

## STAFF ASSIGNMENTS / SCHEDULES

### TABLE OF CONTENTS

	<u>Page</u>
School Year Calendar	1
Pay Schedule / Certification	2
School Board / Administrative Staff	3
CEC Organizational Chart	4
NCMS Administrators' Responsibilities	5
Faculty / Staff Roster	6
NCMS Delay / Close Call List	8
NCMS Department Call List	9
NCMS Staff Birthday List	10
Morning Supervision Schedule	11
Bus Supervision Schedule	12
Bus Line-Up	13
Class Period Schedule	14
2-Hour Delay Schedule	15
Lunchroom Supervision & Testing Schedule	16
Meeting Schedule	17
Committee Assignments	18
Telephone / Voice Mail Extensions	19

# NEW CASTLE COMMUNITY SCHOOL CORPORATION

## 2014-2015 School Year Calendar

<b>2014</b>	August 4	Faculty/Staff - No Students
	August 5	First Day of School for Students
	September 1	Labor Day - No School
	October 6-10	Fall Break - No School (1 week)
	November 26-27-28	Thanksgiving Vacation - No School
	December 19	End of 1 <sup>st</sup> Semester (last student day)
	Dec. 22-Jan. 5	Christmas Vacation
<b>2015</b>	January 5	Teacher Work Day
	January 6	Classes Resume-Students Return-Begin 2 <sup>nd</sup> Semester
	January 19	Martin Luther King Jr. Day
		Built In Snow Day #1 - No School
	February 16	Built In Snow Day #2 - Presidents Day - No School
	Mar. 23-Apr. 3	Spring Vacation - No School (2 weeks)
	May 25	Memorial Day - No School
	May 28	Last Day for Students
	May 29	Faculty Records/Reports

### Total Days: Faculty Students

August	20	19
September	21	21
October	18	18
November	17	17
December	15	15
January	19	18
February	19	19
March	15	15
April	19	19
May	<u>20</u>	<u>19</u>
<b>Total</b>	<b>183</b>	<b>180</b>

End of first 9 weeks - Oct. 3, 2014  
 End of second 9 weeks - Dec. 19, 2014  
 End of third 9 weeks - March 13, 2015  
 End of fourth 9 weeks - May 28, 2015

### Snow Make Up Days - 2015

# 1 Jan. 19	# 9 March 23
# 2 Feb. 16	# 10 March 24
# 3 May 29	# 11 March 25
# 4 June 1	# 12 March 26
# 5 June 2	# 13 March 27
# 6 June 3	
# 7 June 4	
# 8 June 5	

*Adopted: January 13, 2014*

NEW CASTLE COMMUNITY SCHOOL CORPORATION  
Pay Schedule/Certification  
2014-2015

PAYROLL DATES

CERTIFICATION DATES

September 17, 2014	September 9, 2014
October 1, 2014	September 23, 2014
October 15, 2014	October 3, 2014 (Friday)
October 29, 2014	October 21, 2014
November 12, 2014	November 4, 2014
November 26, 2014	November 18, 2014
December 10, 2014	December 2, 2014
December 23, 2014 (Tuesday)	December 16, 2014
January 7, 2015	December 19, 2014 (Friday)
January 21, 2015	January 13, 2015
February 4, 2015	January 27, 2015
February 18, 2015	February 10, 2015
March 4, 2015	February 24, 2015
March 18, 2015	March 10, 2015
April 1, 2015	March 20, 2015 (Friday)
April 15, 2015	April 7, 2015
April 29, 2015	April 21, 2015
May 13, 2015	May 5, 2015
May 27, 2015	May 19, 2015
June 10, 2015	June 2, 2015
June 24, 2015	June 16, 2015
July 8, 2015	June 30, 2015
July 22, 2015	July 14, 2015
August 5, 2015	July 28, 2015
August 19, 2015	August 11, 2015
September 2, 2015	August 25, 2015

## **New Castle Community School Corporation**

### **School Board**

**2014-2015**

Mr. Jamey Marcum	President
Dr. Mark Davisson	Vice-President
Mrs. Nan Polk	Secretary
Mrs. Marcy Higham	Member
Mrs. Liz Whitmer	Member
Mr. Greg Crider	Attorney
Mrs. Megan Bell	Business Manager/Treasurer
Mrs. Leah Melton	Deputy Treasurer
Mrs. Lisa McConnell	Executive Secretary
Mrs. Jena Schmidt	Human Resources Secretary

### **Administration - Special Staff**

Mr. Stephen Fisher	Superintendent of Schools
Mr. William B. Pheffer	Asst. Supt. for Secondary Programs & Facilities
Dr. Maria Sells	Asst. Supt. for Elementary Programs & Human Resources
Ms. Amy Blake	Director of Programs for New Castle Area Special Services
Ms. Dee Orick	Director, Food and Nutrition Programs
Mr. Donald Painter	Director, Buildings and Grounds
Mrs. Jaci Hadsell	Director, Bundy Auditorium

