

Northern Middle School SBDM Council By-Laws and Policies 2026 - 2027

A School of
Champions



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NMS SBDM Council By-Laws

1. Agenda

By-Law # 1

Best Practice

1st: 8-22-24

2nd: 5-22-25

Each regular and special council meeting shall operate by agenda. The agenda shall be formed by the chairperson with items provided by council members. The agenda shall be distributed to all council members at least twenty-four (24) hours in advance of the meeting. All business transacted by the Council shall be by agenda only. The agenda shall be approved by the Council at the beginning of the meeting. Other items may be added to the agenda of a regular meeting with the approval of the Council. Teachers and parents who are not on the Council may recommend items for the agenda by contacting a council member. Agenda items shall be presented to the Principal in writing.

2. Appeal of Decisions Process

By-Law # 2

Required

1st: 8-22-24

2nd: 5-22-25

Any resident of the District or a parent, student or employee of the school may appeal Council decisions. Appealing a decision made by a school council shall include the following procedure.

1. The first step in the appeals process shall be a review by the appropriate committee as designed or assigned by the Principal.
2. The appeal and committee's review report will then be reviewed by the school Council, which shall make a timely response to the appealing party.
3. If the matter is not satisfactorily resolved by the Council, the appeal may then be submitted in writing to the Superintendent.
4. If, within ten (10) calendar days, the matter is not satisfactorily resolved by the superintendent, the appealing party may, within twenty (20) calendar days, appeal to the Board. The Board shall afford the affected parties an opportunity to be heard within thirty (30) calendar days of the appeal to the board.
5. The Board shall issue a final written decision on the appeal with its rationale no later than sixty (60) calendar days from the date of the presentation to the Board.
6. At any point in the process the Board may direct a review and report on the issue, but shall not extend its decision beyond sixty (60) calendar days from the date of the presentation to the Board without the agreement of the affected parties.

The Board will determine whether the issue on appeal falls within the authority granted to the Council by KRS 160.345.

Actions that fall within the statutory authority of the Council will be reviewed on appeal based on whether the Council action raises liability and/or health and safety concerns, exceeds budgetary limitations, conflicts with contractual obligations, or was otherwise unlawful under state or federal law.

Actions that fall within the authority of the Board will be reviewed on appeals based on whether the Council action lacks educational merit, is inconsistent with District goals, violates District policy, exceeds the authority of the Council, raises liability and/or health and safety concerns, exceeds budgetary limitations, conflicts with contractual obligations or is otherwise unlawful under state or federal law.

When the appeal issue falls within statutory Council authority, the Board shall either

1. affirm the Council decision or
2. refer the appeal back to the Council with documentation of its concerns and suggestions.

When the appeal issue falls within the authority of the Board to decide, the Board shall either

1. uphold the Council decision or
2. reverse the Council action found to violate any of the review standards. KRS 160.345

3. Authority of the Council

By-Law # 3

Best Practice

1st: 8-22-24

2nd: 5-22-25

The Council, pursuant to state law, is a policy making body with its main focus being student achievement. Reference KRS.160.345.

The Council shall have the authority to set and monitor school policies which shall provide an environment to enhance student achievement and help the school meet the goals established by the Kentucky Education Reform Act of 1990. Reference KRS. 158.645

Outside of a legally called council meeting, no council member other than the Principal has decision making or administrative authority. The Council shall have the authority to form the number and types of committees needed to assess the needs of the school and make recommendations to the council.

4. Authority of the Principal

By-Law # 4

Best Practice

1st: 8-22-24

2nd: 5-22-25

The Principal shall serve as the school's primary administrator and instructional leader and shall have authority over management functions not chosen by the council. The Principal shall be responsible for implementing policies set by the council and shall be responsible to the superintendent or his/her designee. The Principal shall be responsible for supervising the work of committees appointed by the Council. The principal has the authority to form committees in areas of management functions not chosen by the Council.

5. Chairperson

By-Law # 5

Required

1st: 8-22-24

2nd: 5-22-25

The Principal shall be the chairperson. He/she shall preside at all meetings. In the absence of the Principal, the vice-chairperson may chair the meeting. KRS 61.805, KRS 61.850

6. Composition of the Council

By-Law # 6

Required

1st: 8-22-24

2nd: 5-22-25

The school council at Northern Middle School shall consist of three (3) teachers, two (2) parents and the principal, providing state requirements for minority representation are met.

7. Conflict of Interest

By-Law # 7

Required

1st: 8-22-24

2nd: 5-22-25

Council members shall not have a conflict of interest pursuant to K.R.S. Chapter 45A, except the salary paid to District employees.

8. Council Code of Ethics

By-Law # 8

Best Practice

1st: 8-22-24

2nd: 5-22-25

“Code of Ethics” for a school Council is a set of professional standards for council members to follow as they work as a team, as they make decisions affecting the school, and more specifically, the children served by the school. A code of ethics shall be adopted by the first school Council at Northern Middle School and shall be reviewed annually by each Council thereafter and amended as needed. A written code of ethics shall be included in the Council’s by-laws. Each Council member shall read the professional standards set by the code of ethics. Signing the code of ethics statement is not mandatory. Each Council member shall be given the freedom to sign the code of ethics statement. No Council member shall be coerced into signing the code of ethics beyond their will or discriminated against if choosing not to sign the code of ethics.

STATEMENT OF ETHICS FOR THE NORTHERN MIDDLE SCHOOL COUNCIL

Members of the Northern Middle School Council, while representing parents, teachers, and school administrators, have the achievement and welfare of students served by the school as it’s highest priority. We acknowledge that the school belongs to the public it serves and that our responsibilities as a Council member requires gathering and giving accurate information and making decisions that will be in the best interest of the student. We further acknowledge that we can best meet our responsibilities when we work as a team, show respect for one another, show honesty, and demonstrate a commitment to the school and to our responsibilities.

Refraining from discussing information that can be detrimental to a person or group, is a behavior standard by which the Council will abide.

The responsibility of the Council and these acknowledgments require each Council member to maintain standards of exemplary professional behavior. Each Council member and the Council as a whole will be observed and appraised by faculty, students, parents, and community. In the interest of the school and each student served by the school, the Council subscribes to the following statement of ethical standards.

Members of the Council shall:

- Make the well-being of students the fundamental value in all decision making actions.
- Fulfill responsibilities with honesty and integrity.
- Abide by policies set by the Council.
- Demonstrate a willingness to work as a team.
- Demonstrate a willingness to compromise in the interest of the achievement and welfare of students.
- Show support of decisions made by the Council.
- Avoid sharing information that is considered confidential by the Council.
- Represent his/her constituency group as accurately as possible.
- Demonstrate a commitment to the work of the Council and to the school.
- Avoid using positions for personal gain through political, social, religious, economic, or other influence.
- Demonstrate a respect for all people regardless of race, national origin, sex, religion, and political affiliations.

SIGNATURE PAGE FOR THE COUNCIL CODE OF ETHICS

I agree to abide by these standards:

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE

9. Decision Making Process

By-Law # 9

Best Practice

1st: 8-22-24

2nd: 5-22-25

The primary method of making decisions shall be by consensus. An effort shall be made to thoroughly discuss all possible alternatives, provide everyone ample opportunity to be heard, and make a final choice that can be supported by the group. In the event consensus cannot be reached, a delay in making the decision shall be used as one alternative to help reach consensus.

In the event a decision is necessary, then majority rule will be followed. Decisions by majority rule shall require a simple majority of the members present. A tie vote will result in no action taken by the council.

10. Eligibility

By-Law # 10

Best Practice

1st: 8-22-24

2nd: 5-22-25

Teacher members must be employees of the District and currently assigned to the school where they are elected to serve as a council member. Itinerant teachers are eligible to serve on councils. A parent council member shall be a parent, step-parent, or foster parent of a student to be enrolled in the school during the parent's term of council service. Parent shall also mean a person who has legal custody of a student pursuant to a court order and with whom the student resides. A parent council member shall not receive a salary in any capacity related to NMS (coach, sub., referee, etc.), and shall not be the relative of a NMS employee, a local Board member, or the spouse of a local Board member. Relative shall mean father, mother, sister, brother, husband, wife, son, daughter, aunt, uncle, son-in-law, or daughter-in-law. All council members must have the training required by law.

