

**Northside
Middle School**
Home of the Norsemen

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

**PHONE: 561-8145
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**STUDENT HANDBOOK
2011–2012**

This agenda belongs to:

NAME _____

ADDRESS _____ ZIP CODE _____

PHONE _____

CLASS LOCKER # _____ P.E. LOCKER # _____

HOMEROOM _____

ADMINISTRATOR _____ COUNSELOR _____

WELCOME NOTE

Welcome to the 2011-2012 school year at Northside Middle School. The new year brings opportunities for all of us at Northside Middle to change, grow, and develop. We encourage our students to work hard academically, but also to take part in and enjoy the many other clubs, organizations, and activities our school has to offer.

This handbook includes information regarding important policies and procedures at Northside Middle. Please read it carefully during the first days of school and share the information with your parents.

Best wishes for a successful year at Northside Middle!
Lori Wimbush, Principal



PHILOSOPHY

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

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

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

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

BELL SCHEDULE

NMS Block Schedule

<u>Block</u>	<u>Regular</u>	<u>1-Hour Delay</u>	<u>2-Hour Delay</u>	<u>1 Hour Early</u>	<u>Inservice Schedule</u>	<u>2-Hour Early</u>
-	-	-	-	<u>Dismissal</u>	<u>1-Hour - 25 min.</u>	<u>Dismissal</u>
-	-	-	-	-	<u>Early Dismissal</u>	-
1st Block	8:20 - 9:55	9:20 - 10:40	10:20 - 11:20	8:20 - 9:40	8:20 - 9:35	8:20 - 9:25
2nd Block	10:00 - 11:35	10:45 - 12:05	11:25 - 12:30	9:45 - 11:05	9:40 - 10:50	9:30 - 10:35
1st Lunch-6th	11:35 - 12:05	12:05 - 12:35	12:30 - 1:00	11:05-11:35	10:50-11:20	10:35-11:05
2nd Lunch-7th	12:25 - 12:55	12:50 - 1:20	1:10 - 1:40	11:50 - 12:20	11:30 - 12:00	11:10 - 11:40
3rd Lunch-8th	1:15 - 1:45	1:30 - 2:00	1:45 - 2:15	12:30 - 1:00	12:05 - 12:35	11:45 - 12:15
3rd Block	11:40 - 1:45	12:10 - 2:00	12:35 - 2:15	11:10 - 1:00	10:55 - 12:35	11:40 - 12:15
4th Block	1:50 - 3:25	2:05 - 3:25	2:20 - 3:25	1:05 - 2:25	12:40 - 1:55	12:20 - 1:25

Roanoke County Public Schools

REV. 5/12/11

2011-12 SCHOOL CALENDAR

School Board Approved 1/13/11

July '11

August '11

September '11

Sun	M	T	W	Th	F	Sat	Sun	M	T	W	Th	F	Sat	Sun	M	T	W	Th	F	Sat	
					1	2		1	2	3	4	5	6						1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30		
31																					

12 Elem Teacher Workday*
 15-19 Teacher Workdays (All)
 17 County-wide Inservice
 22 First Pupil Day

5 Schools Closed - Labor Day Holiday
 14 2 Hour Early Dismissal - (Elem 12:20/Sec 1:25)
 lunch served - Teacher inservice in school
 21 Interim Midpoint
 28 Interim Reports sent home

October '11

November '11

December '11

Sun	M	T	W	Th	F	Sat	Sun	M	T	W	Th	F	Sat	Sun	M	T	W	Th	F	Sat	
						1			1	2	3	4	5						1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	
30	31																				

12 2 Hour Early Dismissal (Elem 12:20/Sec
 lunch served - Teacher inservice in school)
 20 End of first grading period (43 days)
 21 Schools Closed-Teacher Workday
 (no inservice)
 28 Report cards sent home

8 Schools Closed - Parent/Teacher conf
 12 noon - 7:00 p.m.
 23 2 Hour Early Dismissal (Elem 12:20/Sec 1:25)
 lunch served
 24, 25 Thanksgiving Holiday
 28 Interim Midpoint

