at all times 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/Guardians will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.



DRESS CODE VIOLATIONS:

First Offense:

- Parent/guardian will be notified, and the student will need to remedy the dress code violation before returning to class.

Second Offense:

- Parent/guardian will be notified, the student will receive a silent lunch, and the student will need to remedy the dress code violation before returning to class.

Third Offense (and subsequent offenses):

- Parent/guardian will be notified, and the student will be placed in in-school detention for the day.

STUDENT CELL PHONE AND SMART DEVICE POSSESSION AND USE

Middle school students may possess a personal mobile device on school property, provided that the device must be off (or in airplane mode), kept out of sight at all times, and not on one's person, meaning stored in a personal bag such as a bookbag, during the school day. Personal mobile devices include cell phones, smart watches, air pods/earbuds, and headphones. Students enrolled in middle school photography class may use the camera feature on a mobile phone during photography class with permission of the teacher. Students in violation of the policy will be given the following consequences:

1st offense – Student will surrender their personal mobile device(s) to the teacher. Teacher will return student's personal mobile device(s) at the end of class. Student will be assigned one day of after school detention or silent lunch. Teacher will notify the parent/guardian.

2nd offense –Teacher will make an office referral. School administration will suspend the student's personal mobile device privileges for 5 school days. Student will be required to check their personal mobile device(s) into the main office upon arriving at school and retrieve their personal mobile device(s) from the main office upon leaving school. Student will be assigned one day of after school detention or silent lunch. School administration will notify the parent/guardian.

3rd offense –Teacher will make an office referral. School administration will suspend the student's personal mobile device privileges for 10 school days. Student will be required to check their personal mobile device(s) into the main office upon arriving at school and retrieve their personal mobile device(s) from the main office upon leaving school. Student will be assigned after school detention or silent lunch. School administration will notify the parent/guardian.

4th offense –Teacher will make an office referral. School administration will suspend the student's personal mobile device privileges for the remainder of the semester (a minimum of 30 days) and contact the parent/guardian for a required parent conference. Student will be required to check their personal mobile device(s) into the main office upon arriving at school and retrieve their personal mobile device(s) from the main office upon leaving school. Student will be assigned after school detention or silent lunch. School administration will notify the parent/guardian and schedule a required parent conference.

5th offense –Teacher will make an office referral. School administration will suspend the student's phone privileges for the remainder of the school year. Student will be required to check their personal mobile device(s) into the main office upon arriving at school and retrieve their personal mobile device(s) from the main office upon leaving school. Additionally, the student will be assigned after school detention or silent lunch. School administration will notify the parent/guardian.

Additional Notes:

- The use or display of mobile devices in a restroom or locker room is strictly prohibited.
- Students may not use any device to photograph, video record, or audio record any verbal or physical altercations between students on school grounds or during school activities or to record any school staff members addressing specific disciplinary situation involving students on school grounds or during school activities.
- Personal mobile devices are brought to school at the student's and parents' own risk. RCPS is not responsible for loss, theft, damage, or other associated cost of any personal mobile device and students are responsible for securing their device at all times.

Exemptions: Any student who, pursuant to an Individualized Education Plan, Section 504 Plan, individualized health care plan, diabetes medical management plan, or Limited English Proficiency plan, is permitted to possess and use a cell phone or smart device on school property, including in the classroom, from bell to bell to monitor or address a health concern or as an accommodation or assistive technology support.

STUDENT-CREATED WORK

Student-Created work is a submitted product that reflects a student's unique knowledge, skills, and ideas. It must represent the student's individual effort and understanding unless collaboration with others, technology, or any other resource is explicitly authorized by the instructor. Students who violate the Student-Created Work Policy will have interventions put in place according to the level of offense as outlined here: <https://www.rcps.us/parents-students/studentwork>

HALLWAYS

Students are not permitted to be in the halls without a hall pass while classes are in progress. All students must sign out using our Securly electronic pass system. During class changes, students should report directly to their next class instead of stopping to use the restroom so that we can ensure that only a certain number of students are in the restrooms at the same time.

