

FORMS/PROCEDURES

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NEW CASTLE MIDDLE SCHOOL

Five Ways to Manage Your Classroom

It is no secret. A Super Successful Teacher is a good classroom manager who teaches procedures and routines and discipline. Procedures and routines refer to the myriad of things a student is to do and discipline refers to student behavior.

1. CLEARLY DEFINE CLASSROOM PROCEDURES AND ROUTINES

Effective teachers teach procedures and have students learn routines. A procedure is what a teacher wants the student to do and a routine is what a student winds up doing automatically. Well established procedures help eliminate wasted time. For instance, have routine for entering the classroom, taking roll, recording grades, etc. If not, large amounts of time will be wasted on these tasks instead of on learning.

Classroom procedures answer such questions as these:

- What to do when the bell rings
- What to do when the pencil breaks
- What to do when the drill bell rings
- What to do when you have been absent
- What to do when you finish your work early
- What to do when you have a question
- What to do when you need to go to the restroom
- What to do when you want to sign up for something

Knowledge of classroom procedures tells your students such things as these:

- What they are to do when you want their attention
- Where to find the assignment
- When a paper is due
- How a paper is to be done
- Where you want the paper placed
- What they are to do when they enter the classroom
- How to respond when the class has come to an end
- What to do if they want to sharpen a pencil

2. TEACH STUDENTS CLASSROOM PROCEDURES AND ROUTINES

Effective teachers spend a good deal of time the first weeks of the school year introducing, teaching, modeling, and introducing procedures until they become routines. Each day review daily schedules and procedures for assignments, lunch, when to sharpen pencils, when to raise hands ...

Develop a signal to let students know it is time to begin and stay on a lesson. Some techniques include: using a bell, flashing a light, holding up a hand, placing a finger to the lips, or displaying a sign that either says, "My Time" or "Your Time." When they see "My Time," they are to be quiet because that is the teacher's time to instruct. When they see "Your Time," they are to begin work on their lesson.

Do not begin the year yelling and screaming for the class to come to order. Develop a procedure to get their attention or to get to work. Drill this procedure into the class from the very first moment until it becomes a routine..

Do not expect students, especially middle school students, to learn all the procedures in one day. Procedures must be modeled, monitored, taught, and retaught.

Every class needs to have a set of procedures. Procedures allow a class to operate smoothly. Each classroom should have:

1. Procedure for dismissal at the end of the period or day
2. Procedure for quieting a class
3. Procedure for at the start of the period or day
4. Procedure for students seeking help
5. Procedure for the movement of students and papers

3. Monitor Student Behavior

Be aware of who is listening, understanding, participating, or misbehaving. Stand where you can see all of the students at all times. Scan the classroom regularly. Let the students know that you are aware of what is going on at all times.

Most behavior problems in the classroom are caused by the teacher's failure to teach students how to follow procedures.

4. Handle Inappropriate Behavior Promptly And Consistently

Constantly monitor to detect inappropriate discipline behavior and inconsistency with procedures. Catch misbehavior when it first occurs, when it is easiest to correct. Then deal with the misbehavior calmly, quickly, and without disrupting the flow of the lesson.

Some ways of dealing with inappropriate behavior include:

- Give the student "The Stare."
- Remind the student of the correct rule or procedure.
- Ask the student to repeat the correct rule or procedure.
- Tell the student to repeat the correct rule or procedure.
- Tell the student to stop the rule violation and attach a consequence.

5. Plan Ahead

Effective teachers not only can have students complete assignments but can teach for mastery, too. Have a clear idea of what is to be taught and how it is to be taught. Assignments must be posted daily and in a consistent location.

Students must have a set of study guidelines which tells them exactly what they are expected to learn. This prevents students from asking, "What are we supposed to study?"

The use of study guidelines with objectives increases student completion of assignments, and the use of criterion-referenced tests increases student achievement.

Teach your students how to take criterion-reference tests. Using criterion-referenced tests prevents students from asking, "What will the test cover?" and develops students who know what they are responsible to learn and master.

ANNOUNCEMENTS

Announcements will be read over the P.A. system during the first five minutes of third period. A weekly bulletin with all events for the week will be prepared for teachers and students' use and will be available as an attachment each Friday before noon. It is suggested that this bulletin be posted in every classroom for student reference. All events must be cleared by the administration and presented for approval by the end of school on Thursday.

Each announcement for the P.A. system should be legibly prepared and given to the secretary by 8:00 A.M. of the day when the announcement is to be made.

Other general comments in regard to the announcements would include:

1. Announcements should be plainly written. They should be in sentence form and proper English should be used.
2. Announcements should be concise and brief. Athletic events should limit students' names to those who win events and/or those who set school records.
3. Announcements should be in by 8:00 A.M. on the day they are to be read. They are to be on the standard announcement form and are to be signed by a faculty member.

MONTHLY ACTIVITY CORPORATION CALENDAR

The monthly activity calendar is printed and posted for students and faculty on the office information board the first day of each month. It lists all special events and changes in the regular schedule (i.e., convocations, pep sessions, test schedules, athletic and music events, etc.). All changes for the corporation calendar need to be submitted to the Superintendent's secretary as soon as possible.

ACTIVITY CALENDAR

A master calendar for the school year has been organized at the beginning of school and maintained throughout the year in the office by Mrs. Broyles. Any date(s) which are to be added to the calendar throughout the school year must be cleared by the principal and entered on the calendar book. If your event is not posted on calendar – the event does NOT happen.

Athletic Procedures

- ❖ Student opportunities for athletic competition are considered to be essential elements of the extra-curricular program of New Castle Middle School.
- ❖ Student athletes are under the supervision of the coach(es) before, during, and after their practice session, meet, game, or contest. Student athletes are **not** to be left unsupervised during these times. Coaches are expected to remain at school until all student athletes under their supervision have left with their responsible adult.
- ❖ All New Castle Middle School Athletes have signed an athletic contract which binds them to appropriate behavior in school. Failure to abide by this contract may result in the student being placed on athletic probation, suspended and/or dismissed from the team.
- ❖ If a teacher has a continuing academic and/or behavioral concern regarding a student athlete, the teacher should make contact with the head coach. If the teacher is unable to make contact with the head coach, please contact the athletic director.
- ❖ A student athlete who commits an offense resulting in suspension is not eligible to participate in any contest or team event (including practice) until the suspension period is complete.
- ❖ 7th and 8th grade students must pass 5 subjects. Any student who fails to maintain this standard will not be eligible to participate in athletics.
- ❖ A student athlete must be in attendance for the entire day to participate in an athletic contest or team event. This does not include routine appointments such as dentist, family service appointments, counseling, etc.
- ❖ Athletic events cannot take place without teacher participation. Please help make our athletic program a success by helping at home events.

CAMERAS

There are surveillance cameras throughout the building. The cameras have been placed in strategic locations. Under NO circumstances are students or staff to "adjust" these cameras. Please report any issues to the main office immediately. It is our hope the cameras will provide proof of vandalism or bullying.

CAFETERIA PROCEDURES

A school breakfast will cost \$1.30 and a school lunch will cost \$2.55. Adult breakfast is \$1.70 and adult lunch is available for \$3.20. The school lunch program will be offered to all students. The school cafeteria will not allow charging of any meals. Everyone has approximately thirty minutes for lunch sometime during the fifth period. All students must go to the cafeteria and must go through one of the lines or sit at a table and eat lunch brought from home. Rules to be followed in our cafeteria are very simple:

1. All students will first be seated in the assigned seats. The students will then be released to the line of their choice. This seating assignment will be for three weeks, and then the students will be given the opportunity to change their seating arrangement. **Noon supervisors may opt to rearrange seating to improve behavior.**
2. Nothing is to be left on the table or floor. All paper or plastic items are to be thrown in the trash containers.
3. No food or straws are ever to be taken from the cafeteria.
4. Soft drinks and candy are not permitted in the cafeteria by students EXCEPT on special occasions.
5. Restaurant carry-in meals are not allowed.
6. When students have finished eating their lunch, the gym will be available for a short period of time on a rotating basis.
7. Good judgment of behavior permits a lunch time of relaxation for all. Bad judgment (running, throwing, deliberately causing disruption), will cause restrictions of time, freedom and activities. Supervisors may ask students to clean-up the cafeteria when a student is disruptive or disorderly. Students may be required to serve a lunch detention for disorderly, disruptive, or uncooperative behavior.
8. Students will be permitted to go to the restroom only with the permission of a lunch room supervisor.

CARE AND USE OF THE BUILDING

The care of our building is a definite part of each teacher's responsibility, regardless of the room or area to which he or she is assigned.

All requests for custodial service must be submitted to the main office on forms signed by the teacher making the request or by emailing one of the administrators. From these requests, a work order will be issued. If, at any time, your classrooms or instructional areas are not properly maintained, let the principal know in order that the situation might be investigated and corrected.

No teacher is a custodian. However, many of the procedures a teacher could follow can make a custodian's work much easier. A good suggestion is to observe and work with the custodians. They in turn will work for the teacher. Treat them as you would want to be treated. You will be surprised at their response to proper treatment.