5 Interim Reports sent home
 19-30 Schools Closed - Winter Holiday

January '12

February '12

March '12

Sun	M	T	W	Th	F	Sat	Sun	M	T	W	Th	F	Sat	Sun	M	T	W	Th	F	Sat	
1	2	3	4	5	6	7				1	2	3	4						1	2	3
8	9	10	11	12	13	14	5	6	7	8	9	10	11	4	5	6	7	8	9	10	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	11	12	13	14	15	16	17	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	18	19	20	21	22	23	24	
29	30	31					26	27	28	29				25	26	27	28	29	30	31	

12 End 2nd grading period (46 days)
 13 Schools Closed -Teacher Workday
 (no inservice)
 16 Schools Closed-MLK day
 20 Report cards sent home

6 Schools Closed - Parent/Teacher conf
 12 noon - 7:00 p.m. One day registr.-certain schools
 15 Interim Midpoint - 2 Hour Early Dismissal
 (12:20/Sec 1:25) lunch served
 Teacher inservice in school
 22 Interim Reports sent home

15 End of 3rd grading period (42 days)
 16 Schools Closed-Teacher Workday **
 (no inservice)
 19 Schools Closed**
 23 Report cards sent home

April '12

May '12

June '12

Sun	M	T	W	Th	F	Sat	Sun	M	T	W	Th	F	Sat	Sun	M	T	W	Th	F	Sat	
1	2	3	4	5	6	7	1		1	2	3	4	5							1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
29	30						27	28	29	30	31			24	25	26	27	28	29	30	

6 - 13 Schools Closed - Spring Holiday
 30 Interim Midpoint

7 Interim Reports sent home
 25 Schools Closed**
 28 Schools Closed-Memorial Day**

1, 4, 5 Exams - Early Dismissal - sec (No lunch-sec)
 6 Exams - Early Dismissal - All (Last pupil day)
 Elem 11:30/Sec 12:30 (no lunch) (49 days)
 7 Teacher Workday - All
 8 Graduation - Teacher Workday - Sec

MAKEUP SCHEDULE

1 Bank Day 5 May 25
 2 Bank Day 6 Not Required
 3 Bank Day 7 Mar 16 Teacher workday moved to Sat. (at home)
 4 Mar 19 8 Not Required
 9 May 28

LEGEND In School

* Elem teachers will work Non-School day Make-up day

**When used as a makeup day, school is in session.

THE SCHOOL DAY

The school day is from 8:20 a.m. to 3:25 p.m. The building is open to students by 8:00 a.m. and should be cleared by 3:25 p.m. unless accompanied by a teacher, coach, club sponsor, or principal. If students arrive at school before 8:20 a.m., they must wait in an orderly manner in the cafeteria. Students who arrive or depart by means other than the school bus are to be picked up at the side of the building rather than the front. By order of the fire marshal, the front parking area is not to be blocked. Parents are encouraged to allow students to ride the school bus unless absolutely necessary.

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

ATTENDANCE AND ABSENCES

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

EXCUSED ABSENCES ARE:

1. Personal illness
2. Illness in the family which requires that the pupil miss school
3. Death in the family
4. Involuntary court appearance
5. Dental or doctor appointments
6. Prior approval by the principal for vacations, or any out of town trip. Student must bring a signed note to the attendance office several days prior to absence and have principal and all teachers sign the note. Student should then return the note to attendance office to have absence pre-excused.



UNEXCUSED

All other absences: Upon returning to school you must have a written excuse from your parents or guardian stating the reason(s) for your absences. This note is presented to your homeroom teacher and you will be issued an admit slip. You must have each teacher sign it and turn it into your last period teacher. A pupil with an excused absence is entitled to make up work. All students arriving at school after homeroom has started (8:20) should report to the attendance office with a written excuse from his/her parent(s) or guardian. Students receiving an unexcused tardy will be assigned appropriate consequence. Excused and unexcused tardies will follow the same guidelines as absences.

