

**NAPOLEON  
MIDDLE SCHOOL**

***Student Handbook***

**“CHOOSE TO BE SUCCESSFUL AT  
NMS”**

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***TO THE STUDENT:***

The staff at Napoleon Middle School welcomes you! We look forward to another productive school year. Everything that is offered to you is meant to assist and lead you in reaching the goals that have been set. We are here to help you reach these goals in any way we can. As middle school students, we encourage you to be active learners and active participants in all that we do. We want the years you spend with us to be the best they can be. The following pages in this handbook explain what you will need to know to make this year a success. Take time to go over these pages with your parents. The opportunity to work with you as a team as you prepare for your future is an opportunity that is important to all of us.

***NAPOLEON STUDENTS .....***

Are considerate, courteous, and respectful of others.....Are good sports and responsible citizens in our classrooms, within our buildings, at athletic events, concerts, and assemblies, around our community, and while representing Napoleon Middle School.....Are on time for school and class.....Are prepared for class having needed materials and completed lessons....Are involved in school and community activities in an effort to improve themselves, their school, community, state and nation.....***ARE THE GREATEST!***

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## PHILOSOPHY

The Napoleon Middle School community believes we exist to ---

- Help students acquire knowledge and skills for life-long learning.
- Meet individual needs.
- Guide students in developing awareness, responsibility and self-direction in both academics and conduct.
- Reinforce quality work and appropriate behavior.
- Expose students to a variety of educational experiences including leadership opportunities and extra-curricular activities.
- Incorporate and promote health and fitness as a way of life.
- Implement current technologies throughout the curriculum.
- Keep an open line of communication between staff and parents/guardians as partners in education.
- Evaluate educational programs on a regular basis.

## CHARACTER VALUES

It is expected that our students will practice seven (7) character values that we think are important so our school will be a safe place to be; where students behave in an orderly manner; where student and school property is protected, where students feel secure and are happy to be in school. The following character values are being emphasized this year in the middle school:

**RESPECT** -- Treating everyone including yourself with dignity; showing the same regard or consideration for others as you want others to show you.

**RESPONSIBILITY** -- Carrying out your obligations and duties to others as well as yourself; being accountable for your actions and choices.

**SELF-CONTROL** -- Being able to control your own actions; making decisions based on what is good for you not just what you want.

**SOCIAL JUSTICE** -- Adhering to what is fair, honest, and moral in the treatment of others.

**PROMISE-KEEPING** -- Keeping your word, doing what you say you will do.

**HONESTY** -- Telling the truth, being credible, meaning what you say.

**EQUALITY** -- Extending to others the same right and treatment that you expect; believing that ALL people have the same rights.

## CITIZENSHIP

An important part of developing good character is being a good citizen. Napoleon Middle School students will be graded in citizenship at the end of each trimester. The citizenship grade range will be: #1, excellent; #2, acceptable; #3 unacceptable. All students must be given a citizenship grade.

### CITIZENSHIP MARKS:

#### #1 EXCELLENT

- A. Practices on a daily basis the seven character values embraced by the Napoleon Middle School.
- B. Does not need to be reminded about behavior, can be depended upon to obey rules no matter what others do.
- C. Always ready to begin work with supplies and homework completed.
- D. Uses class time to complete work or work on assignments.
- E. Contributes in class regularly by reading or answering questions; volunteers frequently.
- F. Follows classroom rules and directions.

## **#2 ACCEPTABLE**

- A. Occasionally violates the seven character values embraced by Napoleon Middle School.
- B. May occasionally need to be reminded about classroom behavior like talking, note writing, getting to work on assignments, staying in seat, bringing supplies.
- C. Usually courteous and cooperative, but can get carried away.
- D. Usually follows classroom rules and directions.
- E. Occasionally receives a lunch detention.

## **#3 UNACCEPTABLE**

- A. Consistently violates the seven character values embraced by Napoleon Middle School.
- B. Disobeys classroom rules and teacher's requests.
- C. Discourteous or rude if corrected about behavior.
- D. Shows no respect for classmates' rights by creating disruptions and being destructive.
- E. Arrives for class with no supplies, frequently tardy.
- F. Receives numerous lunch detentions.
- G. Harasses other students.
- H. Shows disrespect for authority.
- I. Is caught cheating.

## **CODE OF CONDUCT**

It is expected that all Napoleon Middle School students will abide by the guidelines found in the Napoleon Community Schools District Student Code of Conduct. This can be downloaded from our website at [www.napoleonschools.org](http://www.napoleonschools.org). The Code of Conduct is established to enable teachers to teach and students to learn in a safe environment. It is the expectation that students will take responsibility for their behavior.