# NEW CASTLE COMMUNITY SCHOOL CORPORATION

## General Organization Chart

### Superintendent

<u>Asst. Superintendent for Elem. Programs &amp; Human Resources</u>	<u>Asst. Superintendent for Secondary Programs &amp; Facilities</u>	<u>Business Manager</u>	<u>Other Special Staff Directors</u>
Elementary Principals	Secondary Principals	Budget Administration	Area Career Programs
Elementary Library-Media Services	Secondary Library-Media Services	Accounting	Continuing Education
Elementary Programs Title I	Secondary Programs	Purchasing	Adult Education
Employee Relations	Summer Programs-Remediation	Receiving	Youth Center Programs
Contract Negotiations-Administration	Grant Programs Coordination	Auditing	Special Education
Teacher-Staff Recruitment	Maintenance-Facilities	Payroll	Area Program
Title IX Compliance	Director Building-Grounds	Business Clerical Staff	Alternative Education
ADA Compliance	Safety & Compliance	Employee Benefits	Nursing Services
Public Records Compliance	School Safety Specialist	Food Service Division	Technology
	OSHA Administration		Director Information Services
	Chief Hearing Officer		Bundy Auditorium Manager
	Hearing Examiners		
	Transportation		
	Director of Transportation		

## NEW CASTLE MIDDLE SCHOOL

### Administrators' Responsibilities

#### Jaci Hadsell, Principal

Budgeting and Accounting  
Parent Newsletters  
Communication with CEC/Administration  
Coordinate Staff Development Activities  
After-School Tutoring Program  
Beginning Teacher Mentor Program  
Department Chairman Meetings  
Faculty Handbook  
Faculty Meetings  
Supervision of Personnel & Evaluation  
Extra-Curricular Supervision  
Honor Day  
Student Accountability Plans  
Travel Request-Fieldtrip Requests  
Master Schedule  
P.T.O.  
End of Semester/Year Procedures  
All other duties assigned by  
CEC Administrators

#### Kirk Amman, Assistant Principal

Sonitrol  
Beginning Teacher Mentor Program  
Crisis Plans/Intervention  
Department Chairman Meetings  
Student Handbook  
Faculty Meetings  
Extra-Curricular Supervision  
Pre-Registration of Students  
Student Accountability Plan  
Liaison with Community Youth  
Agencies  
Emergency Drills  
Case Conferences/504  
Student Discipline/Attendance  
Coordinate ISS, MAS, OSP  
Supervision of Personnel & Evaluation  
All other duties assigned by Principal

# NEW CASTLE MIDDLE SCHOOL

Faculty & Staff

2014-2015

Jaci L. Hadsell, Principal

Kirk D. Amman, Assistant Principal

## ENGLISH DEPARTMENT

Jamie Antic, Chairman

Jennifer Alspaugh

Tatina Firle (RISE)

Jennifer Jank

Chris Morris

Michelle Northrup

Nicole Scurlock

## MATH DEPARTMENT

John Griffith, Chairman

Jessica Lee

Jill Leversedge

Nancy Newton

Joyce Rhoades

Molly Swift

Stacey Tolle

## SCIENCE DEPARTMENT

Elizabeth Crane, Chairman

Adam Brown

Mike Fenker

Jennifer McGowan

Sally Wilson

## SOCIAL STUDIES DEPARTMENT

Vicki Madison, Chairman (Read 180)

Matt Allison

Nick Blomeke

Joe Rust

Sara Starkey

## FAMILY/CONSUMER SCIENCE

Chris Dicken, Chairman

Cindy Savage

## BUSINESS DEPARTMENT

Ron Baker, Chairman

Kay Wilcoxon

## INDUSTRIAL TECHNOLOGY DEPT

Michael Summers

## P.E. DEPARTMENT

Jennifer Kelsik, Chairman

Daniel Cox

Tom Cory

Cori West

## HEALTH DEPARTMENT

Rex Peckinpugh, Chairman

Warren Cook

## MUSIC DEPARTMENT

Mark Middleton, Chairman

John Doty

Jonathon Edwards

Matthew Hurst

Susan Smith

## ART DEPARTMENT

Diane Slabaugh, Chairman

Karen Hayden

Katherine Shumaker

## MEDIA CENTER

Teresa Cook, Media Center Specialist

Mysia Brown, Library Technician

## COUNSELING DEPARTMENT

Julie Hansell

7th grade counselor

April Havens

8th grade counselor

## SCHOOL HEALTH SERVICES

Kasey Turner, C.N.A.