Students are expected to respect the building and all equipment located throughout the building. Misuse of the facilities by the student(s) must be reported to the administration in writing giving what was done and by whom on a disciplinary form or email. Necessary action will be taken by the administration. It is important, however, that the action be taken as soon as it is discovered. Do not delay. We want it fresh in all witness' minds.

COMMUNITY SERVICE

Each student will be required to complete a minimum of two (2) hours community service for the school year. We would encourage teachers and staff members to model this as well. Please encourage students to get their hours completed as soon as possible. Staff members can volunteer at dances, lock-ins, sponsor clubs, or personal choice. Please log your hours with Mrs. Havens. Thank you in advance for every minute!

CLINIC PROCEDURES

- The Clinic is staffed by a C.N.A. and is open on a daily basis from 7:45 a.m. to 3:15 p.m.
- If a student is sent to the clinic, he or she must have a written pass. Students should then report directly to the clinic.
- When a student leaves the clinic, correct time and initials of the C.N.A. will be recorded on the pass.
- A teacher should always accompany seriously injured or ill students to the clinic. No student will be accepted without a written pass unless accompanied by a teacher.
- Only the principal, assistant principal, counselor, or C.N.A. may send a student home. Each student must report to the attendance office before going home.
- The parent of each student will be contacted before a student is sent home.
- In case of severe injury or illness, the C.N.A. or principal will contact the parent immediately for instructions.
- NO TEACHER is to administer any medication to a student. This includes ASPIRIN, BUFFERIN, SODA, etc., without first clearing this with the C.N.A. or administrators.
- If lice are found on a student, the student having lice the parent will be informed. Teachers should contact the C.N.A. if they suspect a problem.
- If a parent sends medication to be given at school, all prescription and non-prescription medication must be sent to school in the original container and label. A note from the parent or guardian granting permission for school personnel to administer the medication must accompany the medication. All medicine must be turned in to the clinic. All unclaimed medication will be properly disposed of the last day of school.
- The C.N.A. will notify the teacher(s) if a student has unusual problems that will require adaptations in the classroom.

ACCIDENT REPORTING

Every accident on school property or during a school-sponsored activity must be reported to the office. It is the responsibility of the teacher in charge, the teacher in the area and/or the teacher witnessing the accident to:

1. Take proper first-aid precautions.
2. Contact the C.N.A, principal, or counselor.
3. Complete the accident report form.



Indiana Worker's Compensation First Report of Employee Injury/Illness

Please Return Completed Form to: 402 W. Washington St., Room W196
Indianapolis, IN 46204-2753
(317) 232-3808

FOR WORKER'S COMPENSATION BOARD USE ONLY		
JURISDICTION	JURISDICTION CLAIM NUMBER	PROCESS DATE

PLEASE TYPE or PRINT IN INK

NOTE: Your Social Security Number is being requested by this state agency in order to pursue its statutory responsibilities. Disclosure is voluntary and you will not be penalized for refusal.

EMPLOYEE INFORMATION									
SOCIAL SECURITY NUMBER		DATE OF BIRTH		SEX <input type="radio"/> MALE <input type="radio"/> FEMALE <input type="radio"/> UNKNOWN	OCCUPATION/JOB TITLE		NCCI CLASS CODE		
LAST NAME		FIRST	MIDDLE	MARITAL STATUS <input type="radio"/> UNMARRIED <input type="radio"/> MARRIED <input type="radio"/> SEPARATED <input type="radio"/> UNKNOWN		DATE HIRED	STATE OF HIRE	EMPLOYEE STATUS	
ADDRESS (INCL ZIP)						HRS/DAY	DAYS/WK	AVG WG/WK	PAID DAY OF INJ <input type="checkbox"/> SALARY CONT'D <input type="checkbox"/>
PHONE				# OF DEPENDENTS		WAGE \$	PER: <input type="radio"/> HR <input type="radio"/> DAY <input type="radio"/> WK <input type="radio"/> MO <input type="radio"/> YR <input type="radio"/> OTHER:		

EMPLOYER INFORMATION				
EMPLOYER (NAME, ADDRESS, CITY, STATE, ZIP) NEW CASTLE COMMUNITY SCHOOL CORPORATION 322 ELLIOTT AVENUE NEW CASTLE, IN 47362		EMPLOYER FEDERAL ID# 35-6002688	SIC CODE	INSURED REPORT NUMBER
		LOCATION #	EMPLOYER'S LOCATION ADDRESS (IF DIFFERENT)	
		PHONE # 765-521-7201		
CARRIER/ADMINISTRATOR CLAIM NUMBER			REPORT PURPOSE CODE	
Actual Location of Accident/Exposure (if not on employer's premises):				

CARRIER/CLAIMS ADMINISTRATOR INFORMATION			
CLAIMS ADMINISTRATOR (NAME, ADDRESS, PHONE NO) EASTERN ALLIANCE INS GROUP 12911 N Meridian Street, Ste 100 Carmel, IN 46032		CARRIER FEDERAL ID#	CHECK IF APPROPRIATE <input type="checkbox"/> SELF INSURANCE
PHONE:		<input type="checkbox"/> INSURANCE CARRIER	POLICY/SELF-INSURED NUMBER 0000066378
AGENT NAME		<input type="checkbox"/> THIRD PARTY ADMIN	POLICY PERIOD FROM 4/1/12 TO 3/31/15
CODE NUMBER			

OCCURRENCE/TREATMENT INFORMATION							
DATE OF INJ/EXP	TIME OF OCCURRENCE __M	DATE EMPLOYER NOTIFIED	TYPE OF INJURY/EXPOSURE			TYPE CODE	
LAST WORK DATE	TIME WORKDAY BEGAN	DATE DISABILITY BEGAN	PART OF BODY			PART CODE	
RTW DATE	DATE OF DEATH	INJURY/EXPOSURE OCCURRED ON EMPLOYER'S PREMISES?	<input type="checkbox"/> YES <input type="checkbox"/> NO	CONTACT NAME		PHONE NUMBER	
DEPARTMENT OR LOCATION WHERE ACCIDENT/EXPOSURE OCCURRED			ALL EQUIPMENT, MATERIALS, OR CHEMICALS INVOLVED IN ACCIDENT				
SPECIFIC ACTIVITY ENGAGED IN DURING ACCIDENT/EXPOSURE			WORK PROCESS EMPLOYEE ENGAGED IN DURING ACCIDENT/EXPOSURE				
HOW INJURY/EXPOSURE OCCURRED. DESCRIBE THE SEQUENCE OF EVENTS AND INCLUDE ANY RELEVANT OBJECTS OR SUBSTANCES							CAUSE OF INJURY CODE
NAME OF PHYSICIAN/HEALTH CARE PROVIDER						INITIAL TREATMENT <input type="checkbox"/> NO MEDICAL TREATMENT <input type="checkbox"/> MINOR: BY EMPLOYER <input type="checkbox"/> MINOR: CLINIC/HOSP <input type="checkbox"/> EMERGENCY CARE <input type="checkbox"/> HOSPITALIZED >24 HRS <input type="checkbox"/> FUTURE MAJOR MEDICAL/ LOST TIME ANTICIPATED	
WITNESSES (NAME, PHONE #)			DATE ADMINISTRATOR NOTIFIED				
DATE PREPARED	PREPARER'S NAME Beth Shafer	TITLE Worker's Comp	PHONE NUMBER 765-521-7201				

An employer's failure to report an occupational injury or illness may result in a \$50 fine (IC 22-3-4-13)

STATE FORM 34401 (R8 2/96)

Name of School: _____ Date of Accident: _____ Time of Accident: _____

Name of injured party: _____ Age _____ Sex _____

Address: _____ Grade or Position _____

Status: Employee ☐ Student ☐ Visitor ☐ Trespasser ☐

Other, ☐ _____

Description of Accident (How did the accident happen? What was the injured person doing? What tool, machine or equipment was involved? What teacher, supervisor or administrator was responsible for the area? Who witnessed the accident?)

Witness name - 1 _____ Address _____ Phone number _____

Witness name - 2 _____ Address _____ Phone number _____

Witness name - 3 _____ Address _____ Phone number _____

Location		Type of Injury		Body Part(s) Affected	
Athletic Field <input type="checkbox"/>	Office <input type="checkbox"/>	Abrasion <input type="checkbox"/>	Dislocation <input type="checkbox"/>	Abdomen <input type="checkbox"/>	Finger <input type="checkbox"/>
Bus <input type="checkbox"/>	Playground <input type="checkbox"/>	Amputation <input type="checkbox"/>	Electrical Shock <input type="checkbox"/>	Ankle <input type="checkbox"/>	Foot <input type="checkbox"/>
Bus Stop <input type="checkbox"/>	Restroom <input type="checkbox"/>	Asphyxiation <input type="checkbox"/>	Laceration <input type="checkbox"/>	Arm <input type="checkbox"/>	Hand <input type="checkbox"/>
Cafeteria <input type="checkbox"/>	Sidewalk <input type="checkbox"/>	Bite(Animal) <input type="checkbox"/>	Fracture <input type="checkbox"/>	Back <input type="checkbox"/>	Head <input type="checkbox"/>
Classroom <input type="checkbox"/>	Swimming Pool <input type="checkbox"/>	Bite(Human) <input type="checkbox"/>	Poisoning <input type="checkbox"/>	Chest <input type="checkbox"/>	Leg <input type="checkbox"/>
Gymnasium <input type="checkbox"/>	Stairs(Inside) <input type="checkbox"/>	Burn(Chemical) <input type="checkbox"/>	Puncture <input type="checkbox"/>	Ear <input type="checkbox"/>	Mouth <input type="checkbox"/>
Hallway <input type="checkbox"/>	Stairs(Outside) <input type="checkbox"/>	Burn(Heat) <input type="checkbox"/>	Repetitive Motion <input type="checkbox"/>	Eye <input type="checkbox"/>	Tooth <input type="checkbox"/>
Laboratory <input type="checkbox"/>	Theatre or Stage <input type="checkbox"/>	Concussion <input type="checkbox"/>	Sprain/Strain <input type="checkbox"/>	Face <input type="checkbox"/>	Wrist <input type="checkbox"/>
Locker Room <input type="checkbox"/>	Vocational Shop <input type="checkbox"/>	Other <input type="checkbox"/> _____		Other <input type="checkbox"/> _____	
Maintenance Area <input type="checkbox"/>	Off-Premise <input type="checkbox"/>				
Other <input type="checkbox"/> _____					