## **DISCIPLINE**

Even with guidelines, school discipline is not easy. We need your help. We urge parents/guardians to support our rules and to work along with the Napoleon staff in providing the best possible middle school experience for our students. Cooperation in this matter is a necessity.

### ***The staff asks that parents/guardians:***

1. Review the Napoleon Code of Conduct with their child/children. Discuss each rule thoroughly by explaining the purpose of the rule and by giving examples of misbehavior that will get their child in trouble.
2. Discuss discipline problems with your child's teacher.
3. Call teachers, counselor, or principal at anytime there is a problem or question.

Students who are in violation of the listed rules will be sent to the principal and the consequences found in the Student Code of Conduct will be applied. Violations include, but are not limited to, the following:

Drugs/Alcohol, Fighting/Threatening Someone, Harassment/Sexual Harassment, Insubordination, Smoking, Stealing, Weapons Possession

## **EXPECTED STUDENT BEHAVIORS**

### **ASSEMBLIES**

Appropriate behavior includes:

1. Prompt arrival and seating in area designated by staff member.
2. Courtesy toward speaker, participants, and fellow audience members.
3. Exit from designated area when directed by staff member.
4. Prompt return and seating in designated classroom.

### **ATHLETIC EVENTS**

Pirate "spirit" must be shown in appropriate ways and reflect the guidelines of the Michigan High School Athletic Association. Appropriate behavior includes:

1. Keeping food and drink out of gym.
2. Remaining inside the gym and seated in the bleachers during game play.
3. Staying away from the opposing team's locker room.
4. Commenting ONLY in a sportsmanlike way when addressing ANY visitor.
5. Cheering in a school appropriate manner while not interfering with the game and not showing discourtesy to visitors. (If in doubt of cheer appropriateness, ask an administrator for clarification.)
6. Athletes who fail two (2) or more classes are considered ineligible.

### **CLASSROOMS**

Appropriate behavior includes:

1. Being in assigned area of classroom on time.
2. Being prepared to work with necessary materials and completed assignments.
3. Being attentive in class and asking questions to clarify concepts.
4. Responding to teacher's in appropriate manner and following teacher's instructions and directions.
5. Following teacher, class, and school rules.
6. Completing all assignments on time.
7. Treating all individuals in a respectful, courteous manner.
8. Treating school facilities with respect....sitting properly in desks and chairs, writing only on paper, keeping feet on the floor, keeping floor and desk area free of trash and debris, keeping textbooks free of writing and excessive papers.

### **HALLS**

Appropriate behavior includes:

1. Orderly movement to classes. No running or yelling is allowed in the hallways.
2. Use of lockers and rest rooms allowing timely arrival to class.
3. Use of approved hall passes when in halls during class period.
4. Identification of self when asked by school staff.
5. Careful, respectful treatment of building and facilities.
6. Appropriate disposal of debris, wrappers, etc.
7. Courtesy is shown toward all others in the hallways.
8. Refraining from public displays of affection in all areas of school building.

## **LUNCHROOM**

Expected behavior includes:

1. Respecting AND obeying lunch supervisors.
2. Respecting school property and property of other students.
3. Using good table manners.
4. Refraining from throwing or tossing anything. Violation could result in lunch detention or out of school suspension.
5. Using proper language and volume
6. Disposing of garbage promptly and properly.
7. Refraining from going into the hallways and from disturbing any classroom in session.
8. Food **may not** be purchased from another student.
9. E.C.D's (Electronic Communication Devices), tablet with less than a 6" screen size are prohibited. Games Boys are permissible. **ABSOLUTELY NO CELL PHONES OR CAMERAS ARE PERMITTED. If a student is found to have a cell phone or camera it will be confiscated. Repeated offenses will require device to be picked up by the parent.**

**Student cooperation during this time they are in the cafeteria is very much appreciated. Should it become necessary to discipline students for inappropriate behavior, consequences may be assigned as outlined in the Napoleon Community Schools Code of Conduct.**

## **GENERAL SCHOOL INFORMATION**

### **ACADEMIC COMPLETION LAB**

The ACL is an intervention to assist students with developing consistent study habits and time management. Students are expected to complete **ALL** of their assignments in a timely manner. Parents will be notified (with a form required to be signed and returned) upon their student receiving a third zero or missing assignment. Each subsequent zero or missing assignment will result in the student being **required** to attend an after school program held on Tuesdays and Thursdays. **Parents will be responsible for transportation arrangements for their student.**

First Zero/Missing Assignment	Student Notification
Second Zero/Missing Assignment	Student Notification
Third Zero/Missing Assignment	Lunch Detention (form sent home for parental notification)
Fourth Zero/Missing Assignment	After School ACL
Each Additional Zero/Missing Assignment	After School ACL

Students will have the opportunity for a fresh start each quarter.