TARDINESS TO SCHOOL OR CLASSES

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

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

MAKE-UP WORK

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

EARLY DISMISSALS, APPOINTMENTS, ERRANDS, ETC.

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

WITHDRAWAL FROM SCHOOL

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

VISITORS

Student visitors are not permitted unless special permission is granted by the principal. All other visitors to Northside Middle School must report to the front office. Parking is provided at the side of the building. Please do not park in the fire lanes while visiting the school.

STUDENT CONDUCT

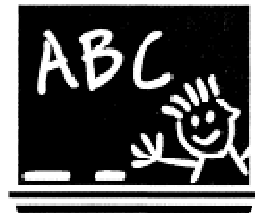
Good behavior, including showing respect and consideration for others, is simply a way of expressing the pride students have in themselves. The manner in which a student conducts himself/herself is a reflection of himself/herself, his/her parents, and often of the entire student body. Many times the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

Students are held responsible for their conduct while in attendance at any school function, whether it is athletic, academic, or social. A student who is on the school grounds or in attendance at any school function at any place (including to and from school), day or night, is subject to all regulations of the school and will be governed accordingly.

When a student does not conduct himself/herself appropriately parents will be contacted as the need arises.

While the school allows for individuality and growth, it must have rules to function effectively. All students will be expected to have a thorough working knowledge of all student conduct rules whether contained in the Student Conduct Code of Roanoke County or our Student Handbook. A student will be subject to disciplinary measures for any of the following reasons:

1. Defying authority of and/or disrespect to teachers, administrators, secretaries, paraprofessionals, cafeteria and custodial workers, bus drivers, and volunteer parents.
2. Behavior that could cause physical injury to any student or school personnel (fighting, throwing objects, etc.).
3. Inciting riots or unrest in student body.
4. Carrying weapons or firearms.
5. Incurable attitude and general disregard of rules and regulations.
6. Using oral or written language or gestures that is vulgar or obscene.
7. Display of affection (examples may include holding hands, hugging, kissing, etc.).
8. Gambling. In addition, no playing or trading cards are allowed in school.
9. Forgery.
10. Theft.
11. Destruction, vandalizing and defacing public or private property.
12. Cheating.



For any of the above offenses, a student will be subject to silent lunch, detention, in-school or out-of-school suspension or loss of reward incentives based on the Norsemen Code. Other consequences, such as legal charges, may be determined by the administration or school resource officer.

NORSEMEN CODE

The Northside Middle School culture is based on collaboration between the teachers, staff, administration, students, and school community. We strive to create a safe learning environment that is conducive to student learning and the creation of positive relationships. The Norsemen Code, which based on reinforcing positive student behaviors and correcting inappropriate student behaviors, is the primary tool to accomplish our goal.

Before issuing a ticket for a minor behavior...

The teacher or faculty member will discuss with the student about their behavior, explain the reasons for the rule, and discuss better choices he/she should make in the future. This discussion considered as a warning.

Procedures for each ticket earned

1st Ticket

An inappropriate behavior will result in a student earning a discipline ticket, which will be sent home with the student documenting the incident. The parent/guardian will be contacted by the teacher who issued the ticket. A copy of the ticket will be maintained by the teacher, student's advisor, and student's administrator. If unable to reach parent/guardian by phone after two attempts, a letter will be mailed to the address(es) on file. The teacher issuing the ticket will record the incident in a school-wide database.

2nd Ticket

The student will serve lunch detention (silent lunch) the next day AND one (1) 8th period.

3rd Ticket

The student will serve one week of lunch detention (silent lunch) and a meeting will be arranged by the advisor between the parent/guardian and school personnel (administration, guidance counselors, teachers) to develop, with student input, a behavior action plan. The plan is intended to help the student reflect on the incident and prevent future occurrences.

