



Faculty Handbook

2024-2025

NORTHERN MIDDLE SCHOOL

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

-Haim Ginott

Table of Contents

Appendices

Phone List.....	A1
Site Base Policies.....	A2
Team Schedules.....	A3
CSIP Plan on a Page.....	A5
Cell Phone Form.....	A6
Expectations Matrix.....	A7
Pyramid of Behaviors/Interventions.....	A8
Time Out Form.....	A9
Referral Form.....	A10
Discipline Log/KICC Card.....	A11
School Floor Plan.....	A12
Staff Assignments.....	A13
Lunch Schedule.....	A14
Teacher Duty Schedules.....	A15
Emergency Procedures.....	A16
Admin List of Responsibilities.....	A17
Parent Communication Tips.....	A18
Teacher Procedures/Expectations.....	A19

Attendance

Absences.....	6
Attendance Procedures.....	6
Disaster Situations.....	7
Emergency Closing.....	7
Inclement Weather.....	7
Leaving School.....	7
Veritime.....	8

Behavior

Behavior Expectations.....	8
Bully & Harassment.....	8
Cafeteria.....	9
Cutting Class (AWOL).....	9
Classroom Tardiness.....	10
Duty to Report.....	10
Hall Passes.....	10
Referral Process.....	10
Room Supervision.....	11
School Discipline.....	11

NMS 2024-2025 Faculty Handbook
Revised July 2024

Smoking..... 13
State Laws..... 13

Instruction

Assessments..... 13
Committee Participation..... 13
Curriculum..... 13
Field Trips..... 14
Grades..... 14
Homework..... 14
Instruction..... 15
KSA..... 15
Parent/Teacher Conferences..... 15
Planning..... 15
PLCs..... 16
Record Book..... 16
Resource/Guest Speaker..... 16
Sub Folder..... 16
Videos..... 16

Teacher

After School Duties..... 17
Announcements..... 17
Assembly Programs..... 17
Custodial Services..... 17
Doors..... 17
Duty and Supervision..... 17
Evaluation..... 18
Faculty Meetings..... 18
Financial Accounting Procedures..... 18
Information Station..... 19
Injuries..... 19
Lockers..... 19
Mailbox/Email..... 19
Pledge Expectations..... 19
Procedures for the Promotion/Retention of Students..... 19
Professional Development..... 20
Rewards..... 20
School Activities Calendar..... 21
School/Community..... 22
Teacher/Dress..... 22
Telephone Usage..... 22
Visitors..... 23

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

ABSENCES

Teacher/Staff attendance is imperative to the learning process. Good attendance and punctuality is expected. If an absence is necessary...

1. Employees must report each absence to AESOP via phone or internet. AESOP will attempt to locate a substitute for the staff member or the staff member may pre-select a substitute and enter the appropriate information in AESOP. Absences must be reported to AESOP by 6:30am. AESOP may be initiated days in advance for scheduled absences.
2. Teachers and staff members will notify the team leader as soon as they know about the absence.

Staff members receive 10 sick days, 1 personal day, and 3 emergency days each school year. Principal approval is required in advance for personal and emergency days. Emergency days are typically reserved for funerals of close relatives and/or court appointments. If a personal leave or emergency leave day is needed, a request form should be completed a minimum of five (5) days in advance, and the request submitted in AESOP for Principal approval. Personal leave may be denied if it poses difficulties within the school.

Teachers have one personal leave day each year with pay. If you choose not to use your personal day by the end of the school year, it will be counted as a sick day and will be carried over to the next school year. Student absences are explained under the Pulaski County School System Code of Acceptable Behavior and Attendance Policy.

ATTENDANCE PROCEDURES

Good attendance is essential for a student's success in school. Please encourage your students to maintain good attendance. Attendance MUST be taken in homeroom and posted each class period. If a student is not checked as missing for the day and is not present in your class, report it immediately to the office.

If you make a mistake or a student comes to class without an admit slip, please contact the attendance secretary as soon as possible by phone or email.

Recording daily attendance is the homeroom teacher's responsibility. Please help by being accurate and punctual. Attendance is to be posted by 8:20 and within the first 10 minutes of class in conjunction with the teacher's bell work. This will ensure no loss of instructional time. In the event of a substitute, send or call attendance to the office. All tardy students must sign in at the office before going to class. Tardy students must present the teacher with an admit slip to be admitted to class. Daily absence lists may be printed from your IC Attendance program.