**NCMS**  
Faculty & Staff  
2014-2015  
(PAGE 2)

**SPECIAL EDUCATION**

Jennifer Alspaugh	L.D. English Teacher/ED
Kelly Day	L.D. Science Teacher/ED
Deanna Hutson	Hearing Impaired
Cindy Linder	MiMH Teacher/ED (3)
Tricia Kendall	Behavioral Consultant
Sherrie Knoblock	MoMD Teacher
Nancy Newton	L.D. Mathematics Teacher
Michelle Northrup	LD English/ED
Sherry Remington	Vision Impaired
Chad Niccum	Adaptive P.E.
Christina Kasprzak	SPL

**SPECIAL EDUCATION AIDES**

John Bitner ✓  
Brenda Batchfield \*  
Kelley Bledsoe  
Mary Hardman  
Gabriella Isom 4  
Terri McCune  
Barb Miller  
Kathy Vannatta  
Dana Upchurch  
Brittney Sowell

**SPECIAL SERVICES**

Nick Blomeke	Computer Assistance Coordinator
Stephanie Brooks	Bundy Auditorium Manager (2)
Ed Tarantino	CEPS
Melynda Huckleby	Data Coach 7

**SECRETARIAL STAFF**

Melinda Broyles	Secretary to Principal (4)
Jennifer Davis	Registrar/Secretary to Assistant Principal & Counselors
Chris Jolley	Secretary to Music Department
Jean Ann Walls	Receptionist/Extra Curricular Bookkeeper

**TEACHER AIDE**

Tawnya Fribley	Band Aide (3)
Mary Kabula	Music Accompanist
Teresa Thornburgh	P.E./Pool

**ATTENDANCE CLERK**

Cindy Wilkinson	Main Office (1)
-----------------	-----------------

**CAFETERIA STAFF**

Teresa Sowers, Manager 6  
Brenda Fultz  
Melissa Smith

**CUSTODIAL STAFF**

Tommy Keller, Head Custodian  
Autumn Price, 1st floor  
Teresa Upchurch, 2nd floor  
Dotty Jarvis, 3rd floor  
Gary Witham, Bundy



# NEW CASTLE MIDDLE SCHOOL

To: All Staff Members

From: Mrs. Hadsell, Principal

Subject: School Delay/Close Call List

Date: August 2014

Mrs. Hadsell to Call  
Office Staff

&



\*Department Chairmen will establish calling order for their department as a back up for School Reach. Check with your department chairman for more details. Information will also be carried on WMDH, WLBC, WERK and possibly other radio and T.V. stations.

# New Castle Middle School Department List

2014-2015

<u><b>English Department</b></u>	<u><b>Family/Consumer Science</b></u>	<u><b>Media Center</b></u>	<u><b>Attendance Clerk</b></u>
Jamie Antic, Chrm. (765-468-8288)	Chris Dicken, Chrm. (765-529-9501)	Teresa Cook, Media Center Spec.(765-529-3087)	Cindy Wilkinson (765-686-0107)
Jennifer Alspaugh (765-593-0686)	Cindy Savage (317-370-5366)	Mysia Brown (765-766-6250)	
Tatina Firlie (765-465-0044)			<u><b>CEPS</b></u>
Jennifer Jank (317-677-5250)	<u><b>Business Department</b></u>	<u><b>Counseling Department</b></u>	Ed Tarantino (765-533-4894)
Chris Morris (765-529-7335)	Ron Baker, Chrm. (765-529-5742)	Julie Hansell (317-439-3021)	
Nicole Scurlock (317-468-0814)	Kay Wilcoxon (765-284-8884)	April Havens (765-744-5001)	<u><b>Teacher Aides</b></u>
			John Bitner (765-836-4669)
<u><b>Math Department</b></u>	<u><b>Industrial Technology Dept.</b></u>	<u><b>School Health Services</b></u>	Mary Hardman (765-760-2469)
John Griffith, Chrm. (765-524-5110)	Michael Summers (765-529-1070)	Kasey Turner, C.N.A. (765-465-0669)	Barb Miller (765-529-2512)
Jessica Lee (508-277-6055)			Mary Kabula
Jill Leversedge (765-969-5166)	<u><b>P.E. Department</b></u>	<u><b>Special Education</b></u>	Teresa Thornburgh (765-465-8539)
Nancy Newton (765-633-2335)	Jennifer Kelsik, Chrm.(765-524-2211)	Jennifer Alspaugh (765-593-0686)	Kathy Vanatta (765-524-2115)
Joyce Rhoades (765-524-5555)	Tom Cory (765-524-8439)	Kelly Day (765-521-3531)	Kelley Bledsoe
Molly Swift (765-524-0546)	Daniel Cox (765-686-1443)	Sherrie Knoblock (765-489-4671)	Gabriella Isom
Stacey Tolle (765-524-4887)	Cori West (765-729-2903)	Cindy Linder (765-524-1173)	Brenda Batchfield
		Nancy Newton (765-633-2335)	Terri McCune
<u><b>Science Department</b></u>	<u><b>Health Department</b></u>	Michelle Northrup (765-238-0041)	Teresa Alexander
Liz Crane, Chrm. (765-489-5073)	Rex Peckinpaugh, Chrm. (765-529-4110)		
Adam Brown (317-509-2370)	Warren Cook (765-465-0726)	<u><b>Bundy Auditorium</b></u>	<u><b>Data Coach</b></u>
Kelly Day (765-521-3531)		Stephanie Brooks, Manager (765-521-4509)	Melynda Huckleby (765-591-2723)
Michael Fenker (765-521-4044)	<u><b>Music Department</b></u>		
Jennifer McGowan (765-345-5185)	Mark Middletown, Chrm. (765-521-4125)	<u><b>Secretarial Staff</b></u>	
Sally Wilson (765-524-5343)	John Doty (317-285-9314)	Melinda Broyles (765-524-4077)	
	Jonathon Edwards (317-697-5833)	Jennifer Davis (765-524-1459)	
<u><b>Social Studies Department</b></u>	Matthew Hurst (765-465-1656)	Chris Jolley (765-529-2239)	
Vicki Madison, Chrm. (765-465-0409)	Susan Smith (765-354-2464)	Jean Ann Walls (765-520-6598)	
Matt Allison (765-480-2190)			
Nick Blomeke (260-235-0997)	<u><b>Art Department</b></u>	<u><b>Secretarial Staff</b></u>	
Joe Rust (317-445-4933)	Diane Slabaugh, Chrm.	Melinda Broyles (765-524-4077)	
Sara Starkey (219-793-3343)	Karen Hayden (765-289-3733)	Jennifer Davis (765-524-1459)	
	Katherine Shumaker (317-370-1151)	Chris Jolley (765-529-2239)	
		Jean Ann Walls (765-520-6598)	