4th Ticket

The advisor will refer the student to the administration for a discipline meeting. Consequences will be determined at the discretion of administration based on severity of current incident and prior tickets earned. The student will serve one week of lunch detention (silent lunch) and a meeting will be arranged, by administration, between the parent/guardian and school personnel (administration, guidance counselors, teachers) to review/revise the behavior action plan.

5th Ticket

The advisor will refer the student to the administration for a discipline meeting. Consequences will be determined at the discretion of administration based on severity of current incident and prior tickets earned. The student will lose Reward (event held to acknowledge student's exhibiting and modeling proper behavior and conduct). The student will serve a minimum of two weeks of lunch detention (silent lunch) and a meeting will be arranged, by administration, between the parent/guardian and school personnel (administration, guidance counselors, teachers) to review/revise the behavior action plan.

Once a student reaches the 5th Ticket and has lost the Big Reward, he/she may earn back the Big Reward and privileges (i.e., eating lunch with friends) by exhibiting two consecutive weeks without earning a discipline ticket. The student will remain in silent lunch indefinitely until this occurs. Every week the student does not earn a ticket, he/she drops back one level on the Norsemen Code ticket system. (Ex: Student earns 5th ticket. The following week, the student does NOT earn a ticket; the student will fall back to the 4th ticket level.) This allows the student to demonstrate the proper behavior/conduct, which will give the student the opportunity to participate in Reward activities and earn back other privileges.

*Once the "Big Reward" occurs, student's ticket level starts over from the beginning, and students start with a "clean slate". This occurs after every "Big Reward."

Advisor Roles & Responsibilities

1. To encourage appropriate behavior/conduct by helping the student reflect on the inappropriateness of the incident and determine strategies to prevent future disciplinary occurrences. While it is important to encourage better behavior by students who earn tickets, we must also remember to praise the ones who exhibit proper behavior/conduct.

To have student complete a behavior action plan upon notification of 3rd discipline ticket.

2. To schedule appointment with parent/guardian (using form letter) once student reaches 3rd ticket level.
3. To refer student to administration once student reaches 4th or 5th ticket level.

Passes

The student will be allowed to use one bathroom pass/day and one hallway pass/week. A hallway pass can include, but is not limited to, going to locker or getting a drink of water.

Big Rewards

This will be a reward (field days, dances, themed lunches, etc.), once every nine weeks, given to any student who has achieved the goal of not reaching the 5th ticket level. Our goal will be to minimize the amount of instructional time impacted by the reward activity.

Small Rewards

This will be a reward (tickets for community event, high school football tickets, front of line for lunch line, drawings during announcements) given to students who have earned two tickets or less during a set time period, about once a month.

POSSESSION OR USE OF TOBACCO PRODUCTS

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



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

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

DANGEROUS WEAPONS

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

BUS REGULATIONS

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

CLASSROOM BEHAVIOR

1. Be in your seat, ready to work when the tone sounds.
2. Do not talk without permission of the teacher.
3. Complete all class work and homework as required by the teacher.
4. Be truthful and do your own work.
5. Respect other person's property and possessions.
6. Display proper respect for the teacher and classmates.



BEHAVIOR ON SCHOOL GROUNDS

1. Be polite and courteous to others.
2. When out of assigned area have an appropriate pass.
3. Walk on the right hand side to prevent congestion.
4. Maintain orderly behavior at all times.
5. Place all litter in receptacles provided.
6. Any time it is necessary for a student to be out of class the student must:
 - a. Complete the hall pass in the agenda book and have the classroom teacher sign.
 - b. Have the person he went to see sign the pass and indicate the time he left.
 - c. Return the pass to the original teacher before the period is over. A pass from one place to another does not give permission to loiter in the hallway or in the restroom. When in route to his destination, the Student should not communicate with other students in class.