When a student returns from an absence:

NMS 2024-2025 Faculty Handbook
Revised July 2024

1. Routine daily absences will be excused/unexcused according to the District Attendance Code and the discretion of the principal's office.
2. Students must turn in a statement explaining their absence to the office. Admit slips will be issued through the front office. This is the student's responsibility.
3. Students are granted five (5) days to turn in an excuse to the office.

DISASTER SITUATIONS

In the event of an emergency situation, such as fire, tornado, bomb threats, etc., you are to follow the procedure established in the school's Emergency Management Plan. Emergency procedures should be posted in EVERY room. Anytime you evacuate the building or go to the shelter area, you are to take your Record/Plan Book (or record of attendance) with you.

EMERGENCY CLOSING OF SCHOOL

Due to inclement weather, schools may be closed. The local radio/television stations will make announcements to notify the public if schools are closed. This information is also available on the district web site (www.pulaski.net) and district social media accounts. Each staff member will also be notified by the Superintendent via One Call Now. If school is delayed, all staff is expected to report at the regular school time 7:45-3:30.

(Classified should report at their normal time.) See Ms. Mauldin to sign up for One Call Now messages.

INCLEMENT WEATHER

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

Plan A – All Schools Closed

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

Plan C – Early Dismissal

#iLearnPulaski(NTI) – Teachers are expected to report to school from 9AM - 3PM. If you have an extenuating circumstance, contact the principal.

LEAVING SCHOOL DURING SCHOOL HOURS

The principal is authorized to grant requests to leave the building during school hours for emergency and/or legitimate reasons. The administrative team will provide guidance on finding coverage for your classes. The reason and length of time will determine if compensation will be affected. When leaving during school hours...

1. Communicate time/reason to the principal
2. Sign out in the front office by Ms. Owens desk
3. Sign in upon return

VERITIME

It is the responsibility of each employee to clock in/out daily. If an error occurs, you must complete the timesheet correction form in the office. See Mrs. Mauldin. All timesheets and changes require principal approval.

Behavior

Refer to school discipline policy for more information.

BEHAVIOR EXPECTATIONS

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

BULLYING AND HARASSMENT

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

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

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

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

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

CAFETERIA

All teachers should strictly adhere to the lunch schedule to allow all students to eat their lunch at school during their allotted time. Each class will have a specific time to go to lunch and a specific place to sit. Teachers should accompany their class to the cafeteria serving lines.

Supervision should occur while the students are in the lunch line. Teachers should encourage the students to follow our school-wide expectations in the hallway and in the cafeteria. Students may bring their lunch from home and purchase a drink in the cafeteria. There is a charge for staff breakfast and lunch that will be determined by the cafeteria manager. Staff members are not allowed to charge. Every effort should be made by all to help keep the cafeteria clean and the lunch lines running as rapidly and as smoothly as possible.

Students must have a hall pass to leave the cafeteria during lunch. Each student will have 20 minutes to eat lunch. Each group must leave at the assigned time to provide adequate room for staff to clean/prepare for other groups coming into the cafeteria.

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

Breakfast is served daily from 7:45 a.m. to 8:10 a.m. Students eating breakfast should go directly to the cafeteria upon arrival.

CLASS CUTS (AWOL)

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

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

CLASSROOM TARDINESS

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

SCHOOL EMPLOYEE DUTY TO REPORT

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

The full district policy regarding duty to report may be found in the *Pulaski County School System Code of Acceptable Behavior and Attendance Policy*.

HALL PASSES

Students should leave the classrooms only in emergencies or with teacher permission. When it is necessary for a student to leave the classroom for any purpose, he/she MUST use/carry an approved hall pass by the classroom teacher. Teams should monitor the frequency of which students are missing class to prevent it from becoming a chronic issue.

REFERRAL PROCEDURES

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

1. Teacher becomes aware of the level 2 or level 3 offenses and deems it necessary for a referral. Teacher completes the referral form describing the incident(s) and expectations the student failed to meet.
2. Teacher reviews the student's behavior folder or Infinite Campus report for previous offenses/actions and consults with the 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 disposition may be administered by either the principal or the teacher.

ROOM SUPERVISION

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

SCHOOL DISCIPLINE

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

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

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

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

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

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

The responsibility of supervision extends to pupil conduct in the halls, restrooms, cafeterias, assemblies, and in any other area of activity in the school. When pupils are not in classrooms, there is no such thing as students "belonging" to another teacher. Any unacceptable conduct should be corrected. Students who choose to violate school behavior expectations could be subject to the referral process. A comprehensive listing of discipline procedures is in the Pulaski County Code of Acceptable Behavior and the school Discipline Policy.