Immediate Action Taken

None ☐

First Aid Provided. ☐ Given by: _____

Medical Ambulance Called. ☐ Time of Call: _____ By: _____

School Nurse Notified. ☐ Time of Call: _____ By: _____

Parent/Guardian Notified. ☐ Time of Call: _____ By: _____

CONVOCATIONS

Convocations are chosen consistent with the educational goals and objectives of New Castle Middle School and the New Castle Community Board of Education.

Faculty members are encouraged to submit recommendations for convocations. The principal approves all convocations.

Convocations involving the entire student body will be held in Bundy Auditorium. Teachers are expected to accompany students to each convocation.

DISCIPLINE

The behavior of every student is the concern of every teacher. Any teacher seeing a problem of any kind, anywhere in the building or on the school grounds, should take immediate steps to correct the situation. This includes all extra-curricular school functions both at home and away. A good and general statement here would be that all students are under your supervision unless already being supervised by another faculty member.

If every individual teacher will set a high standard of discipline and each one assumes his/her share of responsibility for student conduct, the job of discipline will be easier for all of us and a highly ordered school will result. If only one teacher in the school permits laxities and rule infractions, it carries over to the other classes and functions and makes the job of keeping order that much more difficult for others.

Classroom discipline should be handled by the individual teacher if at all possible. Each teacher, by his comments, suggestions, and by careful planning and general confidence in his own ability is expected to inspire respect in students so they will conduct themselves in a business-like manner in the classroom. Respect must be earned by an individual and does not automatically appear as a result of one's position.

Early notification of a potential problem to administrators may ward off a serious discipline problem. **The teacher must never send a student to either office without notifying the office of the nature of the referral and filling out the proper discipline form to accompany the student. We will not talk to any student without the referral slip being filled out completely. (Detention Forms and Referral Forms are available in the front office).**

Teachers have a variety of discipline techniques that can be used as they work with students. **The following discipline techniques are recommended for use prior to referring the student to the office: teacher/student conference, teacher/student behavior contract, teacher/parent conference, and before/after school detention(s). Only the major problems should be referred to the office.** Once a referral is made to the office, the administration will handle the problem using those techniques that are available to them, i.e., administrator/student behavior contracts, ISS, FAS and out of school suspension. Teachers will be notified of the disciplinary action(s) taken by the administration. Classroom teachers should be guided by good educational procedures and be able to justify any actions taken or comments made to students. A teacher gains status and respect from students if minor discipline cases are handled by the individual teacher.

DISCIPLINE

(Continued)

Master teachers avoid discipline problems through proper planning, good judgment, and effective leadership.

There is no reason for slapping, rough handling, or any punishment administered by teachers in a state of anger. We cannot defend such actions. Do not expect administrative support in such a case.

A staff member should only use physical force against a student when it is essential for self-defense or for protection of students or other persons of the school corporation. Such action taken under these circumstances will be reported immediately to the administration.

Some timely reminders regarding discipline:

1. The teacher's primary duty is to teach. If this is done well, few discipline problems will arise.
2. Don't threaten any type of assignment or punishment unless you intend to carry it out.
3. Meet your classes promptly. A good teacher will not leave class except in an emergency - then ask for someone to be with them. You are liable for what happens in your room whether you are present or not. It has been proven that most disciplinary situations occur when the teacher does not have control of the classroom.
4. Friendliness is a valuable asset, but teachers should be careful that they not become too friendly with one or just a few students.
5. Sarcasm has proven too many times to do more harm than good.
6. An entire group is never to be penalized for something that only one or a part of a group has done.
7. Not one of us appreciates embarrassment; so we should refrain from making fun or light of a student in front of his peers.
8. Challenging statements such as "you are to do this or else I will do so and so," are certain to lay the ground work for you to prove that you will "do so and so."
9. Create a classroom environment in which mutual respect can exist.

Allowing students to go to the restrooms during a period is definitely discouraged. Such trips should be of an "emergency" nature only and a sign-out system shall be utilized in each classroom.

All students who for any reason must go through the building during class time for any purpose must have in their possession their student handbook or an office request form. Teachers, counselors, and administrators can help control traffic by conscientiously issuing required passes and by checking students found in the halls.

DISCIPLINE

(continued)

All staff members are asked to help promote a "respect code." Students should refer to Mr., Mrs., Miss (Smith), not just "Smith."

All staff members should require students when referring to another on the faculty to precede the name with the proper title. Also, polite responses should always be expected.

Our school has the following basic rules that we ask to be enforced:

1. Students should leave school grounds only with written permission and after having signed out in the attendance office.
2. Students are expected to respect the person of other students by not putting a hand on other students.
3. Students are expected to walk, not run, in the building.
4. A student should have in his possession a building pass, student handbook, or office request form when going through the hall during a class period.
5. Students' possession and/or use of alcoholic beverages, tobacco and harmful drugs on school property or at any school sponsored event is forbidden.
6. Students are expected to attend and be on time for all classes.
7. Students should respect and take care of school property and the property of other people.
8. Students are to be only in supervised areas throughout the school day.
9. Students are expected to show respect to teachers and fellow students.
10. Students shall not possess or use electronic paging devices.
11. Students shall not possess, handle, or transmit any type of weapon or firearm on school property.

Teachers are to send offenders to the assistant principal's office for items 1, 5, 10, and 11 in the above list and teachers are to take care of the other offenses unless the situation is so serious that it demands administrative attention.

We are definitely concerned with the appearance as well as the behavior of our students. The school believes that each student should be attired in such a way as to reflect credit to himself, his family or his school.

The counseling staff is available to work with students who might be potential discipline problems. In most cases the Student Referral Form should be sent to the office before the situation develops to the point that the student must be sent from class. This form is especially important for it presents the teacher's point of view. It aids in making a fair judgment, and it provides an opportunity to receive a written statement of the result of the referral. One copy will be returned to the teacher with the disposition of each case.

DETENTION PROCEDURES

- An after-school detention is a viable resource for the classroom teacher when a student incurs a minor offense, such as chewing gum, not bringing supplies, talking, tardiness, not dressing for physical education, etc.
- Teachers can assign either team or individual detentions. Office detentions are permitted for only staff members not in our building at the conclusion of the day. Please give these forms to Mrs. Wilkinson by noon.
- Parents must be notified by phone or written referral of the required detention, 24 hours prior to the student serving the detention. There are to be no exceptions. (See form)

Student's Name	NEW CASTLE MIDDLE SCHOOL DETENTION NOTICE	Date
Subject / Teacher		Grade
Detention Has Been Assigned: <i>Day(s) of the week</i> M T W Th F _____ <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Date(s) Time Room </div>		
Reason(s) for detention: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> ___ Tardiness ___ Failure to complete assigned work ___ Disrespect </div> <div style="margin-top: 5px;"> ___ Other _____ </div>		
<div style="display: flex; justify-content: space-between;"> ___ Please sign and return ___ Need not be returned </div>		
_____ Parent/Guardian Signature		_____ Teacher/Administrator Signature
Detention completed: ___ Yes ___ No ___ Doubled Initial _____		

Disciplinary Referral Procedures

Referral forms:

- a) A paper trail is necessary for administrators, parents, and the court system (if it comes to that part of the process).
 - b) Consistency is important for students and adults involved.
 - c) One of the greatest concerns is a student not coming prepared. Consistent use of the agenda will help students follow through when absent.
- Minor offenses such as chewing gum, talking, disruption, not having supplies (pencil, paper, books, etc.), and disrespect are expected to be handled within the classroom setting by the teacher.
 - When a student is referred to the office a referral must be sent with that student.
 - When writing a referral the teacher **must not** include the names of any student other than the referred student. Do not include names of witnesses on the referral or other students involved in the incident. These should be written on a piece of paper, or communicated directly to an administrator by email.
 - Teachers should not include their *opinion* on referrals. What is written on the referral should be what occurred or the behavior the student was exhibiting. Comments such as "lazy," "jerk," and "constant nuisance" are not acceptable remarks on a referral.
 - If an unacceptable referral is written the referring teacher will be asked to re-write the referral.
 - Teachers should not suggest a discipline measure when writing the referral. Do not write, "One day in-school suspension" on the referral.
 - Please remember the parent/guardian of the referred student may request a copy of what you have written.