### **ACADEMIC DISHONESTY (i.e. cheating)**

It is the student's responsibility to complete homework and to be prepared for quizzes and tests. Any form of cheating will result in the student receiving a zero on the assignment, quiz or test.

### **ACCELERATED READER**

AR is an individual reading program that allows each student to excel at reading books. Every 10 books a student reads will earn ice cream. Language Arts teachers require students to read three FICTION books per trimester. AR books can be located at [www.arbookfind.com](http://www.arbookfind.com). Students can find AR books in the NMS Library, Jackson County District Library and download books on a Kindle or IPAD.

Guidelines for Students:

- 6<sup>th</sup> Grade: Students must read books in the range of 4<sup>th</sup> – 12<sup>th</sup> grade and a point value of 2  
7<sup>th</sup> Grade: Students must read books in the range of 5<sup>th</sup> – 12<sup>th</sup> grade and a point value of 3  
8<sup>th</sup> Grade: Students must read books in the range of 6<sup>th</sup> – 12<sup>th</sup> grade and a point value of 4

To pass an AR test, students must score 70% or better. After the student has read 10 books they are to print off their reading report and give it to the principal.

## **ATHLETICS**

All 7<sup>th</sup> and 8<sup>th</sup> grade students have the opportunity to participate in school sponsored programs. The seasons are listed below.

Fall: Boys/Girls Cross Country, Football, Volleyball, Boys Basketball  
Winter: Girls Basketball, Wrestling  
Spring: Boys/Girls Track and Field

NOTE: 6<sup>th</sup> grade students are eligible to participate in Cross Country, wrestling and track and field.

All students participating in school sponsored athletics must have a physical on file. Physicals must be completed after April 15<sup>th</sup> of the current year to participate in the athletics for the next school year.

## **ATHLETIC ELIGIBILITY**

Students must be in school for half a day to participate in practice or play in a game. A student might not be able to participate due to academic eligibility. A student who has two (2) failing grades will be considered ineligible. A good athlete abides by the athletic Code of Conduct.

## **ATTENDANCE**

**If a student is ill or must be absent from school, parents are to call and report their absence before 8:00 a.m.** The phone number is 517-905-5703. Tardiness is not accepted. **A student is considered tardy if he/she is not in his/her seat** when the bell rings. A student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

According to state law, it is the obligation of every parent to insure that every child under his care and supervision receives adequate education and training and if of compulsory attendance age, attends school.

- A. Excused absences include:
1. Student illness with an excuse from physician.
  2. Medical or Dental appointment with an excuse from physician.
  3. Funeral.
  4. Religious Holidays.
- B. Unexcused absences include:
1. Skipping class or school.
  2. Suspensions.
    - a. Student must make up all work during an absence caused by a suspension.
    - b. Student is not allowed on school property during a suspension.

During the first 90 days of school we will:

- a) Send a letter to parents and or guardian after five (5) unexcused absences.
- b) After 10 unexcused absences parent and or guardian will be contacted.
- c) Report the concern to the Jackson County ISD truancy officer after 15 unexcused absences.

During the last 90 days of school we will:

- a) Send a letter to parents and or guardian after 10 unexcused absences.
- b) After 15 unexcused absences parent and or guardian will be contacted.
- c) Report the concern to the Jackson County ISD truancy officer after 15 unexcused absences.

## **BICYCLES**

Students with parent authorization may ride bicycles to and from school. Bicycles must be placed and locked in the bike rack in front of the Eby Elementary. Students are to park their bike upon arrival at school. **SKATEBOARDS AND ROLLERBLADES ARE PROHIBITED.**

## **BREAKFAST**

Breakfast is available for purchase in the cafeteria for students when arriving at school. Please see the Food Service Page for more information and current prices.