11. Input From Non-Council Members

By-Law # 11

Best Practice

1st: 8-22-24

2nd: 6-19-25

An "open chair" will be available at all council meetings for attendees to address issues under consideration by the Council. The chairperson will invite speakers to approach the open chair.

Guidelines for Speakers:

- No speaker may engage in a debate with others.
- Each speaker is limited to a maximum of five (5) minutes.
- Personal attacks are strictly prohibited. If a verbal attack occurs, the Council will adjourn and conduct no further business.
- Topics not listed on the agenda will be referred to the appropriate committee, if one exists, for future discussion.

Additionally, the total time allotted for discussion by non-council speakers shall not exceed thirty (30) minutes per meeting. No decisions will be made during this time, but the issues may be addressed at the next meeting.

12. Minority Representation

By-Law # 12

Required

1st: 8-22-24

2nd: 5-22-25

For the purpose of school-based decision making, "minority" shall mean American Indian; Alaskan native; Afro-American; Hispanic, including persons of Mexican, Puerto Rican, Cuban, and Central or South American origin; Pacific Islander; or other ethnic group under-represented in the school.

If the Council formed under the elections described above does not have a minority member and the school has eight percent (8%) or greater enrollment of minority students, the Principal shall be responsible for carrying out the following:

1. The YSC/Parent Volunteer Coordinator will identify a parent election committee who shall organize a special election within 30 days of notification to elect a minority parent to the Council by ballot. The YSC/Parent Volunteer Coordinator shall notify all parents of the date, time and location of the election. The notice shall call for nominations of minority parents for the ballot. The election shall be conducted using the same procedure as the election of the two (2) other parent members of the Council.
2. The elected facilitator shall call a meeting of all teachers in the building within thirty (30) days of notification that minority representation is required. The teachers shall select one (1) minority teacher to serve as a teacher on the Council.

If there are no minority teachers who are members of the faculty, an additional teacher member shall be elected by a majority of all teachers. Procedures for election of the teacher representative shall be the same as the procedures for the election of the other (3) teacher members of the council.

(B.O.E. policy 02.421)

13. Minutes

By-Law # 13

Required

1st: 8-22-24

2nd: 5-22-25

Minutes of all the Council's regular and special meetings shall be recorded in writing and kept on file in the Principal's office. Minutes shall also be approved by the Council. A copy of all minutes shall be provided to Board members and the Superintendent as a means of keeping them informed. The minutes shall be disseminated to the Council, all staff members and the Superintendent within 7 working days from the date of the meeting.

14. Open Meetings

By-Law # 14

Best Practice

1st: 8-22-24

2nd: 5-22-25

All council meetings shall be open to the public except when personnel, legal issues affecting the council, or rights to privacy issues are under consideration. Under one or more of these conditions a Council may go into executive session. All decisions made by the Council shall be in open public meeting. The Council shall abide by the state's open meetings law. KRS 61.810, KRS 61.805, KRS 61.850

15. Parent Selection Process

By-Law # 15

Required

1st: 8-22-24

2nd: 5-22-25

The principal shall collaborate with the parent election committee to establish a date for Parent Election. This committee shall provide a notice to parents stating any parent of a student pre-registered to attend the school during the term of office may vote to elect the parent Council members. If the school does not have a parent-teacher organization, then the Principal shall set the date and time for parents to elect parent council members. The Principal shall ensure selection of a parent committee during the month of March, to facilitate the parent selection process.

The election of parent Council members shall be held after normal working hours at a time and place convenient for parents to attend. The parent election committee shall notify the local newspaper of the date, time and place of the election in a manner that gives sufficient time for the newspaper to provide notification to the community.

Election of parent members to the Council shall be by a majority of the voting parents. Parents may nominate themselves or another parent. Nominations shall be made in writing and submitted to the parent election committee at least five (5) school days prior to the date scheduled for the election. A Parent Volunteer shall prepare a ballot containing the names of all qualified parents nominated. Voting shall continue until two (2) representatives are elected. Parent election committee shall decide the specific procedures for nominating candidates, processing and counting votes, beyond this policy. Parent members of the council shall receive a majority vote of the parents present at the election meeting.

16. Policy Development and Review

By-Law # 16

Required

1st: 8-22-24

2nd: 5-22-25

All activities and decisions of the Council shall be governed by the Council. All policies (new and revised) and changes to the by-laws shall require two (2) readings before they are adopted. All by-laws and policies shall be provided for review by the Superintendent. The Council shall annually review the by-laws and policies and make any changes that will improve the operation and productivity of the school. Revisions shall be made as needed in order to more effectively serve the school.

17. Public Inspection of Records

By-Law # 17

Best Practice

1st: 8-22-24

2nd: 5-22-25

To request access to School Council records, use procedures 01.6 AP. 2/Request to Examine and/or Request Board Records. A copy of this form shall be kept with the council by-laws. The Principal shall be the Open Records Compliance Officer of the council.

18. Quorum

By-Law # 18

Best Practice

1st: 8-22-242nd: 5-22-25

For regular meetings, a majority of the Council members must be present in order for the Council to make official decisions. This must include at least one (1) parent and one (1) teacher. For consultation purposes only, a quorum may consist of one parent and one teacher. Members may participate by conference call.

19. Recording Secretary

By-Law # 19

Required

1st: 8-22-242nd: 5-22-25

The Council shall provide a qualified person to serve as recording secretary who shall be responsible for:

1. Recording in writing all minutes of meetings.
2. Processing the minutes and disseminating to all required persons.
3. Filing minutes in the minute books.
4. Maintaining link on webpage.

20. Removal of Council Members

By-Law # 20

Best Practice

1st: 8-22-242nd: 5-22-25

On recommendation of the Chief State School Officer and pursuant to statutory requirements, the Board may remove a Council member for cause by a vote of four-fifths (4/5) of the Board's membership. KRS 156.132

21. Reporting Election Results

By-Law # 21

Best Practice

1st: 8-22-242nd: 5-22-25

The Principal shall report election results to the SBDM Council, Superintendent and Media.

22. Schedule of Regular Meetings

By-Law # 22

Best Practice

1st: 8-22-242nd: 5-22-25

The Northern Middle School Council shall meet on the Fourth Thursday of each month at 3:30 PM at the school. Regular meetings may be canceled by the chairperson, with approval from a majority of the council. Regular

meetings shall be held each month with the exception of June and December, when no regular meetings will be held.

23. Special Meetings

By-Law # 23

Best Practice

1st: 8-22-24

2nd: 5-22-25

Special meetings may be called by the chairperson or a majority of the council. A twenty-four (24) hour notice shall be given to the media and all council members. The announcement of the meeting shall include time, place, and purpose of the meeting. Notice to members may include text message, phone contact, voice-mail, e-mail, postal mail, fax or face-to-face.

24. Teacher Selection Process

By-Law # 24

Required

1st: 8-22-24

2nd: 5-22-25

All teachers assigned to the school, including itinerant teachers, have the opportunity to participate in the annual selection of teacher representatives. Teachers may nominate themselves or another teacher. Selection procedures are determined annually by the teachers during the month of March.

25. Terms

By-Law # 25

Required

1st: 8-22-24

2nd: 5-22-25

Terms of school council members shall be for one (1) year and shall begin on July 1 and end on June 30 of the following year. A school council, once elected, may adopt a policy setting different terms of office for parent and teacher members subsequently elected. Term limitations shall not apply for a minority teacher member who is the only minority on the faculty. Annual elections for the following year's term shall be held during the second semester on a date set by the faculty. (K.R.S. 160.345; BOE 02.421) New Council members may meet with the Council as "Council members elect". During this time they can help the Council plan for the next school year and participate in training sessions. They are not eligible to participate in the decision making process.