NCMS STUDENT REFERRAL

Last Name	First Name	Grade/Subject/Period	Teacher
		Date	

TEACHER'S ACTION TAKEN PRIOR TO REFERRAL:

- | | |
|---|--|
| <input type="checkbox"/> Checked student's folder | <input type="checkbox"/> Retained student after school/class |
| <input type="checkbox"/> Held conference | <input type="checkbox"/> Changed student's seat |
| <input type="checkbox"/> Consulted Counselor | <input type="checkbox"/> Telephoned Parent/Guardian |
| <input type="checkbox"/> Other | <input type="checkbox"/> Held Parent Conference |

Commendation _____ Lack of Class materials _____ Attitude _____ Personal Problem _____ Recurring Incident _____ Classroom Problem _____ Work/Study Habits _____ Curriculum Problem _____ Attendance/Tardiness _____ Information ONLY _____	REFERRAL COMMENTS: 	Lack of Cooperation _____ Rude, Discourteous _____ Restless, Inattentive _____ Mischief _____ Destructive to property _____ Inattentive _____ Health _____
---	---	--

REFERRAL ACTION AND RECOMMENDATION (S): (for office use only)

Counselor/Administrator _____

Date _____

IN-SCHOOL SUPERVISION

1. Students will be assigned to the ISS room only by the administration.
2. Students will be assigned the ISS room from one (1) to five (5) days at a time. If necessary, this may be in one (1) period per day units.
3. Adequate assignments should be provided to cover the number of days your student(s) is assigned the ISS room.
 - a. Give assignments to Mrs. Wilkinson before school or directly in the ISS room (224) as soon as possible.
 - b. If you send a book, magazine, etc., to the ISS room with the assignment which you want returned, please mark accordingly.
 - c. For students in the ISS room more than one (1) day, use a separate sheet for each day's assignment.
 - d. Students in the ISS room should do one day's and one subject's assignments per period. If that is completed prior to the end of the period the student may read a book, newspaper, magazine, have study time if needed, etc.
4. Students completing assignments while in the ISS room will have them count towards their grade like any other work. The completed work will be returned to the teachers' mailboxes by the ISS room 7th period supervising teacher.
5. Students in the ISS room will have a five minute break at 8:55 A.M. in the morning and at 1:15 P.M. in the afternoon.
6. Students in the ISS room will not attend pep sessions, convocations, etc., unless special permission is granted by the administration.
7. Students assigned to the ISS room will not be permitted to participate in or attend any extra-curricular activity on the day(s) of the suspension.
8. In some classes (i.e., physical education, art, music, tech ed., FACS, keyboarding, science, etc.), it may be more difficult to provide assignments but some written work should be provided in lieu of missing class time.
9. Any problems with students or questions regarding the ISS program should be addressed to the administration immediately.

BREAKING UP FIGHTS

PREVENTION AND EARLY INTERVENTION

The primary objective in any situation is the care, safety, and well being of all participants. The best way to meet this objective where fights are concerned is to stop the fight before it becomes violently physical.

There are several ways to early intervention:

DON'T IGNORE WARNING SIGNS:

Anxiety and verbal outbursts can quickly evolve to physical violence. Remember that verbal sparring is often a plea for your help.

GET ASSISTANCE:

Any sign of volatility should be a sign for you to get help as soon as possible.

REMOVE OTHERS:

An audience will intensify the conflict by adding peer pressure. Cheerleaders may also join a conflict, instead of just cheering. Removing the audience will make controlling the combatants much easier.

APPROACH CALMLY AND CONFIDENT:

Avoid rushing into a situation, but do not be hesitant. Calm confidence will best allow you to control a situation.

SUPPORTIVE STANCE:

Assume a supportive stance, off to the side and away from both individuals.

USE DISTRACTION:

Before attempting communication with the participants, shout, blink the lights, clap or drop a book to get their attention.

USE FIRM NONVERBALS AND VERBALS:

Tone of voice and body language often send clearer messages than spoken language. Nonverbal and paraverbals should be calm, supportive and rational.

REMAIN NONJUDGEMENTAL:

It is important that you do not take sides while you are intervening in a conflict. This will become even more important later when you will need to maintain a relationship with both individuals.

SET AND ENFORCE REASONABLE LIMITS:

You will need to set and enforce reasonable limits on the participants behavior. One or both of the participants may test the limits you set, so be sure you can enforce the limits.

SEPARATE, IF NECESSARY:

If a conflict cannot be settled peacefully, separate the participants and allow them time to calm down.

NEW CASTLE MIDDLE SCHOOL
601 Parkview Drive
New Castle, IN 47362

BEHAVIOR CONTRACT

Teacher - Student

CLASS _____

TEACHER _____

DATE _____

I, _____ understand that if I wish to remain in class and have the opportunity to receive credit, I must abide by the following rules:

1. I must be in my seat and quiet when the bell rings.
2. I must be in class every day with my textbook, notebook and pen or pencil (sharpened).
3. I must not disturb others by talking or being involved in disruptive behavior during class announcements, lectures, discussions, or films. I will not call out answers or make comments without permission.
4. I will make no obscene comments during class.
5. I will remain in my seat during class, except during labs. I will remain in my seat until dismissed by the teacher at the end of the class period.
6. OTHER _____

If I do not abide by the above rules, I understand that I will face administrative action which would result in disciplinary action.

STUDENT SIGNATURE

TEACHER SIGNATURE

DATE

PARENT SIGNATURE

DATE

BE OUR PARTNER IN EDUCATION

EXTRA-CURRICULAR FUND ACCOUNTS

DISBURSEMENTS

1. No funds shall be expended except by prior approval of the Principal and activity sponsor.
2. The voucher is in triplicate and must have the information typed in as to the vendor's name and the description of the items to be purchased (the secretary will type these for you). The voucher **MUST** be signed by the Principal before making any purchase. Under **NO** circumstances should a teacher or sponsor charge a purchase without first obtaining a signed voucher from the bookkeeper. You will be given the white copy to take with you to the store. The store may keep this copy but it is imperative you return a cash register receipt or bill from the store and return to the bookkeeper for payment. Bills cannot be paid without a receipt! The school corporation is tax exempt so if you purchase materials on your own, you will not be reimbursed for the sales tax.
3. Checks will be written at the Curriculum Education Center Office on the 20th of each month. All Extra-Curricular bills are due to the CEC for payment on the 15th of each month.

FACULTY MAIL

Staff members should check their mailboxes, the ISS board, and calendar bulletin each day upon arriving to school. **PLEASE DO NOT SEND STUDENTS FOR YOUR MAIL.**

FAX MACHINE

The FAX machine is now included on the main office copier machine. (The 5501, the one when you first walk in copier room door.) The FAX shall be used for school business only. Our FAX number is 765-521-7269.

FEES DUE SLIPS

Fees due slips are available in the main office. These are two-part forms and are used for lost or damaged books or any other lost or damaged materials in your department. The original copy of the fees due slip should be given to the bookkeeper and the second copy to the student. Always have the student's name, grade and description of the lost or damaged item(s) on the form along with the cost. If a second book is issued to a student during the year, complete the fees due statement at that time.

guidelines

OFFICE OF THE SUPERINTENDENT
NEW CASTLE COMMUNITY SCHOOL CORPORATION

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FIELD TRIP GUIDELINES

Field trips as defined in Board of Education policy must be related to a course of study and therefore are a required part of instruction. If the trip cannot be directly related to a course of study, it should be considered a co-curricular or extra-curricular activity. The following guidelines have been provided to help ensure the effectiveness of all field trips.

General Procedures

- A. All requests shall be submitted to the principal in advance of the scheduled trip with the names of all staff members and chaperones who will accompany the students.
- B. Parental Consent Forms must be returned to the administration before the trip. A blanket authorization may be obtained for trips that will consist of a series of trips during the school year.
- C. A copy of each student's Emergency Medical Authorization Form is to be in the possession of the staff member in charge.
- D. Field trips may be denied for any one of the following reasons:
 - 1. failure to comply satisfactorily with pretrip requirements
 - 2. excessive cost or limited financial resources
 - 3. the students involved have generally been involved in other field trips or school activities that have kept them out of class in the weeks preceding or following the scheduled trip
 - 4. excessive number of students taking trips on that particular day
 - 5. lack of availability of transportation
 - 6. inadequate provision for student safety and welfare
- E. Problems with the field trip should be brought to the attention of the principal immediately upon return. The principal shall inform the Superintendent of any major problems.

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NEW CASTLE COMMUNITY SCHOOL CORPORATION

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- F. For every field trip there must be a ratio of teachers and chaperones to students as determined by the principal.
- G. Prior to arrival at the destination, students are to be made aware of:
 - 1. how they are to conduct themselves;
 - 2. what time the bus will leave for the return trip;
 - 3. where the bus will be located for the departure;
 - 4. any specific information that the students should know with reference to the area being visited.
- H. At least one (1) staff member is to remain at the school after the return trip until all students have been picked up.
- I. Any disciplinary problems are to be reported to the principal immediately upon returning to the school for appropriate action.