## **BULLYING/HARASSMENT**

Each student has the right to attend school without fear of harassment. Students have the responsibility to refrain from conduct that is demeaning, derogatory or threatening to an individual or group. Students are to respect the rights of others. Student report forms are located in the office. It is the student's responsibility to report bullying and harassment to a teacher or NMS office staff. **BY DEFINITION:** Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

## **BUS REGULATIONS**

Students have the privilege of using the transportation services of Napoleon School District. Rigid standards of discipline must be maintained at all times in order to satisfy safety requirements. Whenever a driver must direct his/her attention away from the road, danger exists. Foremost in our minds is the safety of each passenger. The middle school office staff cannot give permission for a student to ride a bus home with a friend. **This must be arranged in advance with the transportation office by calling 905-5710.**

*Appropriate behavior while riding the bus:*

1. Except for ordinary conversation, students shall observe quiet conduct on the bus.
2. Students shall stay in their seat while the bus is in motion.
3. Students shall not throw waste paper on the floor of the bus.
4. Students shall not have food or drinks on the bus.
5. No part of the body shall be extended through the bus window.
6. Students must be quiet while the bus is stopped for railway crossings.
7. Students shall not leave the bus from the emergency door unless an emergency exists.

*Discipline and penalties:*

1. The riding privilege of a student may be revoked for violation of the rules or for conduct which is detrimental to the safe operation of the school bus. (See Student Code of Conduct)
2. The driver is in full charge of the bus and the students.

## **CELL PHONE POLICY**

Students are not allowed to use a cell phone during school hours. (7:36 a.m. – 2:30 p.m.) Cell phones are to be turned off and stored in the student's locker. If a student is caught using their cell phone during the instructional day, the phone will be confiscated. On first offense, the phone will be returned to the student at the end of the school day. Repeated offenses will require a parent/guardian to pick up their child's phone between 7:00 a.m. and 3:00 p.m. The school is not responsible for lost or stolen phones.

## **CHANGE OF ADDRESS OR TELEPHONE**

It is the responsibility of the parent/guardian to keep student information up to date. Demographic updates can be done online through the Powerschool Parent Portal. Address changes require two (2) proofs of residency which must be provided to the office.

## **CLOSING OR DELAY OF SCHOOL**

All school closing or delay announcements due to inclement weather or other emergencies will be made by 6:30 a.m., when possible. Parents or guardians will receive a recorded message from Napoleon Community Schools when school is delayed or closed. Local radio and television stations will also carry these announcements.



## **COMPLAINT OR CONCERN**

If a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Contact the person who you have a complaint about to discuss both sides of the story.
2. If the problem still exists, contact the principal.
3. If still unresolved, contact the superintendent.
4. Finally, if unresolved, ask the superintendent to place the complaint on the following month's Board of Education agenda for further discussion.

## **COUNSELING SERVICES**

Ms. Kammy Hollow is available to meet with students individually to address school or home situations. Adolescence is a difficult time for students and sometimes they need to have someone listen to them privately.

## **DANCES**

Only current NMS students will be allowed to attend dances/activity nights. The cost to attend is \$4.00 and will be paid upon admission. All school rules apply including dress code, no cell phones or cameras and no public display of affection. Students **must meet** eligibility expectations (same as athletes), students that have three lunch detentions or a suspension **will not** be allowed to attend the event. Making a choice to violate school rules at the dance may result in removal from the dance/activity night and exclusion from future events.

## **DRESS CODE**

While fashion changes, the reasons for being in school do not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted with these general guidelines. Personal appearance and good grooming are vital to a good learning environment. Students are expected to be neat and clean at all times. A reasonable cleanliness of a student and his/her apparel is necessary as a matter of health. Dress and grooming styles that are unsafe or create a disruption of the learning process must be avoided. This would include all school and school connected activities.

The following items are **inappropriate** for school:

1. Short dresses or skirts. Please use the finger tip rule (finger tip touches end of hem when arms are fully extended).
2. Short shorts. **All shorts must have a 5" inseam or reach mid thigh**
3. Cut-off jeans, spandex garments or yoga pants. Any items of apparel which are ripped, torn, or severely altered (including jeans where the tear is above the fingertips in a relaxed position) are not permitted.
4. Bare midriff or cut-off blouses or shirts; halter, spaghetti strap, tube or tank tops. Tops must have a cap sleeve.
5. Clothing made of sheer material.
6. Underwear as outerwear.
7. Shirts, buttons, and jewelry with inappropriate, indecent words or symbols including those promoting drugs, alcohol or tobacco products.
8. Outside wear, including hats, bandannas and sunglasses.
9. Oversized pants and shorts resting below the waist.
10. Bare or stocking feet. Shoes must be worn at all times. No shoes with wheels.
11. Pajamas and slippers
12. Face piercings including tongue, lip, nose, and eye brow.

