

**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.

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. 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

Non-Negotiable Behaviors

WHAT ARE NON-NEGOTIABLE & WHAT DO THEY MEAN FOR STUDENTS?

Non-negotiable behaviors are behaviors that the middle school staff has agreed are unacceptable behaviors for students during school hours and after school activities. These are behaviors that most parents would agree are not okay at school and students already know they should not do. The list of non-negotiable behaviors will be visibly displayed in the hallways, classrooms, cafeterias and other common areas throughout the school. Below is a list of the non-negotiable behaviors and examples to help students and parents understand what they mean.

1. **DISRESPECTING**: Sometimes disrespect is difficult to define but we ALL know it when we encounter it. It may include behaviors like back-talk, refusal to follow directions, kicking a locker, standing on textbooks, or refusal to work with another student.
 - Staff: Teachers, custodial staff, para-pros, office staff, principals, librarians, cafeteria workers and parent volunteers.
 - Peers: Classmates and any student in the building regardless of grade.
 - Property: This includes items like tables, desks, lockers, textbooks, library books, carpet, walls, chairs, water fountain, sinks, toilets, etc. This would also include your classmates' property, like their binders, pencils, jackets, books and so on.
- 2) **SWEARING / LANGUAGE**: This seems pretty self-explanatory. If you wouldn't (or shouldn't) say it to our principal, Mr. Adams, you shouldn't say it at school.
- 3) **NEGATIVE ACTIONS, WORDS OR LOOKS**: This includes any action, words or looks that is unkind, dismissive, non inclusive, mean, hurtful, or teasing. It might also include spreading rumors, ignoring classmates to intentionally isolate them, as well as other negative behaviors.
- 4) **HORSEPLAY / RUNNING / HANDS-ON**: This is not necessarily inappropriate behavior on the football field or in the backyard at home and Mr. Weber will certainly say you can run in gym class. However, these behaviors, especially the "hands-on" bumping into each other and running in the hallway, taking items that belong to your friends and climbing over tables and chairs, etc. are NOT appropriate in the classrooms, hallways, library or cafeteria.

It is IMPORTANT for students and families to understand that students will not be "warned" the first time they run in the hall or the first time they say something mean to a classmate. They have been in school long enough to know these expectations and they will be covered the first day of school and posted as their visual warning.

Students may receive a warning **IF** a behavior is *reported to a staff member* but *not witnessed* by that staff member. However, it is more likely that if a classmate reports a negative look, action, or word to a staff member, the staff member will try to monitor the interactions more closely to see if it happens again. **Please report these behaviors to a staff member if someone is consistently making you feel bad so we can help stop the behaviors.**

Under the section titled, **PROGRESSIVE DISCIPLINE**, you will see the consequences for each infraction. These will be kept in the main office and will be cumulative (not per staff member). Most students will not get beyond the second or third infraction before they remember to check their own behavior.

On the Discipline Form you will also see a section marked "Classroom Behaviors". The behaviors listed here are not handled the same way Non-negotiable behaviors are handled and will be left more to the discretion of the classroom teacher and his or her management style.

Additionally, **bullying**, **harassment** and **fighting** are handled per Napoleon School District's Code of Conduct which is part of your Student Handbook.

For most students in our community, these Non-Negotiable behaviors will not be an issue. They were compiled as a way to help keep our kids safe at school and focused on learning. On the Discipline Form sent home with a letter regarding Non-Negotiable you will also see a section marked "Classroom Behaviors". The behaviors listed here are not handled the same way Non-negotiables are handled and will be left more to the discretion of the classroom teacher and his or her management style.

PROGRESSIVE DISCIPLINE

At Napoleon Middle School, we believe in progressive discipline so that **minor behaviors** (not those outlines in the Code of Conduct) can be corrected. Behavior Infractions include disruption of classroom learning processes, repeatedly not following staff directions (including refusing to work), tardiness etc. The consequences for violating the progressive discipline process are as follows:

First Infraction	Lunch Detention
Second Infraction	Lunch Detention
Third Infraction	(1) Day of In School Suspension
Fourth Infraction	(1) Day of Out of School Suspension
Fifth Infraction	(2) Days of out of School Suspension
Each additional Infraction	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. Students receiving a Behavior Infraction will lose the privilege of attending the Pirate Pride Celebration at the end of the quarter.

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. IPODs, Game Boys and Tablets **are** allowed in the cafeteria. **ABSOLUTELY NO CELL PHONES OR CAMERAS ARE PERMITTED.**

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 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. 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 th Grade: | Students must read books in the range of 4 th – 12 th grade and a point value of 2 |
| 7 th Grade: | Students must read books in the range of 5 th – 12 th grade and a point value of 3 |
| 8 th Grade: | Students must read books in the range of 6 th – 12 th grade and a point value of 4 |

To pass an AR test, students must score 70% or better. Each grade level will have different point totals established to meet academic expectations. Success will be measured by total points not books read.

ATHLETICS

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

Fall: Boys/Girls Cross Country (6th grade may participate), Football, Volleyball, Boys Basketball

Winter: Girls Basketball, Wrestling (6th grade may participate)

Spring: Boys/Girls Track and Field (6th grade may participate)

All students participating in school sponsored athletics must have a physical on file. Physicals must be completed after April 15th 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.

- C. Truancy
 - a) Send a letter to parents and or guardian after five (5) unexcused absences.
 - b) Report the concern to the Jackson County ISD truancy officer after 8 unexcused absences within the first half of the year.
 - c) Report the concern to the Jackson County ISD truancy officer after 18 unexcused absences at any point after second semester begins.

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 Middle School. Students are to park their bike upon arrival at school. **SKATEBOARDS AND ROLLERBLADES ARE PROHIBITED.**

BREAKFAST

Breakfast is available in the cafeteria for students when arriving at school. Cost is \$1.65. Students arriving late can purchase a breakfast bag and head to class. Please see the Food Service Page for more information.

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. (7:37 a.m. – 2:33 p.m.) If a student is caught using their cell phone during the instructional day the phone will be confiscated. If a cell phone is confiscated a parent/guardian must pick up their child's phone between 7:00 a.m. and 3:00 p.m. Cell phones are to be turned off and stored in the student's locker. The school is not responsible for lost or stolen phones.

CHANGE OF ADDRESS OR TELEPHONE

If you change your address or telephone number, please notify the office. It is the responsibility of the parent/guardian to keep all information up to date.

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 in the school for dances/activity nights. The cost to attend is \$4.00 at the door. 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 card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

FIRE DRILLS/TORNADO DRILLS/LOCKDOWN DRILLS

(5) Fire Drills, (2) tornado drills and (3) 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 methods for aiding these students.

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 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.

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 should not 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.

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

The cost of lunch for the 2018-19 school year is \$2.50 per day this 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 available for \$1.65 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 for more information including www.sendmoneytoschool.com, free and reduced lunch application and lunch menus www.lunchapp.com. 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 are scheduled ONCE a year in the fall. 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 trimester.

PHYSICALS

All students participating in school sponsored athletics must have a physical on file. Physicals must be completed after April 15th 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. Parent log-in and passwords will be handed out at the NMS open house in August.

REPORT CARDS

Students will bring home Report Cards at the end of the 1st and 2nd 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.**

PIRATE PRIDE CELEBRATION: At NMS we celebrate student success. Three times during the year students with all minimal missed work 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 who receive (3) behavior forms (green), ISS or OSS are unable to attend. The 4th celebration (end of year all students are allowed to participate)

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/her 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 comprehension. (Re-reading, slowing down, chunking words, reading on, discussing, etc.)
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.