# NEW CASTLE MIDDLE SCHOOL

## Staff Birthdays

### 2014-2015 School Year

#### January

23 Teresa Cook  
24 Jennifer Davis  
25 Corie West

#### February

3 Kathy Vanatta  
4 Susan Smith  
5 Kirk Amman  
6 Joyce Rhoades  
24 Melynda Huckleby  
24 Tatina Firle

#### March

6 Vicki Madison  
8 Nancy Newton  
10 Cindy Wilkinson  
30 Michelle Northrup

#### April

4 Jean Ann Walls  
16 Molly Swift

#### May

7 Jon Edwards  
12 Melinda Broyles  
19 Barbara Miller  
27 John Bitner

#### June

3 Tom Cory  
3 Kay Wilcoxon  
5 Jennifer McGowan  
16 Nick Blomeke  
20 Sara Starkey  
23 Chris Jolley  
24 Teresa Thornburg  
26 Kasey Turner

#### July

1 John Griffith  
3 Jennifer Jank  
9 Joe Rust  
21 Cindy Linder  
23 Daniel Cox  
24 Matthew Hurst

#### August

2 Chris Morris  
10 Cindy Savage  
14 April Havens  
15 Stacey Tolle  
16 Kelly Day

#### September

7 Mysia Brown  
11 Elizabeth Crane  
19 Sally Wilson  
22 Jill Leversedge  
26 Karen Hayden

#### October

1 Nicole Scurlock  
15 Mary Hardman  
30 John Doty  
30 Ed Tarantino

#### November

2 Mike Fenker  
5 Jessica Lee  
15 Matt Allison

#### December

5 Sherrie Knoblock  
7 Mike Summers  
8 Katherine Shumaker  
9 Jennifer Alspaugh  
14 Jamie Antic  
16 Warren Cook  
19 Adam Brown  
20 Julie Hansell  
26 Jaci Hadsell

2014 - 2015  
**MORNING SUPERVISION SCHEDULE**  
**7:25 - 7:55a.m.**

*\*Teachers will be released at 3:10pm\**

Supervising teachers need to station themselves at the exits of the café or in the middle of the gallery behind Bundy Auditorium. MS students report to café when they arrive and find a seat and sit down. Once they enter the café, the students are to stay there until 7:55a.m.

*Students eating breakfast are expected to pick up after themselves!*

If supervising teacher is required to attend a parent conference/meeting, please arrange for your own substitute for morning duty.