A SCHOOL EMPLOYEE WILL DETERMINE THE ACCEPTABILITY OF ALL ITEMS OF CLOTHING BASED ON THE AFOREMENTIONED STANDARDS OF MODESTY AND POTENTIAL DISRUPTION. IN ADDITION, THE ADMINISTRATION RESERVES THE RIGHT TO BAN ANY ITEM WHICH SUGGESTS GANG MEMBERSHIP OR PROMOTION. STUDENTS ATTENDING NAPOLEON MIDDLE SCHOOL AND ANY SCHOOL SPONSORED EVENTS SHALL BE UNDER THE JURISDICTION OF THE SCHOOL AND ARE SUBJECT TO POLICIES AND REGULATIONS OF NAPOLEON COMMUNITY SCHOOLS. DISCIPLINARY ACTION FOR VIOLATION OF THESE POLICIES OR REGULATIONS MAY FOLLOW.

### **EMERGENCY INFORMATION**

State law requires that all students must have an emergency medical information on file. A student may be excluded from school until this requirement has been fulfilled. Emergency information can be updated through the Powerschool Parent Portal.

### **FIRE DRILLS/TORNADO DRILLS/LOCKDOWN DRILLS**

Fire Drills, tornado drills and lockdown drills will be practiced periodically throughout the school year. Everyone will move in an orderly and silent manner to points directed by their teachers where roll will be taken.

### **GRADING SCALE**

A+	100%	B+	87 – 89%	C+	77 – 79%	D+	67 – 69%
A	93 - 99%	B	83 – 86%	C	73 – 76%	D	63 – 66%
A-	90-92%	B-	80 – 82%	C-	70 – 72%	D-	60 – 62%
						F	59% and below

### **GUM CHEWING**

Gum chewing is permitted in the Middle School. Students are to chew gum appropriately or they will lose this privilege. Students may not blow bubbles or pop their gum.

### **HALL PASSES**

Students who leave class during instructional time must have a hall pass.

### **HEALTH PROBLEMS**

Please make the school aware of any health problems concerning your child. We will be happy to cooperate with you in arriving at the best method to support your student.

### **HOMEWORK**

It is the student's responsibility to approach the teacher and find out what work needs to be made up. **Homework can be picked up for the student if they are out of school for more than three days.** Parents may visit our website at [www.napoleonschools.org](http://www.napoleonschools.org) and choose the Middle School to check for assignments that are posted on teacher fusion pages.

A student has an amount of time to make up missed work equal to the number of days absent. Failure to make up work results in a grade of "zero".

In the case of a test that has been announced in advance, the teacher has the right to require the student to take the test on the scheduled day, or on the day the student returns to class.

### **HONOR ROLL**

Each semester, a list of students who have attained grades of A's and B's in all of their classes will be posted in the hallway and on the school website at [www.napoleonschools.org](http://www.napoleonschools.org).

### **ILLNESS**

Students are to report to the office with teacher approval if they are ill and office staff will evaluate the student and call parent's as necessary. Students are not to call parents from their cell phone or a teacher's classroom.

## **IMMUNIZATIONS**

Students enrolling for the first time in Napoleon Community Schools will be required to show proof of immunization. Without this proof, students will not be allowed to attend school until such records are provided to the office. Please see the final page of this document for immunization entry requirements for All Public and Non-Public Schools published by the Michigan Department of Community Health. Immunizations must be reported to the state of Michigan for all 7<sup>th</sup> grade students. Parents will be notified of required immunizations for all 7<sup>th</sup> grade students and given ample time to schedule a doctor's visit if needed. Student's, whose immunizations are not up-to-date on the first day of school, will be excluded from attendance until they are current. Parents who choose not to immunize their child must obtain a waiver from the Jackson County Health Department.

## **INDIVIDUAL READING TIME (IRT)**

All staff members encourage daily reading. There will be a scheduled 15 minute independent reading time. Students are to have a book to read throughout the school day.

## **INJURIES**

If a student is injured, he/she must report such an injury to his/her teacher or the school personnel in charge. If a student is in need of first-aid treatment, the student should report to the school office.

## **LATE TO SCHOOL**

Students who arrive late to school **must** report to the office and be signed in by a parent or adult. Students will be given a pass to report to class.

## **LEAVING EARLY**

If a student must leave school early, a parent must notify the office by sending a note or calling the office. All students leaving early must be signed out in the office by a parent or designated adult.