MEDICINE / ILLNESS

ILLNESS

If a student becomes too ill to remain in school, he/she should request to see the nurse. The nurse or office staff will call parents/guardians to pick up ill students. A parent/guardian must come into the school building before a student can be released. A student can only be released to those individuals given permission in our Synergy database unless approval is given by the parent/guardian for a student to leave with another person.

MEDICINE

ADMINISTERED BY SCHOOL STAFF – PRESCRIPTIONS

Employees of Roanoke County School Board may give medication prescribed for individual students only pursuant to the written order of a physician, physician assistant, or nurse practitioner and with written permission from the student's parent or guardian. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent or guardian of the student. Parents must also deliver the necessary supplies with which to administer medications.

ADMINISTERED BY SCHOOL STAFF – NON-PRESCRIPTION

Employees of Roanoke County School Board may give nonprescription medication to students only with the written permission of the parent or guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. Such medicine must be in an unopened original container and delivered to the principal, school nurse, or school division designee by the parent or guardian of the student.

STUDENT-ADMINISTERED MEDICATION

Middle school students *may not* administer any medications, including prescription and non-prescription, to themselves. Exceptions are made when certain requirements are met for students managing diabetes, asthma, seizures, and/or anaphylaxis when the requirements listed in the following policy: [7.13 - Administering Medication to Students](#)

ACADEMICS

HOMEWORK POLICY

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 contributes to the ongoing work of a class and is a follow-up to skills or concepts previously introduced. Homework is not assigned for punitive purposes and is not assigned during school breaks.

GRADING POLICY

Report cards will be sent home at the end of each nine weeks. At the midpoint of each grading period, parents/guardians will be reminded to check student grades in Synergy. The following symbols and numerical equivalents are used for indicating achievement in each course:

- A (90-100): represents superior student performance in relation to objectives established for the course.
- B (80-89): represents above-average student performance in relation to objectives established for the course.
- C (70-79): represents average student performance in relation to objectives established for the course.
- D (60-69): represents minimal student performance in relation to objectives established for the course.
- F (0-59): represents performance that does not meet minimal objectives established for the course.

PROMOTION POLICY

Students in grades 6-8 who pass all four (4) of the core subjects (mathematics, social studies, science, and English) will be promoted to the next grade. A school-based team consisting of administrators, school counselors, and the student's teachers, will develop a success plan for any student who fails one or more of the four core subjects. The success plan may include attendance in a summer program and/or retention. The final decision to promote or retain a student rests with the building level principal. Parents/Guardians who wish to appeal the principal's decision shall direct their appeal in writing to the Executive Director of Secondary Instruction.

COUNSELING

SCHOOL COUNSELING

The school counseling department is located in the main office area. Counselors are available to help with educational and vocational planning as well as personal or social issues.

LIFE COUNSELING PROGRAM

The role of the LIFE counselor is to lead individuals and foster empowerment with our students. Counselors will provide individual and group counseling to students. Counselors will also provide education on approved mental health, trauma, and substance topics to our students, staff, and parents/guardians. Our LIFE counselor focuses on prevention and intervention to promote academic, personal growth, and well-being.

ACTIVITIES

SCHOOL ACTIVITIES

Northside Middle offers students a variety of activities. Numerous athletic events are scheduled each season. All students are encouraged to become involved in an area that is of interest to them.

When participating in an after-school activity, students must plan to have transportation provided at the correct time. Coaches and sponsors cannot leave until all students they are supervising have left. If transportation is a problem, discuss it with the sponsor/coach prior to the event in order to make arrangements.

SCHOOL SOCIALS

School socials are designed to provide students with an opportunity to socialize and meet new friends. Socials are monitored by school staff and parent/guardian volunteers. Students are not permitted to leave the social and reenter while the social is in progress. All school rules apply at a school social including appropriate clothing.

Students with recent assignments to in-school detention, after-school detention, or repeated behavioral problems may not be allowed to attend these activities.

ATHLETICS

Northside Middle sponsors football, basketball, wrestling, soccer, baseball, cheerleading, track, and cross country for boys; football, volleyball, basketball, wrestling, softball, baseball, soccer, cheerleading, track, and cross country for girls. Team membership is open to any 6th, 7th, or 8th grade student who is eligible to play and makes the team. Admission fees for events are \$5.00 for adults and \$2.00 for school-aged students.