26. Types of Meetings

By-Law # 26

Best Practice

1st: 8-22-24

2nd: 5-22-25

Council members shall attend two types of meetings:

1. Regular-Meetings held on a set day of the month and at a set time of the day.
2. Special-Meetings scheduled as they are needed between regular scheduled meetings. These may include meetings designed for council members to acquire knowledge and/or develop skills and develop plans for improving the school not completed within the committee system. Meetings for hiring consultation may also be needed.

27. Vacancies

By-Law # 27

Best Practice

1st: 8-22-24

2nd: 5-22-25

Council vacancies shall be filled at a special called election and shall follow the guidelines set forth in the regular teacher/parent selection process. The person elected to fill the vacancy shall serve the remainder of the term and be eligible for re-election.

28. Validation Committee

By-Law # 28

Best Practice

1st: 8-22-24

2nd: 5-22-25

A validation committee comprised of two teachers selected by the faculty shall be formed annually at a faculty meeting during the second semester. The committee shall be responsible for:

- (1) Disseminating nomination forms.
- (2) Validate nomination forms.
- (3) Disseminating election ballots.
- (4) Counting votes and reporting the results to the faculty and the Principal.

29. Vice-Chairperson

By-Law # 29

Required

1st: 8-22-24

2nd: 5-22-25

The vice-chairperson shall be selected by the Council in August and shall be any Council member, except the Principal. In the absence of the Principal, the vice-chairperson may preside at Council meetings. The vice-chairperson shall be selected by a majority vote of Council members.

NMS **SBDM Council** **Policies**

1. Alignment With State Standards Policy

Policy # 1

Required Policy

1st Reading: 9-26-24

2nd Reading: 5-22-25

Each year the council shall review information, reports, and data, to determine how well the school is in compliance with state standards. Information that will be used is:

1. Results of the data analysis of student test scores from all assessments.
2. Status of curriculum and its alignment.
3. Implementation of Instructional Practices.
4. Implementation and Impact checks of the current CSIP.
5. Utilization of technology and how it supports student learning.
6. Needs assessment data that is compiled by the CSIP committee.
7. Review professional development and how it is aligned with the schools needs and Comprehensive School Improvement Plan (CSIP)
8. Other pertinent data that would impact student achievement (Improvement Team, etc.)
9. Continuous analysis of student work

After review of this information the council shall oversee the development or revisions of the school's CSIP. The council will also make necessary changes to the curriculum, instructional practices and programs within the school to have a positive effect on student achievement and to be in compliance with the Kentucky Academic Standards.

2. Assessment Policy

Policy # 2

Best Practice Policy

1st Reading: 9-26-24

2nd Reading: 5-22-25

USE OF DEMONSTRATION ACTIVITY

In each class, students shall complete at least one summative and multiple formative assessments with each unit of study. Those assessments shall:

1. Be aligned with the school's curriculum documents and Kentucky's standards for novice, apprentice, proficient, and distinguished performance.
2. Be valid and appropriate demonstrations of what students should know and be able to do.
3. Use clearly defined scoring guides that are shared with students prior to the assessment.
4. Reflect the appropriate levels of difficulty for the ages and developmental stages of learners.
5. Provide meaningful feedback to students so that they can strengthen their performance.

Teachers are strongly encouraged to share activities they have designed and to collaborate in developing new ones.

EVALUATION OF PERFORMANCE

1. Three times a year teachers will analyze student performance based on predictive and benchmarking assessments.
2. Teachers will analyze common assessment data regularly to develop rigorous, authentic assessments and target performance level descriptions.
3. The principal (or principal's designee) will ensure this policy is being followed through classroom observations, walkthroughs, and review of classroom assessments.
4. Grades should accurately reflect the standard level of performance.

CONNECTION TO STATE EXPECTATIONS

By November 30 each year:

1. The staff will analyze the School Report Card to target curriculum gaps and instructional areas of improvement. The staff will compare the student KSA performance with the classroom assessment performance to determine areas of improvement and provide the information to the principal.
2. The principal or designee shall confer with any teachers whose classroom assessments are not rigorous, authentic, and aligned with KSA.

3. Assignment of Students to Classes Policy

Policy # 3

Required Policy

1st Reading: 10-29-24

2nd Reading: 5-22-25

The Guidance Office of Northern Middle School will be responsible for registering, enrolling, and scheduling all 6, 7, and 8th grade students in our attendance zone. Assignment of students to classes shall be random with consideration being given to special needs students to be in compliance with IEP's or GSSP's. 8th grade students will be ability grouped for Algebra I, Integrated Science. 6th & 7th grade students will only be ability grouped for advanced math. The Guidance Office will review screening data, which may include test scores, classroom grades and take teacher recommendations for placement of students into these classes. All requests by students, parents/guardians or teachers for assignment changes shall have the approval of the principal or designee before changes can be completed. All class schedules shall be accurate, available on the Infinite Campus program and made available to students at an Open House held before the start of the school year. Student/Teacher ratios will be in line to state standards with exception given to exploratory classes as needed.

4. Budget Policy

Policy # 4

Best Practice Policy

1st Reading: 10-29-24

2nd Reading: 5-22-25

BUDGET ADOPTION:

The SBDM Council shall develop Northern Middle School's budget each year. The budget format provided by the Superintendent of Pulaski County Public Schools and the time line set by Pulaski County Board of Education policy will be used. The budget shall:

1. Consist of all allocated funds (Section 6, KETS, ESS, Professional Development, etc.)
2. Be based on staffing and needs of students identified by the Comprehensive School Improvement Plan, Kentucky Performance Report, other pertinent data or critical priorities set by the Council.
3. Shall be approved and monitored by the Council.

5. Cell Phone/Electronic Usage Policy

Policy # 5

Best Practice Policy

1st Reading: 7-25-24

2nd Reading: 7-16-25

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

USAGE

1. Administrators may maintain possession of your cell phone or other device with any violation of this policy. In addition, teachers may collect cell phones at the beginning of class in order to maintain a focused learning environment.
2. Personal devices at school are a privilege. Students may lose this privilege for severe or repeated violations of this policy and the Pulaski County Schools code of acceptable behavior.
3. Cell phone/Electronic device (including but not limited to cameras, I-Pods, MP-3's, game systems, music players, smart watches, Airpods, etc.) may be used at school as long as they follow the school's policy described below. Our goal is to maintain an academic focus in the classroom while respecting the needs of our students to have responsible access to phones and other devices. The guidelines outlined below safeguard an appropriate academic environment inside and outside the classroom and ensure respectful, no-disruptive use of cell phones and other devices at Northern Middle School.
4. Cell phones/Electronic devices are allowed on campus, but their use is strictly restricted during the school day to ensure a focused learning environment. Policy guidelines are listed below.

Policy Guidelines

- **State Law Compliance:** In accordance with Kentucky House Bill 208, cell phone/electronic items use is strictly prohibited during all instructional time.
- **Authorized Times:** Students may use their cell phones/electronic items before 8:15 a.m., during their scheduled lunch period, and after afternoon dismissal. **School staff reserves the right to take away authorized times if deemed necessary.**
- **Restricted Times:** The use of cell phones/electronic items are NOT permitted from 8:15 a.m. until lunch, and from the end of lunch until the final dismissal announcement, all phones must be turned off, put away, and kept completely out of sight. In addition, cell phones/electronic items are not permitted during In School Suspension or lunch detention.

Approved Exceptions: Cell phone/electronic device use is only permitted during restricted times under the following specific circumstances:

- **Medical Needs:** The device is required to monitor or treat a documented medical condition (verified by a medical professional).
- **Educational Use:** A teacher has given explicit, direct authorization to use the device for a specific instructional activity.
- **Official Accommodations:** The use of the device is explicitly outlined as an accommodation in the student's IEP or 504 plan.