## **LOCKERS**

ALL LOCKERS ARE THE PROPERTY OF NAPOLEON COMMUNITY SCHOOLS. THE NAPOLEON ADMINISTRATION OR DESIGNEE HAS THE RIGHT TO OPEN AND TO ENTER ANY LOCKER IN THE EVENT OF AN EMERGENCY, BELIEVED SERIOUS VIOLATION OF SCHOOL BOARD POLICY, OR FOR THE PURPOSE OF SAFETY, HEALTH, AND WELFARE OF NAPOLEON STUDENTS AND STAFF.

*Remember:*

1. Students are granted the **PRIVILEGE** of using a locker to store materials, clothing and personal items in line with the Napoleon Student Code of Conduct.
2. Learn your combination quickly. Ask for teacher assistance if needed.
3. Tell **NO ONE** your combination, except staff members.
4. Close and lock your locker door completely each time you leave.
5. Report to your homeroom teacher the name of anyone opening or damaging your locker....or anyone else's.
6. **Students are responsible for their locker and its contents. Napoleon Community Schools will not be responsible for any missing materials.**
7. Non-school locks will be removed by custodians.
8. **No food or open drinks may be stored in your locker.**
9. Check your combination and locker number with your homeroom teacher. If your locker won't open report it to your homeroom teacher. He/she will request locker repair.

Appropriate locker use includes:

1. Keeping locker and adjacent areas free from writing and stickers.
2. Keeping area free from papers and debris.
3. Closing locker doors carefully, respecting the spaces of nearby students.
4. Remaining in an assigned locker until administration authorization is given. Any change **must** be recorded in the main office.

## **LUNCH**

Please visit [www.napoleonschools.org](http://www.napoleonschools.org) for current prices. A hot lunch includes up to three fruit and vegetable sides, a main entrée and milk. Students who are still hungry may have more fruit and vegetables. Also available are made to order wraps and pirate pizza. A la Carte items are individually priced. Breakfast is also available for purchase which includes one main entrée, 100% juice, a fruit or vegetable and milk. Students **may not** charge a la carte items when they have a negative balance on their lunch account. Students may also bring lunches from home. Parent/guardians are asked to review lunch procedures with their child in order to make the lunch period a safe, pleasant time for everyone.

Please visit the food service page on the school website at [www.napoleonschools.org](http://www.napoleonschools.org) for more information including [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com), free and reduced lunch application and lunch menus. Lunch menus are also posted in the office window and available outside the office door.

**Students that qualify for free and reduced lunch are encouraged to do so. Forms are available on-line as noted above and in the office.**

## **LUNCH DETENTIONS**

Students will be assigned lunch detentions for missing work or disruptive classroom behavior. The student will serve a lunch detention the day of or the following day of a missing assignment. The student will remain in lunch detention until the assignment is completed and parent signature form is returned to school. (Please see Academic Completion Lab and Progressive Discipline).

## **MEDICATIONS**

Medication shall not be brought to school unless it is essential to the health of the student. The dispensing of any medication by school personnel shall be made in accordance with the following procedures:

1. Medications to be taken in school (prescribed or over-the-counter) must be administered by school personnel. Parents must bring the medication to the school office in the original container and file a written statement.
2. Medications to be administered regularly each day are not to be given in school unless specifically ordered by the physician.
3. Medication must be clearly labeled with: student's name, date, doctor's name and complete instructions.

## **PARENT INVOLVEMENT**

Napoleon Community Schools believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents and or guardian. Such a partnership means a mutual belief in and commitment to significant educational goals for a student. At the Middle School, parents are encouraged to participate in the ***Active in Middle School (AIMS)*** parent organization. For the complete District Parent Involvement Plan, please contact the main office for a copy of NEOLA Policy 2112.

## **PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences two days per school year. Please make every effort to attend. If you wish to meet with teachers at other times during the year, please contact the teacher directly to make arrangements. All teachers have a planning period during the day and can meet with the parents during that time.

## **PHYSICAL EDUCATION/PERSONAL FITNESS**

All students are required to wear PE clothes for class. Appropriate PE clothes include a T-Shirt with sleeves or sweatshirt, athletic shorts with at least a 5" inseam or sweats and tennis shoes with socks.

PE lockers are assigned and students are responsible for providing a combination lock to keep personal belongings safe. Locks may be rented from the office for \$5. One of the national benchmarks for physical education is running a mile. All students will be required to run a mile and to improve on their personal best time during the grading period.