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

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

NMS 2024-2025 Faculty Handbook
Revised July 2024

- Gum Chewing
- Consistently out of seat
- Dress code violation
- Cell phone
- Electronics

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

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

Level II Conflict-

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

Level III-SEVERE (Administrator level): These are serious misbehaviors that require immediate administrative involvement and written documentation. They also include behaviors that are illegal or are so severe that the misbehaving student's continued presence in a setting poses a threat to physical safety or adult authority and/or disrupts the educational process.

Most, but not all Level III behaviors require immediate escort to the office or LAB setting; staff are to use professional judgment in following the guidelines below:

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

All law violations will be reported to the SRO and the Officer will document an incident report, consult with the Court Designated Workers and County Attorney, and file charges when

appropriate. This includes but is not limited to drugs, weapons, theft, harassment, bullying, fighting, and other disruptions to the educational process.

SMOKING

Northern Middle School has been designated as a tobacco-free campus. Please do not smoke or use tobacco products while on campus.

STATE LAW AND SCHOOL BOARD POLICY AND REGULATIONS

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

Instruction

ASSESSMENTS

1. Unit assessments should be KSA-like and follow the same format. This includes multiple choice questions, multiple select questions, short answer writing, extended response questions, etc.
2. Assessments will include common, formative, and summative.
3. Use digital tools when appropriate, which will help with data analysis.
4. Assessment items should be attached to a standard.
5. Develop a remediation plan for non-mastery.

COMMITTEE PARTICIPATION

Teachers are required to participate on at least one of the established SBDM Council Committees (this is also noted on staff evaluations). The Committee Chairperson is responsible for reporting minutes to the SBDM Council.

CURRICULUM

Northern Middle School endeavors to serve the pupils with a program of studies designed to encourage students to reach their fullest potential. NMS also strives for college/career readiness for all our students. The school curriculum is guided by KDE, the local School Board, District Curriculum Team, SBDM Council, and school-appointed curriculum specialists. Northern Middle School will comply with all state law and regulations as it relates to school curriculum. Each content area will develop a curriculum map/timeline of content by grade level based on units of study. This will be completed prior to the start of the school year and submitted to Mrs. Wheeler. Teachers should not deviate instruction away from KDE content standards or other approved district and school documents. Curriculum documents will be shared with staff members.

FIELD TRIPS

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

1. All field trips are to be cleared through the Principal's office no later than two weeks prior to the trip.
2. If a bus is needed, a request must be made at least five (5) school days in advance with consideration given for the need of a handicap bus. Bus request forms should be submitted to Ms. Owens in the front office.
3. Any student leaving the school grounds for a field trip must have a Parent Permission Slip signed and on file in your room.
4. Field trips **MUST** be directly aligned with classroom instruction and planned for ALL students. This should include special needs students unless prior exemption is approved by administration.
5. For all field trips, team leaders or staff members attending must consult with the school nurse to pick up emergency medications for the trip. Each field trip must include at least one emergency medication trained staff member.
6. Lunch information must be arranged with the cafeteria 2 weeks prior to the trip.

GRADES

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

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 59 & Below

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

HOMEWORK

Homework is defined as assignments to be completed outside the classroom to reinforce class instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion, and provide curriculum enrichment opportunities. Academically appropriate homework is an extension of classroom instruction and supports the teacher's instructional objectives. Per SBDM Policy, homework will count for no more than 10% of the student's overall grade.

MAKE-UP ASSIGNMENTS:

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

INSTRUCTION

Our mission at NMS is to produce EPIC students- **E**ngaged, **P**roblem Solvers, **I**nterested and **M**otivated, **C**reative, **C**ritical thinkers, **C**ollaborators, and **C**ommunicators. Therefore, our instruction must also be EPIC. When planning instruction, here's the deal...

NMS Daily Non-Negotiables

Here's the **DEAL**:

- D** – How will I **DELIVER** the instruction?
- E** – How will I **ENGAGE** students?
- A** – How will I **ASSESS** for learning?
- L** – What is the **LEARNING** target?

KSA

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

PARENT TEACHER CONFERENCES

All teachers are required to participate in Parent/Teacher Conferences. NMS will host two conference sessions. Each session will be scheduled at the end of the grading term. The sessions will be scheduled in the evening hours to accommodate parent schedules for duration of two hours per session. Grade cards and any other pertinent information may be distributed at this time. Teams/teachers are encouraged to set up individual parent/student conferences as necessary throughout the school year.