The use of camera and video functions are FORBIDDEN at any time unless clearly defined within an instructional activity and permission is granted by school staff.

Electronic Etiquette:

During Lunch: Use of external speakers on electronic devices is not allowed. Headphones should be at the Appropriate volume level. If someone can hear it, it is deemed inappropriate.

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
- Generating and distributing non-consensual, AI-generated pornographic imagery using an individual's likeness is a severe violation of privacy and dignity, and in many jurisdictions, it constitutes a criminal offense under laws targeting non-consensual sexual imagery, harassment, or the unauthorized use of one's identity.
- Sending harassing/threatening message
- Using the device for any illegal activity
- Using the device during restricted time
- If the device causes a violation of other school rules (IE: you're tardy to class because you were on the phone)
- 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 the 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.** Additional consequences could also be considered including: administrators deleting inappropriate content from phones, submitting the phone to law enforcement, charges being filed, parents contacted, etc.

Violations will result in the phone being confiscated.

ENFORCEMENT

Administrators obtain the right to maintain possession of a personal device during the process of investigating violations to this policy or any other investigation as deemed appropriate by Administrators.

Any violation of use will result in the following consequences:

1st Offense:

The cell phone will be confiscated by the team teachers 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 administration deems necessary.

_____ (staff) _____ (student) _____ (date taken) _____

2nd Offense:

The cell phone/electronic device will be confiscated and the administration will maintain possession of the phone and require a parent/guardian to pick it up and sign for it. Cell phone privileges may be revoked if the administration deems necessary.

Reason for taking the phone:

I understand that any future incidents involving cell phone usage at school will result in loss of cell phone /electronic device privileges for the remainder of the school year and the cell phone / electronic device may be held until the end of the school year.

This is to verify that my child's cell phone/electronic device was picked up by:

_____ (Parent) _____ (date)

3rd Offense:

The student will lose cell phone/electronic device privileges until the end of the school year.

The Administration may maintain possession of the phone until the end of the school year.

_____ (staff) _____ (date taken)

Administrative Decision: _____

_____ (administrator) _____ (date)

_____ (parent) _____ (date)

6. Committee Policy

Policy # 6

Required Policy

1st Reading: 10-29-24

2nd Reading: 5-22-25

At the regular July meeting the Council shall determine the number and types of standing committees to be formed to aid the Council.

Standing committees shall serve for a one-year term from August 1st through July 31st. Ad-Hoc committees shall be formed throughout the year to complete specific tasks not completed by a standing committee. Once the task is completed the Ad-Hoc committee shall be dissolved.

By September 1st the Council shall communicate in writing the charges to each standing committee and a general timeline for all major tasks. Additional responsibilities throughout the year will also be communicated in writing.

All committees will have a chairperson and secretary from its membership. All meetings shall be open to the public and abide by the open meetings laws. The date and time of the committee meetings shall be appointed. All committees shall operate by agenda. The agenda shall be formed by the committee chairperson with input from committee members. The agenda shall be disseminated to committee members at least 24 hours before the meeting. All committees shall use consensus as the method of decision making. Two-thirds of the members of the committee shall be present for the committee to make a decision on a recommendation to be made to the Council.

All committees shall keep minutes and attendance rosters of all meetings. A standing meeting time will be communicated at the 1st meeting and changed if necessary. Each committee shall approve its own minutes. Committee binders for copies of the minutes and all pertinent documentation of their work shall be maintained by each committee and housed in the Principal's office. Copies of the minutes shall be presented to the Council

chairperson in a timely manner in order for the Council chairperson to disseminate to the Council before the next council meeting.

All recommendations to the Council shall be made in writing and included in the committee minutes.

7. Curriculum Policy

Policy # 7

Required Policy

1st Reading: 10-29-24

2nd Reading: 5-22-25

KENTUCKY ACADEMIC STANDARDS – CURRICULUM AREAS

The curriculum is a roadmap for student mastery of the Kentucky Academic Standards. The standards define what students are expected to know and be able to do at each level in each subject area:

- Reading and Writing
- Math
- Science
- Social Studies

As well as:

- Health and Physical Education
- Visual and Performing Arts
- Computer Science
- Career Studies and Financial Literacy
- World Language
- Library Media
- Technology

Those standards are adopted by the Kentucky Board of Education based on national and international models. The standards are reviewed and revised through a years-long process that invites participation from every part of the school community.

CURRICULUM SELECTION PROCESS

The superintendent has the authority to determine the following for each school:

- Curriculum
- Instructional materials (which includes textbooks)
- Student support services

Before making those selections, the superintendent will:

- Consult with the local board of education
- Offer a reasonable review and response period for stakeholders in accordance with local board policy
- Consult with the principal and the school council

When consulting with the superintendent, the council will:

- Ensure students, families, school staff, district leaders, and community members have opportunities to provide feedback on CURRICULUM strengths and areas of need.
- Request INSTRUCTIONAL MATERIALS:
Matched to the unique strengths and needs of the school.
Backed by research and evidence of success in a similar school setting.

The curriculum document(s) can be found on the school website or reviewed in the school office.

IMPLEMENTATION:

All teachers will:

1. Discuss standards and standards mastery with their students as part of the classroom instruction.
2. Monitor and document mastery of standards taught on curriculum maps throughout each unit.
3. After teaching each standard/topic within the unit, make notes on any aspects of the curriculum that seemed difficult, unclear, or open to improvement through Professional Learning Communities (PLC's).
4. Share these notes at content committee planning meetings in order to discuss possible curriculum

- revisions.
5. Monitor student mastery of standards through classroom, district, and common assessments that are aligned with the standards taught and provide KSA like questions with, multiple-choice, multiple-select short answer and extended response items with each unit of study.
 6. Provide students with remediation for standards not mastered
 7. Revise Curriculum Maps yearly ensuring all required state standards are met and provisions made for students not mastering standards.
 8. Meet with content teachers to ensure the curriculum is horizontally and vertically aligned.

MONITORING/EVALUATING/REVIEWING:

1. Principal or designee will meet with each new teacher to review the curriculum documents that apply to that teacher's assignment.
2. As needed, assign a teacher experienced in those parts of the curriculum to provide additional assistance to a new teacher to serve as a mentor.
3. Review lesson plans and curriculum maps for indications that curriculum and this policy is being implemented.
4. Convene an appropriate meeting each year to review teachers' notes on possible curriculum revisions, and report to the Council on the results of those meetings.
5. Maintain communication with leaders at other schools in our district, so that we can continue to coordinate what we teach is aligned with what is taught at other schools.

6-12 HUMAN SEXUALITY CURRICULUM

In keeping with Kentucky state law, KRS 158.1415:

- Students will not receive instruction for the purpose of studying or exploring gender identity or expression or sexual orientation.
- Written parental consent will be required before student instruction.
- Parents will receive notification at least two weeks prior to the instruction and be given the right to review the materials.

8. Discipline & Classroom Management Policy

Policy # 8

Required Policy

1st Reading: 4-24-24

2nd Reading: 5-22-25

Section I: Student Responsibilities

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. We expect students to Be Respectful, Be Responsible, Be Willing to Learn, and Be a Team Player.

Section II: Teacher Responsibilities

The most important element of encouraging good discipline is for all members of the staff to consistently work on enforcing the school's expectations (Be Respectful, Be Responsible, Be Willing to Learn, and Be a Team Player). Students in the classroom or in your area of supervision (including all common areas) are your responsibility. Supervision of students is required 100% of the time. Most misbehaviors will be handled by the classroom teacher. Well-taught classes with relevant content and sufficient amounts of class activity to keep the students working will keep discipline problems to a minimum. Teachers are not only responsible for the conduct of their assigned pupils, but they are also expected to assume their share of responsibility in seeing that all pupils adhere to the policies and expectations of the school.

Level I- MILD (Classroom level): 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 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
- Consistently out of seat
- Dress code violation
- Cell phone
- Electronics

CORRECT IMMEDIATELY

**PROVIDE CONSEQUENCE,
IF NEEDED**

Procedures for Handling Level I Behaviors

Teacher/Staff will conference with the child and take appropriate action as outlined in the team discipline plan.