All participants in the athletic program must meet all requirements established by the Virginia High School League and the Roanoke Valley Middle School League. These requirements include but are not limited to:

1. Being promoted to the next grade level to be eligible for first semester participation
2. Failing no more than one subject during the first semester to be eligible for second semester participation
3. Having a VHSL physical form completed by a doctor and on file with the athletic director (forms are good for 14 months from the date of the physical)

An athlete must be in school for 50% of the school day he/she expects to participate in an interscholastic contest, practice, or conditioning program. Students who leave school early due to illness may not participate in that day's after-school activities. Students assigned to In-School Detention may not participate in the next contest. Exceptions are few, but exceptions may be approved by the athletic director and principal.

BULLYING

Roanoke County Public Schools division (RCPS) is committed to maintaining a learning/working environment free from bullying as defined by RCPS.

Harassment/bullying means 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 may or may not be repeated over time or causes severe emotional trauma. Harassment/Bullying includes cyberbullying. Harassment/Bullying does not include ordinary teasing, horseplay, argument, or peer conflict.

Conflict is a disagreement between two or more people where each person involved is participating. It may involve repeated discussion and actions by all parties and may go on for a period of time before resolution occurs. Conflict mediation is recommended to end conflict. Conflict is not harassment/bullying but can lead to such behavior.

If you or your student need to alert the school about a potential bullying issue, please contact the student's grade-level administrator or school counselor.

- Grade 6: Mrs. Witcher (nwitcher@rcps.us)
- Grade 7: Dr. Benson (cbenson@rcps.us)
- Grade 8: Mr. Burton (jburton@rcps.us)

DISCIPLINE

ROANOKE COUNTY STUDENT CONDUCT CODE

Each student will receive a copy of the Roanoke County Student Conduct Code. Students' parents/guardians must sign this form on ANVER (through ParentVUE) indicating their family has read and understands the guidelines contained within the booklet.

DISCIPLINE

The Northside Middle School culture is based on collaboration between the teachers, staff, administration, students, and the school community. We strive to create a safe learning environment that is conducive to student learning and the creation of positive relationships. Our school-wide behavior plan (GOLD Expectations), which is based on reinforcing positive student behaviors and discouraging inappropriate student behaviors, is the primary tool to accomplish our goal. Our GOLD Expectations for students will be taught by teachers at the beginning of school and reinforced throughout the year (Appendix A).

The faculty and administration believe that helping students develop self-discipline must be a team effort. If the school is to achieve its goal of preparing students to succeed and be contributing members of society, it is the responsibility of both the school and the parents/guardians to provide the guidance necessary. While such self-discipline is not quickly or easily accomplished, students must know that the school and the family are working together to provide guidance and direction.

When a student displays behavior that is not acceptable, a response from the teacher or administrator involved should be expected. Listed below are some disciplinary options available to the school staff.

SILENT LUNCH

An area is reserved during lunches in which no communication with other students is allowed.

AFTER SCHOOL BRIDGE (ASB)

Students can be assigned hours after school for failure to abide by school rules. The principal who assigns the detention will notify parents/guardians. The student will be expected to provide his/her own transportation. Failure to stay for detention will result in additional disciplinary action.

ADMINISTRATIVE REFERRALS

Should a teacher find that a behavior problem does not improve after his/her attempts to resolve it, a referral may be made to the appropriate principal. The principal will evaluate the facts involved and determine the appropriate disciplinary measures. These measures may include, but are not limited to, restrictions on participation in activities, assignment to In-School Detention, suspension, or request for expulsion.

EXCLUSION FROM ACTIVITIES

Participation in field trips, dances, assemblies, and other activities is a privilege. Students may lose the privilege to participate in these activities as a consequence for chronic misbehavior and serious offenses such as fighting, defiance of authority, and violations of substance use policy.