In the event of any emergency during a field trip, the bus driver should contact appropriate persons from his/her emergency list and the teacher in charge should contact the principal.

Because field trips are considered an integral part of a course of study and represent a significant cost to the Corporation, it is essential that each trip be carefully planned, conducted according to the plan, and then evaluated in terms of how well the learning purpose was accomplished.

Planning for Field Trips

- A. Will this proposed trip provide a valid learning experience and contribute directly to accomplishing an important learning objective within the course of study?
- B. What conditions at the site might make it difficult to gather important information?
- C. What facilities or resources will be available for guiding the data gathering and answering questions?
- D. What health and safety risks are involved?
- E. Will it be worth the time and expense? i.e.
 - 1. Would another activity be just as effective?
 - 2. Can the trip be made within the time available?

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NEW CASTLE COMMUNITY SCHOOL CORPORATION

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3. Will the experience provide a significantly new learning experience for a majority of the class?
4. Can the purpose be realized without undue inconvenience to students, parents, teachers, and places visited?
5. Will the selection of places to visit produce ill feeling in the community? (e.g., visit to chain store as against visit to corner store)
6. Will the trip have parental and community support?

Preparation for Field Trips

A. Teacher Preparation

1. Arrange through administration for consent to make trip prior to parental consent.
2. Make arrangements with authorities at the place of destination.
3. Plan transportation route, in detail, and arrange financing with the principal, if necessary.

B. Student Preparation

1. Make clear to students the learning purposes of the trip and how it will contribute to their accomplishing particular learning objectives.
2. Provide a transition from what they have been learning to what they will be learning through the trip.
3. Work out with students the focus of their observations and questions for each category of information they are to gather on the trip.
4. Help students organize any materials or references they may be using during the trip.
5. Set up with students the standards of behavior and safety and emphasize that the Code of Conduct applies to the trip.

guidelines

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NEW CASTLE COMMUNITY SCHOOL CORPORATION

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Conduct of Field Trips

A. Gathering and Recording the Information

1. Provide the guide with a clear idea of the purpose of the trip (set of questions prepared by teacher and students).
2. Make sure all students are in a position to observe and to hear the guide's explanations.
3. Arrange for questions to be asked periodically and be sure all students hear the responses to the questions.
4. Provide opportunities for all or selected students to properly record the observations and information for later use in the classroom.

B. Classroom Follow Through

1. Guide students in the preparation of what they remember and what they recorded and then organize the information into useful categories.
2. Have the students examine their data to correct any misinformation and to locate any gaps in the information that they will have to deal with through further research and data gathering.
3. Ask students to analyze the data and form relevant conclusions based on their analysis.
4. Provide a transition from these new learnings to what they will be learning next.
5. Make sure students send appropriate thank you letters to the people in charge of the site they visited and to the bus drivers and other adults who helped make the trip possible.

FIELD TRIP APPLICATION

School _____ Teacher _____

Mode of Transportation _____ Destination _____

Grade _____ No. Students _____ Supervisory Personnel _____

Date of Trip _____ Depart _____ Return _____

Subject Areas Covered:

Purpose of Field Trip:

(Educational Objectives)

List the Indiana Academic Standards covered by this trip. (Approval will not be made without this information.)

Preparation Before:

(Performance Objectives)

Planned Activities After Field Trip:

(Evaluative Objectives)

Field Trip Approved _____ Date _____ Office Has Scheduled _____

Field Trip Not Approved _____ Date _____

Reason Not Approved: _____

New Castle Middle School
601 Parkview Drive
New Castle, IN 47362

Date _____

Field trip to _____ Date of trip _____

Person in charge of trip _____
(Sponsor, Director, Teacher)

I give my consent for _____ to participate in the above activity.
(Name of Student)

In consideration of the benefits derived from this trip, I hereby voluntarily waive any claim against the New Castle Community School Corporation Board of Education, its agents, or its employees for any and all causes which may arise in connection with the above trip.

Parent or Guardian's Signature _____

One of these forms must be filled out for each student participating in the field trip. The person in charge of the field trip must file the completed forms with the principal's office before any students leave on the field trip. Under no circumstances will a student be allowed to leave on any field trip without this completed form on file.

New Castle Middle School
601 Parkview Drive
New Castle, IN 47362

Date _____

Field trip to _____ Date of trip _____

Person in charge of trip _____
(Sponsor, Director, Teacher)

I give my consent for _____ to participate in the above activity.
(Name of Student)

In consideration of the benefits derived from this trip, I hereby voluntarily waive any claim against the New Castle Community School Corporation Board of Education, its agents, or its employees for any and all causes which may arise in connection with the above trip.

Parent or Guardian's Signature _____

One of these forms must be filled out for each student participating in the field trip. The person in charge of the field trip must file the completed forms with the principal's office before any students leave on the field trip. Under no circumstances will a student be allowed to leave on any field trip without this completed form on file.

Request for Sack Lunches

Contact Person _____

School _____

Number of lunches needed _____

Date Needed _____

Your sack lunch will consist of:

Sandwich
Bag of Chips
Fruit Serving
Vegetable Serving
Milk/Drink

1. Submit request at least 2 weeks in advance of date needed to your cafeteria manager. Requests submitted with less than 2 weeks notice may not be able to be supplied.
2. Groups will need to provide their own coolers and ice.
3. In the event the fieldtrip is cancelled the day the lunches are needed, you are responsible for all sack lunches ordered. The only exception would be if the schools were closed.

Signature _____ Date _____

Flower & Gift Procedures

Flowers, a potted plant, or donation specified by the family will be sent in the following cases:

Death: Death of a faculty/staff member in active service, or death in the faculty/staff member's immediate family. Immediate family shall include the following: parent, child, spouse, significant other, brother or sister.

\$40.00

Illness: Hospitalization of a faculty/staff member. (Out-patient services are excluded). Members of the immediate family (spouse, significant other, or child) if hospitalized for a minimum of three days or seriously ill at home.

\$30.00

Cards are sent in the following cases:

Death of other than immediate members of the family.

Birth of other than the first child.

Gifts will be presented in the following cases:

First child born to a faculty/staff member	\$30.00
Wedding	\$50.00
Retirement	\$100.00
Leaving after 10+ years of service	\$30.00

To be eligible for Flower & Gift, all faculty/staff members will be asked to donate \$25.00 for the year. Only those who participate by giving \$25.00 will be sent the acknowledgements listed above.

All those who have contributed to the Flower & Gift Fund will be listed on the cards and gifts sent.

Fundraising

New Castle Middle School will host one large fundraiser. Each year the school administrators will determine a project that will run prior to spring break. The kick-off and ending dates will be published on the weekly calendar.

Teams, departments, and athletic teams may propose their own fundraiser; **HOWEVER**, the sponsor **MUST** fill out a fundraiser form and have it approved by the building administration, as well as the appropriate director and the superintendent. The paperwork must be completed **prior** to the start of any fundraising venture.

If you are raising money for fieldtrips, be sure that parents are very aware of how the process is set up, what happens if money or products “disappear,” what happens if a student cannot go on the fieldtrip, etc. If you have all of the pertinent information on a permission sheet to sell, and parents sign and return it to you, then if there is a question, you will have written back-up of the plan.

****A reminder, “junk food” products are not to be sold in the school. If your product is candy bars, etc., students must remove it from school before they can sell it.**

Student Collections and Deposits

1. No fundraising activity should be carried on without prior approval of the Principal.
2. All money received for deposit is to be submitted to the Principal's Office by 10:30 A.M. Persons depositing money **MUST** count the money and prepare a deposit slip before turning it into the office. A receipt will be issued to the teacher or sponsor. Envelopes and deposit slips are available in the office.
3. **UNDER NO CIRCUMSTANCES IS MONEY TO BE KEPT OR LEFT IN THE BUILDING!**

GRADES/REPORTS

Student Academic Report Submission Dates

2014-2015

Midterm #1	-	Wednesday, September 3, 2014	3:30 P.M.
Report Card #1	-	Tuesday, October 14, 2014	8:00 A.M.
Midterm #2	-	Wednesday, November 12, 2014	3:30 P.M.
Report Card #2	-	Monday, January 5, 2015	3:30 P.M.
Midterm #3	-	Wednesday, February 4, 2015	3:30 P.M.
Report Card #3	-	Tuesday, March 17, 2015	8:00 A.M.
Midterm #4	-	Wednesday, April 29, 2015	3:30 P.M.
Report Card #4	-	Friday, May 29, 2015	12:00 P.M.

Teachers are to record student reports onto PowerSchool on the above date on time. If there are problems see Mrs. Davis ASAP.

Teachers and parents recognize the fact that all children differ in their capacity for learning. The curriculum of New Castle Middle School is planned to provide the opportunity for each child to be successful regardless of his ability. In order to achieve this, the students are placed in required academic courses in above average classes and a combination of average and below average classes. Grades are an evaluation of the student's achievement at the level of his grade placement.

Report cards and midterms are sent home with the students to the parents seven times a year to inform them of their child's progress, as determined by the teachers. The last report card of the year will be mailed.