PLANNING

Expectations for Planning:

- Collaborate with co-teacher and plan differentiation for co-teaching classes
- Lesson Planning
- Data Analysis and Reflection
- Participate in all scheduled PLCs and other required meetings
- Any other work related to Curriculum, Instruction, Assessment, or deemed necessary by administration

Additional Term Planning Expectations:

- Minimum of 3 Collegial Observations
- Revisit PGP and PD activities
- Additional prep for intervention classes

PLCs

The Principal will work in conjunction with the Instructional Coach, administrative team, department leaders, district personnel, and others to deploy a plan for conducting PLCs during the school year. Teachers are expected to participate to continue our school culture of continuous improvement and professional learning. PLCs will focus on instruction and follow these guiding questions.

NISL Guiding PLC Questions:

1. What do we want students to know or be able to do?
2. How are we going to deliver that instructionally?
3. How will we know when they got it?
4. What do we do if they do or don't get it?

RECORD BOOK - PLAN BOOK

At the end of the school year, teachers are required to print their grade book(s) from Infinite Campus and place them in a record book. This is to be submitted to the Guidance Office at the end of the school year. The record book must contain all of the student's grades and progress reports. Grades are to be recorded by subject and grading period. Each grade is to be placed in a category i.e. final exam, assessment, daily practice, workbook grade, etc. Teachers are encouraged to provide numerous opportunities for students to obtain grades/points.

RESOURCE PERSONS/GUEST SPEAKERS

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

SUBFOLDER

The Sub Folder shall contain all information necessary for a substitute to take over the class assignment in your absence. Supportive information such as daily schedule, lunch schedule, bus/hall duty assignments, class rosters, relevant student info (504 plans, medical needs, behavior needs, etc), important contact information, an assignment for students to complete, should be provided within the folder. Team Leaders should be aware of the Sub Folder location for each team member. Teachers should leave detailed lesson plans for the sub to follow.

VIDEOS

Video clips may be shown in class to enhance instruction and deliver content knowledge. If a teacher desires to show a movie that is rated PG-13, they must receive prior approval from the Principal. The video request form can be found in the information station. Movies rated R should not be shown to students at school.

Teacher

AFTER SCHOOL DUTIES

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

ANNOUNCEMENTS

Announcements will be made each morning during homeroom and each afternoon prior to dismissal. If a staff member wishes to have an announcement made, please submit it via email or in writing to Ms. Jenkins and Mr. Robinson. It is school practice to keep instruction from being interrupted during the school day. The intercom will only be used in emergencies. Our daily announcements will be emailed and are linked on the school Facebook Page.

ASSEMBLY PROGRAMS

Assembly programs are planned throughout the year. It is the teachers' responsibility to sit with their class so that student's behavior can be monitored and controlled. Remind students of our gym/assembly expectations.

CUSTODIAL SERVICES

If you have a special need for custodial services, make your request through the head custodian, Arthur Mounce. We will assign the job to the custodian to do at his/her earliest convenience. If you have an emergency, contact the front office.

DOORS

All exterior doors should be closed and locked during the school day. Exterior doors should NEVER be propped open. Visitors should enter the school through the front doors and follow entry procedures for entering the building. Per Kentucky law, all classroom doors must remain closed and locked during instructional time or while students are in the room. No exceptions! Teachers should see Ms. Mauldin to get a key to their classroom.

DUTY & SUPERVISION

At various times, teachers must report to an assigned area for supervision. The teacher will be responsible for supervising students in the area during that time. A schedule is provided. Remember, you are there to prevent misbehavior. TAKE CHARGE! Be alert and do not be reluctant to confront students when misbehavior occurs. BE CONSISTENT! The school requires systematic supervision of all common areas. Teachers are trained in systematic supervision and should follow these procedures. Be there, be aware, interact, and intervene.

EVALUATION PROCEDURE

Northern Middle School will adhere to the Pulaski County Certified Evaluation Plan for evaluation timelines, procedures, etc. Teacher will be notified in August if they are being evaluated that school year.

FACULTY MEETINGS

The majority of routine information is presented to Team Leaders during our Leadership meetings. It is expected that Team Leaders relay relevant information to their teachers in a timely manner. Faculty meetings may be called to present training or information that the administration deems necessary to present to the faculty as a whole. When the Principal schedules a faculty meeting, all teachers are expected to attend. Teachers should communicate with the principal if they are unable to attend.

FINANCIAL ACCOUNTING PROCEDURES

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

Deposits = deposit all money daily with the F-SA-6 form as soon as possible. All money is to be counted. The F-SA-6 will be the student receipt record. The bookkeeper will receipt the teacher.

Purchasing = Each teacher is allocated funds to spend for classroom supplies. If you have needs for supplies or materials beyond your allocation, please see Mr. Robinson. Every effort will be made to find a funding source.