LUNCHROOM BEHAVIOR

1. Students will report to the cafeteria in an orderly manner.
2. Students will not run to get in line or cut in line.
3. Students should have money or their account number ready when they get in line so they can move along rapidly.
4. Dining is a social experience. Students should hold their voices down to a polite conversation level. There should be no loud talking or shouting.
5. The cafeteria is no place for horse play or boisterous behavior.
6. Students will remain seated during lunch.
7. It is each student's responsibility to clean up his own area.
8. Students may not leave the cafeteria without permission.
9. Students will use the water fountain and restroom facilities designated by the administrator or lunch supervisor.
10. The lunch supervisor will dismiss their students at the end of the lunch periods to return to class when they are satisfied that their table areas are clean.
11. Students should practice appropriate table manners.
12. Students are discouraged from sharing lunches. It is their responsibility to remember their money or lunch.
13. When entering the cafeteria, students should immediately get into the appropriate lunch line. Students are not allowed to save seats for any reason.



LUNCH ROOM

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

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

DRESS CODE

To ensure that standards of good health, safety, and proper educational decorum are maintained, the following dress code standards shall apply:

General Guidelines:

1. Shorts/skirt length should be no higher than 5" from the top of the knee.
2. Sleeveless shirts are allowed; however, shoulder straps must be a minimum of 3" in width.
3. No undergarments, cleavage, or midriffs should be exposed.
4. Safe shoes are required at all times.



The following should NOT be worn in school:

Sleeves with oversized armholes, see-through garments, form-fitted shorts such as biker shorts, cut offs, torn or ripped clothing, grossly oversized clothing, shirts with spaghetti straps, tube/tank tops, trench coats, pajamas, and bedroom slippers.

The following accessories should NOT be worn in school:

Any heavy metal chains, any accessories with spikes (jewelry, belts, etc.), dog chains or collars, sunglasses, and headgear including hats, caps, sweatbands, bandanas, wave caps, or scarves (except for religious beliefs).



Miscellaneous:

Anything that is considered dangerous, distracting, or disruptive to the instructional environment is prohibited. Clothing or accessories should not bear messages or pictures that are profane, obscene, offensive to others, or promote gangs, violence, drugs, or alcohol. Hair should be of a natural color and style. Hair should not be a non-natural hair color. Example: pink, purple, orange, green, blue. (Not limited to these colors)

CONSEQUENCES FOR INAPPROPRIATE DRESS

1. Student will replace the offensive item or call home for the parent to bring appropriate clothing.
2. Student will be placed in the in-school detention program until appropriate clothing can be brought to the school. Once appropriate clothing is obtained, the student will be allowed to leave the discipline room at the next class change so as not to interrupt instructional time. Repeated violations will result in more severe consequences.
3. Students will be subject to disciplinary consequences in accordance with the Norsemen Code.

The administration at each school reserves the right to judge appropriate appearance.

AUTOMOBILE REGULATIONS

Students are not permitted to ride to school with other students or parents unless there is written permission from a parent. This note must also be approved and signed by an administrator.



RESPONSIBILITIES

Student: The student will be considered as an individual with rights, privileges and feelings. The student's general responsibilities include:

1. Caring for his own personal safety, comfort, happiness and learning.
2. Caring for his fellow student's safety, comfort, happiness and learning.
3. Caring for the staff's safety, comfort, happiness and professional teaching responsibilities.
4. Knowledge of and compliance with, county, school and class rules.
5. Caring for the property of the community - the school.
6. Participating as an individual and as a group member in bringing about improvement and high standards for the school in an orderly but free and open democratic manner.
7. Students are not to be on the school property before or after school without permission.

Parent: Parent's responsibilities include:

1. Communicating with his/her child.
2. Communicating with the school concerning views, opinions, and concerns about his/her child and his/her property.
3. Supporting and working cooperatively with the teachers and the school for the child's benefit.
4. Actively participating as an individual and group member in helping to bring about improvements for the school in an orderly but open and democratic manner.
5. Attending school functions.