**TEACHERS ARE TO UPDATE POWERSCHOOL EACH WEEK
ON TUESDAYS BY 8:00 A.M.!**

NEW CASTLE MIDDLE SCHOOL
601 Parkview Drive
New Castle, IN 47362

Date:

Dear Parent or Guardian of _____:

The purpose of this communication is to inform you that we are presently experiencing some problems with your child. We would greatly appreciate your cooperation in working with us in trying to take corrective measures to eliminate these problems.

The attitudes and habits listed below are important elements that are definitely essential in order to maintain stability within the classroom. Furthermore, they must be corrected in order for your child to develop his/her maximum potential.

Please observe the items below which represent the areas in which we're experiencing difficulties:

AREAS OF CONCERN

- | | |
|-------------------------------|--|
| _____ Excessive talking | _____ Disturbs others |
| _____ Lack of effort | _____ Inattentive |
| _____ Disrespectful to others | _____ Bad attitude |
| _____ Excessive tardies | _____ Excessive absences |
| _____ Not prepared for class | _____ Does not complete work on time |
| _____ Incomplete assignments | _____ Missing assignments |
| _____ Poor test scores | _____ Request parent conference |
| _____ Excessive detentions | _____ Inappropriate materials (toys, etc.) |
| _____ Is failing at this time | _____ D grade at this time |

If you have any questions, you may contact us at 521-7230. If you would like a personal conference, please contact Mrs. April Havens (8th grade counselor) or Mrs. Julie Hansell (7th grade counselor) in the counseling office for arrangements.

Sincerely,

Teacher Name

Kirk D. Amman, Assistant Principal

Jaci L. Hadsell, Principal

GUIDANCE DEPARTMENT

"Guidance is a continuous process in which the individual pupil is assisted in his efforts to achieve more nearly up to the level of his capacity." Upon this principle the New Castle Middle School Counseling Department is organized.

PERSONNEL:

April Havens	8 th Grade Counselor
Julie Hansell	7 th Grade Counselor
Bill Tucker	Department Chairman

The work of the counseling department relates to every department in the school and the work of each counselor interrelates with that of the other counselors in this school and with those in the high school. Thus, the personnel in this department operate as a team whose primary function is to provide significant information for the administration, the teaching staff, the parents, the students and the community social agencies concerned with the welfare of youth.

Teachers will be alerted by the guidance department of students who have particular problems - physical, emotional, social - that would assist the teacher in dealing with the students.

Housed within the counseling department are records for each student, which provide section numbers, grades, intelligence test scores, achievement test scores, attendance and extra curricular participation. These records are at all times available to school personnel and can provide information valuable to any person concerned with meeting the needs of a particular student or of a group of students.

Early in each school year a meeting is held to explain to new staff members the function of the counseling department, the record system with its information, use and availability, the placement of students in ability groups, the testing program and the role of the counselor in assisting the teaching staff.

HOMEWORK AND STUDENT ASSIGNMENTS

The amount of course material to be assigned outside of the assigned classroom is up to the discretion of each teacher. Students should be given ample assignments that are relevant, not just "busywork."

It is imperative that students develop good study habits at the beginning of the school year. Assignments should not be excessive at any one time but could be more valuable when they are of the "long range" type allowing students the opportunity to work at their own rate of learning.

A factor which should always be kept in mind is that a student's schedule has at least five and often six other subjects for which preparation has to be made. Do not make assignments as though your class is the only one.

FOR TEACHERS-HOMEWORK

Teachers should be able to outline daily homework assignments a week in advance and provide students with written descriptions of all long-term or extended course projects well in advance of due dates. The ways in which homework assignments will be evaluated and factored into grades should be made clear to students and to parents and should reflect the general school wide policies we feel should be established. Certainly, homework expectations will vary from teacher to teacher, but planning and clarity of assignments should be given.

A letter to parents early in the year explaining homework policies and major projects may change parents' misperceptions of teachers when children say, "He never gives homework" or "She just assigned the novel tonight and I have to have it read day after tomorrow!" Seldom are these the cases, but often these are the reports. Who knows for sure unless the teachers make their policies and plans clear to parents? Students forget when it comes to homework. And they exaggerate.

It is reasonable that teachers have a clearly established and defensible purpose for every homework assignment they give. Teachers should be able to say, "Doing your homework tonight should help you to..." and then provide answers that are more related to instructional goals than promises of "improved grades" alone.

HOMEWORK/MAKE-UP WORK

Parents requesting homework for an ill or excused student may do so after the child has been absent from school for at least two consecutive days. Teachers will be asked to provide required assignments, etc. for homework before the end of the second school day so that parents may pick-up the assignments, etc. between 3:00-4:00 P.M. Please deliver all requested homework assignments to the Attendance Secretary.

EXCUSED - A student must make up work missed during an absence. It is the **student's** responsibility to ask each teacher what has been missed. Upon return, one day for each day absent will be allowed to complete make-up work (except as hereinafter provided). Only in extreme cases of prolonged absence will more than 3 days be allowed for work to be made up. A longer time may be allowed for unusual circumstances with the approval of the teacher.

PREARRANGED - Assignments are to be completed prior to the absence if possible. If a student has been absent for a fieldtrip or an athletic event, make-up work for an announced test and all homework are due the day of return to class. A longer time may be allowed for unusual circumstances with the approval of the teacher.

UNEXCUSED - All work missed due to an unexcused absence from school will be made up.

HOMEWORK/MAKE-UP WORK

(continued)

OUT-OF-SCHOOL SUSPENSION (OSS) - It will be the responsibility of the student to complete tests and quizzes from out-of-school suspension(s) during Friday Afternoon School only.

OUT-OF-SCHOOL SUSPENSION PROGRAM (OSP) - It will be the responsibility of the Student to return completed work to the administrator for full credit during the re-entry conference.

Students who miss school because of vacations with their family are expected to make arrangements in the office 3-days prior to these vacations for make-up work. Please do not give work to students who have NOT provided you with a conditional absence form signed by parent and administrator.

HOT Room

At the MS we are seeing more and more students just NOT doing homework. Because of these 0's their grades and academics tend to put them in serious trouble for their future. Any student who does not complete a homework assignment will be assigned to the HOT Room during lunch period for **the very next day** and will be required to complete the work. The students will be supervised by the counselor and several high school peer students. These students will also act as mentors to encourage and stress the importance of completing the work.

Our goals for the HOT Room:

1. Help students gain a better understanding of the material being taught.
2. Have fewer students with a failing grade.
3. Help teachers better monitor student understanding and help drive instruction.
4. Provide data for teachers to monitor their own homework assignments and effectiveness.
5. Teach student positive study habits which leads to more success in school.

How it Works! (NO H.O.T. Room first 2 weeks of school – begins 8/19/13)

1. Students failing to complete homework – receive the HOT Pass.
This pass is completed and the white copy goes to the student, yellow to Mrs. Davis and pink to teacher. Passes **MUST** be given to Jennifer Davis BY 3:45 each day!
2. If the student completes the work prior to 10AM the day of the assignment, the teacher emails Jennifer Davis or sends her the pink copy and she removes them from the list. Mrs. Davis will notify how many lunches to have in the HOT room each lunch period.
3. The students will go directly to Rm. 120 where the standard lunch will be waiting on them. Students are not allowed to go to the café to socialize. They are required to stay the entire lunch period.
4. Students are required to complete the work and turn in the assignment to the supervising counselor. The counselor will then return the assignment to the teacher.
5. Parent conference will be held once a student reaches 6 HOT Room passes in the 1st quarter and 6 HOT room passes in the 3rd quarter.
6. NO HOT Room for the first 2 weeks of school. We need to allow students (7th graders especially) to get used to the routine in the cafeteria and enjoy the social time with friends. On August 13th we will begin HOT Room.
7. One (1) pass per missing assignment – assignment **MUST** be able to be completed in the HOT Room (20 minutes).
8. Students will be removed from Hot Room after 1 week for missing the same assignment. They will be referred to the administration at that point.
9. Reminder – Students who are absent have as many days as they are absent to make up work before getting a HOT Room pass.



NEW CASTLE MIDDLE SCHOOL Homework Opportunity Time

Student _____ Grade _____
Teacher _____ Date _____
Detention Has Been Assigned:
Day(s) of the week: M T W Th F Date _____
During Lunch in Room 120 (lunch will be served in class)
Assignment(s) Not Completed: _____

*If work is completed and turned in before 10:00 AM on the day of detention this notice will be cancelled.

HONOR ROLL GUIDELINES

<u>GRADES</u>	<u>POINTS</u>
A+	12
A	11
A-	10
B+	9
B	8
B-	7
C+	6
C	5
C-	4
D+	3
D	2
D-	1

1. Each grade is worth the number of points indicated in the achievement grade index.
2. If the point average is a "B+" (9 points) with nothing less than a "C," a student qualified for the HONOR ROLL.
3. If the point average is between a "B" (8 points) and a "B+" (9 points), with nothing less than a "C-," a student qualified for HONORABLE MENTION.
4. Any grade below a "C-" disqualifies a student for the honor roll or honorable mention.

INSPECTION OF INDIVIDUAL STUDENT'S PERSON OR LOCKER

The inspection of a particular student's locker or person will not be conducted unless the principal or her designee has a reasonable suspicion to believe that the locker or student to be inspected possesses contraband of some sort.