1. Complete Purchase Order request for approval. Only after the Purchase Order Number has been received may the order may be placed. Billing Attention should be made to the bookkeeper. Specifically request the Purchase Order Number be placed on the Invoice.
2. Upon delivery, check order against packing list.
3. If shipment is accurate, sign packing list and submit it to the bookkeeper indicating all merchandise has been received and cleared for payment of invoice.

Any questions regarding financial or purchasing procedures should be directed to Ms. Owens, bookkeeper.

INFORMATION STATION

All student and faculty forms are stored in the information station located in the staff workroom. If any of these bins are empty, please ask one of the secretaries in the front office. **Digital copies may be found in the staff google classroom, if available.**

INJURIES

A written report must be filed for every student and/or teacher injury. Forms are available in the Information Station. Please complete a workers compensation form immediately and submit to Mr. Robinson, even if you do not seek medical attention.

The school nurse should be utilized for injuries or any other medical needs that occur during school hours.

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

LOCKERS

Each Team Leader may devise a plan for assigning lockers. The plan will include a record of locker assignments and lock combinations, kept on file by the teacher or team leader. Locks are provided to students at no cost. Do not allow students to use their own locks. Lockers are school property and may be opened by administrators and teachers as needed.

MAILBOX & E-MAIL

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

PLEDGE EXPECTATIONS

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

PROCEDURES FOR PROMOTION / RETENTION OF STUDENTS

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

Please refer to the District Attendance Policy for attendance standards.

The student and his/her parents (guardian) will be notified of the possibility of retention within 30 calendar days of the last day of school.

PROFESSIONAL DEVELOPMENT

All certified staff are required to complete 24 hours of APPROVED Professional Development each school year. Northern's Professional Development Plan is approved by the SBDM Council and should be followed as closely as possible. Any variations require prior approval from the Principal or School PD Coordinator (Ms. Anderson). This is state-mandated and any teacher that does not meet this requirement is reported to the Professional Standards Board. Teachers should utilize the Vector website to submit PD documentation and manage their PD activities. See Mrs. Anderson for assistance in completing and/or recording professional development hours.

REWARDS

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

Reward Trip Participation -NMS may hold a school-wide reward event each grading term to recognize students who:

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

To earn the reward, students must meet ALL three criteria listed above within the nine-week grading term.

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

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

Dances, Socials, and Other Afterschool 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. Teachers and administrators will work together to set the criteria for students to be eligible to purchase a ticket and attend.

Attendance Drawings-

Attendance drawings will be held during morning announcements throughout the year to reward students for meeting attendance goals.

Students of the Week -

The Youth Service Center will accept “Students of the Week” nominations from team leaders. These students will be recognized within the school building and parents/guardians will be notified.

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.

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 away thousands of awards annually for grades, attendance, effort, character, etc.

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

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 ACTIVITIES CALENDAR

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

SCHOOL - COMMUNITY RELATIONS

We believe that a good relationship must exist between our school and the surrounding community in order for students to most effectively realize their educational potential. This relationship will be developed and encouraged through a process of activities designed to establish open lines of communication between the school and the general public and to keep parents informed of their child's progress and activities. Teachers are requested to send one positive comment post card per week. Teachers are also asked to make positive phone calls home to their homeroom students' parent/guardian during the first grading term. These actions promote positive interactions between teachers and parents and builds positive relationships at the beginning of the school year. Teachers are encouraged to keep families informed throughout the year with Remind, e-mails, Google Classroom, One-Call, etc. Teachers should utilize the Parent Communication Tips document to help facilitate constructive communication with parents/guardians.

TEACHER DRESS

The Board of Education and Superintendent have no policy on teacher dress. It is the feeling of the principal that teachers should dress professionally. Please note that appropriate staff attire does not violate student dress codes. DRESS FOR SUCCESS!

TELEPHONE USAGE

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

1. Not urgent - a message will be placed in the teacher's mailbox.
2. Urgent - a message will be hand delivered to the teacher.
3. Emergency - after the emergency has been identified, calls will be forwarded directly to the teacher. Obviously, emergencies are a rare occurrence.
4. Adults should model appropriate cell phone usage. Cell phones should be used at a minimum during class time or in the hallways or common areas except when being utilized for educational purposes (ex: Classroom Dojo, clock/timer, Remind 101 etc).

**Parent phone calls are to be returned within 24 hours.

VISITORS

All visitors must report to the front office and sign-in to receive a visitor pass. Do not allow visitors to enter the building through any door other than the front door. Staff members should address any guest in the building who does not have a visitor pass and instruct them to report to the front office.