DRUGS, ALCOHOL, AND TOBACCO

Students shall not possess, use, and/or distribute tobacco and/or tobacco products, electronic cigarettes, personal vaporizers, nicotine dispensers and products, or other drugs on school property, on school buses, or during school activities, on or off school property. This includes, but may not be limited to, smokeless tobacco, anabolic steroids, look-alike drugs, drug paraphernalia, and any prescription or non-prescription drug not possessed in accordance with Policy 7.13 – Administering Medication to Students. Students are prohibited from being under the influence of any restricted substance.

WEAPONS AND DANGEROUS INSTRUMENTS

Carrying, bringing, using or possessing any firearm, dangerous device, or dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school sponsored activity is prohibited. This also applies to any replica of a weapon or toy representing a weapon.

VIOLATIONS OF LAW

In addition to school penalties, certain violations of law will be turned over to the Roanoke County Police Department.

CAFETERIA

Full lunches consist of an entrée, two side items, and milk. Food items meet the requirements of the RCPS Wellness Program. Outside lunches may be delivered to school only by a parent/guardian. Delivery services bringing food to a student will be turned away. Outside lunches may not be brought in for groups of students. Lunch visitors are limited to the parent(s)/guardian(s) and/or immediate family member(s) of the student.

TRANSPORTATION

Students are not permitted to leave school with anyone other than their parents/guardians unless written permission from their parent/guardian has been received. The permission form must be brought to the attendance window for approval, and a bus note will be issued.

BUS EXPECTATIONS

1. Students will follow directions and report concerns to the bus driver.
2. Students will find a seat and stay in that seat until the bus stops.
3. Students will keep all body parts and belongings inside the bus at all times.
4. Students will not throw anything inside the bus or out of the bus window.
5. Students will not eat or drink on the bus.
6. Students will use appropriate language and volume at all times.
7. If students plan to ride a bus other than the one to which they are assigned, they must bring a written request from the parent/guardian and turn the note in to their first block teacher at the start of school. A bus pass will be written for them and distributed during lunch. Last-minute requests will not be honored.
8. A student may be dropped off at a different bus stop on their regular bus route only when written permission is provided by the parent/guardian.

Students who refuse to cooperate and behave appropriately on school buses will be required to find alternative transportation to and from school.

APPENDIX A

GOLD Expectations

	Arrival & Dismissal	Hallway & Transitions	Bathroom	Cafeteria	Classroom
G GUARDIANS Keeping Us Safe	Enter through front entrance and report to designated area Report any suspicious activity to staff Keep exterior doors closed at all times	Walk quietly, without pushing, shoving, or horseplay Cellphone turned off and put in backpack	Sign out before leaving class Keep cellphone in backpack Report restroom problems, vandalism or other concerns to adult	Line up calmly and quietly Ask permission to check out to go to bathroom or library Remember to check-in. Listen for instructions	Keep door locked and closed Enter only if staff is present
O ORGANIZED Being Prepared	Come to school with assignments, materials, and fully charged laptops	Walk directly on right side of hallway to designated area with necessary supplies and materials	Flush toilet Wash hands Keep restroom clean Enter/exit quietly	Maintain a clean space and conversation Keep food on tray or in mouth	Attend class daily and on time Clean up after self Be prepared for instruction with all necessary materials
L LEADERS Modeling High Standards	Respect the space of others Always be in the proper location Wear clothing that meets the dress code	Walk quietly through the hallway so others can continue learning and working Assist others if needed	Conserve supplies: 2 squirts of soap 2 paper towels 2 points in the trash can Request to go only when necessary	Move away from conflict and distractions Ask for help when needed Be patient Stay seated	Accept feedback and discipline from staff Be ready to learn by being present and focused Encourage others
D DISCIPLINED Focused and Engaged	Walk directly on right side of hallway and stay in designated area Talk softly Keep hands, feet, and belongings to self	Go directly to next class Get water or use bathroom if necessary Remain in classroom once you enter	Keep hands, feet, and belongings to self Allow for the privacy of others Keep bathroom clean	Exit with permission from person on duty or when released Clean up after self Talk quietly with neighbors	Listen and be engaged Follow classroom rules/procedures/directions the first time Ask for help when needed