Before a particular student's locker is inspected, the student, if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the inspection unless circumstances require that the inspection be conducted with delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule with the student present, the principal or his designee shall notify the student of such inspection as soon as practicable thereafter.

MEDIA CENTER

The Media Center will be open each day from 7:30 A.M. to 4:00 P.M. with the Library Tech or Media Specialist available for consultation. Teachers should consult with the Media Specialist if a special reference book should be reserved for student use in the media center, if more than one copy of a reference book is needed (department funds may have to be used for the purchase), or if a new book, periodical, or reference material would be helpful to students and should be added to the media center shelves.

Teachers must consult with the Media Center Specialist to determine when and how many students should be sent to the Media Center when working on an individual or group project. It is also necessary to reserve the Media Center due to numbers of classes desiring its use. The Media Center is available for the purpose of service to the faculty and students. The Media Center Specialist and technician will be happy to try to answer questions, locate any needed materials, and receive any constructive suggestions.

Each period of the day some of the study hall students will be permitted to go to the Media Center. The study hall teacher may send those who have a pass from the academic teachers who required reference work or reading materials. Students going to the Media Center must abide by rules of conduct set by the Media Center Specialist. Those who cannot follow the rules will lose their privilege to go. No more than seven (7) or eight (8) can go at one time.

OPENING AND CLOSING BUILDING

The building will be open daily from 7:00 A.M. to 4:00 P.M. The **Sonitrol Security System** will be turned on from 12:00 A.M.(midnight) to 4:00 A.M. weekdays, weekends and holidays.

Students are not to be in the classroom before 7:55 A.M. or after 3:30 P.M. unless accompanied by a teacher. Evening activities that meet between 3:00 P.M. and 9:00 P.M., Monday through Friday must be on the weekly calendar. All unsupervised students should be outside the building after 3:15 P.M., weather permitting.

PARKING

Teachers are asked to park in the north lot directly in front of the building. Parking in the back should be limited to staff in those areas. Any vacant spots will be on first come availability, however, ALL faculty need to park east of the line painted on the drive. The spots west of the line are reserved for custodians, food service and maintenance workers.

PLAN BOOK

Daily Plan Books and Class Record Books will be furnished to each teacher. The Daily Plan Book includes seating plan charts. It is desirable to keep these records for the individual's use and for a substitute teacher. Plan books should be **prepared one week in advance.**

PLANTS

Live plants that are small (4"-6" diameter) are only permitted on the teacher's desk. Large hanging plants or floor size plants are not permitted in the building.

PURCHASE REQUISITION

A purchase requisition form must be completed for purchasing teaching materials and supplies, book, audio-visual materials, etc. Purchase requisitions may be obtained from the Principal's secretary. All purchase requisitions must be submitted and initiated and/or signed by the Department Chairman. They should be filled out completely. This includes the account number, department chairman signature, quantity, name of item, serial or stock numbers, price, company name, address, phone, and fax number. No more than one company should be represented on a purchase requisition. Any questions regarding the expenditures of tax accounts should be directed to the Principal's secretary.

SMOKING

The faculty and administration urge students to refrain from smoking at any time. Smoking or possessing tobacco in or around the New Castle Middle School by students is strictly prohibited. Smoking within the building and structure by all faculty and staff members is prohibited. School Board Policy specifies that all New Castle Community School Corporation properties (including NCMS), shall be smoke-free buildings.

Staff Dress, Accessories, and Grooming

New Castle Middle School is committed to our school and corporation mission, focused on outstanding student performance, achievement, and preparation for a lifetime of success. We believe these elements are positively affected by the professional appearance of the school's staff. The professional appearance (including dress, accessories and other body adornments, and grooming) of staff members reinforces their own shared vision of our school and their identity as highly motivated professionals working toward a common mission. Professional dress also strengthens the faculty's morale, sense of professionalism, dignity and self-worth, the community's attitude toward our school and the teaching profession in general. Staff dress directly and indirectly affects the conduct, morale and performance of our students.

Appropriate professional dress is expected during the workday. As representatives of New Castle Middle School, we will dress in a way that communicates our focus on professionalism, student learning and safety. Blue jeans are permitted on "Pay Day" Fridays per superintendent with a \$1.00 contribution to the Dollars for Riley box located in the main office.

NCMS staff members are expected to follow the student Appearance Guidelines.

See below:

APPEARANCE

New Castle Middle School is concerned with the appearance as well as the behavior of students. The school believes that each student should be attired in such a way as to reflect credit to himself, his family, and the school. This manner of appearance statement does not attempt to settle all stipulations of dress and grooming. **Those who deviate from the normal to such a degree as to draw undue attention or to interrupt the educational process will be dealt with as special cases by the administration.** Any time used to change attire will be considered unexcused.

1. No gym shorts, shorts or sleeveless shirts are allowed to be worn during regular school hours except in P.E. classes. Any other exceptions (e.g. air conditioning does not work, etc...) will be made by administration. The length of pants for both boys and girls **MUST COVER** the knee.
2. No tops are allowed to be worn that expose an excessive amount of upper torso. The bottom of the tops should cover the waistband of pants and skirts.
3. No article of clothing will be allowed that has profanity (including communication with double meaning), racial slurs, satanic references, sexual connotations, or apparel that promotes or advertises alcohol, drugs or tobacco products. In addition, any apparel that promotes or portrays graphic violence, extremes in anti-social behavior, or may be a detriment to promoting the orderly function of the school is not allowed.
4. Do not wear caps, hats, bandannas or sunglasses inside the building. Hoodies are not to be pulled up over the student's head. A student's hair must be groomed in such a way as to allow the eyes to be visible at **ALL** times. Modification such as tape over holes or tights under holes will not make the pants acceptable. **Spandex pants, stretch pants or yoga pants are not to be worn during the school day or at school activities.**
5. Pants, slacks, shirts, tops, jeans, or trousers with holes, slits, rips or holes in them are **NOT** permitted to be worn.
6. No bare feet are allowed. Students must wear protective footwear that covers the soles of the feet. Shoes with wheels are not permitted at school at anytime.
7. Coats are not to be worn during the school day. They should be left in lockers. Sweatshirts or unlined windbreakers are permitted.
8. Pants cannot sag below the hips or to the point where undergarments are visible even if covered with a shirt.
9. No spikes, studs or chains (including wallet chains) can be worn as part of one's attire or as bracelets/necklaces, etc., on one's person.
10. Casual/sleep wear (e.g. pajamas, house slippers, etc.) is not considered normal everyday school clothing and should not be worn to school.
11. Jewelry shall not be worn on the face or nose. Facial piercing and gauging are not acceptable and will not be allowed. This includes tongue piercing.
12. Skirts must be in good taste and appropriately modest in terms of length (**at the knee**); not so tight that one cannot sit in a modest fashion. Spandex or leggings with short skirts are **NOT** acceptable. Slits in skirts and dresses must not exceed higher than two (2) inches above the top of the knee.

STUDENT ACTIVITIES

ABC (Anti Bullying Club) will be on Wednesday's from 3:10 – 3:45 p.m., in the Community Room:

2014 - 8/27, 9/17, 10/11, 11/5, 12/10
2015 - 1/21, 2/3, 4/15, 5/6

ARC (Astronomy and Rocket Club) will be on Wednesday's from 3:10 – 3:45 p.m., in Room 323 on the following dates, Adam Brown, facilitator:

2014 - 9/3, 9/17, 10/1, 10/15
2015 - 4/8, 4/15, 5/13

Book Club will meet on the following Wednesday's from 3:10 – 3:45 p.m., in Room 322. Stacey Tolle, Facilitator

2014 - 8/13, 10/1, 12/3
2015 - 1/14, 3/11

Cartoons and Comic Club meets on Wednesday from 3:10 – 3:45 p.m. on the following dates in Room 235:

2014 - 8/20, 9/10, 10/22
2015 - 2/25, 3/18, 4/8, 5/6

Chess Club meets on Wednesday on the following dates, 3:10-3:45 P.M. held in the main office.

2014 - 9/10, 10/15, 11/19
2015 - 1/14, 2/11, 3/18, 4/22, 5/6

Cooking Club meets on Wednesday on the following dates in Room 143.

Cindy Ralph, Facilitator

2014 -	8/13 ~ 3:10 – 3:30 P.M.	2015 -	1/7 ~ 3:10 – 3:30 P.M.
	8/20 ~ 3:10 – 4:30 P.M.		1/14 ~ 3:10 – 4:30 P.M.
	9/3 ~ 3:10 – 3:30 P.M.		2/4 ~ 3:10 – 3:30 P.M.
	9/17 ~ 3:10 – 4:30 P.M.		2/18 ~ 3:10 – 4:30 P.M.
	10/1 ~ 3:10 – 3:30 P.M.		3/4 ~ 3:10 – 3:30 P.M.
	10/15 ~ 3:10 – 4:30 P.M.		3/18 ~ 3:10 – 4:30 P.M.
	11/5 ~ 3:10 – 3:30 P.M.		4/8 ~ 3:10 – 3:30 P.M.
	11/19 ~ 3:10 – 4:30 P.M.		4/15 ~ 3:10 – 4:30 P.M.
	12/3 ~ 3:10 – 3:30 P.M.		5/6 ~ 3:10 – 3:30 P.M.
			5/20 ~ 3:10 – 4:30 P.M.