Disciplinary actions may include, but are not limited to:

- | | |
|--|--|
| ☐ Assessment of the root causes of the behavior | ☐ Time-out within the classroom, within the team, or LAB |
| ☐ Schedule change; peer tutor | ☐ Behavior improvement contract or Behavior Plan |
| ☐ Proximity control; eye contact | ☐ Loss of privileges; Loss of team time |
| ☐ Physical/seating arrangement of the classroom | ☐ Daily progress reports sent home |
| ☐ Gentle verbal reprimand; positive reinforcement | ☐ Teach replacement behaviors |
| ☐ Token economy | ☐ Social skills instruction; Role play |
| ☐ Parent contact | ☐ De-escalation/relaxation strategies |
| ☐ Non-verbal or visual prompts and cues or gestures | ☐ Restitution; Apology |
| ☐ Teaching and re-teaching expectations | ☐ Model desired behavior; Provide positive practice |
| ☐ Alternate dismissal; structured transitions | ☐ Visual schedule, checklists, timers, organizational tools |

- ☐ Student completes behavior improvement support
- ☐ Planned ignoring
- ☐ Intervention Behavior Wheel

- ☐ Peer Mediation; SAP
- ☐ Discipline log or KICC
- ☐ Teacher/Student conference

**Teachers may want to consult and document on the pyramid of interventions any strategies used to teach and reinforce behavior expectations.

Level II-MODERATE (Team level): Misbehaviors that do not require immediate administrative involvement but do require documentation.

- 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)
- Repeated failure to follow directions
- Forgery
- Physical Aggression – Refer to Counselor (pushing, shoving, tripping, spitting, out-of-control horseplay, chesting, bumping)

1. **CORRECT IMMEDIATELY**
2. **DOCUMENT ON REFERRAL FORM TO TEAM LEADER AND FILE / (TL must initial)**
3. **PROVIDE TEAM/CLASS CONSEQUENCES AND CONTACT PARENT**
OR
 1. **PASS TO ADMINISTRATOR**
 2. **RECOMMEND CONSEQUENCE**
 3. **CONTACT PARENT**

Teacher discretion is advised in determining team or administrator action for level 2 infractions. The Team Leader must sign all level 2 referrals before processing.

Procedures For Handling Level II Behaviors

Each team should keep a file for all students with disciplinary issues containing the appropriate documentation. Documentation of the behavior and actions taken should be listed on the pupil disciplinary referral form and given to the Team Leader. In the event that the teacher and/or Team Leader should take action, the referral should be kept in the student file with the action noted.

In some situations, the referral may require administrative action. The teacher completes the referral form, reviews student behavior folder, and consults with the Team Leader on possible consequences. The referral will be initiated by the team leader and forwarded to the appropriate administrator or counselor. It is the responsibility of the person writing the referral to see that the parent is contacted.

Disciplinary referral forms should be written and turned in the same day of the offense.

The administrator will follow up with appropriate parent communication regarding consequences taken if necessary. Disciplinary actions may include, but are not limited to:

- | | |
|---|---|
| ☐ Any actions listed under level 1 | ☐ Ripple |
| ☐ School Time-out; Time-Out within the team | ☐ Special seating at lunch; Lunch LAB |
| ☐ Team isolation; Team detention; LAB timeout | ☐ Student/parent/team conference |
| ☐ Connection Plus – Staff Mentoring | ☐ Team conference with parent |
| ☐ Team management plan; Team behavior contract | ☐ Guidance Office Counselor Conference; YSC referral |
| ☐ Re-teaching expectations during team time | ☐ Peer mediation; Peer tutor |
| ☐ Adapted schedule, travel times | |
| ☐ Individual Behavior Plan | |

Administrative interventions vary according to infraction/situation and include, but are not limited to:

- ☐ Behavior packet in LAB (Learning Appropriate Behaviors)
- ☐ Home visit
- ☐ Referral to community agency
- ☐ Individualized behavior plan
- ☐ Lunch detention/ Special seating
- ☐ Loss of privileges / Restitution
- ☐ Parent contact
- ☐ Parent conference
- ☐ Referral to counselor/YSC
- ☐ After school detention
- ☐ Saturday School
- ☐ In-school suspension (LAB)
- ☐ Office Detention; Isolation
- ☐ Out-of-school suspension

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 disrupts the educational process. Most but not all Level III behaviors require immediate escort to the office; staff are to use professional judgment in following the guidelines below:

A. Keep in class/Send referral and/or notify immediately

- Repeated violation of Level II behaviors
- Theft/Vandalism
- Leaving school grounds without permission
- Use of tobacco and vaping

B. Teacher will escort student to office or LAB immediately with a timely referral form completed

- 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
- Fighting-use of serious physical force to strike a student or staff member

CORRECT IMMEDIATELY

**DOCUMENT ON
REFERRAL FORM TO
ADMINISTRATOR**

Administrative interventions/actions vary according to infraction/situation and include, but are not limited to:

- ☐ Review of interventions and prior incidents
- ☐ Behavior packet in LAB
- ☐ Individualized behavior plan
- ☐ Lunch LAB; special seating
- ☐ Restitution
- ☐ Parent contact
- ☐ Parent conference
- ☐ Referral to counselor/YSC
- ☐ Referral for individual evaluation
- ☐ Referral to alternative settings
- ☐ Involve district or co-op consultant; student services
- ☐ Involve School Resource Officer (SRO)
- ☐ Connection Plus – Administrator monitoring and intensive mentoring
- ☐ School time-out (office, LAB, Guidance, YSC)
- ☐ After - School detention
- ☐ In-school suspension (LAB)
- ☐ Office Detention; isolation
- ☐ Out-of-school suspension
- ☐ Contact CDW
- ☐ Contact Support Service
- ☐ Referral to alternative placement
- ☐ Contact SRO or law enforcement

Law Violations

All law violations will be reported to the SRO and the Officer will document an incident report, consult with the Court Designated Workers and/or 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.

Section III. PROCEDURES FOR REMOVING VIOLENT OR THREATENING STUDENTS FROM THE CLASSROOM:

The teacher or Team Leader will notify the office via classroom telephone or radio to send school personnel/security to remove the student. The behavior should be considered violent or threatening in order for a student to be removed by security.

Section IV. PROCEDURES FOR CHRONICALLY DISRUPTIVE STUDENTS

If a student is determined to be chronically disruptive according to KRS 158.150, the Principal may require a meeting with teachers and parents/guardians to review classroom issues and determine a best course of action. If the student continues to be chronically disruptive to the educational process, the Principal may require the student be removed from the classroom and be given an alternative educational placement.

Section IV. REWARDS:

It is our belief that students should be rewarded for good behavior. Therefore, each team will provide privileges and rewards to students on a regular basis. Examples include team time, 8th Grade Bash or Semi-Formal, etc. Teams/Teachers will determine criteria for participation. Other school-wide rewards include, but are not limited to:

School-Wide Reward Participation - Each grading term, we will hold a school-wide reward event for highly recognized students who:

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

Dances, Socials, and Other After School Events - Tickets to these events will be sold in advance to eligible students. No tickets will be sold at the door and no student will be allowed to attend who is ineligible. To purchase an advance ticket, students must meet designated criteria of attendance, grades and behavior.

Section V. HARASSMENT & BULLYING:

Both bullying and harassment are defined as behavior that is sufficiently severe, pervasive, or objectively offensive, that denies or limits a students' ability to participate in or receive the benefits, services or opportunities of the school's program or creates a hostile/abusive educational environment. A person is guilty of harassing communications and/or cyber bullying when with intent to intimidate, harass, annoy, or alarm another person he or she communicates, while enrolled as a student in a local school district, with or about another school student, anonymously or otherwise, by telephone, cell phone, the Internet, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, or embarrassment and which serves no purpose of legitimate communication.