AUG.	5-9	Allison, Crane, Fenker, Antic
	11-15	Morris, Leversedge, Madison, Savage
	18-22	Brown, Crane, West, Firle
	25-29	Cox, Allison, Fenker, Lee
SEPT.	2-5	McGowan, Cory, Blomeke, Rust, Swift
	8-12	West, Swift, Fenker, Northrop
	15-19	Lee, Brown, Wilcoxon, Allison
	22-26	Alspaugh, Crane, Brown, Cox
	29 - Oct. 3	Scurlock, Cory, Wilson, Linder
OCT.	13-17	Allison, Morris, Tolle, Summers
	20- 24	Wilson, Jank, Allison, Blomeke
	27- 31	Linder, McGowan, Hayden, Rust, CRANE
NOV.	3-7	Jank, Starkey, Tolle, Leversedge
	10-14	Northrup, Scurlock, Swift, Madison
	17 - 21	Tarantino, Firle, Blomeke, Hayden
	24-25	Starkey, Cory, Morris, Northrup
DEC.	1-5	Lee, Linder, Swift, Morris
	8-12	Tarantino, Morris, Crane, Cook
	15-19	Firle, Jank, Alspaugh, Hayden
JAN.	6-9	Starkey, Tarantino, Knoblock, Rust, Swift
	12-16	Madison, Rhoades, Northrop, Alspaugh
	19-23	Crane, McGowan, Rhoades, Cory
	26- 30	Tarantino, Lee, Brown, Savage
FEB.	2-6	Firle, Newton, Blomeke, Leversedge
	9-13	Starkey, Tolle, Wilson, Knoblock
	16-20	Cory, Summers, McGowan, Tarantino
	23- 27	Lee, Brown, Cook, Scurlock
MAR	2-6	Starkey, McGowan, Jank, Tolle
	9-13	Cook, Blomeke, Rhoades, Northrop
	16-20	Wilson, Knoblock, Wilcoxon, Madison
APR.	6-10	Hayden, Cook, Rust, Fenker, West
	13-17	Leversedge, Linder, Cox, Newton
	20-24	Madison, West, Knoblock, Swift
	27- May 1	Cox, Wilson, Alspaugh, Tolle
MAY	4-8	Cook, Leversedge, Jank, Knoblock
	11-15	Swift, Fenker, Scurlock, Hayden
	18-22	West, Rust, Rhoades, Linder
	26-29	Alspaugh, Cox, Firle, Swift

**LOCKERS - Monday through Friday - Hansell / 7<sup>th</sup>    Havens / 8<sup>th</sup>**  
**BUNDY GALLERY - M/Edwards, T/Smith, W/Hurst, Th/Doty, F/Middleton ALL YEAR**

2014 - 2015

# AFTER-SCHOOL BUS SUPERVISION SCHEDULE

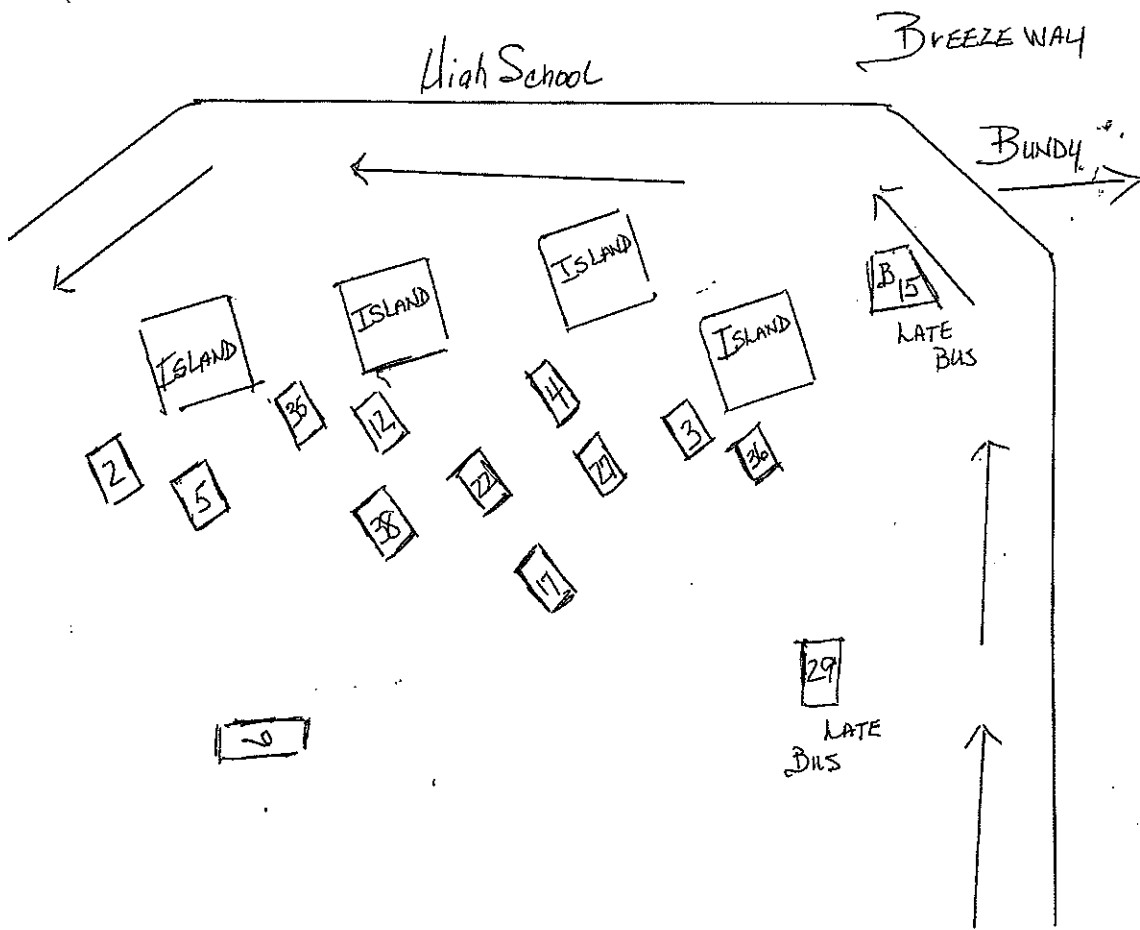
3:00 - 3:15p.m.