Craft Club will meet on Wednesday on the following dates from 3:10-4:00 P.M. in the Science Room 317, Liz Crane, facilitator.

2014 - 8/13, 9/10, 11/12, 12/10
2015 - 1/14, 2/11, 3/11, 4/8, 5/13

Game Club will meet on Wednesday on the following dates, 3:10-3:45 P.M. in the Math commons area, Joyce Rhoades and Sherrie Knoblock, facilitators.

2014 - 8/13, 9/17, 10/29, 11/5, 12/10
2015 - 1/21, 2/25, 3/4, 4/8

National Honor Society will meet on the following dates at 7:30 a.m. in Room 260. Vicki Madison, facilitator. September 23, 2014 is the NJHS Induction. 2014 & 2015 meeting dates TBA.

Newspaper Staff meets 3:10 – 3:45 P.M. in Room 212. Jennifer Jank, facilitator.
8/19/14 – Call out meeting
The rest of the year's meetings are TBA.

Ping Pong Club meets on Wednesday on the following dates from 3:10 – 3:45 p.m. in the Gym Hallway. Tom Cory, facilitator.
2014 - 11/5, 11/19, 12/3
2015 - 1/7, 1/21, 2/3, 2/18

SADD meets on the following Wednesdays, 3:10-3:45 P.M. in the Cafeteria, April Havens, facilitator.
2014 - 8/20, 9/3, 11/12, 12/3
2015 - 1/28, 2/18, 3/11, 5/13

Science Club meets on Tuesday on the following dates from 3:10-4:00 P.M. in room the 7th grade Science Lab. Sally Wilson, facilitator.
2014 - 9/2, 10/14, 11/4, 11/12, 12/2
2015 - 2/3, 3/3, 4/7, 5/5

Screen Print Club meets on Wednesday on the following dates, 3:10-3:45 P.M. in Room 130, Mike Summers, facilitator.
2014 - 10/22, 10/29, 11/5, 11/12
2015 -

Speech Club meets on Wednesday on the following dates, 3:10-3:45 P.M. in Room 130.
2014 - 10/22, 10/29, 11/5
2015 -

Student Council Molly Swift, facilitator. Meeting days and times to be determined yet. Listen for announcements!

STUDENT LOCKERS

1. Students shall be responsible for the care and maintenance of the locker assigned to them.
2. Students shall not be in the locker area during lunch time without permission from a NCMS staff person.
3. Students may go to their lockers at any time between class periods or with a pass issued by a teacher during class periods.

STUDENT PARTIES

If circumstances indicate a need for a student-teacher party at school, and it is approved by the staff member involved and the Principal, the party may be held in the cafeteria and/or classroom after 3:00 P.M. on a school day. Students and teachers will have the responsibility of cleaning up.

STUDY HALL RULES

1. Every student should be assigned a seat. Students are not to move unless told to do so by the teacher.
2. Every student should be in his/her seat when the bell rings.
3. Students should stop talking when the bell rings. Students are allowed to talk only with permission from the teacher.
4. No one will be allowed to go to the restroom unless for emergencies.
5. Bring a book or something to work on during study hall. No card playing, "horseplay," etc.
5. Students will be allowed to go to the library with a pass from one of their core academic teachers. This must be kept to only those students who need to work on class work or to get a book. Study hall students should return to study hall before the end of the hour. Study hall teachers are to check the pass to ensure proper student movement occurred.

TO AND FROM STUDY HALL

Students are to be dismissed from study hall to another teacher **only** if the student presents a pass signed by that teacher.

- a. The teacher who endorsed the pass will assume responsibility for that student from the time the study hall teacher releases them until the student returns to study hall.
- b. Study hall teachers are to record when a student leaves study hall and where they are going.
- c. If a student is sent to the library/office, etc., the study hall teacher should set the time of return.

TARDINESS

Every student is expected to be in their classroom and in their assigned seat at the beginning of each class period. If it is necessary for a student to talk with a teacher between class periods, the student must request a pass from that teacher for admittance into their next class. If a student arrives late to school, they must first report to the attendance office prior to reporting to their class.

When a student is tardy to a class, the teacher will admit the student and record the tardy arrival in their gradebook/PowerSchool program. The following procedures shall be followed regarding tardiness at New Castle Middle School.

- A. After the 3rd tardy for the same period per semester, the student will receive a written warning from the office.
- B. After the 4th, 5th, and 6th tardy for the same period per semester, the student will receive a Friday Afternoon School for each tardy.
- C. After the 7th tardy for the same period per semester, the student will receive an OSP. Repeated infractions will result in additional OSP and notification to the Bureau of Motor Vehicles.
- D. Accumulation of tardies begins each semester

TEACHER / STAFF ABSENCES

Any teacher/aide (aide that requires a sub) who need to request a day(s) off, for any reason, will now contact Willsub for finding substitutes. As a teacher, you can contact Willsub 24 hours a day, 7 days a week, either by telephone or via the Internet. Either way, you simply enter your user ID and a PIN. Once that is done, you enter the date of your absence, the number of days you will be gone, and the type of absence. You may even, via the Internet, leave class notes for the substitute who fills in for you. Willsub makes it simple for you to track your absences, and you may use the Internet to view Willsub's progress in attaining a substitute. You may also select preferred substitutes, and Willsub will attempt to contact these substitutes first whenever you enter a request. *On the flip side of this page is an Employee Quick Reference for WillSub also there is a stapled packet in the front of this handbook to reference to for help.*

If this is for "FMLA, Professional, Vacation or Workman's Comp" days, these need to be put in as soon as you can because an administrator needs to approve these absences before WillSub will automatically start sending calls out to subs to cover you.

You must still sign a white absence card for salary when you return regardless of the nature of the absence. Please see Mrs. Broyles to obtain your claim card to sign and return to her.

ASSISTANCE FOR SUBSTITUTE TEACHERS: To assist your substitute, please have the following information available in your desk at all times:

1. Teacher's daily schedule
2. Seating chart
3. Class roll book
4. Directions for use of pass slips and library slips
5. Fire drill procedure and tornado drill procedure
6. Textbook and lesson plans
7. Procedure for taking attendance
8. Specific assignments would also be helpful

SAMPLE LESSON PLAN FOR SUBSTITUTE TEACHERS

Date:

Name:

Seating charts are available for each class in _____.

Attendance slips, tardy passes, and corridor passes are found _____.

Period 1:

Period 2:

Period 3:

Period 4:

Period 5:

Period 6:

Period 7:

Substitute comments to teacher:

TELEPHONES

Teachers will not receive telephone calls during class periods except in emergency cases. Calls will be sent to the teacher's voice mailbox during class time. Teachers should never be on a cell phone during class unless an extreme emergency.

Telephones are located in the main office and throughout the building. Local calls may be placed at any of these telephones.

Students may place phone calls in the general office with permission from the office staff.

TRUANCY

Truancy as indicated here includes illegal absence of one or more periods in the school day. A student who stays out of school without permission and knowledge of parent/guardian and school officials is truant. If a student is truant the following action will take place.

1. The first truancy will result in a referral to the Assistant Principal who will hold a conference with the student and the parents. The first truancy shall result in a 3 FAS's consequence.
2. A second truancy will result in three FAS's and referral to juvenile probation.
3. A third truancy will result in a 3 OSP and referral to BMV.

VISITORS - UNAUTHORIZED PERSONS IN THE BUILDING

Visitors will be in our building periodically. They should be greeted in a friendly manner and asked the purpose of the visit. Do not ask them to report to the office. Find an escort or escort them personally to the office. All visitors, even if they have come to see you personally, should be registered in the main office. Do not permit anyone strange to our building to run free, young or old. Challenge them, find out who they are, and direct them to the office. If you cannot get them to the office, make the administration aware of the problem.

Several Ways to Get the Success Materials!

The Best Way!

Access the Moodle Teacher Success Binder as a *Guest*

1. Go to the **New Castle Community School Webpage**
2. On the left hand side menu, click on **"Moodle."**
3. Select **7-12**
4. Select **Middle School**
5. Select **Data Coach.**
6. Select **NCMS Teacher Success Binder L**
7. Enter the "guest" password (ncms), and you're in!

Here you will see each week's date, power standards, and math/English Success Lessons, and Challenge questions. I will keep every week within the current window open for viewing so you can prepare **WELL IN ADVANCE.**

Things to consider about using Moodle for Success:

- This has been designed as a **TEACHER** resource. It takes the place of your hard copy Success Binder that we created in the past. That means that some lessons will still require you to print and prepare in advance (game cards that may require cutting for example).
- If you have access to a projector and/or Smart Board many of these activities can be completed without making copies (a reading passage for example).
- Some challenge questions have the answers provided at the bottom of the document, so if you project accommodate to conceal for students.
- Be sure that you use/open all documents needed for the English and math lessons (some lessons have songs, student worksheets, etc.)

Additional Ways to Access Success Materials (in case of emergencies or Internet outage)

Each floor has one set of hard copy binders (1st – located in office, 2nd floor – Jamie Antic, 3rd floor – Jessica Lee)

Each week's Success lessons and Challenge Questions will be pocketed on the Data Den door.