Teachers and Staff: The teacher's and staff's responsibilities include:

1. Caring for each student and the students as a group.
2. Preparing meaningful, challenging lessons wherein students can achieve success when reasonable effort is exerted.
3. Evaluating student work and progress.
4. Reporting and communicating with parents concerning the progress and work level of their children.
5. Participating in curriculum and policy development.
6. Maintaining firm but fair discipline and classroom control.
7. Assisting with non-classroom student management.
8. Knowledge of and compliance with county policies, school rules, procedures and standards for teacher performance at Northside Middle School.
9. Actively participating in efforts to improve the services and programs provided for students and parents.

GUIDANCE

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

Students are assigned to guidance counselors according to student's last name. Counselors follow students from 6th through 8th grade. Appointments with counselors may be scheduled as needed. Students wishing to see counselors during class time or for emergencies, should register with the guidance secretary who will notify counselors. Students will be contacted by a counselor as soon as possible.

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

Terrie Bigler (Coordinator)

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

Dr. Peggy Barker-Meise

STUDENT ASSISTANCE PROGRAM (SAP)

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

LIBRARY

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

The library uses the Dewey Decimal Classification System for all books, both fiction and nonfiction. In this system, you will note that the number corresponds to the subject area within the collection. Except for biographies, the alphabetic character corresponds to the author's name. Students arriving at the school before 8:20 a.m. desiring to use the library media center, must have a note from their academic teacher. Students may visit the library during lunch hours with a pass from an administrator or a teacher.

NOTICE CONCERNING COPYRIGHT

You have the right to your own creative work. After the work has been reviewed, corrected, evaluated, or graded, the work will be returned to you. Except for classroom and instructional purposes, no one may publish, display, perform, record, or transmit your work, or use your work as a part of another work without your permission. However, if you submit your work for publication, display, or performance to any school activity, you are granting the school or school group the right to edit, publish, display, perform, record, and transmit the work. If you wish to register your work with the Copyright Office, write to Information and Publications, Section LM 455, Library of Congress, Washington, D.C. and ask for publication R1 Copyright Basics.

COMPUTER LABS

We are fortunate to have three computer labs in our building---Room B-3, C-2, and C-3. Subject area teachers can schedule their classes in the computer lab as needed. Special arrangements to use the computer lab before or after school must be approved, in advance, by the principal or her designee. In addition to our computer labs, we also have five mobile laptop carts available to our teachers and students. Please note, any destruction of computer lab property will result in disciplinary action.



TEXTBOOKS

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

STUDENT LOCKER

All students are assigned an individual locker. They are responsible for its care and cleanliness. **DO NOT GIVE OTHERS YOUR LOCKER COMBINATION.** Report damaged lockers to the main office immediately (use purple locker form). The administrative staff or designated person in his/her absence may search a student's locker or desk under the following circumstances:

1. When the student has been informed in advance that under school board regulations desks and lockers may be inspected if the administration has reason to suspect the presence of articles or materials injurious to the best interest of the school.
2. When the principal suspects the presence of drugs or other harmful substances which are likely to pose a threat to the maintenance of discipline and order in the school.
3. When a witness is present.

Students may go to their lockers before and after class, before and after lunch, and after school. Going to the locker is not an excuse for being late for class. Lockers used in physical education classes are issued by the physical education teachers.

BACKPACKS/BOOKBAGS

Backpacks and bookbags can create safety problems in classrooms. For this reason, all backpacks and bookbags shall remain in student lockers until the end of the school day.

HONOR CODE

Students will be expected to write the following pledge on tests, quizzes, and assignments.

"I have neither given nor received help on this test, quiz, or assignment."

Student Signature

CHEATING

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

LOST AND FOUND

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

CELL PHONES, ELECTRONIC DEVICES

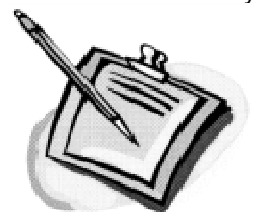
Any electronic device brought to school, **including cell phones**, should be turned off and remain in student's locker. These items are considered a serious distraction. Violations of this rule will result in confiscation of the item for a length of time determined by NMS staff. NMS staff is not responsible for lost or stolen electronic items.