Teachers are to locate themselves around the drive in front of the media center.

The teacher listed with (\*) following name, should report to the front of the building on the front steps to assist with supervision of the front drive. Teachers needing to attend parent conference/meetings following school should arrange for their own substitute for bus duty.

AUG.	<del>5-9</del>	<del>Cook, Wilcoxon, Morris*, Cox</del>
	<del>11-15</del>	<del>Scurlock, Tarantino, Crane, Wilson* Rust</del>
	<del>18-22</del>	<del>West, Summers, Alspaugh, Madison* Rust</del>
	<del>25-29</del>	<del>Northrop, Wilson, Knoblock, Cory*</del>
SEPT	<del>2-5</del>	<del>Rhoades, Cox, Brown, Lee*</del>
	8-12	Firle, Jank, Morris*
	15-19	Savage, Summers, Cook*
	22-26	Allison, Madison, Lee*
	29- Oct. 3	Savage, Fenker, Brown, Firle*
OCT.	13-17	McGowan, Rust, Linder, Crane *
	20-24	Alspaugh, Knoblock, Morris*
	27-31	Firle, Blomeke, Leversedge *
NOV.	3-7	Tarantino, Hayden, Cook*
	10-14	Starkey, Linder, Firle *
	17-21	Fenker, Morris, Northrop *
	24-25	Knoblock, Shumaker, McGowan*
DEC.	1-5	Scurlock, Rust, Blomeke, Jank*
	8-12	Summers, Northrop, Lee, Fenker *
	15-19	Wilcoxon, (Swift), Summers, Crane * Rust
JAN.	6-9	Shumaker, Wilson, Linder, Cory*
	12-16	Starkey, Morris, Scurlock*
	19-23	Shumaker, Tarantino, Tolle*
	26-30	Cook, Starkey, Knoblock*
FEB.	2-6	Tolle, Wilcoxon, Hayden*
	9-13	Jank, Shumaker, Cory *
	16-20	Linder, (Swift), Scurlock * Rust
	23- 27	Hayden, Leversedge, Tolle *,
MAR	2-6	Madison, Cox, Blomeke, Rhoades*
	9-13	Allison, Tarantino, (Swift), Hayden* Rust
	16-20	Fenker, Brown, Rust, Alspaugh *
APR.	6-10	McGowan, Leversedge, Lee*
	13-17	Rhoades, Allison, Northrop*
	20-24	Blomeke, Wilcoxon, Cox*
	27- May 1	Rhoades, Savage, (Rust), Madison*
MAY	4-8	Wilson, McGowan, Cox, Alspaugh*
	11-15	Allison, Crane, West,* Rust
	18-22	Tolle, Starkey, Leversedge, Jank*
	26-29	Savage, (Swift), West* Rust

Lockers: 8<sup>th</sup> Havens/Amman 7<sup>th</sup> Hansell/Griffith - All Year



## NEW CASTLE MIDDLE SCHOOL

### CLASS PERIOD SCHEDULE

7:55 a.m.	-	First Bell-Report To Class
8:00 a.m.	-	Tardy Bell - Begin Period 1
8:00 - 8:50 a.m.	-	Period 1 Class
8:54 - 9:44 a.m.	-	Period 2 Class
9:48 - 10:41 a.m.	-	Period 3 Class (announcements @ start of 3 <sup>rd</sup> hour)
10:45 - 11:35 a.m.	-	Period 4 Class
LUNCH – 7 <sup>th</sup> graders	-	Lunch: 11:35 a.m. - 12:05 p.m. Success: 12:09 – 12:24 p.m. Class: 12:24 - 1:13 p.m.
LUNCH – 8 <sup>th</sup> graders	-	Success: 11:39 - 11:54 a.m. Class: 11:54 a.m. - 12:43 p.m. Lunch 12:43 - 1:13 p.m.
1:17 - 2:07 p.m.	-	Period 6 Class
2:11 - 3:00 p.m.	-	Period 7 Class

### TEACHER TIME SCHEDULE

The school day for New Castle Middle School staff includes the equivalent of 7:45 a.m. to 3:30 p.m. The 7:45 a.m. arrival will allow time for preparation prior to the time students are admitted to the classroom area. The afternoon period is needed for faculty meetings, committee meetings, student conferences, parent conferences, activities, sponsorship, and planning/ preparation for the next day's work.