## **PHYSICALS**

All students participating in school sponsored athletics must have a physical on file. Physicals must be completed after April 15<sup>th</sup> of the current year to participate in the athletics for the next school year.

## **POWERSCHOOL**

Power School is a computer based program to view your child's academic progress. Power School can be accessed through the school website at: [www.napoleonschools.org](http://www.napoleonschools.org). All new enrollments will be provided with necessary information to set up a parent portal account. If you do not have a parent portal account, please contact the office to obtain your access ID and password. Beginning with the 2016-2017 school year, demographic, medical and emergency contact information as well as acceptable use policies, etc. will be completed through the parent portal.

## **PROGRESSIVE DISCIPLINE**

At Napoleon Middle School, we believe in progressive discipline so that minor behaviors can be corrected. Green Lunch detention sheets are given to students for behaviors that include but are not limited to insubordination, disruption of classroom learning processes, repeatedly not following staff directions, etc. Students are responsible for notifying (bringing home for a signature) their parent(s) of the infraction(s) upon receiving these Green Forms. The consequences for violating the progressive discipline process are as follows:

First Green Form	Lunch Detention
Second Green Form	Lunch Detention
Third Green Form	(1) Day of In School Suspension
Fourth Green Form	(1) Day of Out of School Suspension
Fifth Green Form	(2) Days of out of School Suspension
Each additional form	An additional day of OSS will be added

Students will have their records expunged at the end of every quarter. Progressive Discipline is for behavior only and is **not related to academics**, which carries its own consequences.

## **REPORT CARDS**

Students will bring home Report Cards at the end of the 1<sup>st</sup> and 2<sup>nd</sup> semester. End of Year report cards will be mailed.

## **RESPONSIBILITY**

At Napoleon Middle School students are expected to do their best. Students are responsible for what they say and do.

## **STAYING AFTER SCHOOL**

Students **MAY NOT** stay after school unless they are specifically involved in a chaperoned activity or sport. Students will be asked to leave the building if they are not chaperoned.

## **STUDENT POSSESSIONS**

Caring for personal possessions is each student's responsibility. **NAPOLEON MIDDLE SCHOOL CANNOT ASSUME THE RESPONSIBILITY FOR ANY STUDENT ITEM BROUGHT TO SCHOOL FROM HOME.**

**STUDENT RECOGNITION - PIRATE PRIDE CELEBRATION:** At NMS we celebrate student success. Two times during the year students with all work turned in and no behavior infractions qualify for a special activity. This is an opportunity for staff to celebrate with students that "Choose to be Successful at NMS." Students assigned to ACL or who receive (3) behavior forms (green), ISS or OSS are unable to attend.

## **TARDIES**

Tardiness is defined as not being in your seat when class begins. All tardies are unexcused unless the student has an excused pass from the office or a teacher. A student who is late arriving at school must be signed in at the office by an adult and be given a pass to class.

## **TELEPHONE**

Students in middle school are beginning to take on more responsibility. One of these responsibilities is to remember to bring all necessary items to school. PHONE CALLS WILL BE ALLOWED AT THE DISCRETION OF THE OFFICE.

## **TEXTBOOKS & OTHER SCHOOL PROPERTY**

Appropriate use includes:

1. Writing student name in spots designated by teacher.
2. Refraining from otherwise writing in any Napoleon Community Schools textbooks or on equipment.
3. Refraining from loaning books or equipment to other students.
4. Storing any books or equipment in lockers when not in use.
5. Accepting responsibility by paying for the damage or loss of books or equipment.

It should be noted:

1. BOOKS MAY BE ISSUED NEW OR PREVIOUSLY USED. IF A BOOK HAS BEEN PREVIOUSLY USED, IT SHOULD BE EXAMINED UPON RECEIPT FOR DAMAGE. THE TEACHER SHOULD NOTE ANY DAMAGE ON THE BOOK ASSIGNMENT FORM. IN THIS WAY A STUDENT WILL NOT BE ASSESSED DAMAGE FEES FOR A PREVIOUS STUDENT'S NEGLIGENCE.
2. Books missing from lockers remain the student's responsibility.
3. Misuse of school equipment, supplies or software will result in disciplinary action and assessment of damages.

## **VENDING MACHINES**

There are vending machines in the Middle School with a variety of snacks and drinks available. **Vending machine purchases are permitted before and after school ONLY.** Vending machine purchases may be eaten in the cafeteria.