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 rights issue, it is as serious as harassment.

Normal conflict between students involves equal power, is not pervasive, 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 the YSC director, Guidance Counselors, Administrators, or the SRO for further intervention and assistance.

These are possible consequences if you are engaged in bullying another student or students. **Your phone could be confiscated and you could lose cell phone privileges at school. School personnel may maintain possession of your cell phone or electronic devices until the issue is resolved. 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)**

Section VI. Bus Riding Disciplinary Actions:

Bus disciplinary actions will be handled in compliance with the Pulaski County Code of Acceptable Behavior. Riding a bus is a privilege. Students who choose not to comply with the bus rules will be subject to losing bus riding privileges. Administrators are authorized to remove bus riding privileges up to 10 days per occurrence.

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.

Section VII. Students with Disabilities:

In cases which involve students with disabilities, the procedures mandated by federal and state law shall be followed.

References: 20 USC § 1400, et seq.

KRS 158.150

9. Dress Code Policy

Policy # 9

Best Practice Policy

1st Reading: 4-24-25

2nd Reading: 6-19-25

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 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 that EVERY STUDENT IS DRESSED FOR SUCCESS.

The wearing of attire, cosmetics, presentation of extraordinary personal appearance, or any unsanitary body conditions, which in the judgment of the Principal 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 shorts. 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 or any top which reveals 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. Student may call home for a change of clothing. If the violation is not corrected the student may spend the day in ISS. 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.

10. Extracurricular Policy

Policy # 10

Required Policy

1st Reading: 1-23-24

2nd Reading: 2-27-25

Extracurricular programs shall consist of school sponsored activities conducted during non-school hours, both on and off school campus. Examples of extracurricular programs are: debate teams, athletics, academic team competitions, club activities, and community service projects.

For any student to participate in extracurricular activities, the following standards must be met:

1. Academic and Behavior
 - a. Students must maintain all passing grades and no referrals to participate in any extracurricular activity.
 - b. Coaches/Sponsors will monitor student grades and behavior on a regular basis.
 - c. A progress report and discipline report will be available in the front office for coaches and sponsors.
 - d. Students failing to maintain passing grades and appropriate grades status will be ineligible to participate in games. Athletes will be ineligible to participate in games until all grades are passing. Athletes will be required to sit out one game for each referral (school or bus).
 - e. If a student is ineligible to play for consecutive weeks, dismissal from the team may occur at the coaches discretion.
 - f. Any violation of the alcohol and/or drug policy will result in dismissal from athletic teams as outlined in the Pulaski County School System Code of Acceptable Behavior.
 - g. If a student repeats a grade due to involuntary retention, he/she is ineligible to participate in any sport at the Middle School or High School during the next school year.
 - h. NMS will adhere to all KHSAA guidelines if those guidelines apply to the sport.
2. Attendance-Students must be present at school the day of the activity in order to participate. If the activity or game falls on a weekend, the student must be present at school on the Friday before in order to participate, unless they have an excused absence. Special situations may be handled at the discretion of the sponsor or coach of the activity.
3. Supervision-Coaches or sponsors must be present at the beginning of the scheduled activity and remain with students until they are picked up by a parent/guardian or their designee. Extracurricular activities must be supervised by teachers as assigned by the principal or designee.
4. Behavior-Students with office referrals will miss one game for each office referral (school and/or bus) received after the start of the season. Repeated offenses could result in dismissal from the team.
5. Physical-All students must have a current physical exam form on file (supplied by KHSAA) stating that their health is acceptable to participate in athletic activities. All physical forms must be signed by a general physician.
6. Grades-Students with failing grades are ineligible to play in games for one week or until grades improve.
7. Drug Use – Northern Middle School will adhere to the District Policy # 9.423 for actions pertaining to students involved with using, possession, or the transfer of drugs.

Priority should be given to middle school students for participation on middle school teams. If there are not enough players at Northern Middle School to form a team, a coach may choose a 5th grade student to participate in sports. Any sport may consider participation of 5th grade students on a limited basis and at the coach's and/or Athletic Director's discretion. A 5th grade student athlete may only play at the 6th grade level or a B-team level and shall not replace a 7th or 8th grade student athlete on any team.

7th and 8th grade students enrolled at NMS, may participate in the athletic opportunities with PCHS as their program(s) allows.

Students not returning or reimbursing the school for lost or destroyed property will have their grade reports withheld. In the event that the items are of athletic nature, the student will not be allowed to participate in further athletic activities.

Spectator Guideline

All school rules apply at extracurricular activities. Students should be picked up from the venue at the appropriate time when an event/game ends. Students who violate this policy or the school rules are subject to the Student Code of Acceptable Behavior and Discipline. Consequences may include administrative suspension from future events, school-level disciplinary action, or suspension from school.

All spectators at Northern Middle School extracurricular and athletic events—including students, parents, community members, and visitors—must adhere to the following standards of behavior:

- Show Respect: Treat all athletes, coaches, officials, and fellow spectators with respect.
- Prohibited Behavior: Verbal abuse, profanity, racial or discriminatory slurs, sexual harassment, and physical intimidation are strictly forbidden. Spectators should not perform any actions that impede the game/event.
- Respect Officials: The officials are the final authority in the facilitation of the game/event. All spectators should respect the officials.
- Property Safety: Stay off the playing field, court, stage, or other areas deemed off limits, unless explicitly invited by event staff.
- Controlled Substances: Alcohol, tobacco, vaping products, and illegal drugs are strictly prohibited on all school grounds during events.

The Principal, Athletic Director, or designated Event Administrator serves as the "Individual in Charge" of school events.

- They possess the legal authority to maintain order.
- They may enlist local law enforcement to assist with crowd control.
- They have the absolute authority to eject any individual violating this policy.

Any spectator who engages in disruptive, disrespectful, or unsafe behavior may be issued a warning or immediately ejected from the venue by the officials, Individual in Charge or law enforcement. If a spectator is ejected by the game by an official, the spectator is to leave immediately so the game/event may resume. No refunds for admission will be granted. Northern Middle School reserves the right to ban a spectator from future events, or indefinitely, based on the nature of the incident.

To ensure widespread awareness of these expectations, the school administration will share this policy with the public.

11. Grading Policy

Policy # 11

Best Practice Policy

1st Reading: 11-26-24

2nd Reading: 5-22-25

Northern Middle School's policy of grading for students has been developed to establish guidelines for consistent school-wide standards in order to measure student learning. Furthermore, this policy is designed to provide accurate assignment of grades with the intent to demonstrate a clear relationship between student performance and student learning.

COMMUNICATION OF GRADING POLICY:

1. A midterm grade report will be distributed to students through their assigned team.
2. An end of grading term grade report will be distributed to students through their assigned team.

ASSIGNMENT OF GRADES/GRADE DISTRIBUTION:

1. Homework will consist of **no more than** 10% of the student's total grade for each grading period.
2. No extra credit will be given in lieu of incomplete work or missed assignments, excluding content-specific bonus questions on a test.
3. Students shall **not** earn points or grades for non-academic activities.
4. All students will receive an option of retrying an assignment to reach a level of mastery, **at the teacher's discretion.**
5. All students taking the option of retrying an assignment will receive full or partial credit at the teacher's discretion.
6. All grades are based on a point system school-wide.

GRADING SCALE

Northern Middle School shall adopt the following grading scale for numeric grading:

90 – 100	A
80 – 89	B
70 – 79	C
60- 69	D
59 below	F

Some classes at Northern Middle School shall be graded on a pass/fail basis. The Guidance Office will determine which classes will be scored on a numeric scale or a pass/fail scale.

12. Homework Policy

Policy # 12

Best Practice Policy

1st Reading: 11-26-24

2nd Reading: 5-22-25

The homework policy of Northern Middle School has been developed to establish minimum guidelines for the assignment, evaluation, and monitoring of homework, encouraging students to become responsible and accountable for their academic success. Homework is defined as the assignments to be completed outside of the classroom to reinforce the understanding and retention of instruction and provide curriculum enrichment opportunities that support the instructional objectives. The purpose of homework at Northern Middle School is educational and not to be used as a disciplinary measure.