SALE OF ARTICLES

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

SCHOOL PARTIES

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



GRADING

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

A: 90-100

B: 80-89

C: 70-79

D: 60-69

F: 59 and below

HOMEWORK POLICY

Homework may be assigned at the discretion of the teachers and shall be in accordance with the needs of the class and/or student. In general homework shall be assigned in such manner that it:

1. Takes into consideration the availability of the students' time, ability, and access to resources.
2. Is a follow up to skills or concepts previously introduced.
3. Fosters students' personal responsibility and when appropriate promotes research efforts by the individual student.
4. Will contribute to the ongoing work of any specific class in which the work is required or assigned.
5. Shall not be used for disciplinary purposes.
6. Makes information and purpose of homework assignment clear and specific so that the pupil can complete the assignment.
7. Shall not be assigned on days of major religious holidays, special school celebrations, and holiday breaks.
8. Shall be evaluated in some manner by the teacher within a reasonable length of time in order to emphasize the importance of doing the assignment and to recognize the students' efforts.
9. Will not be assigned on nights prior to participation in SOL.

EXAMS

All 8th graders taking credit bearing classes will take exams at the conclusion of each semester. This includes 7th graders taking keyboarding. These exams will count 10% of the semester average.

6th, 7th, and 8th graders taking non-credit bearing classes will also take exams at the end of each semester. Teachers will communicate to students in advance their grading procedures for exams.

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

STUDY SKILLS

HERE ARE SOME HINTS ON HOW TO STUDY:

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



HERE ARE SOME HINTS FOR TAKING NOTES:

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

HERE ARE SOME HINTS FOR TAKING A TEST:

1. If there are several questions that require essay answers, read all of them over quickly before you answer any. This will start your mind thinking about them all.
2. Plan your time. Do not spend more time than you should on any one question.
3. Be sure to read each question carefully. Be sure that you understand the directions.
4. Write legibly and neatly, but not too slowly.

5. Be sure to number each item correctly if you are answering questions on a sheet of paper separate from the test questions.
6. Unless you are required to answer the questions in order, answer the easy ones first and come back to the hard ones. Never spend time in useless puzzling over a question you cannot answer unless you have finished all the other questions.

Know the purpose of your study and expect to succeed!

FIELD TRIPS

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

ACCIDENTS

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



Student Health Services

Student health services at NMS are provided by a registered nurse most every day, Monday–Friday from 9am–2pm. The school nurse provides student health services, develops individual health plans for students as necessary, promotes wellness in the school environment, administers student medications as necessary, provides first aid for injuries, serves as a liaison for community medical resources, provides instruction and supervision to faculty/staff who perform student medical services, and maintains communication with parents/guardians of any student requiring school health services. The NMS website includes a nurse’s page with helpful and educational information including the **Roanoke County School’s Position Statement regarding illness and school attendance.**

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

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

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

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

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

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

TELEPHONES

Office telephones are not for personal use. Students will not be called to the telephone during school except in cases of emergency.

EMERGENCY PROCEDURES

Fire Drills / Evacuation

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

Tornado Drills

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

Critical Incidence Simulations

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

AWARDS

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

ACADEMIC AND GENERAL

1. Perfect Attendance
2. All A's or all A's and B's
3. Physical Education Recognition
4. Presidential Academic Fitness Recognition
5. Various Department and Grade Level Awards



AWARDS ASSEMBLIES

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



FEES

All fees need to be taken care of during business days. A list of fees and prices will be given to students at a later date.

* Students should see their homeroom or classroom teacher or the school bookkeeper if there are questions about any fees.

PARENT TEACHER ASSOCIATION

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

ATHLETIC POLICY

Any student in the seventh or eighth grade may try out for an athletic team provided eligibility rules are met. Virginia High School League rules require students to take and pass three new subjects in the semester prior to participation, pass a physical exam on or after May 1 of the school year, and must not have reached the age of 15 on or before August 1 of the school year in which he/she wishes to compete. In addition, for first semester sports, the student must

have been promoted to the 7th or 8th grade. Parental permission, physical form, and insurance coverage must be filed with the athletic director prior to participation.