From 7:55 a.m. to 8:00 a.m. teachers not otherwise assigned should stand at the door of their rooms and supervise activity in their areas. This plan should also be followed during the passing period, between classes, and at the end of the school day - 3:00-3:05 p.m. Attention to the way in which students leave your room will do much to relieve hallway conditions. Work should be so planned, and dismissal so supervised, that students leave in an orderly fashion.

Teachers shall request permission to leave the building during their preparation period through an administrator. Upon receiving permission, the teacher shall sign-out on the clipboard on the office counter and indicate the time leaving and returning. Please return at least five minutes prior to the next classroom assignment.

# **NEW CASTLE MIDDLE SCHOOL**

## **2 - HOUR DELAY SCHEDULE**

**Period 1 - 10:00 - 10:33 a.m.**

**Period 2 - 10:37 - 11:10 a.m.**

**Period 3 - 11:14 - 11:49 a.m.  
(with announcements)**

**Period 5 - 11:53 a.m. - 1:10 p.m.**

**7<sup>th</sup> LUNCH: 11:49 a.m. – 12:19 p.m.**

**7<sup>th</sup> Class: 12:23 – 1:10 p.m. (w/Success Time)**

**8<sup>th</sup> Class: 11:53 a.m. – 12:43 p.m. (w/Success Time)**

**8<sup>th</sup> LUNCH: 12:43 – 1:10 p.m.**

**Period 4 - 1:14 - 1:47 p.m.**

**Period 6 - 1:51 - 2:24 p.m.**

**Period 7 - 2:28 - 3:00 p.m.**



# NEW CASTLE MIDDLE SCHOOL

## Lunchroom Supervision

2014-2015

### 7th grade lunch

Mr. Amman  
Mr. Cox (11:40-12:00)  
Mrs. Hadsell  
Mrs. Salvage  
Mr. Summers  
Mrs. Thornburgh  
Mrs. Wilcoxon

\*Miss West

\*(If there is  
ISS - Mrs. West  
will be in there  
and not in lunch room)

### 8th grade lunch

Mr. Amman  
Mrs. Hadsell  
Miss Leversedge (12:55-1:13)  
Mrs. Savage  
Mr. Summers  
Mrs. Thornburgh  
Mrs. Wilcoxon

Mr. Cory\*

\*(If there is  
ISS - Mr. Cory  
will be in there  
and not in lunch room)

### Hot Room

7th graders - Hansell  
8th graders - Havens  
  
Alspaugh 11:40-11:55  
Hayden 11:40-11:55  
Swift 11:40-11:55  
McGowan 12:45-1:00  
Northrup 12:45-1:00

### Reteach Teachers

7 E - Jank/Alspaugh  
7 M - Swift/Leversedge  
8 E - Morris/Northrup  
8 M - McGowan/Griffith

## Testing Schedule Windows

September 22 - October 3  
November 3 - November 17  
November 25 - December 12  
December 3 - 16  
January 26 - February 9  
February 6 - 20  
February 6 - 20  
March 2 - April 30  
March 3 - 13  
April 6 - April 10  
April 27 - May 1  
May 11 - May 22

Acuity Predictive A ELA/Math  
Acuity Predictive A Algebra I  
Acuity Predictive B ELA/Math  
Acuity Predictive B / SS  
Acuity Predictive B Algebra I  
Acuity Predictive C ELA/Math  
Acuity Predictive C Soc. St.  
ISTAR  
ISTEP + Applied Skills  
Acuity Predictive C Algebra I  
ISTEP + Multiple Choice  
ECA (Spring) Algebra

# NEW CASTLE MIDDLE SCHOOL

## Meeting Schedules

2014-15

### Grade Level Meetings

1<sup>st</sup> nine weeks - 8<sup>th</sup> grade 9/10/2014; 3:15 P.M. Data Den  
7<sup>th</sup> grade 9/11/2014; 3:15 P.M. Data Den  
2<sup>nd</sup> nine weeks - 8<sup>th</sup> grade 11/19/2014; 3:15 P.M. Data Den  
7<sup>th</sup> grade 11/20/2014; 3:15 P.M. Data Den  
3<sup>rd</sup> nine weeks - 8<sup>th</sup> grade 2/11/2015; 3:15 P.M. Data Den  
7<sup>th</sup> grade 2/12/2015; 3:15 P.M. Data Den  
4<sup>th</sup> nine weeks - 8<sup>th</sup> grade 4/15/2015; 3:15 P.M. Data Den  
7<sup>th</sup> grade 4/16/2015; 3:15 P.M. Data Den

### Faculty Meetings

August 4	Monday	10:15 A.M. Room 260
December 5	Friday	Prep Period Meetings
April 10	Friday	Prep Period Meetings
May 12	Tuesday	3:15 P.M. Community Room

### Department Chairmen Meetings

September 18	Thursday	3:15 P.M.
November 13	Thursday	3:15 P.M.
January 15	Thursday	3:15 P.M.
March 12	Thursday	3:15 P.M.
April 30	Thursday	3:15 P.M.