EXCEPTION TO POLICY

Students receiving homebound instruction or whose instructional program is governed by individualized education plans excluding the prospect of homework are exempt from this policy.

COMMUNICATION OF HOMEWORK POLICY

The homework policy shall be posted on the school's website and teachers should provide information at the beginning of the year regarding their own individual homework practices and expectations.

ASSIGNMENT OF HOMEWORK

1. Homework assignments will require the use of critical thinking skills of prior content taught, with some assignments offering student choice of the product.
2. Homework should be realistic in length and difficulty given the students' abilities to work independently.
3. Directions for completing homework should be provided in a clear and concise manner.

EVALUATION OF HOMEWORK

1. Homework shall be graded and returned in a timely manner, informing students and guardians of the progress made toward mastery.
2. Homework will consist of no more than 10% of the student's total grade for each grading term.

RESPONSIBILITIES OF STAKEHOLDERS

Teachers should contact parents when students habitually fail to complete homework and encourage parents to stay in close communication regarding assignments. Students are responsible for completing their homework in a neat, legible, and timely manner and when absent with an excused absence, initiating the requests to teachers for make-up work should be completed three days immediately following their return to school, or at the teacher's discretion. Failure to complete homework assignments may result in the loss of privileges for students.

13. Instructional Materials Policy

Policy # 13

Required Policy

1st Reading: 11-26-24

2nd Reading: 5-22-25

TEACHER APPROPRIATION:

Each teacher shall be appropriated an amount annually to purchase specific items that will aid them in delivering instruction. The items shall be specific to the crucial priorities set by the Council and used as an integral part of the lessons taught by the teacher.

Each teacher shall be held accountable for the expenditures and shall draw on their account maintained in the Principal's office.

RECOMMENDATION/APPROVAL:

The Principal shall be responsible for approving orders and payments for instructional materials.

Instructional coach and instructional team shall study curriculum samples and make recommendations for adoptions to the council. Ad-hoc committees shall be formed on an as-needed basis.

The Instructional Coach and Administrators shall seek feedback from the content committees to recommend to the Council to what degree SEEK funds should be used for instructional materials.

14. Instructional Practices Policy

Policy # 14

Required Policy

1st Reading: 11-26-24

2nd Reading: 5-22-25

DOCUMENTATION:

Northern Middle School instructional practices will be defined as strategies, techniques, and activities used by the classroom teacher to engage all students in the learning process. The instructional process shall include a variety of effective practices, and aligned with school curriculum and assessment guidelines. On a regular basis each teacher will:

1. Use varied student-centered instructional strategies that actively involve students in their own learning.
2. Address various learning styles and modes of learning.
3. Address all levels of Bloom's Taxonomy with all students.
4. Make active use of interdisciplinary and real-life connections.
5. Utilize both vertical and horizontal collaboration in the design of units of study, activities and remediation plans.
6. Consistently use activities and assessments (formative and summative).
7. Connected to real-life experiences where all students use higher-order thinking and problem solving skills.
8. Routinely assign and assess students using tasks similar to those they will experience on state and national testing assessments. Items should include, but not limited to, extended response, multiple choice, multiple select and technology enhanced.
9. Integrate student technology use into classroom instruction by providing appropriate and varied real-life learning activities which build a 21st learning community for students.
10. Assign homework to extend student learning and mastery of KAS standards.

11. Analyze both in-class work and homework using rubrics and proficient models during the instructional process providing appropriate and meaningful feedback for students.
12. Use challenging instructional resources that are developmentally appropriate and reflect diversity in the classroom.
13. Participate in content and grade level PLCs where student data drives discussions and instructional planning.
14. Analyze student work to evaluate mastery of KAS standards, inform teacher instructional practices, and actively involve and develop student ownership of learning.
15. Work with content committees to develop a vertical and horizontally curriculum map for implementation of the Comprehensive School Improvement Plan.
16. Use reading and writing in all contents as part of the learning process.

MONITOR/EVALUATE:

The principal will:

1. Conduct meetings with teams to discuss instructional practices.
2. Check for success in implementing this policy as part of regular classroom observation and evaluation of each teacher.
3. Include areas that need improvement under this policy in recommendations for individual teachers' professional growth plan.
4. Review meeting minutes for indications of trends and school-wide needs.
5. Report to council on trends and needs emerging from the teachers' reflections and meeting minutes.
6. If needed, make recommendations to provide for additional professional development or other changes to address trends and needs.

15. Late Entry or Early Dismissal Policy

Policy # 15

Best Practice Policy

1st Reading: 1-23-25

2nd Reading: 5-22-25

Regular school hours begin at 8:15 a.m. and end at 3:10. Buses may begin unloading at 7:45 a.m. and the last bus departs at 3:20p.m. Supervision is provided beginning at 7:30 a.m. for students whose parents bring them to school. Students who are picked up by their parents are to be picked up between 3:10 p.m. and 3:30 p.m.

If a student arrives later than 8:20 am or leaves school before 3:10pm, it is counted as an attendance event (absence) for the student. Partial days of being absent also require notes in accordance with the district attendance policy in order for those absences to be excused.

A student is considered tardy to class whenever they are not physically present inside a classroom when the class period is scheduled to begin. A teacher who detains a student is responsible for giving notification to the student's next class instructor.

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.

Letters will be mailed home to inform parents/guardians of excessive tardies, early dismissals, or absences.

16. Parent Involvement Policy

Policy # 16

Best Practice Policy

1st Reading: 1-23-25

2nd Reading: 6-19-25

It is the intent of Northern Middle School that parents of all students shall be provided with frequent and convenient opportunities for full and on-going participation in accomplishing the school's mission. Our commitment to the process of parent involvement shall be evident through, but not limited to, the provisions as defined in the areas of environment, participation, communication and parental outreach.

ENVIRONMENT

1. Friendly and helpful office staff to greet parents on the phone and when they visit the building.
2. The administrative staff will welcome and encourage parent volunteers in the school's programs and events.
3. Parents will be invited to an annual open house for each grade.
4. Parent/Teacher conferences will be scheduled school-wide twice a year, one during the Fall and one during the Spring, and individually upon request of the teachers and /or parents.
5. A student handbook will be provided to all students/parents of Northern Middle School.

PARTICIPATION

1. Parents will be represented on the S.B.D.M. Council.
2. Parents will be encouraged to participate on S.B.D.M. Council Committees.
3. Coaches will encourage parents of student athletes to be involved in booster clubs.
4. The Principal/Council will schedule and advertise two formal parent/teacher conference sessions during each school year.
5. The Youth Service Center coordinator will facilitate a parent volunteer organization.
6. The administrative staff will encourage and support parental involvement through the school's parent/teacher organization.

COMMUNICATION

1. The Principal will provide a letter of welcome and information to accompany materials given to students on their first day of enrollment.
2. Administrators will ensure the notification is provided to parents of students suspended from school and/or transportation services.
3. The administrative staff will encourage teachers to make frequent parental contacts concerning students' behavior and academic performance and monitor the contact through Infinite Campus.
4. The technology coordinator and media specialist will maintain and update information on the schools website.
5. The Principal will provide the local media with announcements related to school and SBDM Council events.
6. Teachers will send mid-term progress reports to parents.
7. Guidance counselors, school health nurse, and/or Youth Service Center coordinator will contact parents of students needing immunizations.
8. Teachers will mail "positive post cards" home to parents.
9. The school will disseminate information about accessing grades from home.
10. The school will use a district-approved program to send mass communications and notify parents of upcoming events.

PARENTAL OUTREACH PROGRAM

1. The Youth Service Center coordinator will offer parents training/information referrals in the areas of substance abuse, health needs, social services, and other related services.
2. Staff members of the guidance office and/or Youth Service Center will provide mini workshops on topics of importance to parents.