## **VISITORS**

All doors are locked during instructional hours. Please use the door security system. Before entering the building you may be asked to show proper identification. Student visitors are not permitted.

Appropriate visitor behavior includes:

1. Checking in at the office.
2. Delivering money, clothing, lunches, etc. to the office.
3. Making an appointment to visit an employee of Napoleon Middle School.

NAPOLEON MIDDLE SCHOOL IS CONSIDERED A "CLOSED CAMPUS" ONLY NAPOLEON STUDENTS MAY ATTEND DURING THE SCHOOL DAY AND DURING CO-CURRICULAR EVENTS. EXCEPTIONS TO THIS MAY BE GRANTED ONLY BY THE PRINCIPAL.

## **OTHER INFORMATION**

### **READING STRATEGIES**

#### ***BEFORE READING***

1. **PREPARE:** Reader has all the tools necessary to help while reading: pencil, paper, highlighter, books, etc.
2. **PURPOSE:** Reader establishes a purpose for the reading. What is expected after the Reading is completed?
3. **SCAN:** Reader looks at pictures, titles, captions, graphs, etc. Reader also looks at unfamiliar vocabulary.
4. **DETERMINE:** Reader determines what he/she already knows about the topic and what he/she needs to learn. Example: KWL chart (the K and the W)
5. **QUESTION:** Reader takes titles or subtitles and poses questions to actively involve him/herself in the reading.

### ***DURING READING***

1. **PREDICT:** Reader thinks about what will happen later in the text.
2. **VISUALIZE:** Reader makes pictures in his/her mind while reading.
3. **QUESTION:** Reader wonders about ideas that are not clear or are not addressed in the text.
4. **CONNECT:** Reader makes personal connections between the piece he/she is reading and his/her own experiences.
5. **DETERMINE:** Reader determines important ideas in the text.
6. **INFER:** Reader draws conclusions based on the questions he/she posed prior to reading.
7. **CHECK:** Reader continuously stops and checks for understanding as he/she reads.
8. **FIX-UP:** Reader stops when understanding is not clear and tries different strategies to help with
9. comprehension. (Re-reading, slowing down, chunking words, reading on, discussing, etc.)

### ***AFTER READING***

1. **UNDERSTAND:** Reader checks for understanding by asking questions.
  - a. Do I understand what I just read?
  - b. Can I answer the questions posed before reading?
  - c. Can I rephrase what was just read in my own words?
  - d. Can I answer the questions at the end of the selection without difficulty?
2. **RETURN:** Reader returns to the text to any area that is unclear. Reader may even speak to other classmates or the teacher to clear up any misunderstanding.
3. **SUMMARIZE:** Reader states what the writer is saying. The big idea or main point of the text is clear.
4. **RESPOND:** Reader responds to text by finding evidence, discussing, illustrating, and/or writing to reflect, make connections, take a position, and/or show understanding.
5. **SHARE:** Reader turns and talks to other student(s) to explain his/her understanding of the text.

## Required Childhood Immunizations for Michigan School Settings

School communicable disease rules are the minimum standard for preventing disease outbreaks in school settings. To best protect patients from all diseases we have the power to prevent, healthcare providers in Michigan should follow the 2014 Recommended Immunization Schedule at [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines) or [www.michigan.gov/immunize](http://www.michigan.gov/immunize).

**\*\*All doses of vaccines must be given with appropriate spacing between doses and at appropriate ages to be considered valid.\*\***

<b>Entry Requirements for All Public &amp; Non-Public Schools</b>		
Age → Vaccine**↓	4 years through 6 years	7 years through 18 years including all 7th grade students
Diphtheria, Tetanus, Pertussis	4 doses DTP or DTaP, one dose must be on or after 4 years of age	4 doses D and T <b>OR</b> 3 doses Td if #1 given on or after 7 years of age. 1 dose of Tdap for children 11 years of age or older upon entry into 7 <sup>th</sup> grade or higher.
Polio	4 doses, if dose 3 administered on or after 4 years of age, only 3 doses are required	3 doses
Measles,* Mumps,* Rubella*	2 doses on or after 12 months of age	
Hepatitis B*	3 doses	
Meningococcal	None	1 dose for all children 11 years of age or older upon entry into 7 <sup>th</sup> grade or higher
Varicella* (Chickenpox)	2 doses of varicella vaccine at or after 12 months of age OR immunity OR reliable history of disease	

\* Current laboratory evidence of immunity is acceptable instead of immunization with antigen.