**All other committees will meet on an as needed basis.**

### STAFF MEETINGS

New Castle Middle School faculty meetings have been scheduled prior to the beginning of the school year. All faculty members are expected to attend all faculty meetings, department meetings and committee meetings, as scheduled or called by the chairperson. **IF YOU ARE ABSENT THE DAY OF A MEETING, YOU ARE EXPECTED TO MEET WITH THE PRINCIPAL FOLLOWING YOUR RETURN.**

**September 2, 2014 - Back to School Night @ 6:30 p.m. – 7:30 p.m.**

# NEW CASTLE MIDDLE SCHOOL

## Committee Assignments

2014-2015

### Department Chairs

Jaci Hadsell, Chairman  
Jamie Antic  
Liz Crane  
John Griffith  
Jennifer Kelsik  
Vicki Madison  
Mark Middleton  
Nancy Newton

### Fundraising

Kirk Amman, Chairman  
Warren Cook  
Cindy Linder  
Sara Starkey

### Faculty Wellness/Activities

Joe Rust & Adam Brown, Co-Chairs  
Sherrie Knoblock  
Michelle Northrup  
Mike Summers  
Corie West  
Kay Wilcoxon

### Public Relations

Julie Hansell, Chairman  
Daniel Cox  
John Doty  
Nicole Scurlock  
Katherine Shumaker  
Ed Tarantino

### School Improvement

Jaci Hadsell & Kirk Amman, Co-Chairs  
Matt Allison  
Jennifer McGowan  
Molly Swift  
Sally Wilson

### 8 Steps

Jaci Hadsell, Chairperson  
Melynda Huckleby  
Jennifer McGowan  
Joyce Rhoades  
Sally Wilson

### School Success

April Havéns, Chairman  
Karen Hayden  
Matthew Hurst  
Jennifer Jank  
Jessica Lee  
Stacey Tolle

### Student Handbook

Kirk Amman, Chairman  
Jennifer Alspaugh  
Tom Cory  
Mike Fenker  
Tatina Firlé  
Cindy (Ralph) Savage

### Technology

Nick Blomeke, Chairman  
Jon Edwards  
Jill Leversedge  
Vicki Madison  
Chris Morris

**NEW CASTLE MIDDLE SCHOOL**  
**Telephone/Voice Mail**  
**Extensions 2014-2015**

	<u>Ext.# / VM</u>		<u>Ext.# / VM</u>
Allison, Matt	156	Rhoades, Joyce	161
Alspaugh, Jennifer	148	Rust, Joe	155
Amman, Kirk	126	Savage, Cindy (Ralph)	176
Antic, Jamie	145	Scurlock, Nicole	149
Blomeke, Nick	157	Shumaker, Katherine	481
Brown, Adam	167	Smith, Susan	252
Brown, Mysia	349	Starkey, Sara	483
Broyles, Melinda	115	Summers, Mike	177
Cook, Teresa	341	Swift, Molly	160
Cook, Warren	171	Tarantino, Ed	183
Cory, Tom	117	Tolle, Stacey	159
Cox, Daniel	117/143	Turner, Kasey, C.N.A.	120
Crane, Liz	166	Walls, Jean Ann	110
Davis, Jennifer	133	West, Corie	121
Doty, John	135	Wilcoxon, Kay	175
Edwards, Jon	123	Wilkinson, Cindy	116
Fenker, Mike	165	Wilson, Sally	169
Firle, Tatina	146		
Griffith, John - Math& A.D.	321/136		
Hadsell, Jaci	112		
Hansell, Julie (7th)	132		
Havens, April (8th)	118		
Hayden, Karen	478	3rd Floor Conf. Room	138
Huckeby, Melynda	187	Athletic Director	136
Hurst, Matthew	294	Aux. Music (B-17)	128
Jank, Jennifer	151	Aux. Music (B-20)	252
Jolley, Chris	123	Band Office	123
Knoblock, Sherrie	186	Bundy Auditorium	122
Lee, Jessica	162	Café Manager Office	137
Leversedge, Jill	163	Community Room	144
Linder, Cindy	179	Computer Lab (240)	172
Madison, Vicki	152	Custodians	114
McGowan, Jennifer	168	Data Den	187
Middleton, Mark	123	ISS Room	174
Morris, Chris	147	Media Center Comp. Lab	350
Newton, Nancy	184	Media Center Check	349
Northrup, Michelle	185	(Mysia Brown)	
Nurse's office	120		
		Nurse	120
		Pool	143
		ITE Lab	187
		8th Grade Science Lab	189
		7th Grade Science Lab	190
		Read 180 Lab (335)	188
		Read 180 Lnge (336)	182
		Resource Rm. 222	185
		Science Work (323)	164
		Social Studies Work (260)	173
		Teachers' East Lnge	124
		Teachers' West Lnge	125