17. Promotion and Retention Policy

Policy # 17

Best Practice Policy

1st Reading: 1-23-25

2nd Reading: 5-22-25

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.

18. Safety Policy

Policy # 18

Required Policy

1st Reading: 2-27-25

2nd Reading: 5-22-25

Northern Middle School shall maintain a safe and orderly school environment that meets all the requirements. Each year the Council shall:

1. Assess present safety procedures and the status of building safety.
2. Develop and monitor a schedule of required safety drills, procedures, and plans.
3. Inventory safety equipment supplies and coordinate their replenishment when needed.
4. Comply with Pulaski County Schools Emergency Management Plan.

The Council may charge committees to aid in the development and implementation of these requirements.

19. School Space Policy

Policy # 19

Required Policy

1st Reading: 2-27-25

2nd Reading: 5-22-25

School space shall include all buildings and grounds occupied by the school and shall include use of buildings and grounds during and after the school day. The Principal or his/her designee shall inspect school buildings and grounds and make recommendations for improvement annually.

All request for the use of school space for an activity during or after school hours shall be made to the Principal/Assistant Principal/Athletic Director.

Any group not affiliated with the Pulaski County School District must provide proof of insurance to be kept on file along with corresponding required District procedure request forms.

20. School Technology Policy

Policy # 20

Required Policy

1st Reading: 2-27-25

2nd Reading: 5-22-25

The school shall utilize technology in a manner consistent with local school board policy and state laws and regulations. Equipment provided is for the enhancement of instruction and, in turn, is to be used whenever its use would benefit the educational process.

When using said equipment, all users must comply with the district's Internet and Electronic Mail Policies and to communicate over the network in a responsible manner while abiding by all relevant laws and restrictions. Any violation of the regulations is unethical and may constitute a criminal offense. Should any violation occur, access privileges may be revoked and school disciplinary action and/or legal action may be taken.

The school shall include 21st century learning skills and expectations for student and staff use of technology to enhance learning.

21. Selection of Certified Vacancy Policy

Policy # 21

Required Policy

1st Reading: 2-27-25

2nd Reading: 5-22-25

The Principal shall inform the Superintendent of any resignation of school employees assigned to the school. The Superintendent shall be the one to declare the position vacant.

Once a certified position has been identified as vacant, either by resignation or a new position, a hiring committee is established by the principal and shall develop a set of selection criteria where the vacancy exists. This same procedure shall apply to non-teaching staff such as counselor, assistant principal, and librarian.

It is acknowledged that the Superintendent will provide a slate of candidates for each certified position. After receiving applications from the School Recruiter, the Principal may conduct a preliminary interview with each candidate. A Principal appointed interview team shall schedule a formal interview with applicants and conduct an interview. Council representatives may participate in interviews. Other appropriate faculty may participate in the interview at the request of the principal.

Candidates for assistant principal, counselor, and librarian may be interviewed by the Council with recommendations made to the Principal. All interviews and selection of classified employees shall be completed by the Principal with input from the Council.

The Principal shall be responsible for making the final choice for filling all vacancies, both certified and classified, after consulting with the Council.

The Principal shall be responsible for recommending all certified and classified personnel for Extra-Duty employment to the Superintendent when a vacancy exists.

Extra-Duty is defined as employment outside of regular duties assigned as a requirement of initial employment by the Board of Education, and for which extra compensation is involved beyond the employee's original contract.

Examples of Extra-Duty at Northern Middle School are: athletic coaches, academic coaches, team leaders, cheerleading sponsors, extended school services personnel, after-school detention and Saturday school personnel, and para-professionals in athletics.

22. Selection of Principal Policy

Policy # 22

Required Policy

1st Reading: 4-24-25

2nd Reading: 5-22-25

The Superintendent shall fill the vacancy for Principal after consultation with the school council.

Consultation is a discussion between the council and the superintendent and must occur in a regular or special called council meeting. Consultation will occur in a closed session during the meeting. This process may involve advice, opinions, prioritizing candidates, etc. After consultation, the superintendent has the final decision on principal selection.

Each council member must sign a nondisclosure agreement forbidding sharing of information shared and discussions held during consultation.

23. Staff Assignment Policy

Policy # 23

Required Policy

1st Reading: 4-24-25

2nd Reading: 5-22-25

Decisions shall be based on budgeting parameters and the needs of students. By the May meeting of each year, the Principal shall prepare an instructional and non-instructional staff allocation plan for the following year, and shall present the plan to the school council. A staff assignment plan shall be prepared by the Principal and submitted to the school council by the August meeting. All vacant positions, after considering transfers, shall be posted with the Kentucky Department of Education and at the school so that existing teachers shall be informed. Teachers shall inform the Principal within the 15 posting days, in writing, of their request to be considered for reassignment to the vacant position. The reassignment of existing staff is at the discretion of the Principal. The Principal when making the staff assignments will consider student needs and evaluation of teacher performance and effectiveness.

24. Writing Policy

Policy # 24

Required Policy

1st Reading: 4-24-25

2nd Reading: 5-22-25

The following responsibilities outline the role of the administrators, teachers, and students in supporting the school writing program. The principal shall communicate and monitor implementation of the responsibilities. The school council shall revisit this policy annually. The determination of a writing program policy at Northern Middle School will ensure that all students in all classes will use writing as a way to learn. Northern Middle School believes that writing is a necessary communication skill for students, and that writing should be authentically taught and practiced in all curricular areas.

All students shall be provided multiple opportunities to develop communication skills through writing and shall be allowed student choice and exploration.

To ensure this all teachers will....

- Ensure curriculum is vertically and horizontally aligned within grade 6,7,& 8 to the Kentucky Academic Standards.
- Engage students in three categories of writing: writing to learn, writing to demonstrate learning, and writing for publication.
- Incorporate a variety of genres including literary, argumentative, informational, and practical/workplace materials across all content areas.
- Intentionally schedule time within the instructional day for writing instruction and experiences.
- Provide opportunity on a regular basis for authentic and meaningful writing to include the following:
Writing for a variety of purposes and audiences.
Writing to reveal ownership and independent thinking.
Writing in which students draw on individual experiences.
- Provide opportunity for students to experience the writing process: planning, drafting, revising, editing, publishing, and reflecting upon writing.
- Provide opportunities for students to experience writing in both on-demand and writing over time situations.
- Teach and expect students to use higher-order thinking skills, apply appropriate writing skills to oral communication, and use appropriate resources for writing.
- Provide consistent and timely feedback throughout the writing process to guide and improve students' writing skills.

A variety of language resources are embedded within writing instruction that allow students to read and analyze a variety of print and non-print materials including:

- Appropriate resources driven by various instructional purposes with different audiences for the student to consider, such as:
Print materials, technology, personal interviews, observations, etc.
Multimodal text. Photographs, graphics, web page, multimedia, etc.
- Instructional strategies and models that assist in achieving specific learning objectives including:
Differentiated strategies that make instruction accessible to all students.
Exemplars to use as models for writing.

Students will be provided and use technological tools in the writing process to:

- Evaluate or communicate using critical thinking skills.
- Seek a new or deeper understanding based on inquiry around a topic.
- Demonstrate new understanding through collaborating, creating and making global connections.

Evaluation:

The Language Arts department will annually review the writing policy and make adjustments as needed. The SBDM Council shall annually review the effectiveness of the writing program. The information may be included in the improvement planning process.

25. School Schedule Policy

Policy # 25

Required Policy

1st Reading: 4-24-25

2nd Reading: 5-22-25

The school principal, working in collaboration with all teachers, shall develop and present a proposed school schedule at the May meeting to the council for approval. If the school council does not approve this schedule, they will make recommendations and send the schedule back to the staff for revision. A revised schedule will be presented to the school council at subsequent meetings until approved. If the school council has not approved a schedule by June 30th, the principal shall develop and implement a schedule. It shall be the responsibility of the principal to ensure that interruptions during instructional time do not occur unless there is an emergency situation.