Certificates may be presented to students who participate on teams.

The following team sports are provided:

Fall: Football, Volleyball, Cheerleading

Winter: Basketball, Wrestling, Cheerleading

Spring: Baseball, Softball, Soccer, Track



Seventh and eighth grade students are eligible to participate in seventh and eighth grade athletics for four semesters beginning with the first semester a student enters seventh grade.

EIGHTH GRADE STUDENTS PARTICIPATING IN HIGH SCHOOL ATHLETICS

Eighth grade students who are interested in athletics may try out for junior varsity teams at Northside High School. Generally, both schools follow the same guidelines for eligibility and scholarship. Interested students should contact the Northside High School for specific details.

CRIME LINE 344-8500

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

BULLYING PREVENTION

Bullying is defined as “repeated negative acts committed by one or more people against another.” Bullying is when one student or a group of students repeatedly hurt someone else through words or actions. At Northside Middle School, bullying is **NOT** tolerated. Our school has procedures in place to deal with bullying incidents. We offer immediate consequences to students who bully others and ongoing support for victims. Activities will take place throughout the year to raise awareness about bullying and how students can handle bullying situations.

Roanoke County Public Schools does not discriminate with regard to race, color, national origin, sex, or handicapping condition in an educational and/or employment policy or practice. Questions and/or complaints should be addressed to the Assistant Superintendent of Administration/Title IX Coordinator at (540) 562-3900 ext. 121 or the Associate Director of Pupil Personnel Services/504 Coordinator at (540) 562-3900 ext. 182.

NATURAL HELPERS PROGRAM

The Natural Helpers Program was developed as a way of helping students deal with problems and stresses. The program is based on the premise that within every school, there is an informal “helping network” of students and teachers. Natural helpers are identified and selected by an anonymous school-wide survey. Students with problems naturally seek out these people for advice and assistance with their problem.

The program provides training for students and adults who are already serving as informal helpers. They receive training in communication and decision-making skills, use of resources and methods of identifying teen problems, as well as a knowledge of their limitations as a natural helper.

Natural helpers will work in a variety of roles within the school. They need to be listeners and be able to make referrals to appropriate sources of assistance. They are not professionally trained counselors – they are regular students with special skills.

FINANCIAL DRIVES AND CAMPAIGNS



The Roanoke County School Board authorizes financial campaigns in schools which support the programs of United Way of Roanoke Valley and which run concurrently with the United Way campaign. United Way distributes money to 36 local health and human service organizations to fund their programs and services. These are enumerated in their programs and services. These are also enumerated in their brochures.

Each school has the privilege of deciding to which groups it wishes to give its funds. All school funds collected by teachers and students shall be deposited in the bank by the school bookkeeper as prescribed by school bookkeeping regulations.

The Roanoke County School Board does not necessarily endorse the philosophy of some agencies and reserves the right to deny its advocacy of that group.

TRANSPORTATION

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

IF YOU:

THEN GO TO:

Want to recover a lost article	Office
Want an admit slip for being absent.....	Attendance Office
Want to find a lost textbook.....	Academic Teacher to get book number then go to Office
Are sick	Your Classroom Teacher
Want advice about a schedule.....	Your Guidance Counselor
Want to withdraw or transfer.....	Guidance Office
Want to get first aid	School Nurse
Want an early dismissal	Attendance Office
Want to pay your lunch account.....	Cafeteria
Want to discuss a school matter or concern.....	Your Principal
Want to discuss a personal problem.....	Your Guidance Counselor
Are late to school	Attendance Office
Have a locker problem	Mrs. Hughes
Have a bus problem.....	Dr. Kufel
See something needing repair or cleaning	Your Principal
Have any questions not covered above.....	Your Principal